

2022-2023
AVON EAST ELEMENTARY
PARENT HANDBOOK



AVON LOCAL SCHOOL DISTRICT
MISSION STATEMENT

THE MISSION OF THE AVON LOCAL SCHOOL DISTRICT IS TO EDUCATE THE WHOLE STUDENT IN AN INCLUSIVE ENVIRONMENT THAT INSPIRES PERSONAL EXCELLENCE.

VISION STATEMENT

THE VISION OF THE AVON LOCAL SCHOOL DISTRICT IS TO CREATE A LEGACY OF EXCELLENCE, INNOVATION AND SERVICE FOSTERED THROUGH COLLABORATION WITHIN THE COMMUNITY

AVON EAST ELEMENTARY SCHOOL
3100 NAGEL ROAD
AVON, OH 44011
440-937-6015
440-937-5525 (FAX)

ATTENDANCE LINE 440-937-6084

WWW.AVONLOCALSCHOOLS.ORG

BOARD OF EDUCATION

Tara Tatman	President
John Wiegman	Vice President
Art Goforth	Member
Dennis Kramer	Member
Alyssa Gault	Member

DISTRICT ADMINISTRATION

Ben Hodge	Superintendent
Sadie Fox	Treasurer
Jen Fitch	Assistant Superintendent
Jason Call	Director of Student Services
Anne Fox	Student Services Programming Coordinator
Valerie Kaminski	Director of Curriculum and Development
Mike Elder	Director of Human Resources
Bill Fishleigh	Director of Operations

AVON EAST ADMINISTRATION

Erin Holzhauer

Principal

AVON EAST FACULTY AND STAFF

Administrative Office

Liz Ourednik, Administrative Secretary
Deb Frey, Attendance Office Aide
Kerry Ramos, Clinic Nurse

Student Services

Anne Fox, Special Education Services
Erin Lynn, School Psychologist
Nicole Joseph, School Counselor

Media Center

Kellie O'Neil, Library Aide

Custodians

Mike Paskert/Alan Taubler

AVON EAST FACULTY

1ST GRADE

MICHELE ARNDT	AMY HROUDA	NICOLE SEGUL
TOM DITZLER	KATIE KNEISEL	JEN SHARP
BROOKE EDGELL	JEN KRUPKA	JEN STEIN
MORGAN GAINES	MICHELLE GANNON	MICHELLE SZCZEPANSKI
STEPHANIE HEIDEMAN	HANNAH PORCHER	

2ND GRADE

ANDREA BAILEY	ASHLEY MAGGARD	JEAN SCHENKELBERG
RENEE BENNETT	LISA MAUSER	ANNE TRIPLETT
ANGELA CRUZADO	TRICIA PLATANIOTIS	JENNA VILEVAC
LORENA FABIAN	THERESE RANKER	LAUREN WADE
EMILY GENDICS	KATIE REPPUCCI	

SPECIALISTS

MELISSA CARTER	ALEX LINDER	COLLEEN SHANNON
KRISTAL FLETCHER	ROBIN McQUAID	AMBER THOMPSON
DEVON GAZDAK	KELLIE O'NEIL	JAKOB WELLS
TERRI HOUDESHHELL	JASON OCHS	KAROLINE WEIR

AVON EAST

IMPORTANT CONTACT INFORMATION

Avon East Administrative Office
Avon East School Administrative Office Fax
Avon East Attendance Line

Phone: (440) 937-6015
Fax: (440) 937-5525
Phone: (440) 937-6084

AVON EAST
SCHOOL DAY OFFICE HOURS

8:00AM until 4:00PM

STUDENT DAY

STUDENT SCHOOL DAY: 8:50AM-3:35PM

CAR RIDER DROP OFF: 8:30AM-8:50AM- DOORS WILL CLOSE AT 8:50AM

BUS ARRIVAL: 8:35AM-8:50AM

CLASS BEGINS: 8:50AM

11:15-1:15- STUDENT LUNCHES

3:30- DISMISSAL CAR RIDER

3:35- DISMISSAL BUS RIDER

3:45- NEST- STUDENTS CANNOT BE PICKED UP PRIOR TO 4:00PM

FERPA

Student Records:

The Avon Local School District Board of Education is required to follow Ohio and Federal law as to the maintenance and release of student records. Ohio and Federal law prohibit the release of personally identifiable student information except in certain specified circumstances without the written consent of the parent / legal guardian or the student, if eighteen or older. If you choose you do not want the following information released, please notify the building principal in writing by September 30, 2022. The School District may release "directory information" without consent and such information includes: names, address, telephone number, and date of birth, major field of study, dates of attendance, date of graduation, sports and activities participated in, and, in case of athletic team members, the height and weight of the student. For purposes of FERPA, members of the Board of Education, School District Administration, School Building Administration, teachers and educational aides are considered to be school officials with a legitimate educational interest in viewing student educational records.

A parent / legal guardian or eligible student has the right to inspect and review the student's educational records, as well as the right to seek the correction of inaccurate or misleading records and that personally identifiable information about the student will not be released without consent, subject to the certain exceptions listed as directory information. The Board of Education has designated the following individual(s) to contact if a parent / legal guardian or student seeks access or the amendment of educational records: Ms. Erin Holzhauer, Avon East Elementary Principal.

Procedures for challenging or amending inaccurate or misleading information in a student's educational record are found in Board Policy, Policy No. JO. Complaints involving an alleged violation of FERPA may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

NON-DISCRIMINATION CLAUSE

The Avon Board of Education 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 counselor, as they have the appropriate information on whom to contact.

Title IX

In accordance with Title IX Federal Guidelines, the Avon Board of Education has established a policy for making formal grievances of gender discrimination practice in the school format. Those wishing to make an appeal may request a Title IX Grievance Form from the high school office. Upon completion the grievance will be submitted to the designated coordinator.

Media Information and Consent

School activities may be recorded and published via pictures, video and sound bytes. This material may be used in media presentations, such as television / cable, radio programs, newspaper articles, website, etc., to (a) extend recognition to students and / or (b) to 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.

ATTENDANCE

Attendance Procedure

It is the responsibility of the home to have students in regular attendance. In accordance with the Missing Child Law (ORC3313.205), the following procedure will be effective. The parent / guardian must notify the school by 10:00am if the child is absent (not in school at 8:50am) with the reason for the absence. If a call is not received, the school will try to contact the parent / guardian. If the parent / guardian and school do not have telephone contact, the student will not receive permission for make-up (unexcused). Notes are not accepted. The school telephone number for absence is **(440) 937-6084**. It is a voicemail number, which is active 24 hours a day. Absence calls **will not** be taken on any other line (telephone number). A student is considered truant until the parent contact has been made. ORC3313.1205 requires a parent / guardian to provide the school with the current address (not P.O. Box), telephone number, parent employment number, and an emergency number.

Excused Absence

Beyond what is prescribed by law, the school administration is the determining agent for excused absences. Parents / guardians may request that a student be excused for the following: personal illness, family illness, death in the family, medical or dental appointments, observance of a religious holiday, court, college visit, or other circumstances as prescribed by the BOE. Other requests for extenuating circumstances may also be considered by the building administrator.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes were in effect. The new legislation mandates Ohio schools to track attendance by **the hour and minute** a

student is absent from school.

When a student is absent from school for 38 or more hours in one month or 65 or more hours in one year with or without a legitimate excuse, the State of Ohio deems this as excessive absences. When a student is deemed excessively absent, Avon Local Schools are required by law to report these absences to the Ohio Department of Education. No further absences will be excused unless a doctor's excuse, court document, or funeral verification is submitted to justify the need for absence.

A student is considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 hours in a month or 72 or more hours in a school year.

Students who meet the definition of being a habitual truant will be referred to the Lorain County Juvenile Attendance Office. The student and their parents / guardians will be required to participate in a conference during which an absence intervention plan will be created to assist the family in improving school attendance. Failure to participate in this plan or should the intervention plan not improve attendance, a complaint will be filed with the Lorain County Juvenile Court. The district is also required to notify the Ohio Registrar of Motor Vehicles of the child's habitual truant status. This may result in the suspension of the child's permit / driver's license or the denial to obtain a permit / license.

School Day

Classes are in session from 8:50 am until 3:35 pm. Students are required to be on time. Students may not leave the building without permission from the parent/guardian. If student is not present before 9:20 am or leaves before 3:05 pm, those minutes will be affected in their attendance indicating either a tardy or an early dismissal. All students arriving late or leaving early must be signed out by the parent/guardian or person responsible for student. If a student arrives to school or leaves school anytime between 8:50 am and 9:20 am and 3:05 pm and 3:35 pm they will be charged a tardy or early dismissal indicating the amount of minutes that they are not in session.

Doctor's Notes

Doctor's notes and / or medical authorization for absences must be turned in to the school office promptly in order for students to receive make-up. Medical authorizations received after five (5) school days will only change a student's attendance. **Doctor's note is required to excuse absences beyond 65 hours.**

Assignments

Do not request assignments on the attendance line. If a student is absent for more than two days, please contact the school before 11:00 am in order to request work. Assignments may be picked up at 3:30pm in the office. Each child is given one extended day per each day absent.

Early Dismissal

To be dismissed early, students should present a written request when they arrive in the building. **Phone call requests to dismiss students are discouraged.** All written requests for early dismissal must be signed by the parent /guardian. The voicemail number for attendance is **not** to request an early dismissal.

Family Vacation

Students must complete a vacation / leave request for administrative approval before their departure. This form must be returned to the office **before leaving on vacation.** Family vacations/leave requests will be considered excused absences as long as the completed request form is turned into the main office prior to leaving and the

school time missed during the absence is less than 64 hours of absence per year. Any school time missed that exceeds the allotted 64 hours per year will be considered unexcused even if a form was properly turned in.

Students are responsible for meeting with each teacher to make up all missed class work. Students who are absent on a short term basis (1-2 days) should make up missed assignments within a week after returning to school. Students, absent for an extended period of time should make up their missed assignments, as the teacher directs.

Custody

Our office needs to be notified of any changes in the status of a student. Students will only be released to the legal guardian(s). Custody paper must be on file in the office when a divorce or change of custody takes place.

Change of Address

Parents should inform the office as soon as possible if there is a change of address or phone number in order. Please see the district website for change of address forms.

Transfer or withdrawal of a student

Any student who is transferring to another district must be withdrawn from our school. Parents must contact the office to make arrangements, and all school property (library materials, chromebook) must be returned. After the correct forms are completed and any outstanding fees are paid, student records will be released.

AVON EAST GENERAL INFORMATION

Classroom Visitation

We want every parent to feel welcome in the school. Parents need to register in the office when coming into the school. Please feel free to sign up to participate in school events and classroom activities with your child's teacher. If you plan to visit your child's teacher, please contact the teacher 24 hours in advance. **Siblings are permitted to attend activities such as star student (with teacher permission). Siblings are not permitted to attend school when a parent is volunteering for centers, work stations or classroom parties.**

Birthdays

We recognize that your child's birthday is a special day. In an effort to minimize the amount of class time devoted to party and treat activities, and to be sensitive to our students with food allergies, we ask that you follow our district food procedure. **Children who wish to celebrate their birthdays may bring in a non-edible item for each child in the classroom. Any food items sent in will be sent back home.** The district would like to promote healthy and safe choices for all students. If you are having a party for your child, please mail the invitations or phone parents (unless you are inviting the whole class, or all the boys or all the girls). This request is intended to avoid hurt feelings on the part of anyone who may not be invited. Parents will be asked to provide directory information during Open House for classroom mailing list. We will celebrate your child's special day by name recognition on the morning announcements and they will receive a birthday charm and pencil.

Elementary Food Procedure:

The only food that we are allowing into the buildings are healthy snacks that are brought from home for the purpose of sustaining energy during the long mornings/afternoons. These snacks and snack time procedures

will be monitored by our classroom teachers. We also ask that you speak to your child, just as your teacher will, about not sharing snacks or cafeteria food at school.

Money, Change and Checks

When money is sent to school for any reason (fees, lunch, field trip), we ask that you send the exact amount in an envelope clearly marked with the child's name and the name of his or her teacher. The school has no provisions to make change. All checks should be made out to the **Avon Local Schools** unless otherwise directed.

Conferences and Report Cards

Parents are expected to attend their child's conferences twice yearly and to review online report cards. Conferences have been scheduled for **October 18th and 20th as well as March 21st and 23rd**.

Parents are not limited to two conferences, and may request a conference with the teacher or principal at any time. We welcome your input and involvement.

Report Cards

Report cards for grades 1 – 12 will no longer be mailed home. Trimester grades can be viewed via PowerSchool. Households without access to the internet may request paper copies through the main office.

Grades

In grades one and two a 1,2,3 number system is provided for you to understand your child's development. It is important to understand that it is not age appropriate to place a lot of information into our online grading system. The Ohio State Standards allow for the development of an elementary child to grow at their own pace. The number definitions are listed below:

3 - Demonstrate Independently

2 - Demonstrates with some support

1 - Needs improvement

Pearson PowerSchool

Parents will be provided login information at the beginning of the school year or at enrollment. Pearson PowerSchool usernames and passwords can be obtained from the secretary if they become lost.

School Lunches

Breakfast and hot lunches are available at Avon East. To learn more about our food service program, go to the district homepage and click on "About" on the top tabs of the main page and then choose "Food Service" tab. If your child brings a lunch from home, please have your child's name clearly marked on all lunch containers.

Media Center

Students may borrow a book for one week. Financial responsibility belongs to the individual student.

Media center fines are as follows: Five cents **a day** for most materials (books, back issues of magazines)

Students are responsible for returning materials on time and paying fines promptly. Students may not check out additional materials until overdue items are returned and fines or fees paid.

Recess and Physical Education

Whenever possible, all day students will be taken outside for recess. Please dress your child with the appropriate outdoor clothing as the weather dictates. If it begins to rain, snow heavily, or **the wind chill and temperature drop below 20 degrees**, recess will take place indoors.

All students at Avon East will have one class period of physical education each week. All children will need to wear tennis shoes on the day they have P.E. If tennis shoes are forgotten, students may not be allowed to participate in P.E. A child will be kept inside or may not be able to participate in P.E. if medical documentation is provided.

Emergency Medical /Student Information

Every Avon student must have Emergency Medical/Student Information up to date. Please note that the completion date for this is **August 26, 2022**. This information provides vital information to the staff in the event of an illness or injury. Please notify the school office of any change of address or contact numbers during the year. We recommend that emergency contacts be local relatives/friends who are able to pick up a sick or injured child if necessary.

Pick up and Drop Off Procedures

Start of School: The side doors will open at 8:25am. The front doors will open at 8:30am. **The front door is to be used for bus riders** and the **north side door is used for car riders**. Students are to be in their classrooms by 8:50am (as this is the start of our school day). The side door will close at 8:50am and the front door will close after all buses have arrived.

***If you miss the car rider drop-off time, you will need to park and walk your child into the office to sign them in. Your child will only be marked tardy if they arrive after 8:50am.**

****Students arriving on buses after 8:50am will not be marked tardy.**

End of School: Car riders and bus riders will start dismissal at 3:30pm.

Car Rider Procedure (before and after school): Every child will be issued **one** car tag with your family name on the tag. Additional tags may be purchased for \$1.00 in the main office should you require more. Please make sure your tag is hanging on your mirror so that our staff members who are calling students for pick-up can easily identify your family name. If you do not have your car tag, a staff member will ask you pick your child up from the front office with your ID.

The following is our car rider procedure:

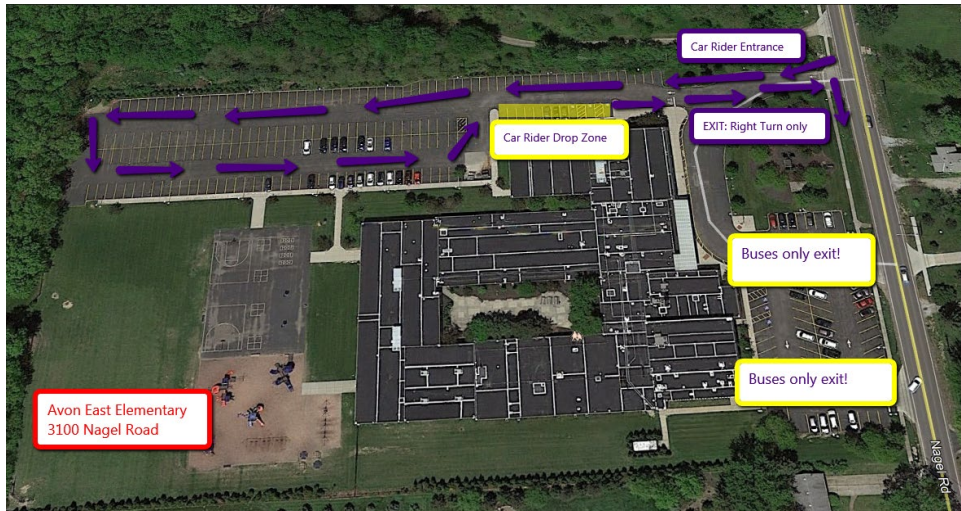
- Enter in the "NORTH" driveway.
- Follow the traffic around the parking lot to the drop zone. Please do not cut through the parking lot.

(2 lines during dismissal only- morning will be one line)

- Please form 2 rows of cars when you see the sign indicating to do so- or you see two lines already formed by cars. It does not matter which line you choose.
 - Merging will take place near the drop zone- there will be a sign indicating when it is time to merge. **Please merge one row at a time and be respectful of other parents.**
 - When you arrive in the drop zone- your child may exit your car and go into the building for arrival and will be waiting for you on a colored dot in the same drop zone for dismissal.
 - To ensure safety, it is crucial your child enter/exit from the passenger side of your vehicle.
 - Leave the parking lot through the NORTH driveway only. **Buses will be using the SOUTH drive- please do not enter this area for safety reasons.**
 - To ensure a quick drop off or pick up we are asking you to please **TURN RIGHT** onto Nagel Rd during the drop-off/pick-up times. **This is enforced by Avon Police as well.**
 - Your car tag must be displayed at all times.
 - If your sign is not displayed a staff member will ask you to go through the car line, park and come into the building to sign out your child with your ID.
- **If you plan on getting out of your car for any reason, please remember to park in a parking space rather than pulling into the drop off/pick up line.*****

Buses: Bus drop off and pick up will be in the front of the building. Please DO NOT park in the front of the building while the buses are arriving or departing with students.

[Picture of the location of the drop off.](#)



Avon Boosters

Boosters is the combined parent/teacher association for Avon Early Learning Center and Avon East Schools. The mission of Boosters is child advocacy, parent education and support of education. The Booster meetings are held the first Wednesday of every month in the cafeteria at EAST. All staff, parents/guardians of students K-2 are encouraged to attend. Just some activities of the Booster include:

Room parents, Pride Day, Junior Achievement, Right to Read Week, Family Fun Night, Newsletter, Book Fair, Staff Appreciation, Reward Programs, Field Day, Community Service, Ways and Means...and more!

By joining Boosters and attending meetings, you will stay informed of activities and programs at our schools, what events are coming up, and how you can be of help. Boosters also provides a wonderful opportunity to meet and network with parents and family members of your child. When you join Boosters you will be added to our email distribution list that will keep you up to date with issues and events pertaining to your child's education. To obtain more information or to join, click on the "Boosters" link under "Parents" on the district website. Your ideas and assistance are welcomed and appreciated, and you will be glad you joined. The child that will benefit most from your involvement in Boosters is your own.

School Fees

School fees can be paid through our online system at <https://www.payschoolscentral.net>. This system can be accessed directly or through the main page of the Avon Local Schools website. The fees for Avon East can also be paid with a check or money order and turned in to office at Avon East. All checks or money orders should be made payable to the Avon Board of Education. **There is a \$10 charge for checks returned for non-sufficient funds plus an additional check collection processing fee.** Families unable to pay fees should contact the main office.

First Grade Student Fee - \$92.00

Second Grade Student Fee - \$78.05

Severe Weather - School Closings

In cases of severe weather, the official announcement of school closings is posted via the Superintendent's twitter, @ben_hodge. An automated text notice can also be sent to subscribers; text 56360 and join. Lastly, the district will post a notice via the district website and will use the phone messaging system.

Media / Public Relations / Photographs

While it is a goal of Avon East School to communicate with the press and other forms of media, parental consent is required prior to direct student contact with all forms of media. Should a parent or guardian wish to exclude his or her child from being pictured in such publications, notification must be made to the teacher directly.

Unauthorized Publication

Any unauthorized publications, signs, etc., may not be posted or distributed on school grounds.

Dress Code

In general, school dress should be such that it ensures the health, welfare, and safety of the student, and enhances a positive image of our students at school. Appropriate school clothing should be clean, fit properly

and with without tears or rips. Inappropriate attire includes high heels, platform shoes, tube tops, clothing that shows undergarments and swimwear. We recommend comfortable play clothes, socks and closed-toe shoes daily. Flip-flops and crocs are discouraged due to playground wood chips and mulch. Please mark all clothing with your child's name on it.

STUDENT BEHAVIOR AND DISCIPLINE

A goal of our educational program is to encourage independence and responsibility which are characteristic of the mature person. A constant respect for persons whether they are teachers, students, staff, visitors or others is a basic requirement. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. In accordance with this philosophy, the Avon Board of Education has adopted a "Zero Tolerance Policy" for inappropriate student behavior.

Timeout/Recess Consequences

Recess is a privilege that students are able to receive before or after lunch. If a student is misbehaving or not following the school rules, Avon East teachers and administrators reserve the right to provide a consequence in the form of a time out from a student's recess. Avon East teachers also value recess time as a way for students to stay active. A walking recess ticket may be given in increments of 5, 10, or 15 minutes (dependent on the behavior) to students. During this time, students will be given a timer and walking time will be issued instead of free-choice play. SOAR reflection sheets will be completed after any time out.

ISA

In School Assignment (ISA), may be assigned for a variety of disciplinary reasons. Students assigned to ISA are provided their classwork or any activity that was missed during class time. ISA may occur for students that are misbehaving or a student that needs to be removed from the general population for a period of time.

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, or superintendent. Only the superintendent may expel a student. Make-up work is the responsibility of the student. In cases of expulsion, students may not make up their assignments. The Avon Board of Education has adopted a policy that fulfills all requirements of the law. Specific guidelines have been established in providing courses of action to pursue should a student or parent choose to appeal a suspension or expulsion decision.

Appeal Procedure

Should a parent/guardian choose to appeal a suspension/expulsion, he or she must do so in writing to the superintendent within three calendar days of the notice of suspension.

The student code of conduct is posted in the Avon East office.

School Resource Officer

The Avon Board of Education has assigned a School Resource Officer to the school buildings to assist in safety and security and to act as a resource for all staff and students during the school day.

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 Avon students at all school activities both on and off school grounds. A violation of any section of the Code of Conduct will result in the following penalties. **Each section includes examples which are not intended to be exhaustive.**

Zero Tolerance Policy

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior, including excessive truancy (ORC 3313.534), by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and / or at school-related events is subject to approved student discipline regulations. The Superintendent / designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to dismissal from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Code of Conduct, school personnel, students or parents should report the student to the school administrator. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The student who commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a school activity, event or program, or is against school personnel on or off school property, may be expelled from school and recommended for permanent exclusion if the student is convicted or adjudged a delinquent child.

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

The Avon Board of Education is committed to providing a safe, positive, and nurturing educational environment for its students and staff. The Board encourages the promotion of positive interpersonal relations between all members of the school community. 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.

This policy applies to all activities in the District, including activities on or off school property and / or while on a school vehicle. In addition, if these actions occur in the public sector, the perpetrator may be subject to disciplinary actions.

Definition of Harassment, Intimidation, Bullying, Menacing, Hazing

The Board views harassment as a form of discrimination. Harassment is defined as intimidation by threats of physical violence and the creation of a climate of hostility. Harassment includes the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice. Harassment is also defined as the effect of insulting or stigmatizing an individual and / or group. It includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior. An act of harassment can be nonverbal, verbal, written, or physical in nature and based on age, gender, race, religion, color, national origin, marital status, sexual orientation, physical characteristics, cultural background, socioeconomic status, or disability. The behavior or act in question must occur more than once and have the effect of harming an individual, damaging an individual's property, placing an individual in reasonable fear of harm to the individual's person or to the individual's property, and also be sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or an abusive environment for an individual. Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage, or interfere with an individual and / or his property, cause substantial inconvenience, subject another to offensive physical contact, and / or inflict serious physical injury.

Bullying includes, but is not limited to, an individual willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, written, electronically transmitted, and / or psychological in nature. Bullying may occur through attacks on an individual and / or his property, or any combination of these.

Menacing includes, but is not limited to, any act intended to place an individual in fear of serious physical, emotional, and / or psychological injury.

Hazing includes, but is not limited to, any act of coercing another, including the victim, to do and / or initiate an act against an individual which creates a substantial risk of causing physical, emotional, and / or psychological harm to another person. Permission, consent, ritual, or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be of this nature to the building administration. All complaints that violate this policy shall be investigated. If the investigation finds an instance of this nature, appropriate disciplinary action will result. This may include consequences up to expulsion for students, up to discharge for employees, up to exclusion for parents, guests, students, volunteers, and contractors, and up to a removal from any officer position and / or a request for a resignation for Board members. Individuals may be referred to law enforcement.

H.B 276 provides school district employees, students, and volunteers with qualified civil immunity for damages arising from reporting an incident of student harassment, intimidation, or bullying. Retaliation against any individual is prohibited including those who report, are thought to have reported, have filed a complaint, or have otherwise participated in an investigation or inquiry concerning allegations of this nature. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Retaliation and / or intentionally making a false report for the purpose of getting someone in trouble are prohibited and may result in disciplinary action.

A strategy will be administered to protect victims from additional harassment and individuals from retaliation.

Students and / or staff members who fail to abide by this policy will be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with Ohio law.

The Avon Local School District will report to EMIS the number of incidents of harassment by students against

other students that violate the district's anti-harassment policy.

Privacy / Confidentiality

The Avon Local School District will respect the privacy of the complainants, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the administration's legal obligations to investigate, to act, and to conform to any discovery and / or disclosure obligations. All reports generated shall be maintained as confidential to the extent permitted by law.

SECTION I

The district has the authority to issue discipline up to 80 days of expulsion with police contact for any violations of the Code of Conduct in Section I, Items 1 – 39. Most discipline is progressive in nature. For example, discipline may begin with lunch assignments, time out, In School Assignments or Out of School Suspensions.

1) Disruption in School or Class

A student shall not by use of violence, force, coercion or threat cause a 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 Avon Local Schools.

3) Insubordination and Disrespect

Insubordination is refusing to comply with the directions of school personnel and student teachers for 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 with respect to 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. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions, and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain

credit for the work in question and shall be subject to other disciplinary action. 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) Physical / Verbal Harassment / Menacing

Students will not be involved with physical (pushing, shoving, etc.) or verbal (malicious, threatening, etc.) harassment directed toward another student or person on school property or when representing Avon Local Schools.

9) 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 to perform services.

10) Loitering / Out of Assigned Area / Trespassing

A student shall not trespass or loiter on school grounds, in the building, or 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 to school and leave when expected or instructed.

11) Inappropriate Behavior

Student conduct that demonstrates a lack of respect and / or civility toward other students / adults is prohibited.

12) Public Display of Affection (PDA)

Public displays of affection are not permitted.

13) Gambling

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

14) Unauthorized Sale or Distribution

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

15) Violations of School Detentions

16) 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.

17) Misconduct

Inappropriate student conduct is prohibited.

18) Technology Violation

Unauthorized use of technology is subject to search and seizure and cause for discipline.

*The administration reserves the right to determine authorized and unauthorized use.

19) 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.

20) Damage or Destruction of School or Private Property on School Premises or Buses

A student shall not cause or attempt to cause destruction to school or private property. Examples of private property include automobiles, bicycles, and motorcycles. Depending upon circumstances, restitution may also be required.

Pursuant to O.R.C. 3109.99 and O.R.C. 3109.091, a student and / or their parent or guardian shall be held financially accountable to the Avon Local Schools for any damage, destruction or theft caused by their child.

21) 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. "Possession" includes, with limitation, retention on a student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Under the influence" is defined as manifestation signals of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, pure caffeine, marijuana, alcohol, inhalants, and look-alike substances. This includes the possession of materials and / or substances that may be used to alter drug tests. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. All other procedures outlined in school policy should also be followed.

Breathalyzers -- Students may be subject to a breathalyzer test based on reasonable suspicion.

Drug Dogs -- The Avon Local School District may utilize drug dogs in the school parking lot grounds, on school transportation and / or in the school building. The school district will work in cooperation with local authorities. Inspections may be unannounced.

22) Drug Paraphernalia

A student shall not possess, use, transmit or conceal any item(s), which is designed for use with any illegal substance or any substance prohibited by this code while on school property or in attendance at any Board of Education sponsored or supervised activity. Vapor pens and electronic cigarettes are considered drug paraphernalia. Related oils are also prohibited. This includes the possession of materials and / or substances that may be used to alter drug tests.

23) 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 Avon High School. Depending upon the circumstances, restitution may also be required.

24) 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 other inappropriate touching. A student who assaults a school employee or another student, whether on or off school property, or at a non-school-sponsored or related activity, function or event, may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

25) False Alarm

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

26) 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.

27) 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.

28) 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.

29) Unauthorized Fire

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

30) 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. Pursuant to O.R.C. 3109.99 and O.R.C. 3109.091, a student and / or their parent or guardian shall be held financially accountable to the Avon Local Schools for any damage, destruction or theft caused by their child.

31) 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.

32) Hazing

No student shall harass, persecute, or participate in any act(s) or attempt to threaten, act, or participate in any act(s) that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student. Hazing is banned in any form. Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this policy and will not exempt any student from discipline under this policy.

33) Gross Misconduct / Illegal Misconduct

It should be noted that other possible inappropriate, lewd, and / or illegal conduct, persistent disobedience, repeated or gross misconduct, may also serve as grounds for suspension and / or expulsion as provided by law. All sexual expressions and activities are prohibited. Students shall be responsible for following all applicable laws of Ohio, as well as all local Avon ordinances.

34) Threat / Action to Induce Panic

Any act (verbal / written) that will threaten to cause a disturbance or creates panic at school or related school events will not be tolerated.

35) Accomplice

No student shall place himself / herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes but is not limited to serving as a “lookout” for a student engaged in misconduct, recording a Code of Conduct violation and/or transmitting the content. . In addition to the foregoing, students shall also have an affirmative duty to report another student who is known to have violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

36) Harassment and Sexual Harassment

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, gender, disability, status as Vietnam-era veteran or special disabled veteran. For this purpose of this Code of Conduct, the term “harass” includes but is not limited to conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (verbally or in writing) abuses another. Students are specifically prohibited from sexually harassing any other student, school employee, community- member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

Any student who believes that he / she has experienced any form of harassment including sexual harassment should report this conduct immediately to his / her building principal who will conduct an investigation and, if required, take appropriate remedial action.

Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature, which may violate the security, dignity, self-worth, safety, or the ability to learn of a student.

Sexual harassment may include, but is not limited to:

- Sexual flirtations, touching, advances, or propositions,
- Verbal or physical abuse of a sexual nature,
- Graphic or suggestive comments about an individual's dress or body,
- The use of sexually degrading words to describe an individual,

- Displaying sexually aggressive objects or photographs, and / or
- Sexually explicit conversation or obscene jokes.

Reporting Procedures

Alleged incidents of sexual harassment may include adults and / or students in various scenarios: employee to student, student to employee, and student to student.

When an individual believes he or she has been subjected to sexual harassment, he or she should immediately report the incident to the building principal. This can be done through direct contact with the principal, by conference with counselors or through a parent / student conference with the principal. As appropriate, and / or required by federal law and the laws of the State of Ohio, the principal may involve outside agencies in the investigation, such as children or youth services and / or law enforcement agencies.

37) 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.

38) Technology / Computer / On-Line Regulation Violations

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

Computer / On-Line / Technology Regulation

Technology usage in the Avon Local Schools is encouraged and made available to students for education purposes. The district retains the ownership of all data, hardware, software, video, etc. The Avon Local Schools reserve the right to inspect, copy, and / or delete all material accessed with district equipment. In addition, material created for the Avon Local Schools must be monitored and / or inspected by staff members. Multimedia, including the Internet, is an important educational resource. **Thus, students are automatically granted usage unless their parent / guardian notifies the appropriate building administrator.**

All non-educational usage is prohibited. Specific but not absolute guidelines for student usage are stated in the Computer / On-Line / Technology Policy below:

1. Files stored on the school network and/or the avoneagles google drive are restricted to school related assignments only. Personal files may not be stored.
2. Passwords may not be shared.
3. Students shall not use, share, or alter another person's password.
4. Students shall not access, transmit and / or retransmit material requiring a password without legally possessing such a password or authorization. Should a student's password be known by someone else, it is the responsibility of the student to report this to a teacher.
5. Use of computers and all other forms of technology is restricted to curriculum related projects and must be supervised.
6. No student shall attempt to establish unauthorized contact into school district computers or any other application.

7. Students are not permitted to record audio or visual images of students, employees, or guests without permission. Images must be academically purposeful.
8. Accessing and / or sharing obscene material and use of inappropriate or threatening language is prohibited.
9. Transmission of any material in violation of any state or federal regulation is prohibited. This includes copyrighted material.
10. The network should not be used in such a way that is disruptive and / or detrimental to the operation of hardware, software, and / or network.
11. Uploading and / or downloading any inappropriate material, creating / using computer viruses and / or any malicious attempt to harm or destroy equipment, materials or the data of any other user is prohibited.
12. Use of proxy servers and / or any other attempt to bypass Internet filtering / security is prohibited.
13. Vulgar, derogatory, obscene and / or offensive language is prohibited.
14. No student shall waste resources, i.e., paper, toner, server space and / or bandwidth.
15. Rules and regulations of computer etiquette are subject to change by the administration.
16. Avon's administration, faculty and staff reserve the right to scan all storage devices that are brought into our building.

39) Felonious Act

A student who is charged and / or convicted of a felonious crime committed on school grounds or off school grounds at a school related event is subject to disciplinary action.

40) Repeated Violation of the Code of Conduct

Repeated violations of the Code of Conduct are subject to further consequences.

SECTION II

The district has the authority to issue discipline up to one (1) calendar year of expulsion with police contact for any violations of the Code of Conduct in Section II, Items 40 – 41.

41) Weapons, Dangerous Instruments, Fireworks, Firearms, and Explosives

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school. Bringing a knife onto school property may also result in a one-year expulsion.)

No student shall possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or munitions, nor shall any student ignite or explode fireworks, explosives or munitions at school-sponsored or related functions or activities on or off school grounds or at any other time the student is subject to the authority of the school. This prohibition applies to firearms, explosives, (including fireworks,

lighters, and matches), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look alike weapon or dangerous object (including normal school supplies like pencils or compasses), that a reasonable person might consider, under the circumstances, capable of harming a person or property.

42) Biological and Chemical Threats

A student shall not cause a disruption or obstruction to the school's operation by threat of the release, rumor, or presence of any biological agent, hazardous substances, or poison, regardless of the circumstances of the threat. Because of the widespread angst that such threats produce it will be deemed to be of the most serious nature and will be punished accordingly. Emergency removal of the student from school premises, as well as expulsion, and permanent exclusion shall be considered as remedies for the punishment of such conduct. This will result in the loss of participation in any extracurricular school activities as well as the loss of the right to be on any school premises.

TRANSPORTATION GUIDELINES

- 1) The State of Ohio restricts the use of Avon school buses to students enrolled in the Avon Schools. Therefore, children living outside of the Avon Local School District, by law, **may not** ride an Avon School District bus.
- 2) The Avon Local School District Code of Conduct (as stated in the bus handbook) is in effect and is applicable whether a student is in a school building, on the school grounds, or riding a bus.
- 3) Students riding Avon Local School District buses must continually remain respectful of the privilege of not only riding a school bus, but of the bus drivers as well. At all times, students must comply with requests that bus drivers must make of them.
- 4) When disciplinary action is required, the following procedure is implemented: The driver of the bus or bus aide will complete a written referral. This will then be submitted to the appropriate school administrator. When applicable, the following will occur:
 - a) At the first offense requiring a written referral, the student will meet with the building principal. Parent contact may be made depending on the offense. A time out or recess detention may be issued.
 - b) The second offense requires a written referral, the student will continue to have a consequence at the building principal's discretion. This may include but not be limited to time off from the bus.
 - c) The third offense requires a written referral, the student will have a consequence at the building principal's discretion. This may include but not be limited to complete removal from bus transportation.

Student Responsibilities

The following rules are posted in each Avon Local School District bus (ORC, Section 3319.41 and OAC 68-161):

To avoid losing bus privileges, please follow these rules.

- 1) Remain seated and keep aisles clear.
- 2) The bus driver will assign seats.

- 3) Keep head and hands inside bus.
- 4) Noise on the bus should be kept to a minimum. No screaming, shouting, or yelling.
- 5) Be courteous – no profanity.
- 6) Observe classroom conduct.
- 7) Violence is prohibited.
- 8) Do not damage the bus or equipment.
- 9) Do not eat or drink on the bus.
- 10) The use of tobacco is prohibited.
- 11) For your own safety, cooperate with the driver.
- 12) You may only ride your assigned bus.

Additional Guidelines for Students

- 1) Carry-on items must fit on one's lap.
- 2) Animals are prohibited on Avon Local School District buses unless approved by the superintendent designee.
- 3) When crossing the roadway to board the bus (or after exiting the bus), wait for a hand signal from the driver indicating that it is okay to proceed. At that time, begin crossing the roadway, staying at LEarly Learning Center 10 feet beyond the front of the bus.
- 4) Do not attempt to get on or off the bus until it has come to a complete stop.
- 5) At all times, remain seated while the bus is in motion.
- 6) Be sure to reach your assigned bus stop *five (5) minutes* prior to your designated pick-up time.
- 7) Talking or creating any other noise while the bus is at or approaching a railroad crossing is prohibited.
- 8) Changing clothes on the bus is prohibited.
- 9) Do not board or exit the bus through the emergency door unless specifically instructed to do so by the driver. (The emergency exit must always remain free from obstructions).
- 10) After you have boarded the bus, you may not exit the bus without the permission of the driver.
- 11) No toys are permitted on the bus.
- 12) Nothing should be hanging from backpacks, book bags, or clothing.
Such objects become entangled and caught on bus handrails while boarding or exiting the bus.
- 13) Cell phones and music playing devices may be used as long as they are not audible or disruptive to others on the bus. These devices may not be used for audio or visual recordings.

RESTRICTED ITEMS

Technology

Personal gaming devices, video cameras, cameras, laser pens, walkie-talkies or distracting technology are not

permitted on school grounds or in school buses. Cellular telephones, smart watches, and music-producing devices may be possessed, but not accessed during the school day. **Avon East Elementary is not responsible for lost or stolen objects.** Technology devices may be used for curricular-driven instructional purposes only and with permission and under the supervision of the classroom teacher or support staff.

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 to or are misused in the school environment, the administration reserves the right to determine authorized and unauthorized utilization throughout the school year.

MEDICATION

The Board of Education recognizes that many students are able to attend school only through the effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. Parents should be aware that the school district contracts with the Lorain County General Health District for provided nursing services. If possible, all medication should be given by a parent / guardian at home. If this is not possible, parents may come to school to administer medications only when no alternative is available.

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

- 1) Written authorization must be on file with the Administrative Office prior to any medication being 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 medication, prescription and / or over the counter must be signed by a physician.)
- 3) At no time shall a student be in possession of medication while on school property. Medication will be kept in the clinic / Administrative Office. The only medication a student may be permitted to be in possession of on school grounds will be emergency medications (i.e. EpiPens, asthma inhalers, and diabetic medications). For the student to possess these emergency medications, he / she must have written authorization on the approved medication authorization form along with a completed action plan form which will be provided by the school, is on file in the office, and is signed by both the student's physician and parent / guardian.
- 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. Any medication left at school at the end of the year will be discarded.
- 5) Any student found to be carrying unauthorized medication will be subject to disciplinary action.
- 6) Cough drops must remain in the office and may be consumed when accompanied by a note from the parent/guardian.

Illness at School:

If a student becomes ill at school, he / she will be sent to the office, and if necessary, a parent will be contacted to pick up the student, ideally within 30 minutes. Students may not be in school if he/she has any of the following:

- Diarrhea / loose stools within the last 24 hours
- Vomiting within the last 24 hours
- Sore throat, difficulty swallowing, white spots on tonsils or throat
- Severe cough, congestion, drainage or relentless sneezing
- Undetermined rash / itching
- Temperature of 100 degrees Fahrenheit or higher
- Red, itching, burning or crusting of one / both eyes
- Eggs (nits), or head lice - until declared nit free by the school nurse.

Note: Student must be fever/vomit/diarrhea free without medication (*for example: Tylenol*) for 24 hours prior to returning to school. Also, students diagnosed with a condition requiring antibiotics (*ex. for example: pink eye, strep throat*) must be on antibiotics for 24 hours before returning to school.

Required Immunizations

The following immunizations are required under Ohio Revised Code 3313.67.

<https://www.odh.ohio.gov/~media/ODH/ASSETS/Files/bid/immunizations/schoolsummary.pdf>

DPT (Diphtheria, Tetanus, Pertussis)

Polio (Poliomyelitis)

MMR (Measles, Mumps, Rubella)

Hepatitis B

Varicella (Chickenpox)

Proof of vaccination must be provided to the school prior to the 14th day of school.

Head Lice:

Ohio Revised Code (3701-3-13) states: "A person with head lice shall be excluded from school or childcare until after the first treatment with an appropriate pediculicide." The nursing staff does not do routine lice checks in the classroom; however, nursing can check students who are suspected of having lice and provide information on prevention and treatment.

Chronic Conditions:

If your student has a chronic medical condition that requires special supplies while at school, (*for example: an insulin pump*) please contact the school nurse.

CAFETERIA CONDUCT

Some simple rules of courteous behavior which will make the lunch period pleasant and relaxed are:

- Observing good dining room standards at the table,
- Leaving the table and the surrounding area clean and orderly,
- Putting trash in the proper receptacle,
- Eating in the cafeteria **only**,

Our PBIS system allows for our students to understand that it is important to take care of themselves, others and things.

STUDENT SPORTS FAN CONDUCT

At all school athletic contests, Avon students are a reflection of the school and community. As such, students are expected to conduct themselves with the ethics of good sportsmanship as a top priority. Students are expected to cheer for Avon athletes, not against the opposing team or referees.

Students who wish to attend a home event and are not directly participating in the event as players or designated supervised helpers are to arrive back on campus no earlier than 15 minutes before the first athletic event of the day (e.g., arrive at 4:15 p.m. for a 4:30 p.m. event). Otherwise, students will be considered to be loitering and subject to disciplinary action, according to the Code of Conduct.

At all home contests, students are required to sit in the bleachers designated as the home side. At all away contest, students are required to sit in the bleachers that are designated for the visiting school.

Only the official designated Avon cheerleading squads will be permitted on the floor, field, or track area to conduct cheers. All others must remain in the stands.

SAFETY INFORMATION

Crisis Procedures

In accordance with Ohio Revised Code, Avon High School has adopted a Crisis Manual, which specifies both guidelines and procedures for crisis situations. Fire and tornado drills along with lockdowns will be practiced on a regular basis. In the interest of safety for all parties involved with crisis situations, practice or real, students are required to behave appropriately and according to staff directives. Inappropriate behavior or a lack of seriousness towards the event will result in disciplinary measures.

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.

Lockdowns

Safety drills are put into place to secure the building when necessary. They will be practiced periodically throughout the school year in accordance with the Crisis Manual procedures. Induced unnecessary panic is punishable under the law. Violators will be prosecuted.

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 to their teachers as to how to proceed quickly and orderly to their assigned shelter area. Tornado drills will be conducted periodically.

