

2018/ 2019  
AVON HERITAGE  
ELEMENTARY SCHOOL  
PARENT/STUDENT HANDBOOK



35575 DETROIT ROAD  
AVON, OHIO 44011

**(MAIN)**

PHONE: 440-937-9660  
ATTENDANCE LINE: 440-937-9661  
FAX: 440-937-9620

**(SOUTH)**

PHONE: 440-937-3055  
ATTENDANCE LINE: 440-937-3050  
FAX: 440-937-3054

“CREATING EXCELLENCE IN EDUCATION FOR ALL CHILDREN THROUGH A PARTNERSHIP OF  
HOME, SCHOOL, AND COMMUNITY.”

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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.**

**BOARD OF EDUCATION**

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

**DISTRICT ADMINISTRATION**

Michael Laub.....Superintendent  
Katie Henes.....Treasurer  
Ben Hodge .....Assistant Superintendent  
Deb Dennis.....Director of Student Services  
Valerie Kaminski .....Director of Curriculum & Development  
Mike Elder.....Director of Human Resources  
Bill Fishleigh.....Director of Operations  
Greg Manik .....Director of Buildings and Grounds

**SCHOOL ADMINISTRATION**

Jennifer Fitch.....Principal  
Nora Fox .....Assistant Principal

**AVON HERITAGE ELEMENTARY FACULTY AND STAFF**

**Administrative Staff** .....Amy Ladegaard, Administrative Secretary  
Annette Haldi, Attendance Secretary  
Denette Simon, Attendance Secretary  
Laurie LaBianca, Office Aide

**Guidance / Student Services** .....Jessica Stringer, Counselor  
Michelle Haney, Counselor  
Chuck Miller, School Psychologist  
Karyn Root, School Nurse

**Media Center** .....Sandy Krystowski, Library Media Specialist  
Brenda Vick , Library Media Specialist

**AVON HERITAGE FACULTY**

**Emily Allsop  
Sarah Armagno  
Angie Anderson  
Andrea Bailey  
Julie Bendzuck  
Jenn Britt  
Danielle Bruner  
Nicole Cheon  
Brooke Clark  
Linda Clark  
Regina Conroy  
Michele Crnobrnja  
Debbie Eckert  
Karen Fecko  
Michelle Friedel  
Lisa Gallo  
Mary Lou Gamellia  
Meghan Golden  
Beth Gumble  
Annette Haldi  
Noah Hamrick  
Michelle Haney  
Pam Hartwell**

**Bryan Hoersten  
Angie Krieger  
Sandy Krystowski  
Nicole Kusek  
Amy Ladegaard  
Laurie LaBianca  
Rosie Lukanc  
Nicole Kusek  
Lynn Maslinski  
Joseph Mauser  
Amy McDermott  
Megan McLeod  
Hannah Menzing  
Chuck Miller  
Erik Moellman  
Kenneth Murphy  
Sharon Neuschaefer  
Jillian Nobles  
James Nolan  
Natalie O'Brien  
Michelle O'Hara  
Loretta Oley  
Andrew Patten**

**Rachel Peters  
Beth Petersen  
Michelle Poling  
Maureen Price  
Brandi Roth  
Amy Rottman  
Nora Ruddy  
Jackie Russo  
Ava Ryan  
Eleanor Shuder  
Erin Shuster  
Denette Simon  
Jamie Smith  
Jennifer Smith  
Matt Sobolewski  
Jessica Stringer  
Deborah Tomoff  
Anne Triplett  
Kendal Tuck  
Brenda Vick  
Jen Whalen  
Peggie Willett  
Maureen Zollos**

**AVON HERITAGE ELEMENTARY SCHOOL**  
**IMPORTANT CONTACT INFORMATION**

**Heritage Elementary Office (Grades 5 & 4N) Phone:** (440) 937-9660  
Heritage Elementary School Attendance.... Phone: (440) 937-9661  
**Heritage Elementary Office (Grades 4S & 3) Phone:** (440)937-3055  
Heritage Elementary School Attendance.... Phone: (440) 937-9661  
**Avon Board of Education, Superintendent..... Phone:** (440) 937-4680  
**Avon Board of Education, Treasurer .....Phone:** (440) 937-4688  
**Avon Local Transportation.....Phone:** (440) 934-6171

Website: [www.avonlocalschools.org](http://www.avonlocalschools.org)

**HERITAGE ELEMENTARY SCHOOL DAY**

**MORNING BELL: 7:10AM**  
**WARNING BELL: 7:20AM**  
**TARDY BELL: 7:30AM**  
**FINAL BELL: 2:15PM**

The building is open at 7:10 A.M. during the days when school is in session. Students may not report to class until the 7:20 A.M. bell. Any student or group of students remaining in the building after 2:15 P.M. must be supervised by an adult. This supervision must be done by a member of the faculty. Maintenance people are not to assume this responsibility.

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***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: Mr. Tim Rickard, Principal, Avon Heritage North Elementary School.

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, age or disability. If one has a concern about equal opportunities and equal employment opportunities, please contact the guidance 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 school office. Upon completion the grievance will be submitted to the designated coordinator.

***Felonious Act***

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

**STUDENT SERVICES**

***Office Hours***

The school office opens during the second week of August (approximate) through the third week of June. The office is closed the entire month of July and all student holidays. During the school year, the Administrative Office will be open from 7:00 A.M. to 2:30 P.M. When school is not in session in June and August, the Administrative Office hours are 8:00 A.M. - 1:00 P.M.

***Change of Address or Name***

Students should inform the principal's office if they have a change of address, name because of remarriage, or phone number (work or home) in order to help in addressing mailings and in case of any emergency.

***Daily Attendance Procedure***

The parent and/or legal guardian must notify the school before 8:30 A.M. if the child is absent or tardy (not in school at 7:30 A.M.) with the reason for the absence. If a child has a morning appointment the parent and/or legal guardian should call the attendance line and leave the approximate time of arrival and reason for morning absence. All call offs should be on the attendance line. If a call is not received, the school will try to contact you. If the parent and school do not have telephone contact, the student will not receive permission for make-up (unexcused). A student is considered truant until the parent contact has been made.

***Assignments***

For absences of more than two days, a parent may request homework assignments when calling their child off on the attendance line (937-9661) or by calling the office at 937-9660 before 9:00 A.M. Assignments may be picked up after 2:30 P.M. in the office.

***Home Instruction***

Home Instruction may be provided for students who are unable, because of physical disabilities, to attend our regular classes. All home instruction must be approved by the State Department of Education.

Application for home instruction should be made through the principal.

***Family Vacation***

Foremost, the Avon Local School District feels that family vacations during the school year place a hardship on the student and therefore encourages parents to arrange vacations to coincide with school vacation/breaks. However, those family vacations, which cannot be scheduled during designated breaks, may be excused provided proper notice is given to the school and the child's current attendance status permits.

Students who are going on a family vacation should pick up the "Student Vacation Request Form" in the school office at least one week prior to vacation. The form should be signed by the parent and each teacher, with assignments given, and returned to the school office before leaving on vacation. While most family vacations will be excused by the administration, days missed while on vacation count as an absence in a student's bank of 10 days per year.

Students will assume responsibility of 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 who are absent for an extended period of time should make up their missed assignments as the teacher directs.

### ***Transfer Out of District***

If a student is moving out of the district, a transfer form must be obtained from the Main Office. A counselor must be consulted first, all books returned, the locker emptied, and all bills paid. If a student moves during June and August when the office is closed, someone in the school office will help them with withdrawal papers. All school offices are closed in July. Please send the new address and name of the new school, if known. A student's records will be transferred to the new school at the parent's written request providing there are not outstanding debts. Only senior students shall be considered for continued attendance at Avon once a student's family has moved from the district. (Written notification from parent/guardian for Principal's approval).

### ***Fees and Financial Responsibility***

All checks should be made payable to the Avon Board of Education. NSF checks will be assessed a \$10 return item fee, plus an additional check collection processing fee. Families unable to pay fees should contact the office. All fees must be paid by the end of the first grading period. Failure to do so will result in report cards being withheld until all fees are paid.

All fines, lost textbooks, lost library books, assessments for damage to any school property, or any other event resulting in student financial liability must be paid prior to the end of the grading period in which the debt was incurred. Failure to do so will result in the report card being withheld until all financial obligations are met.

Upon a student's graduation date, all financial obligations for all of a student's previous years in the Avon Schools must be paid in full or the student will not be permitted to participate in commencement and a diploma will not be issued. In addition no academic school records will be released for any reason until all financial obligations are met.

### ***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. 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. In these circumstances, if a student is required by a physician's order to take medication during the school day, the following procedures must be followed:

For the purposes of this handbook, medication as described will apply to both prescribed medications by a physician and any and all over the counter drugs

1. Written authorization on the approved form provided by the school must be on file with the school office prior to any medication being administered.
2. The authorization form must be completed in its entirety by the student's parent/guardian for both prescription and/or over-the-counter medications (All forms for prescription medication must be signed by a physician).
3. Parents/guardians must re-submit a revised authorization form any time any of the information originally provided changes.
4. Medication must be transported to the school office by the parent/guardian.
5. At no time shall a student be in possession of medication while on school premises. To do so violates the Avon Heritage Code of Conduct.
6. The only medication a student may be permitted to be in possession of on school grounds will be a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. However, in order for the student to possess an inhaler, he/she must have written authorization on the approved form provided by the school signed by both the student's physician and parent/guardian. This form must be on file in the office prior to possession and/or use in the school.
7. Medication must be received by the school in the original container in which the prescribing physician or pharmacist dispensed it. At no time will medication be dispensed that is not in a container other than that of the original prescription.
8. Any over the counter medications that parents/guardians request to be administered to their child must be delivered to the school office in the original packaging and must be labeled with the child's name, dosage to be given, and times to take the medicine.
9. Parents/guardians are responsible for any special preparations to the medication such as splitting of tablets if the prescribed dosage is not equivalent to the dosage in the container.
10. Cough drops must remain in the office and may be taken when accompanied by a note by a parent/guardian.

No employee who is authorized to administer medication and who has a copy of the most recent authorization form granting administration of the medication is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute gross negligence or wanton or reckless misconduct. Parents/guardians will be notified at the end of the school year and/or when a medication has been discontinued to pick up the medication. Medication that has not been claimed within five (5) days of notification will be disposed. All empty medication containers will be returned to the parent/guardian.

## ATTENDANCE

### *Attendance Procedure*

It is the responsibility of the home to have students in regular attendance. In accordance with the Missing Child Law (ORC3313.205), the following procedure will be effective. The parent and/or legal guardian must notify the school by 8:30 A.M. if the child is absent (not in school at 7:30 A.M.) with the reason for the absence. If a call is not received, the school will try to contact you. If the parent and school do not have telephone contact, the student will not receive permission for make-up (unexcused). Notes are not accepted. It is a Voice Mail number, which is active 24 hours a day, i.e. 5:00 A.M., etc. 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 the parent to provide the school with the current address (not PO Box), telephone number, parent employment number, and an emergency number.

### *Excused Absence*

The school administration is the determining agent for excused absences. Parents may request that a student be excused for: personal illness, family illness, death in the family, or court. Other requests for extenuating circumstances may also be considered by the building administrator.

Anyone absent from school one complete period will be considered absent for ½ day, i.e. after 8:20 A.M. or leaving before 1:18 P.M. Anyone arriving at school after 7:30 A.M. and before 8:20 A.M. is considered tardy. State of Ohio report card standards require school districts to average an attendance rate of 93% or better. In order to meet this standard, students of Avon schools are allocated a sick bank of 10 days per year. A student who has been absent from a class 10 times, or from school 10 days during a school year (including family vacation), will not be permitted make-up for assignments or tests unless a doctor's excuse is provided; they will be considered unexcused.

Failure to comply with attendance procedures will result in suspension or referral to the Lorain County Juvenile Court. The steps leading to this are governed by the Lorain County Public Schools' Attendance Policy. Parents may examine the policy in its entirety in the principal's office.

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

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

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

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

## Senate Bill 181 Summary of Major Provisions

### *Habitual and Chronic Truants*

The bill implements the Governor's plan to create legal definitions of habitual truant and chronic truant. Attached is a chart outlining the process through which children in either category will be adjudicated.

### *Truancy Intervention Plans*

The bill requires each Board of Education to adopt a policy to guide employees of the district in addressing and ameliorating the attendance practice of any pupil who is a habitual truant.

### *Parent Responsibility*

The legislation also provides for greater responsibility by expanding juvenile court jurisdiction by granting them exclusive original jurisdiction: (1) concerning the parent, guardian, or other person having care of a child who is alleged to be an unruly or delinquent child for being a habitual or chronic truant, based on and in relation to the allegation against the child, (2) generally, over all criminal cases in which an adult is charged with the offense of "parental education neglect," (3) to hear and determine violations of the prohibition against a parent, guardian, or other person having care of a child of compulsory school age failing to send the child to school as required by law, and (4) generally, to exercise jurisdiction and authority over the parent, guardian, or other person having



care of a child alleged to be a delinquent child, unruly child, or juvenile traffic offender, based on and in relation to the allegation against the child.

In addition to granting the juvenile court authority over parents, the bill specifies that the juvenile court must require the parent, guardian, or custodian of an alleged delinquent child, unruly child, or juvenile traffic offender to attend all proceedings of the court regarding the child, and that failure to so attend may be treated as contempt.

Parents of habitual truants and chronic truants also receive special attention from the juvenile court. The bill states that, if a child is adjudicated a delinquent or unruly child for being a “chronic truant” or a “habitual truant” and if the court determines that the parent, guardian, or other person having care of the child has failed to cause the child’s attendance at school in violation of law, the court: (1) may require the parent, guardian, or other person to participate in any community service program, preferably a community service program that requires the involvement of the parent, guardian, or other person having care of the child in the school the child attends, (2) may require the parent, guardian or other person to participate in a truancy prevention mediation program, and (3) must warn the parent, guardian, or other person of the consequences of continued truancy.

**Increased Information Sharing**

As part of our continued efforts to promote school safety, the bill requires the notification of school officials if a child is found to be a delinquent child for any of a list of specified acts by: (1) reducing to 14 years of age or older the age of delinquent children to whom it applies, (2) requiring the notice to also be given to the school principal, and (3) expanding the list of offense in relation to which the provisions applies.

**Open Records of Violent Juveniles**

The bill also opens the records of the most violent juvenile offenders. Current laws for the sealing of the record of a delinquent child will no longer apply if the delinquent act was aggravated murder, murder, rape, sexual batter, or gross sexual imposition.

Habitually Truant	Chronically Truant
Student has:	Student has:
5 consecutive unexcused absences	7 consecutive unexcused absences
7 unexcused absences in one month	10 unexcused absences in one month
12 unexcused absences in one school year	15 unexcused absences in one school year
↓	↓
Complaint filed alleging that student is habitually truant or school takes action according to its habitual truant intervention plan.	Complaint filed alleging that student is chronically truant.
If complaint filed, prosecutor decides whether/not to charge.	Prosecutor decides whether/not to charge.
↓	↓
If charge pursued, case heard in juvenile court.	If charge pursued, case heard in juvenile court.
↓	↓
If charge sustained, judge finds first time offender to be <b>unruly</b> by reason of habitual truancy. The judge would issue a <b>valid court order</b> requiring the student’s attendance at the appropriate school. The judge would also warn the parent/guardian that subsequent cases of habitual or chronic truancy could result in the parent/guardian being charged with a violation of 2919.21 or 2119.24.	If charge sustained, judge finds first time offender to be <b>delinquent</b> by reason of chronic truancy. The judge would issue a <b>valid court order</b> requiring the student’s attendance at the appropriate school. The judge would also warn the parent/guardian that subsequent cases of habitual or chronic truancy could result in the parent/guardian being charged with a violation of 2919.21 or 2119.24.
↓	↓
Students with more than one adjudication of habitual truancy are <b>delinquent by reason of violation of a valid court order</b> prohibiting them from being habitually or chronically truant.	Students with more than one adjudication of chronic or habitual truancy are <b>delinquent by reason of violation of a valid court order</b> prohibiting them from being habitually or chronically truant.
↓	↓

In subsequent court cases of habitual or chronic truancy, or violation of a <b>valid court order</b> requiring school attendance, the parent/guardian may be charged with neglect or contributing to delinquency. The case is heard in juvenile court.	In subsequent court cases of habitual or chronic truancy, or violation of a <b>valid court order</b> requiring school attendance, the parent/guardian may be charged with neglect or contributing to delinquency. The case is heard in juvenile court.
↓	↓
If charge against parent is sustained, the parent/guardian is guilty of an M 1 punishable by a fine of up to \$1000 and jail time of up to 6 months.	If charge against parent is sustained, the parent/guardian is guilty of an M1 punishable by a fine of up to \$1000 and jail time of up to 6 months.
<b>Note:</b> Youth found unruly are subject to intervention, treatment and community service sanctions. Youth found delinquent are subject to tougher sanctions including detention in the case of a violation of a <b>valid court order</b> .	<b>Note:</b> Youth found unruly are subject to intervention, treatment and community service sanctions. Youth found delinquent are subject to tougher sanctions including detention in the case of a violation of a <b>valid court order</b> .

## GRADES, CLASSES, GUIDANCE AND STUDENT RECOGNITION

### **Grading Policy**

The Avon Local School District grading policy is as follows:

Letter Grade	Percentage	Point Value
A	93% - 100%	4.00
A-	90% - 92%	3.67
B+	87% - 89%	3.33
B	83% - 86%	3.00
B-	80% - 82%	2.67
C+	77% - 79%	2.33
C	73% - 76%	2.00
C-	70% - 72%	1.67
D+	67% - 69%	1.33
D	63% - 66%	1.00
D-	60% - 62%	0.67
F	0% - 59%	0.00

### **Incomplete Grades**

Students have five (5) days to address incompletes unless proper/administrative approved excuses are accepted. All incompletes after five (5) days will be changed to a failing course grade.

### **Incompletes**

Students who miss class work through absences that result in their being given an incomplete in that subject are required to make up that work as the teacher directs. If the work is not completed per teacher guidelines, the student will receive a grade of "F" on the incomplete work. Any extension of this time limitation must be approved by the principal.

### **Interim/Progress Reports**

To keep parents/guardians informed of student progress, the district provides students and parents' access to the internet-based PowerSchool program. Interim/progress reports will be delivered home midway through each nine (9) week grading period only for those students earning a D or F grade in a subject. Report cards and interim/progress reports are subject to change due to unforeseen circumstances or changes to district policies.

### **High Honor Roll**

Students who have earned all A's during a quarter.

### **Honor Roll**

Students who have earned A's and B's during a quarter.

### **Merit Roll**

Students who have earned A's, B's and no more than one C during a quarter (all B's=Merit Roll).

### **Perfect Attendance**

Students who have missed zero (0) days and been tardy zero (0) times throughout the year.

### ***Report Cards***

Report cards will be issued every nine weeks indicating a student's progress in school. On this report will be a grade given by the teacher of each class in which the student is enrolled and an attendance record. Report cards are withheld if there are any outstanding debts for fees/fines and are released upon payment.

### ***Pearson Power School***

Parents and students are encouraged to monitor students' progress using Avon's online gradebook program, Pearson PowerSchool. Both parents and students will be provided log on information at the beginning of the school year or at enrollment. Pearson PowerSchool usernames and passwords can be obtained from the Student Services Secretary throughout the year if they become lost.

### ***Promotion/Assigned/Retained***

The vast majority of students will be promoted to the next grade level each year. If a student earns an "F" for a final grade in English/Language Arts, Math, Science, or Social Studies he/she will be "assigned" to the next grade.

## **GENERAL INFORMATION**

### ***Arrival/Departure to School***

Students who are not transported to school by school bus should arrive at school no earlier than 7:10 a.m. and are to be dropped off at the designated student drop-off area. Students arriving before the established arrival time will be asked to wait outside until 7:10 a.m. Students must go directly home and not loiter on the school grounds after school hours.

### ***Book Bags/Back Packs/Purses***

Book bags/back packs/purses are permitted in school, but are not allowed to be carried to classes or the cafeteria during the school day. Book bags/back packs must fit in the student locker. Wheeled book bags will NOT fit in the student locker.

### ***Building Hours***

The building is open at 7:10 A.M. during days when school is in session. Students may not report to class until the 7:20 A.M. bell. Any student or group of students remaining in the building after 2:15 P.M. must be supervised by an adult. This supervision must be done by a member of the faculty. Maintenance people are not to assume this responsibility.

### ***Building Use By/For Local Groups***

The use of the school building may be scheduled through the principal. All scheduling is done with the understanding that school programs take precedence over all other activities. Application for the use of the building must be submitted in writing in advance of the scheduled date. There will be a custodian on duty following each school day.

Arrangements for the use of the building must be made well in advance. If it is necessary for the group to make a demand upon the custodian's time, either for setup or cleanup, the custodian must be paid an hourly rate by the group using his services.

### ***Cafeteria Conduct***

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.
- Replacing chairs and putting trash in the proper receptacle.
- Eating in the cafeteria only.
- Not taking beverage containers outside the cafeteria.
- 1st ten (10) minutes of lunch are designated as "quiet eating time."
- Students must stay on school grounds during lunch (unless signed out by a parent/guardian).

### ***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 4:15pm for a 4:30pm 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 contests, 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 stands.

### ***Deliveries to Students***

It is the responsibility of the student to retrieve items from the office that have been forgotten or left at home (i.e. lunches, book bags, musical instruments, homework, etc). Items dropped off in the morning will be delivered at 10:30. Items dropped off after 10:30, will be put into the teacher's mailbox. Flowers/gifts sent to school are discouraged and will be held in the office until the end of the school day. Students will be notified at the end of the last period that they may pick them up in the office after school.

### ***Early Dismissal***

Students should present a written request which includes their first and last name by 7:40 A.M. in the school office, and they will receive an Early Dismissal Slip. All requests must include a reason and a telephone number to verify the appointment. Phone calls to release students are discouraged and should be made prior to 1:00 P.M.; the Attendance Line Voice Mail number is not to be used for this purpose.

### ***Field Trips and Extra-Curricular Trips***

As part of the educational services of the school, pupils are sometimes taken on field trips by bus. A written permission slip from the parent is filed in the school office or with the classroom teacher before the pupil is permitted to accompany his/her class on these trips. All trips are supervised by classroom teachers. Please remember that all of the rules which apply to regular bus trips (to and from school) also apply to extra-curricular trips (sports, band, field trips, etc.). Eligible passengers are (K-12) students participating in the event. Coaches, advisors, and chaperones are the only other riders permitted on buses.

### ***Lockers***

A locker is assigned to each student at the beginning of the year. Locker assignments cannot be changed without the permission of the principal. Lockers are the property of the school and are subject to inspection by authorized school personnel. Periodic inspections of lockers for cleanliness will occur. The school is not responsible for missing or stolen items including textbooks. Lockers are assigned to specific students and should not be shared with other students. Students are strongly discouraged from hanging personal items (decorations) in their school lockers.

### ***Lost & Found***

All student materials (clothes, coats, supplies and lunches) should be clearly marked with the student's name. Students should report loss of personal property to the office. Lost and found items are maintained in a large container just inside the recess doors. Items will be discarded at the end of each grading period.

### ***Media Information and Consent***

School activities may be recorded and publicized via pictures, video and sound bytes. This material may be used in media presentations, such as television / cable, radio programs, newspaper articles, 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 office for an exemption form.

### ***Media/Public Relations***

While it is a goal of Avon Heritage North 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 school administration.

### ***Parent Visitation***

We want every parent to feel welcome in the school. We particularly want parents to come to the school when problems arise which concern their child and his/her school situation. Parents need to register in the office when coming into the school and must remember to sign-out when leaving. Frequently, teachers ask parents to come to the school for a conference. These meetings are important. They may be scheduled during the teacher's prep period or immediately after school. Classroom visits should be pre-arranged through the individual classroom teacher with a 24-hour notification granted by the teacher. For safety purposes and consistency, parents must remain in the area for which they signed in (e.g. cafeteria, classroom, etc.) and are expected to follow all building rules and procedures (e.g. no cell phone use, 10 minute quiet lunch, etc.).

### ***Student Visitors***

Student visitors must have prior permission from the principal. A form must be completed and signed by each classroom teacher before permission is granted. As a rule, such visits are discouraged.

### ***Make-Up Work***

While it is the responsibility of the student and the teacher to see that make-up work is completed, make-up work is primarily the responsibility of the student. The student is responsible to get make-up assignments and to complete work assigned within the designated time (typically 1 extended day per each day absent).

### ***Media Center***

The media center will be open at 7:30 A.M. and close at 2:15 P.M. The media center follows school classroom regulations with an atmosphere that is conducive to studying. Computers, books, and magazines are available for student use. Computers can be used for Internet access, magazine research with full text articles, interlibrary loans with Avon Public Library and Clevnet, word processing, and various other research tools. Media center privileges will be suspended for inappropriate behavior. Loan periods are as follows:

- Two weeks for everything.
- One week for back issues of magazines and vertical file articles.
- Overnight for reference books. These materials may be checked out at the end of the school day and must be returned before first period the following day.

Financial responsibility for all items rests with the person under whose name the items were checked out. That person will be charged the replacement cost for all lost or damaged materials. 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. Report cards will be withheld for long-overdue items.

### ***School Day***

Classes are in session from 7:30 A.M. until 2:15 P.M. Students are required to be in school on time. Students may not leave the school between classes or before the end of the day without permission from the school office.

### ***School Insurance***

The school insurance program may change from year to year. The insurance plan that is used at Avon Heritage School is chosen by the Avon Local Board of Education and is an “excess” insurance coverage. An excess insurance is designed to cover costs not covered by regular hospitalization. This insurance must be purchased in September of each school year. This insurance is not required, but parents who do not have insurance should carry the school insurance for their children. Students who participate in extracurricular activities must carry the school insurance or have a claim waiver by their parents.

### ***School Pictures***

All students’ pictures will be taken in color. For the best results, the photographers recommend that boys wear dress shirts or sweaters. Girls are asked to avoid wearing white in favor of bright colors.

### ***Social Media***

The use of e-mail messages, text messages, blogs, websites or other electronic communications to make inflammatory or derogatory comments, and / or inappropriate descriptions or pictures regarding another team member, another student, a coach, another school or team, or other staff member is strictly prohibited. For the purposes of this policy, inappropriate comments may include, but are not limited to, inappropriate comments / pictures / descriptions regarding another person’s race, ethnic background, culture, religion gender or sexual orientation.

### ***Student Council***

The Student Council is the student governing body of the school providing a forum for student expression and serving as a link between the students, administration, and community. Major goals are to develop leadership qualities within the students and to help reinforce a sense of pride and respect in themselves, their peers, and their school. Each individual class has one (1) representative to the Council. All members serve on several committees and are expected to direct and see the completion of activities through the year. Elections are in September.

### ***Student Planners/Agendas***

Students should be using their planners for writing down assignments and other important daily events. Therefore, students should have their planners in their possession at all times. Additional planners may be purchased in the main office.

### ***Textbooks***

All basic hardbound texts are loaned to students for their use during the school year. Lost textbooks must be paid for. Books or other materials, which are assigned to students, are the responsibilities of the student. Excessive damage or the loss of articles will mean that the student will be assessed the value of the article. Should a student fail to meet his/her financial obligation, grades and credits will be withheld.

### ***Restricted Items***

Personal electronic devices, video cameras, cameras, distracting technology, laptops, laser pens and walkie talkies are restricted. Cell phones and music producing devices may be possessed only in the lunchroom and in study halls. The devices may not be audible to

others. Cell phones and music producing devices must be stowed in a locker at all other times during the school day. The administration may search such devices “with cause” or reasonable suspicion.

### ***Telephone Usage***

Students will not be called to the phone. Only messages of an urgent nature from a parent/guardian will be delivered to a pupil. Students will only be permitted to call home when ill or in case of an emergency (not for missing work).

## **SAFETY INFORMATION**

### ***Protective Goggles***

The General Assembly of the State of Ohio makes it necessary for the school to require that in certain classes all students, teachers, and visitors wear protective goggles. Goggles meeting these standards have been purchased by the Board of Education and will be used.

\*Should any of these items become a distraction to the school environment the administration may ban them from possession.

- *Drinks/Open Containers/Lighters* - Open containers of drinks such as coffee, juice, pop, etc., are not to be brought into the building upon arriving to school. Lighters are not to be carried by students.
- *Gum*-Students are not allowed to chew gum during school.
- *Playing Cards/Games/Dice* - Playing cards, dice, games and any other type of gambling items are not permitted in school.
- *Restricted Item Consequences* - After, before or during school detention. The school will not be responsible for missing restricted items as they are banned from school.
- *Crisis Procedures*: In accordance with Ohio Revised Code, Avon Heritage School has adopted a Crisis Manual, which specifies both guidelines and procedures for crisis situations. Fire and tornado drills along with lock-downs 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. A Safe School Helpline is available to students for the purpose of reporting anonymous, pertinent information to the Board of Education. (1-800-4-1-VOICE ext. 359)
- *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, 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 of 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 help prevent injuries and deaths during 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.
- *Shelter-In-Place Drill*: These 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.

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

In cases of severe weather or school emergency, the official announcement of school closings may be heard over WEOL 930 AM or FOX 8. Listen to these stations and do not call the school or the home of school employees.

## **TRANSPORTATION**

### ***Transportation Arrangements***

For the safety of all children the transportation policy requires that your child (ren) **MUST** be picked up at the same location Monday through Friday. While the drop off pick up locations may differ from each other, a pick up location must be the same location Monday through Friday; likewise, the drop off location must be the same location Monday through Friday. For example, a child can be picked up Monday through Friday at the location (stop) designated for the home address and dropped off Monday through Friday at a latch key 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 “Change in Transportation Form” with the Transportation Office (35601 Detroit Road). You can pick up this form at your child’s school, online ([www.avon.avonlocalschools.org](http://www.avon.avonlocalschools.org)) or contact the Transportation Office directly (440-937-0503).

### ***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 not be permitted to ride an Avon Local School District bus for up to ten (10) days, depending upon the degree of the offense.
  - b. The second offense requires that the student will not be permitted to ride an Avon Local School District bus for up to twenty (20) days, depending upon the degree of the offense.
  - c. The third offense requires that the student will not be permitted to ride an Avon Local School District bus up to the remainder of the school year, depending upon the degree of the offense.

### ***Student Responsibilities***

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

#### **To avoid losing bus privileges, please follow these rules.**

1. The bus driver will assign seats and students should remain seated and keep aisles clear.
2. Keep head and hands inside bus.
3. Noise on the bus should be kept to a minimum. No screaming, shouting, or yelling.
4. Students are expected to observe classroom conduct and be courteous – no profanity.
5. Violence is prohibited.
6. Do not damage the bus or equipment and do not eat or drink on the bus.
7. The use of tobacco is prohibited.
8. You may only ride your assigned bus.
9. For your own safety, cooperate with the driver.
10. You may only ride your assigned bus.

### ***Additional Guidelines for Students***

1. Carry with you only items that can be held in your lap.
2. Specific items prohibited on buses: animals, cell phone usage, changing clothes and toys.
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 a 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. 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).
9. After you have boarded the bus, you may not exit the bus without the permission of the driver.
10. **NOTHING SHOULD BE HANGING FROM BACKPACKS, BOOK BAGS, OR CLOTHING.** Such objects become entangled and caught on bus handrails while boarding or exiting the bus.
11. Cell phones and music playing devices may be used as long as they are not audible to others on the bus.

## **STUDENT DRESS CODE RESPONSIBILITIES**

### ***Dress Code***

Recognizing that all individuals and/or families have varied background and beliefs, the school authorities, through experience, deem it desirable to provide guidelines of student dress so as to minimize possible conflicts with the overall operational procedures of the school.

While many students and parents have no apparent questions or problems in determining satisfactory school dress, the following guidelines are offered:

(Under Title IX, Federal Law prohibits discrimination of sexes; we cannot list separate dress codes for boys and girls. Therefore, discretion in providing interpretation is requested. Questions regarding proper attire should be referred to the main office.)

### ***Dress and Grooming Guidelines***

1. Clothing that does not cover undergarments will be deemed inappropriate. Undergarments should never be exposed.
2. Clothing should be worn as it was designed to be worn, properly fitted, neat and clean. One such example includes wearing pants with the waistband fitted around the waist. Pulling pants down far below the waist is prohibited.
3. Appropriate shorts, skirts, dresses and skorts are permitted but must be closer to the knee than the bottom of the hip. Skirts that ride up are prohibited.
4. Tight fitting pants, yoga pants leggings, jeggings, skinny jeans, etc. may be worn so long as the top exceeds or meets the bottom of the buttocks. Appropriate bottoms do not include nylons, sheer leggings, net stockings, bare legs, leotards, spandex, etc.
5. Hats, head covers, and excessive head ornamentation are not acceptable in the building. This includes bandannas, kerchiefs, etc.
6. Gloves, coats, and all other outer garments are to be put in lockers and not worn around the building.
7. Footwear must be worn at all times. Open toes (sandals, flip flops, etc.) shoes are discouraged, but may be worn to school from August (first day) to October 31 and April 1 – June (last day). Shoes with wheels or roller blades are not permitted.
8. Clothing that exposes the midriff, or any area in excess is not acceptable. Prohibited clothing would include tank tops, sun dresses, halters, etc. Sleeveless clothing should extend to the end of the shoulder.
9. Torn and tattered clothing should not be worn.
10. Clothing and insignias relating to gang membership are not acceptable.
11. Sunglasses may not be worn in the building unless prescribed as necessary by a doctor.
12. Patches, symbols, writings which “literally” or by implications are obscene or are such as to shock or affront the standards of common decency or propriety have no place in school and are not permitted. This guideline refers to “T-shirt” imprints that include “double meanings” relating to drugs, alcohol, and sexual behavior; hate groups/symbols or anything that could be considered improper by community standards.
13. Dog collars, chains, or any ornamental items which could be used as a weapon are not permitted.
14. Common sense and judgment is requested of all students in adhering to normally accepted community standards.

The school administration reserves the right to determine dress code standards. Students and parents are encouraged to work cooperatively with the school personnel in maintaining an atmosphere of adherence until such times as official changes are made by the Avon Board of Education.

### ***Physical Education - Dress Requirement***

All students taking physical education will be required to wear attire approved by the instructor. Students who are unable to participate in regular physical education class should provide the Main Office with a signed physician excuse.

## **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.



### ***Detentions***

Detentions can be assigned either by the teachers, staff or by the administration. All detentions shall be served under the study hall conditions of the regular school day. Detentions usually take precedent over other activities. Students will always be given one day in which to schedule their own transportation after detentions are given and are required to return the detention form with a parent signature. Detentions are scheduled from 2:20 - 3:00 p.m. A detention is not subject to appeal. Failure to serve a detention may result in a double detention or an In School Assignment (ISA).

The two forms of detentions at Avon Heritage Elementary School are:

School Detentions - students may be assigned a school detention by the principal. The length of the school detention will not exceed 40 minutes.

Teacher Detentions - students may be assigned teacher detentions by individual teachers for such things as misconduct, tardiness to class, etc. The teacher determines the room and time for this detention. If the student does not comply, he/she will be referred to the office for discipline.

### ***Emergency Removal***

A student may be removed for the remainder of the school day for any violation of the student handbook.

### ***In School Assignment (ISA)***

In School Assignment may be assigned to a student for a variety of disciplinary reasons. In School Assignment takes place in the ISA room located outside the principal's office and typically lasts the duration of a school day. Students assigned to ISA are provided with their class work and receive make-up on any activity that was missed during the assignment. In School Assignment may also occur when a student must be removed from the general student population. ISA is not subject to appeal.

### ***Out of School Suspension (OSS) and Expulsion***

The Ohio Legislature has adopted ORC 3313.66 et seq., which has placed into law procedural standards for suspensions and expulsion of students from school. Suspension may be administered by the principal, assistant principal, or superintendent. Only the Superintendent may expel a student. Out of school suspensions and expulsions are unexcused and count in the 10 day bank. Credit will not be awarded for daily assignments, quizzes, and homework while a student is suspended out of school. However, as point values vary from teacher to teacher and course to course, the administration may grant a student the ability make-up assessments that are deemed of significant point value and are critical to a student's ability to pass the nine weeks. Permitted make-up work is the responsibility of the student to complete and must be done within three (3) school days once they return. 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 student who is 18 or older or a minor student's parent(s) or guardian(s) choose to appeal a suspension, he/she must do so in writing to the Superintendent within three (3) calendar days of the notice of suspension; to appeal an expulsion a student must do so in writing through the Superintendent's office within three (3) calendar days of the Superintendent's decision to expel.

### ***Privacy/Confidentially***

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.

### ***Definition of Plagiarism***

Plagiarism is defined as and includes, but is not limited to, the following:

- 1) Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
- 2) Paraphrasing the source without proper citation.
- 3) Copying stories, in whole or part, which appear in books, magazines, television or film.
- 4) Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
- 5) Submitting papers written in whole or part by someone else, including the Internet.
- 6) Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the

character of the work so that it is no longer the student's own.

7) Submitting a paper purchased from a research or term paper service, including, but not limited to the Internet.

The rules and regulations of the Student Conduct Code are in effect for all Avon students at all school activities both on and off school grounds. A violation of any section of the Conduct Code will result in the following penalties. Each section includes examples, which are not intended to be exhaustive. Note: Make-up work for credit is permitted while students are suspended out of school.

## **STUDENT CONDUCT CODE**

### ***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, 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.

## **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. Normally, most discipline is progressive in nature. For example, discipline may begin with detentions, Wednesday School, 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. 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. Truancy exists when a student is absent from class or school without school authorization. Leaving the school building / grounds without permission is also truancy

**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**

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

**9) Extortion**

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

**10) Loitering / Out of Assigned Area**

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 or civility toward other students or 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) Repeated Violations of School Detentions**

Being repeatedly involved in school detentions or failure to serve detentions will not be tolerated.

**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 restricted 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**

A student shall not possess or use tobacco in any form (cigarettes, cigars, pipes, electronic cigarettes, 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, trafficking, apply 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, marijuana, alcohol, inhalants, and look-alike substances. 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.

**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.

**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) Arson**

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 within this policy and will not exempt a 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, 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 guidance 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 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 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.
7. Students are not permitted to use electronic communications such as instant messaging, social networking, texting and / or message boards / chat rooms on district computers.
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, explosive (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 extra-curricular school activities as well as the loss of the right to be on any school premises.