

**2018 / 2019**  
**AVON EARLY LEARNING CENTER**  
**PARENT HANDBOOK**



**AVON LOCAL SCHOOL DISTRICT**  
**MISSION STATEMENT**

THE MISSION OF THE AVON LOCAL SCHOOL DISTRICT  
IS TO CREATE EXCELLENCE IN EDUCATION FOR  
ALL CHILDREN THROUGH A PARTNERSHIP OF HOME,  
SCHOOL AND COMMUNITY.

AVON EARLY LEARNING CENTER ELEMENTARY SCHOOL  
3075 STONEY RIDGE ROAD  
AVON, OH 44011  
440-934-5124  
440-934-2147 (FAX)

ATTENDANCE LINE 440-695-0561

[WWW.AVONLOCALSCHOOLS.ORG](http://WWW.AVONLOCALSCHOOLS.ORG)

## **BOARD OF EDUCATION**

John Weigman	President
Heather Mahoney	Vice President
Art Goforth	Member
Kevin Romanchok	Member
Tara Tatman	Member

## **DISTRICT ADMINISTRATION**

Mike Laub	Superintendent
Katie Henes	Treasurer
Ben Hodge	Assistant Superintendent
Deb Dennis	Director of Pupil Services
Jason Call	Director of Pupil Services
Valerie Kaminski	Director of Curriculum and Development
Mike Elder	Director of Human Resources
Bill Fishleigh	Director of Operations

## **AELC ADMINISTRATION**

Colleen Mudore	Principal
Brandie Rush	Soaring Little Eagles Preschool Supervisor

## **AELC STAFF**

<b>Administrative Office</b>	Jeanne Yeagley, Administrative Secretary Liz Ourednik, Attendance Office Aide
<b>Student Services</b>	Rachel Kelly, School Psychologist
<b>Media Center</b>	Connie Wilcox, Library Aide
<b>Custodian</b>	Phil White

# **AELC FACULTY**

## **KINDERGARTEN**

BRIDGET EREDITARIO, RENEE FERNER, JULIE FITCH, SARAH GILCHER, LINDA JAROS, BETH KUSNERIK, MICHELLE LANCE, CASSIE MAGYARY, LAURA MCDERMOTT, JODEE RODGERS, JENNA RUSH, SUE SIEGFRIED

## **PRESCHOOL**

JEN ARNOLD, JODY FRIEDMAN, RYAN KAUFFMAN, BETH KOSCHO, STACY VRBANCIC, JULIE WILMER

## **SPECIALISTS**

ANGELA BERGA, MARY CLARE CARSON, MELISSA CARTER, JOANNE DORAN, CINDY DOUGHER, MEGHAN HENNIES, KIM MACMASTER, DIANE MOHR, JASON OCHS, ANNE PHIEL, BETHANN POPA, JESSICA TALBOTT, KAROLINE WEIR

# **IMPORTANT CONTACT INFORMATION**

AELC Administrative Office

Phone: (440) 934-5124

AELC School Administrative Office Fax

Fax: (440) 934-2147

AELC Attendance Line

Phone: (440) 695-0561

## **SCHOOL DAY OFFICE HOURS**

**8:00 AM until 4:00PM**

STUDENT DAY

8:45-8:55 – CAR RIDER DROP OFF

9:00 – CLASS BEGINS

11-1 – STUDENT LUNCHES

3:35 – CAR RIDERS/BUSSES

3:45 -- NEST (students cannot be picked up before 4:00 p.m.)

## **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, 2018. 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: Mrs. Colleen Mudore, Avon Early Learning Center 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  
Washington, DC 20202-5920

## **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**

## **AELC ATTENDANCE**

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 9:00 am if the child is absent (not in school at 9:00 am) 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 students will be marked unexcused. The school telephone number for absence is (440) 695-0561. 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.

### **School Day**

Classes are in session from 9:00 am until 3:45 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 9:30 am or leaves before 3:15 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 9:00 am and 9:30 am and 3:15 pm and 3:45 pm they will be charged a tardy or early dismissal indicating the amount of minutes that they are not in session.

### **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 school to track attendance by the hour and minutes 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 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/licence.

## **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.

## **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. Students will not be dismissed to the office after 3:20 pm as it prevents an efficient and safe dismissal process. 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 papers 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) must be returned. After the correct forms are completed and any outstanding fees are paid, student records will be released.

# **AELC 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 policy. Children who wish to celebrate their birthdays may bring in a non-edible item for each child in the classroom. 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.

## **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 it 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 November 8<sup>th</sup> and 15<sup>th</sup> as well as March 14<sup>th</sup> and 21<sup>st</sup>. 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 K – 12 will no longer be mailed home. Grades can be viewed via PowerSchool. Households without access to the internet may request paper copies through the main office.

## **Grades**

A 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) Demonstrates independently and consistently
- (2) Demonstrates with some support or inconsistently
- (1) Needs Improvement/does not meet expectations/requires support
- (\* ) Not assessed at this time

### **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 Early Learning Center. To learn more about our food service program, go to the district homepage and click on the "About" tab, and then choose the "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 Early Learning Center 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 Form/Student Information**

Every Avon student must have Emergency Medical/Student Information up to date. Please note that the completion date for this is **August 31, 2018**. 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 front and back doors will open at **8:45 am** to begin student bus and car rider drop-off. Students are to be in their classrooms by **9:00 am**, (as this is the start of our school day). The front and back doors will close at **8:57 am**. If you miss the drop-off time, you will need to park in the front parking lot and walk your child into the office to sign them in as tardy.

#### **Car Rider Drop-off Procedure:**

Drop off is at the front of the school at the main entrance. Cars will come into the main driveway and stay to the right into the parking lot, drive up the access road on the playground side of the building, and circle the parking lot to the drop-off area, which will be the front circle. Staff members will be set up indicating the drop



off area. There will be 6 cars dropping off as the staff will indicate. It is critical that the children exit from the passenger side of the car **ONLY**. This will ensure the safety for all our children. Once your child is out and the cars in front of you are moving you will then exit using the main driveway. Please note: If your child needs assistance unbuckling, we ask that you park in the visitor lot, unbuckle your child, and then proceed in the line once again to drop off.

**PLEASE NOTE** - If you are a car rider it is more efficient for you to exit by making a **RIGHT** out of the parking lot. Traffic backs up tremendously which causes delays/tardy' s for students.

**End of School:**

The student day ends at **3:40 pm**. Car riders will be released at **3:30 pm**. Please see pick up procedure below.

**Pick-up Procedure:**

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 you have your tag visible for staff at pick-up.

Cars will come into the main driveway and stay to the right into the parking lot, drive up the access road on the playground side of the building, and circle the parking lot to the front pick-up area which will be the front circle.

It is critical that students enter the passenger side of the car **ONLY**. Once all six children are safely in their cars, a staff member will direct the line to exit the loading zone using the main driveway. Please note: If your child needs assistance buckling, we ask that you park in the visitor's parking lot after getting your child and assist them with buckling and then exit via the main exit.

If an adult does not have a tag, they will need to go to the front office, show a photo ID and sign the student out of the building.

**Buses:**

Buses will drop off and pick up in the back of the building.

**Walk-up drop-off and pick-up:**

Each year we have a few children that need to be walked in by an adult, or picked up and walked out, for various reasons. If your child needs this accomodation, please speak with Mrs. Mudore or Ms. Rush. If you have not spoken with one of us and created a plan, we ask that you use the car line. It makes it difficult to keep kids safe when we have adults walking in and out with children.

**Avon Parent Teacher Association**

PTA is the combined parent/teacher association for Avon Early Learning Center and Avon Early Learning Center Schools. The mission of the PTA is child advocacy, parent education and support of education. The PTA meetings are held the first Wednesday of every month in the cafeteria at Early Learning Center. All staff, parents/guardians of students K-2 are encouraged to attend. Just some activities of the PTA 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 PTA 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. PTA also provides a wonderful opportunity to meet and network with parents and family members of your child. When you join PTA 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 "PTA" 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 PTA is your own.

**School Fees**

School fees can be paid through our online system at <https://www.payforit.net>. This system can be accessed directly or through the main page of the Avon Local Schools website. The fees for Avon Early Learning Center can also be paid with a check or money order and turned in to the high school office. 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.

[Kindergarten Student fees \\$65.00](#)

### **Severe Weather - School Closings**

In cases of severe weather the official announcement of school closings is posted via the Superintendent's twitter, @MikeLaubAvon. 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 Early Learning Center 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 the lunch period. If a student is misbehaving or not following the school rules, Avon Early Learning Center teachers and administrators reserve the right to provide a consequence in the form of a time out from a student's recess.

### **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 Early Learning Center 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 (maligning, 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, 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. 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.
- 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 least 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, bookbags, 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 and music-producing devices may be possessed, but not visible or audible. **Avon Early Learning Center 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.

### ***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. It is recommended that a student should stay home from school if he / she has had 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 cleared by nursing staff (*See the school nurse for lice policy.*)

**Note:** Student must be fever / vomit 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.

## **SPORTSMANSHIP**

### **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.

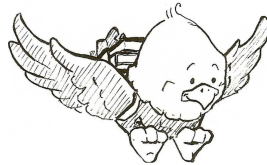
### **Tornado Drills**

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.



If schools are closed due to an energy shortage, inclement weather, or any other natural causes, this calendar will be adjusted to make up days lost. **Calamity make up days will be scheduled: June 12, 13, 14, 15, 2018.**

**Soaring  
Little Eagles  
Preschool**



**Parent Handbook  
2018-2019**

**Avon Early Learning Center  
3075 Stoney Ridge Road  
Avon, Ohio 44011  
(440) 934-5124**

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## **Locations**

### **Center-Based Location**

Avon Early Learning Center  
3075 Stoney Ridge Road, Avon, Ohio 44011  
(440) 934-5124

### **Central Office Location**

Soaring Little Eagles Preschool  
Avon Local Schools  
In Collaboration With  
Educational Service Center of Lorain County  
1885 Lake Avenue, Elyria, Ohio 44035-2500  
(440) 324-5777

**ESCLC Governing Board:** Roger Sero, Member , Judy Maldonado, Member  
Jim Barnhart, Vice President, Ken Kalina, Member, Lois Von Gunten,  
President

## **Staff**

**Supervisor:** Brandie Rush M.Ed.  
**Psychologist:** JoAnne Doran M.Ed., Ed.S

### **Intervention Specialists**

Jennifer Arnold M.Ed., BCBA/COBA  
Beth Koscho  
Julie Wilmer

Jody Friedman M.Ed.  
Stacy Vrbancic  
Ryan Kauffman

### **Speech/Language Pathologists**

Angela Berga M.A., CCC-SLP

Jessica Talbott M.A., CCC-SLP

**Physical Therapist:** Cynthia Dougher P.T., A.T.P.

**Occupational Therapist:** Diane Mohr M.Ed., Ed.S

**Nurse:**

**AVON LOCAL SCHOOL DISTRICT  
MISSION STATEMENT**

The mission of the Avon Local Schools is to educate the whole student in an inclusive environment that inspires personal excellence.

**AVON LOCAL SCHOOL DISTRICT  
VISION**

The vision of the Avon Local Schools is to create a legacy of excellence, innovation and service fostered through collaboration within the community.

**BOARD OF EDUCATION**

John Weigman.....President  
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# Preschool 2018-2019

Month	S	M	T	W	T	F	S
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							

## Schedule of Events

August:	30th and 31st Screening
September:	3rd Labor Day 4th First day of preschool 5th First PTA meeting
October:	11th Apple Hill Field Trip 12th No School (NEOEA) 15th No School (staff PD day)
November:	25th Fall Classroom Parties Ice Skating (date TBD) 8th Conferences 9th No School (Records Day) 15th Conferences
December:	21st-23rd Thanksgiving Break 20th Winter Parties 24th—Jan 1st Winter Break
January:	18th No School (staff PD day) 21st No School
February:	31st Kindergarten Info. Night 7th Family Game Night 18th No School
March:	Bowling (date TBD) 8th No School (staff PD day) 14th Conferences 21st Conferences
April:	12th No School (records day) 19th-26th Spring Break
May:	27th No School

In-service Day     
  No School     
  Records Day: No School

## PROGRAM PHILOSOPHY

The Soaring Little Eagles Preschool Program is a child-centered program devoted to meeting each child's unique needs. Our concern is for the whole child. We believe it is important to provide a safe and nurturing setting in which to foster each child's self-help, physical/motor, language/communication, social/emotional, learning/cognitive, and aesthetic development.

Preschool children learn best through meaningful play. The teachers serve as facilitators to guide children in varied learning experiences. These activities are primarily child-oriented and child-directed.

Children progress at their own developmental pace. The overall goal is to foster in each child a positive sense of their self-worth and a belief in their own ability to learn and grow as capable, independent individuals.

It is strongly believed that family involvement is critical to a child's growth. Parents are important partners in the development and provision of learning situations. Parents are strongly encouraged to participate in their child's individualized preschool program. They will be kept aware of activities and expectations and available agency services through periodic progress reports, newsletters, home visits, and/or telephone contacts from the preschool teacher. Parents of qualifying children will participate in Individualized Education Plan (IEP) meetings.

## GENERAL INFORMATION

Our preschool program serves children ages 3-5 with and without special needs from the Avon Local School District in Lorain County. The children attend school Monday through Thursday in morning, afternoon, or full day sessions, dependent upon team recommendation. During  $\frac{1}{2}$  day sessions, children will be given the opportunity to eat a parent-provided nutritional snack daily. During full day sessions students will be given the opportunity to eat a nutritional parent-provided snack in the morning and afternoon, as well as a nutritional parent provided or purchased school lunch. **Please let your child's teacher know about any food allergies. A copy of the district's food allergy policy can be accessed on the website [www.avonlocalschools.org](http://www.avonlocalschools.org) .**

Teachers work on skills that are developmentally appropriate for each child attending the program. Children entering the program on an Individualized Education Program (IEP) will have their goals and objectives included throughout the daily schedule. Regular conferences are scheduled twice a year with all parents to discuss progress. Fall conferences for the 2018-19 school year will be the evening of Thursday, November 8<sup>th</sup> and Thursday, November 15<sup>th</sup>. Spring conferences will be Thursday March 14<sup>th</sup> and Thursday March 21<sup>st</sup>. Parents are not

limited to two conferences and can request a conference with the teacher at any time. We welcome your input and involvement.

Itinerant teachers serve students in their homes, other preschool settings, or at the Avon Early Learning Center. Related services such as speech therapy, occupational therapy, and physical therapy are provided to students as determined by the Evaluation Team Report and Individual Education Plan.

We have an open door policy which means parents are welcome as visitors at any time. We encourage active participation in the classroom as well as child observations. Please see the Classroom Visits section of the handbook for more information.

Parents are encouraged to use the Soaring Little Eagles Preschool Program as a contact between community resource organizations and families. We also encourage parents to participate as members on the Parent Teacher Association (PTA). More information about the Avon PTA can be found in the Parent Teacher Association section of the handbook.

The Soaring Little Eagles Preschool is licensed through the State of Ohio, Department of Education. We follow all rules and regulations required by the Division of Early Childhood Education. The license is posted in the school's office at all times. Department personnel are available to discuss any concerns or complaints you have as a parent. If you have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of children or similar matters, please call: (614) 466-0224 or toll-free (877) 644-6338. Ask for Preschool Program Licensing. If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call: (614) 466-0224 or toll-free (877) 644-6338, Office of Early Learning and School Readiness.

## **ADMISSION**

Preschool children with disabilities are eligible to attend the Soaring Little Eagles Preschool Program at no cost as determined by the Policies and Procedures for the Education of Children with Disabilities. The school district is responsible for determining a child's eligibility for special education services. All children must have a physical exam within 30 days of enrollment into the program.

Typically developing children must be at least 3 years old by August 1st of each year for admission into the preschool program, and will be charged tuition on a monthly basis. Each family must pay a non-refundable \$100 deposit upon enrollment. This will be applied to your child's 1<sup>st</sup> month's tuition. Spots will not be held until payment is received. Parents must provide a copy of a legal birth certificate, (2) proofs of residency, and immunization record at the time of registration. All children must have a physical exam within 30 days of enrollment into the program. Typical peer models are NOT eligible for transportation services.

If for any reason you need to withdraw your child from the program, a withdrawal form must be completed and turned into the office at the Early Learning Center.



## ATTENDANCE

Children attending Soaring Little Eagles Preschool will be in class from 9:00 a.m. to 11:45 a.m. (morning session), 1:00 p.m. to 3:45 p.m. (afternoon session), and 9:00 am to 3:45 (full day). We will meet Monday through Thursday following the preschool calendar adopted by the Avon Local School District. Our 4/5 general education classroom will meet Monday through Friday.

Children shall not arrive more than 10 minutes prior to the scheduled arrival time and shall be picked up within 10 minutes of dismissal, if parents transport their children. Please try to be prompt when dropping off/picking up your child. Late arrivals/pick-ups may not only be disruptive to the class but may cause distress for your child. Children shall only leave with a parent or persons designated on the child release form.

**Absence:** It is the responsibility of parents and guardians to have students in regular attendance. The parent or guardian must notify the school by 10:00 a.m. (or 1:30 p.m. for a PM student) if your child will be absent and also give the reason for the absence. The school attendance number is 440-695-0561. If a call is not received, the school will contact you. If your child rides the bus you will also need to call the bus garage 440-937-0503 to report that they will not require transportation services for that day. The preschool staff will notify transportation in the event of field trips.

If your child is absent for five days in a row without notifying the Preschool, parents will be asked if they plan to continue the child's enrollment in our program.

**Late Arrival, Early Dismissal:** Children who arrive late must be signed in at the office by a parent or guardian. Children should never be dropped off outside our school as the building is locked and no one can supervise a child's admittance. A written note needs to be sent to the office in the event that a child is to be picked up early from school. No child will be released to an adult without prior **written** permission from the custodial parent.

## CAR RIDER ARRIVAL/DISMISSAL PROCEDURES

Below you will find in detail our pick up and drop off procedure.

### **Start of School:**

The front doors will open at 8:45 am to begin student drop-off. Students are to be in their classrooms by **9:00 am**, as this is the start of our school day, therefore the doors will close at **8:57 am**. If you miss the drop-off time, you will need to park in the visitor lot and walk your child into the office to sign them in as tardy.

### Drop-off Procedure:

Drop off is at the front of the school at the main entrance. Cars will come into the main driveway and stay to the right into the parking lot. Drive up the access road alongside the playground. At the end of the access road is a turn around (close to the stadium), continue to loop back alongside the playground. Upon leaving the access road and re-entering the parking lot stay to the right and follow the line to the front of the circle to pick up your child. It is critical that they exit from the passenger side of the car **ONLY**. This will ensure the safety for all our children. Once your child is out and the cars in front of you are moving you will then exit using the main driveway. Please note: If your child needs assistance unbuckling, we ask that you park in the visitor lot, unbuckle your child, and then proceed in the line once again to drop off

### End of School:

Every family 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 you have your tag visible for staff at pick-up.

### Pick-up Procedure:

Cars will come into the main driveway and stay to the right into the parking lot. Continue straight onto the access road that goes alongside the playground. At the end of the access road is a turn around (close to the stadium), continue to loop back alongside the playground. Upon leaving the access road and re-entering the parking lot stay to the right and follow the line to the front of the circle to pick up your child. It is critical that students enter the passenger side of the car **ONLY**. Once your child is in and the cars in front of you are moving you will then exit using the main driveway. Please note: If your child needs assistance buckling, we ask that you park in the visitor's parking lot after getting your child and assist them with buckling and then exit via the main exit.

### Walk-up drop-off and pick-up:

Each year we have a few children that need to be walked in by an adult or picked up and walked out for various reasons. If your child needs this accomodation, please speak with Mrs. Mudore or Mrs. Rush. If you have not spoken with one of us and created a plan, we will ask that you use the car line. It makes it difficult to keep kids safe when we have adults walking in and out with children.

If your child is not a daily car rider and needs to be picked up, you will need to send a signed and dated note with your child's full name and the name of his or her teacher to the school. PTA provides "A Note to School" pad to every family at the beginning of the year. One of these sheets can be used when your child is a car rider. Please avoid small notes as they may get lost. Emails requesting your child be a car rider are **not accepted**.

If an emergency occurs and you are unable to pick up your child, please call the office immediately, so arrangements can be made.

### **BUS RIDING PROCEDURES**

Transportation by school bus to and from school is available to qualifying students. For the safety of all children, the transportation policy requires that your child **MUST** be picked up at the same location Monday through Thursday. While the drop-off locations may differ from the pick-up locations, each location must be consistent Monday through Thursday. For example, a child can be picked up Monday through Thursday at the location (stop) designated for the home address and dropped off Monday through Thursday at a daycare environment. Also, if your child is to be picked up or dropped off at a location **OTHER THAN THE STOP ASSIGNED FOR YOUR HOME ADDRESS**, you must complete a "Change in Transportation Form" with the Transportation Office (35601 Detroit Road). You can pick up this form in the main office, access it online at [www.avonlocalschools.org](http://www.avonlocalschools.org) or contact the Transportation Office directly at 440-937-0503.

Buses are now dropping off and picking up in the back of the school building. Please be aware that buses will be driving through the visitor's lot to access the back.

### **CHILD RELEASE POLICY**

If your child should need to be sent home early due to illness, etc., every effort will be made to reach a parent or guardian. If the parent or guardian is unavailable, the emergency contact persons on the registration form will be contacted. If you are having your child picked up by someone else, that person and their relationship to your child must be included on the emergency contact list.

If someone other than the approved contacts should need to pick up your child, the parent/guardian must send a written note to the teacher stating the name of the person who will be picking up the child. The note must be signed and dated by the parent/guardian. That person will also be asked to show a photo ID to verify identification. This procedure is in place for the protection of your child.

### **SNACKS AND LUNCHES**

Snacks and other food served meet the requirements of preschool licensing and the Food Allergy Management Policy for Avon Local Schools. Individual student snacks will be nutritional and parent/guardian provided. Information regarding nutritional snack options will be provided to parents.

Note: For building-wide events such as Pride Day, cultural events, holidays, and student council events parent/guardian will be informed when food will be available and may provide alternative food items for their child who has known allergies.

Although your child will have an opportunity to eat a snack at school it should not take the place of breakfast or lunch. Please be sure your child has eaten a meal before arriving at school.

**Full Day Students:** Full day students will have the option to participate in the hot lunch program at the Avon Early Learning Center. If you are interested in this option please contact the school office for more information. If you do not wish to participate in the hot lunch program you will be expected to send a complete lunch and beverage with your child each day. Please have your child's name clearly marked on all lunch containers.

**In summary:**

- Half day students will be required to bring one individual snack to be eaten at school
- Full-day students will be required to bring 2 individual snacks (one for AM/one for PM) and a complete lunch.

Parents will be given a copy of the Food Allergy Management Policy for Avon Local Schools upon request.

### **NAPPING PROCEDURES**

Full-day classrooms will have a nap/rest period reflected in the daily written schedule. Nap/rest periods shall not exceed 1.5 hours in the daily schedule for any child in a full-day program. A quiet space for children who want to rest or nap will be provided. A child who attends a full day classroom will be assigned a rest/nap mat with their name clearly labeled. All rest/nap mats will be cleaned before being assigned to another student. The nap/rest period shall be flexible to meet individual needs, with provisions for early risers and non-nappers. Parents can provide items for napping such as blankets, pillows, etc. These items will be sent home with the child at the end of each week to be washed by the parent(s).

### **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 and school. Appropriate school clothing should fit properly and be without tears or rips. Inappropriate attire includes flip flops, high heels, platform or wedge shoes, high heeled boots, clothing with inappropriate language or that shows undergarments, and swimwear. We recommend comfortable play clothes, socks and closed toe shoes be worn daily. Crocs are discouraged due to playground mulch.

Clothing should be easy enough for children to manage by themselves. "Onesies", bodysuits, suspenders, etc. are difficult to fasten and should not be worn to school. When sending your child to school in a dress or skirt, please consider having them wear a pair of shorts underneath as preschoolers spend a lot of time on the floor during play and circle time activities.

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

## LOST AND FOUND

Belongings such as coats, hats, gloves, backpacks, lunch boxes, etc. should be clearly marked with your child's name. Lost and found items are located in the main lobby and are donated at the end of each semester. The Early Learning Center is not responsible for lost or stolen items.

## BIRTHDAYS

We recognize that your child's birthday is a special day. The district's new policy discourages edible birthday treats in the classroom. Therefore, if you would like to send something in to celebrate your child's birthday, it should be something other than a food item. The school district would like to promote healthy and safe choices for all students.

If you are having a birthday party for your child, please mail the invitations or phone parents unless you are inviting the whole class (or all the girls or all the boys). This request is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party.

## PARENT ROSTER INFORMATION

Each classroom teacher will prepare a parent roster for their class. You have the option of omitting your name and phone number from this list. The roster is available to those who choose to be included upon request.

## CLASSROOM VISITS

The Avon Early Learning Center values and welcomes parent involvement. If you plan to visit your child's classroom, please contact the teacher 24 hours in advance. Unfortunately siblings are not permitted to accompany parents who are visiting the classroom for centers, workstations, computer lab, classroom parties, etc. Siblings may be allowed for Star Student celebrations with the classroom teacher's consent.

## CONFERENCES AND REPORT CARDS

**Conferences**—Parents are expected to attend their child's fall conference scheduled for either November 8th or November 15th. Spring conferences will be held either March 14th or March 21st. Parents are not limited to two conferences and can request a conference with the teacher or principal at any time. The Avon Early Learning Center welcomes your input and involvement.

**Report Cards**—Students receive a report card three times a year. The trimester report cards will go home in November, March, and May.

## **TRANSITION POLICY**

It is the goal of the Soaring Little Eagles Preschool to make transitions a positive experience for families. Although transitions may occur during the school year, most transitions occur at the beginning and end of the school year. Examples of typical transitions include but are not limited to transition from preschool to kindergarten, transition from one preschool classroom to another within the program, and/or transition into/out of the program. An individual plan will be developed for a student, which includes family input, prior to the transition. Transition activities will be offered to the student to help prepare them for the change.

## **CHANGE OF ADDRESS**

Parents should inform the office as soon as possible if they have a change of address or phone number in order to help in the event of emergency, mailings, and possibly a change in transportation.

## **TRANSFER OR WITHDRAWAL OF A STUDENT**

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

## **CUSTODY**

The Early Learning Center office must be notified of any change in the status of a child's custody. Students may only be released to the legal guardian(s) as noted on the registration form unless the office is notified of other arrangements in writing. All custody papers must be on file in the office and updated if the custody orders are changed.

## **FIELD TRIPS**

Students are provided opportunities throughout the school year to participate in field trips. These trips are intended to provide opportunities for families to engage socially, students to practice skills learned in school, and teachers to observe students in a variety of settings. Parents are required to provide transportation to/from the location and are required to stay on sight with their child. Preschool field trips take the place of the regular preschool day. Information regarding each field trip is sent home to parents 2-4 weeks in advance. There may be additional costs for the field trip.

## **CLASSROOM SUPPLIES**

Most preschool supplies are provided by the school. Parents are expected to provide a standard sized book bag/backpack for their child. Parents will receive a list of additional supplies requested by their teacher.

## PRESCHOOL TUITION

Tuition for the 2018-2019 school year for 4 day preschool is \$2,500.00.

Tuition for the 5 day preschool program is \$3,200.00.

Student tuition can be made by writing a check made out to Avon Board of Education and can be turned in at Open House or in the school office on first day of school. You can also pay online by visiting [PayForIt](#). This option allows you to make partial payments, schedule payments and set up payment reminders. Please do not send payments in your child's backpack or folder. **Half of the tuition needs to be paid by January 15th in order for your child to remain in the program.**

## MONEY, CHANGE, AND CHECKS

When money is sent to school to pay for requested items we ask that you put the exact amount in an envelope marked with your child's name and teacher. Our school has no provisions to make change. All field trips can be paid in cash or check.

## AVON PARENT TEACHER ASSOCIATION

Avon PTA is the combined parent/teacher association for Avon Village and Avon East Schools. The mission of the PTA is child advocacy, parent education and support of education. The PTA meets the first Wednesday of each month. All staff, parents, or guardians of students are encouraged to attend. Some activities of the PTA include:

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

By joining the PTA and attending PTA meetings, you will stay informed of activities and projects at our schools, what events are coming up, and how you can be of help. PTA also provides a wonderful opportunity to meet and network with parents and family members of your child's peers. When you join the PTA 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 "PTA" link under "Parents" on the school 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 PTA is your own.

## MATERIALS

Our materials are developmentally and age appropriate for use with preschool children. Safety is a main consideration for toy selection. Toys are routinely washed and checked for safety considerations.

TOYS FROM HOME ARE NOT PERMITTED, except for days designated by your child's teacher (Ex. Show-n-Tell).

## **STANDARDS OF CONDUCT**

Soaring Little Eagles Preschool respects and promotes the unique identity of each child and family and refrains from stereotyping or discriminating on the basis of gender, race, ethnicity, culture, religion, or disability. Soaring Little Eagles Preschool staff will follow program confidentiality policies concerning information about children, families, and other staff members.

Staff members never leave children alone or unsupervised while under our care. We do not use corporal punishment, emotional or physical abuse, or humiliation. The Soaring Little Eagles Preschool Staff are required by law to report any suspected abuse and/or neglect. The phone number for the Child Abuse Hotline is (440) 329-2121.

## **DISCIPLINE POLICY**

It is our belief that in order to maintain an environment conducive to learning, it shall be necessary to develop an appropriate classroom management policy. This policy shall be conducted and supervised by the certified staff in each classroom and shall apply to all persons on the premises. No employee is, at any time, to commit an act of physical or emotional abuse against any student in the program. Discipline shall not be imposed on a child for failure to eat, sleep, or for toileting accidents.

The preschool staff works to help our students to become gradually more independent, self-reliant, confident, and responsible for their behaviors. Teachers use a variety of techniques to teach these behaviors which may include natural and logical consequences, redirection, modeling the correct behavior, separation from problem situations, talking with the child about the situation, praise for appropriate behavior, providing the child with an alternative way to behave, replacing that behavior, using their words to express their feelings appropriately, positive behavioral supports and/or re-enforcers. The least restrictive, least intrusive, and most effective choices shall always be implemented first and foremost. Teachers encourage children to express their feelings in an acceptable way. The teachers address student behaviors on an individual basis.

Any and all abusive or dehumanizing actions are prohibited: allowing one student to discipline another student; physical abuse or other inappropriate physical actions including striking, shaking, shoving, spanking procedures; any psychological or verbal abuse including threats of inappropriate consequences, ridiculing, or using abusive or demeaning communication which causes student to feel devalued; placing child unattended in a room; and/or denial of the opportunity to have meals, complete elimination of meals, or denial of rest.



A preschool staff member in charge of a child or a group of children shall be responsible for their discipline

Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (a) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting.
- (b) No discipline shall be delegated to any other child.
- (c) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- (d) No child shall be placed in a locked room or confined to an enclosed area such as a closet, a box or a similar cubicle.
- (e) No child shall be subjected to profane language, threats, and derogatory remarks about the child or the child's family or other verbal abuse.
- (f) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
- (g) Techniques of discipline shall not humiliate, shame, or frighten a child.
- (h) Discipline shall not include withholding food, rest or toilet use.
- (i) Separation, when used as a discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- (j) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## **STAFF**

Our preschool staff meets or exceeds state standards for certification as teachers and teacher's aides. We continue to gain knowledge through in-services and continuing education.

## **CURRICULUM**

We follow the Ohio Department of Education (ODE) Early Learning & Development Standards in all domains of school readiness to reflect the comprehensive development of children. These standards lead directly into the ODE Elementary common core. These standards can be found on the ODE website at [education.ohio.gov](http://education.ohio.gov) or [www.earlychildhoodohio.org](http://www.earlychildhoodohio.org). The Splash into Pre-K

Curriculum are used as a foundation for classroom learning and are aligned with the Ohio Department of Education Early Learning Content Standards. Handwriting Without Tears and Preschool Foundations are also available for teachers to implement. Full day classrooms may also incorporate the STARS curriculum.

## ASSESSMENT

Teachers assess students in a variety of ways, which may include the following:

-The Ages & Stages Questionnaires (ASQ-3): A Parent-Completed Child Monitoring System, Third Edition - The ASQ-3 is a screening and monitoring program that can identify accurately children who are in need of further assessment to determine whether they are eligible for early childhood special education services. All families are required to complete the questionnaire within the first 30 days of starting the program.

-Ohio's Early Learning Assessment- The purpose of this assessment is to monitor children's learning over time and to ensure that all children are on the path for kindergarten. This assessment includes performance tasks and teacher observation of everyday activities. The assessment is completed twice a year in the fall and spring.

-Child Outcomes Summary (COS)- The Child Outcomes Summary Form (COS) is used by preschool special education teachers to rate every preschool child with a disability using a 7-point scale to document the child's progress in the acquisition and use of knowledge and skills, (including early language, communication and early literacy), positive emotional skills (including social relationships) and the use of appropriate behaviors to meet their needs. This is completed annually.

## HEALTH

All children must have immunizations required for their age. Parents will provide information regarding emergency medical and dental care, emergency transportation, and the names of persons who have permission to pick up your child. Anyone picking up a child other than the child's parents must provide picture ID before the child will be released.

Any child needing medication during school time will have a form completed and signed by the parent **and** physician to specify medication, dosage and time medication is to be given to the child. Medication must be brought to school by the parent in the original container appropriately labeled by the pharmacy.

Our teachers and educational aides are trained in first aid, recognition of child abuse, handwashing procedures, and symptoms of communicable disease. Children's health will be observed daily.

## EMERGENCY MEDICAL FORMS

Every Avon student will need an Emergency Medical form updated annually. These forms provide vital information to the staff in the event of an illness or injury. You will be notified of how to update this information online before the beginning of

each school year. Please note that emergency contacts should be able to pick up a child within 30 minutes in the event of illness or injury.

**Please do not forget to notify the office of any change of address or contact numbers during the year.**

### **ILLNESS AND INJURY AT SCHOOL**

All accidents and injuries which take place at school will be reported to the office immediately. A call will then be made to the family of the injured child and arrangements will be decided. In the event that a parent or guardian cannot be reached, the office will begin calling the emergency numbers in the order that they are listed on your Emergency Medical form. Please be sure to notify the office of any changes in your contact information. It is very important that we have updated information including new cell phone numbers. An injury report will be completed by a preschool staff member and sent home for the parent's signature. Upon returning the signed form, the original will be kept on file with the school nurse and a copy will be sent home to the parent.

### **SICK CHILD PICK-UP POLICY**

It is very common for children at this young age to become sick with little or no warning. Children may vomit, begin to evidence a fever, or break out in an unidentified rash while in school. When this happens the office/school nurse will contact the child's parents or guardians. Please understand that while every effort will be made to keep your child comfortable, the Avon Early Learning Center is not equipped to keep sick children for extended periods of time. We do request a parent/guardian/caregiver to be available to come and pick up a child who becomes ill within 30 minutes of the initial phone call.

### **COMMUNICABLE DISEASE POLICY**

1. The administrator will review with all staff members the signs and symptoms of illness and proper hand washing and disinfection procedures. This review shall be given to each new employee and discussed periodically at staff meetings.
2. No staff member shall attend the center if they exhibit signs of communicable disease. The administrator reserves the right to request a physician's note for a staff member to return to work.
3. A staff member is available to observe all children upon entering their group. The center will notify the parent or guardian of a child's condition when a child has been observed with the signs and symptoms of illness.
4. A child who has been suspected of communicable disease shall be provided with a cot/mat and then isolated in a designated area awaiting parent pick up. The child will be within sight and hearing of an adult. No child shall be left alone or unsupervised.

5. A child suspected of a communicable disease may not be allowed to access district transportation. It is the parent's responsibility to transport the child home.
6. A child who has been ill may be readmitted to our school after sufficient time has lapsed for the child to overcome his/her signs of illness. A child will be admitted by the authorization of his/her doctor or in less serious cases by the authorization of the administrator. **Your child must be symptom free for 24 hours before returning to school. Fever less than 100 degrees (without fever reducing medication), nit free, diarrhea free, and clear mucus or on antibiotic therapy for 24 hours.**
7. The Communicable Disease chart is posted in the nurse's office.
8. Parents of other children in the center will be notified of exposure to communicable disease by written communication.
9. The staff member will immediately isolate and discharge the child to the parent/guardian or responsible individual as indicated on the Emergency Release Form, if the child shows the following symptoms:

Isolated and Send Home:

- a. Diarrhea (more than 1 abnormally loose stool within a 24 hour period)
- b. Severe coughing (whooping)  
(red/blue face)
- c. Difficult or rapid breathing
- d. Yellow skin or eyes
- e. Conjunctivitis (pink eye)
- f. 100 deg. F. (auxiliary) temp. with another symptom
- g. Infected skin patches
- h. Dark Urine/gray or white stool
- i. Stiff neck
- j. Unusual spots or rashes
- k. Vomiting
- l. Lice including nits, scabies or other parasites
- m. Sore throat/difficulty swallowing

The staff member shall observe the child for worsening condition if the child who shows the following symptoms:

- n. Elevated temperature (less than 100 F)
- o. Minor cold symptoms alone
- p. Not feeling well enough to participate

Mildly ill may be observed with the group, and observed for worsening conditions.

## SAFETY

1. No child will be left unsupervised or alone at any time.
2. Working telephones are in each classroom.
3. Fire, tornado, and intruder drills are held on a regular basis. Students are instructed by the teachers on the procedures for each drill. These drills are required by law.
4. In the event of a fire, weather, or medical emergency, the staff will follow plans which state action to be taken and staff responsibilities. These are posted in each classroom with diagrams showing evacuation routes. Rules for action by children will be explained periodically and practiced regularly.
5. In the event of an accident or minor emergency, a staff member will administer first aid and contact a parent/guardian, as well as send a written notification of the incident.
6. A staff member will notify the Lorain County Children Services when it is suspected that a child has been abused or neglected.
7. Each classroom contains a first aid kit, which meets the preschool state licensing requirements.
8. The outside play area will be supervised so that all children are visible to a staff member at all times. Children will be supervised going to and coming from the outside playground and the classroom.
9. A nurse from the Lorain County Health Department is on site Monday-Friday from 10:00 am to 2:00 pm. If an incident occurs outside of the nurses assigned hours staff is able to reach her by phone for consultation.

## CRISIS PROCEDURES

In accordance with the Ohio Revised Code, the Avon Early Learning Center 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.

**Emergencies**—In the event school is dismissed early due to an emergency (tornado, building equipment failure, calamity), each student should arrange a suitable plan with parents.

**Fire Drills**—When the fire alarm rings, children leave the room/area and are expected to walk quickly and quietly to the designated exit. Intentional ringing of a false fire alarm is punishable under the law. Violators will be prosecuted. Fire drills will be conducted monthly, weather permitting.

**Tornado Drills**—Tornado drills are held to prevent injuries and deaths due to an emergency. Students should listen closely to the announcements and to the teachers as to how to proceed quickly but orderly to their assigned shelter area. Tornado drills will be conducted periodically.

**Lockdown Drills**—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 may be prosecuted.

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

## SCHOOL CLOSING

We understand that the closing of school has a great effect on families. When there are circumstances, such as severe weather that lead to the cancellation of school, the superintendent tries to make that decision as early as possible so parents can plan.

Below are ways to stay informed:

Follow **@MikeLaubAvon** on **Twitter**. The school cancellation will be posted there first.

Always **check the homepage** on the website. As long as there is power, the cancellation of school is posted to the website next. Don't forget to refresh the page if you are leaving it open and waiting for an update.

Our electronic notification system, **School Connects**, will notify you of any school closings. If your emergency information has changed, please contact Mrs. Jeanne Yeagley at yeagleyj@avonlocalschools.org or at 440-934-5124 to update your information. Please note that the automated phone messaging system can be used for different types of notifications so always be sure to listen to the message when it arrives.

**Local television channels 3, 5, 8 and 19** (in that order) are notified of school closings.

School closings are also sent through **e News**. Sign up for eNews by going to our homepage, [www.avonlocalschools.org](http://www.avonlocalschools.org), and scroll to the bottom left of the screen. You should know that eNews is used regularly by the district and does not immediately send. There is typically a delay based on the volume of subscribers but it is a nice way to stay up to date on what is happening at our school.

If school has NOT been cancelled and you feel it is unsafe for your child to attend, please do not feel that you have to send your child to school. You should notify the school using the normal call-off procedure. Please state the reason for the absence is the inclement weather. Likewise, if the weather clears throughout the day and you feel it is safe, we encourage you to bring your child to school.

## NON-DISCRIMINATION CLAUSE

It is unlawful for the Preschool to discriminate in the enrollment of children upon the basis of race, color, national origin, religion, sex, age, or disability. 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, age or disability. If one has a concern about equal opportunities and equal

employment opportunities, please contact the office as they have the appropriate information on whom to contact.

### **FERPA (student records)**

The Avon Local School District Board of Education is required to follow the 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 in certain specified circumstances without the written consent of the parent/legal guardian or the student, if eighteen or older. The consent is to be signed and dated and states the purpose of the disclosure. The school district may release "directory information" without consent and such information includes: names, addresses, telephone number, 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 of the amendment of educational records: Colleen Mudore.

Procedures for challenging or amending inaccurate or misleading information in a student's educational record are found in the Board 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  
Washington, DC 20202-5920

## Health and Development Information

### Helpful Websites:

<http://www.pbs.org/parents/child-development/preschool-kindergarten/>

<http://www.cdc.gov/ncbddd/childdevelopment/positiveparenting/preschoolers.html>

<http://childdevelopmentinfo.com/ages-stages/toddler-preschooler-development-parenting/>

<http://www.choosemyplate.gov/health-and-nutrition-information>

<https://www.loraincountyhealth.com/>

### Early Learning and Development Standards

<http://www.earlychildhoodohio.org/elds.php>

### Early and Periodic Screening, Diagnostic and Treatment

<http://medicaid.ohio.gov/Portals/0/Resources/Publications/Materials/Healthcheck-card-2014-09-online.pdf>

## Community Resource Information

### **Community Resource Services (CRS)**

Website: <http://www.aalcrs.org/how-we-help.html#services>

Phone: 933-5639

#### **An On-site Emergency Food Pantry.**

The pantry is open daily to anyone in need of food.

#### **Emergency Financial Assistance.**

Clients are able to receive assistance with utilities, rent, auto repair, medical/prescription costs, school-related expenses and other basic needs once it has been established that they fall within our income qualification guidelines.

#### **On-site access to Lorain County's UCAN Collaborative**

CRS is currently hosting a representative from the United Way of Lorain County's Emergency Assistance Collaborative, the United Community Assistance Network (UCAN) a few days each month. UCAN is a county-wide emergency financial assistance collaborative that includes partners throughout the county. They are working to ensure that all residents of Greater Lorain County have year-round access to emergency financial assistance for rent, utilities, or other emergency basic needs.

#### **Information and Referral.**

If it's determined that the services necessary to best suit an individual client's needs are outside of our own capabilities, CRS has a vast network of agencies and other support groups to use as sources of referral, including the Ohio Benefit Bank (OBB).

#### **SEASONAL PROGRAMS**

CRS sponsors a number of seasonal programs that are designed to help relieve the burden on families during times that often carry added stress. These programs include our Santa's Workshop program in December, our Mother's Day Women of Worth program, Thanksgiving and Easter food baskets, and our Back-to-School Backpack Program.

### **United Way of Greater Lorain County 2-1-1**

Website: <http://www.211lorain.org/>

#### **What is United Way of Greater Lorain County First Call for Help?**

Every day in Lorain County, someone is in need of essential services - from finding substance abuse treatment to securing food for their family. Faced with these problems, people often don't know where to turn. In many cases, people end up going without these necessary and readily



available services because they don't know where to start. United Way of Greater Lorain County 211 assists over 10,000 callers in finding services to meet their needs each year.

**What is 2-1-1?**

2-1-1 is an easy to remember phone number that connects individuals with resources in the community. 2-1-1 provides individuals with information about and referrals to human services for everyday needs and can also help them in crisis situations. 2-1-1 is a central number to call when individuals and families need services, or when they want to make a meaningful contribution of time or goods.

**Is 2-1-1 free?**

Yes! All 2-1-1 services are absolutely free.

**Is 2-1-1 always available?**

Yes! Our 2-1-1 program is available 24 hours a day, 7 days a week. As a result, people can find available help whenever the need arises.

**Is my call confidential?**

Yes! Your call is completely confidential. Our staff will ask for basic information including age and zip code in order to provide an appropriate referral.

**Is 2-1-1 available in other locations?**

As of 2013, over 90% of the United States population has access to 2-1-1. Visit [www.211.org](http://www.211.org) to search for 2-1-1 Information and Referral services in other communities.

**Inclusion/Exclusion Criteria**

It is the function of United Way of Greater Lorain County 211 to provide information about and referrals to a broad range of human service agencies throughout the Lorain County area. It is the intent of the program to provide as much information as possible to individuals who call to enable them to make informed decisions about which of the available resources may best meet their needs. While we strive to give the most accurate and appropriate information and/or referrals possible, United Way of Greater Lorain County 211 is not responsible for the quality of service delivered by any agency to which a caller is referred. 211 Staff refer to available agencies; they do not recommend one over another.

It shall be United Way of Greater Lorain County 211's practice to maintain as comprehensive a file as possible of agencies and programs whose services are directed toward the solution of human problems. To view our Inclusion/Exclusion Criteria, [click here](#).

Need more information? Dial 2-1-1 or call 1-800-275-6106

**Lorain County Public Health Department**

Since 1920, Lorain County Public Health has worked to create healthy communities for all to live, work, and play. They provide school nursing staff at 10 of the 13 public school districts in Lorain County, including at Avon Local School District. Lorain County Public Health protects your well-being, prevents disease, and promotes overall health...

- Vaccines for all ages
- Lead poisoning testing
- Free fitness opportunities
- Low-cost car seats
- Free home visits for families with newborns
- Low-cost prescription medications
- Local WIC office
- Inspect the places where you buy food
- Test public pools and beaches for safety
- Provided funding for the walking path at Avon's Every Child's Playground

To learn more, visit [LorainCountyHealth.com](http://LorainCountyHealth.com) or call 440-322-6367.

## **Lorain County Health and Dentistry**

Website: <http://www.lorainhealth-dentistry.org/>

Call: (440) 240-1655

LCH&D provides high quality, affordable medical and dental care to members of the entire family. LCH&D follows Federal Poverty Guidelines and discounts fees for those who do not have health insurance or qualify for Medicaid. As a federal Health Center, LCH&D must charge a fee for uninsured patients who qualify for a full (100%) discount. In medical clinics, the fee is \$20/visit while in dentistry it is \$25/visit.

## **Connecting For Kids**

Website: <http://www.connectingforkids.org/>

Phone: 1-440-250-5563

Email: [info@connectingforkids.org](mailto:info@connectingforkids.org)

Connecting for Kids is a nonprofit with a mission of providing education and support for families with questions or concerns about their child. We serve families on Cleveland's west side with children under the age of 13 by providing programs and support for families as well as through educational campaigns.

Connecting for Kids is more than just "a group for special needs families." We welcome any family with a concern about their child - whether the child has a formal diagnosis or has been described as shy, anxious, impulsive or quick to anger.

All of our programming is provided at no cost to the families through fundraising, grants, and through generous donations from our community.

To learn more about our organization, please visit the links below. Or, join us today and become a part of our growing family of professionals and parents.

## **Recreation**

### French Creek YMCA

website: <http://www.clevelandymca.org/french-creek-avon.html>

2010 Recreation Lane

Avon, OH 44011

440 934 9622

Fax: 440 305 8104

### Avon Parks & Recreation Department

Website: <http://www.cityofavon.com/1/Home>

The City offers a host of activities for children, adults and families to enjoy throughout the year. Our mission is to deliver exceptional services and promote a high quality of life for residents, visitors and businesses.

### Lorain Public Library Avon Branch

Website: <http://www.lorainpubliclibrary.org/locations-hours/avon-branch>

37485 Harvest Drive, Avon, OH 44011

Phone: 440-934-4743

## ACKNOWLEDGEMENT

I have received and read my copy of the 2018-19 Soaring Little Eagles Preschool Parent Handbook and understand its contents.

Child's Name \_\_\_\_\_ (please print)

Parent's Name \_\_\_\_\_ (please print)

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Comments, Questions, or Concerns: