

**2023-2024**  
**AVON EAST ELEMENTARY**  
**PARENT HANDBOOK**



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

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

**VISION STATEMENT**

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

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

ATTENDANCE LINE 440-937-6084

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

## **BOARD OF EDUCATION**

Tara Tatman	President
John Wiegman	Vice President
Alissa Gault	Member
Dennis Kramer	Member
Christine Libeg	Member

## **DISTRICT ADMINISTRATION**

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

## **AVON EAST ADMINISTRATION**

Erin Holzhauer	Principal
Michelle Szczepanski	Assistant Principal

## **AVON EAST FACULTY AND STAFF**

<b>Administrative Office</b>	Laura Desmond, Administrative Secretary Deb Frey, Attendance Office Aide Kerry Ramos, Clinic Nurse
<b>Student Services</b>	Erin Lynn, School Psychologist Nicole Joseph, School Counselor
<b>Media Center</b>	Kellie O'Neil, Library Aide
<b>Custodians</b>	Dave Davis/Allen Taubler

## **AVON EAST FACULTY**

### **1<sup>ST</sup> GRADE**

MICHELLE ARNDT    TOM DITZLER    BROOKE EDGELL    MORGAN GAINES  
STEPHANIE HEIDEMAN    AMY HROUDA    KATIE KNEISEL  
JEN KRUPKA    MICHELLE GANNON    HANNA PORCHER  
NICOLE SEGAL    JENNY SHARP    OLIVIA DIBIASIO

### **2<sup>ND</sup> GRADE**

RANEE BENNETT    ANGELA CRUZADO  
LORENA FABIAN    ANDREA BAILEY    ASHLEY MAGGARD  
LISA MAUSER    KATHLEEN OWINGS    ANNE TRIPLET  
TRICIA PLATANIOTIS    KATIE REPPUCCI    JESSICA SCHNEEBERGER  
JEAN SCHENKELBERG    EMILY GENDICS    LAUREN WADE

### **SPECIALISTS**

ANNE CONNELLY    TERRI HOUDESHHELL    AMBER THOMSPON    ALEX LINDER  
MELISSA CARTER    KRISTAL FLETCHER    JASON OCHS    COLLEEN SHANNON  
ROBIN MCQUAID    KAROLINE WEIR    KELLIE O'NEIL

## **AVON EAST**

## **IMPORTANT CONTACT INFORMATION**

**Avon East Administrative Office**

Avon East School Administrative Office Fax

**Avon East Attendance Line**

**Phone:** (440) 937-6015

**Fax:** (440) 937-5525

**Phone:** (440) 937-6084

**AVON EAST**  
**SCHOOL DAY OFFICE HOURS**

8:00AM until 4:00PM

**STUDENT DAY**

**8:40- DOORS OPEN & STUDENTS MAY ENTER THE BUILDING**

**9:00- INSTRUCTION BEGINS**

**11:15-1:15- LUNCH & RECESS BLOCKS (1ST GRADE 11:15-12:15/2ND GRADE 12:15-1:15)**

**3:35- CAR RIDERS & BUSES BEGIN TO DISMISS**

***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, 2023. The School District may release "directory information" without consent and such information includes

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

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 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 amendment of educational records: Ms. Erin Holzhauser, Principal, Avon East 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

## ***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 administration.

## ***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.

# ***ATTENDANCE***

## **Attendance Procedure**

It is the responsibility of the home to have students in regular attendance. In accordance with the Missing Child Law (ORC3313.205), the following procedure will be effective. The parent / guardian must notify the school by 10:00am if the child is absent (not in school at 9:00am) with the reason for the absence. If a call is not received, the school will try to contact the parent / guardian. If the parent / guardian and school do not have telephone contact, the student will not receive permission for make-up (unexcused). Notes are not accepted. The school telephone number for absence is **(440) 937-6084** It is a voicemail number, which is active 24 hours a day. Absence calls **will not** be taken on any other line (telephone number). A student is considered truant until the parent contact has been made. ORC3313.1205 requires a parent / guardian to provide the school with the current address (not P.O. Box), telephone number, parent employment number, and an emergency number.

## **Excused Absence**

Beyond what is prescribed by law, the school administration is the determining agent for excused absences. Parents / guardians may request that a student be excused for the following: personal illness, family illness which necessitates the presence of the child, quarantine of the home limited to the length of quarantine as determined by the proper health officials, death of a relative, medical or dental appointments, observance of a religious holiday consistent with the student's truly held religious beliefs, college visitation, absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status, absences due to a student being homeless, or other circumstances as prescribed by the BOE. Other requests for extenuating circumstances may also be considered by the building administrator.

House Bill 410 encourages and supports a preventative approach to excessive absences and truancy. Ohio schools 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.

## EXCUSED ABSENCE ACCEPTABLE REASONS:

Personal Illness (Includes surgery/medical procedure).

*Statement from Health Professional may be required.*

Family Illness.

*Statement from Health Professional may be required.*

Quarantine

Death in Family

*Limited to 3 days unless reasonable cause is shown for a longer absence.*

Doctor Appointment (Includes outside counselors, therapists, dental, vision, primary, specialists)

*Statement from Health Professional may be required.*

Religious Holiday

College Visit.

*Verification of Date/Time of visit may be required.*

Emergency or Other (includes Military).

Superintendent can determine if there is a good and sufficient cause for absence.

### Doctor's Notes

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

### Assignments

**Do not** request assignments on the attendance line. If a student is absent for more than two days, please contact the school before 11:00 am in order to request work. Assignments may be picked up at 3:35pm in the office. Each child is given one extended day per each day absent.

### Early Dismissal

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

### Family Vacation

Students must complete a vacation / leave request for administrative approval before their departure. This form must be returned to the office **before leaving on vacation.** Family vacations/leave requests will be considered excused absences as long as the completed request form is turned into the main office prior to leaving and the school time missed during the absence is less than 64 hours of absence per year. Any school time missed that exceeds the allotted 64 hours per year will be considered unexcused even if a form was properly turned in.

Students are responsible for meeting with each teacher to make up all missed class work. Students who are

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

### **Custody**

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

### **Change of Address**

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

### **Transfer or withdrawal of a student**

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

## ***AVON EAST GENERAL INFORMATION***

### **Classroom Visitation**

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

### **Birthdays**

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

### **Elementary Food Procedure:**

The only food that we are allowing into the buildings are healthy snacks that are brought from home for the purpose of sustaining energy during the long mornings/afternoons. These snacks and snack time procedures will be monitored by our classroom teachers. We also ask that you speak to your child, just as your teacher will, about not sharing snacks or cafeteria food at school.



## **Money, Change and Checks**

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

## **Conferences and Report Cards**

Parents are expected to attend their child's conferences twice yearly and to review online report cards.

**Conferences have been scheduled for October 3rd & 11th and March 12th and 14th.**

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

## **Report Cards**

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

## **Grades**

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

The number definitions are listed below:

3- Demonstrates independently

2-Demonstrates with some support

1-needs improvement

## **Pearson PowerSchool**

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

## **School Lunches**

Breakfast and hot lunches are available at Avon East. To learn more about our food service program, go to the district homepage and click on "About" on the top tabs of the main page and then choose the "Food Service" tab. If your child brings 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 the temperature drop below 20 degrees**, recess will take place indoors.

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

## Emergency Medical /Student Information

Every Avon student must have Emergency Medical/Student Information up to date. 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 NORTH doors will open at **8:40 am** to begin car rider drop-off. The front doors will also open at 8:40 am for bus arrival. Students are to be in their classrooms by **9:00 am**, (as this is the start of our school day). The car rider doors will close at 8:55am. **If you miss the drop-off time, you will need to park in the back or side parking lot and walk your child into the office to sign them in. If you arrive after 9:00am, your child will be considered tardy.**

### Car Rider Drop-off Procedure:

Car-Rider Drop off is on the **NORTH SIDE** of the building. Cars will come into the first driveway and stay to the right which will take you to the back parking lot. Cars will circle around the back parking lot to the drop-off area which will be from the stop sign to the fire hydrant on the north side of the building. Cones will be set up indicating the drop off area. There will be several cars dropping off as the cones will indicate. It is critical that students exit from the **RIGHT** 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 first driveway. If your child needs assistance unbuckling, we ask that you park in the back parking lot, unbuckle your child, and then proceed in the line once again to drop off. Please see the picture below in order to note the new drop off area.

**PLEASE NOTE - If you are a car rider, you must exit by making a RIGHT out of the parking lot. Traffic backs up tremendously which causes delays/tardy' s for students. Please do NOT enter the bus arrival area in an effort to turn left out of a different exit.**

### End of School:

Car riders will be released at **3:35pm**. Please see the pick up procedure below.

### Pick-up Procedure:

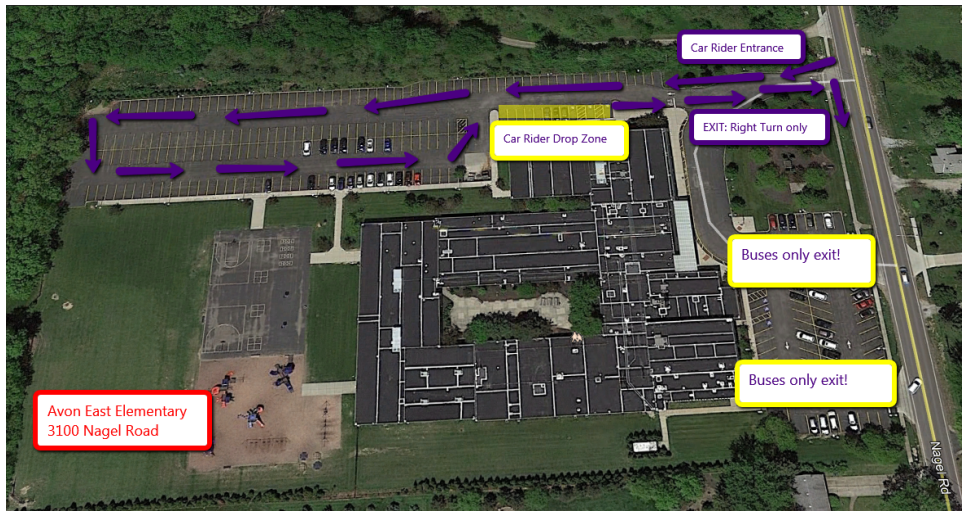
*Every child will be issued one car tag with your family name on the tag. Additional tags may be purchased for \$1.00 in the main office should you require more. Please make sure you have your tag visible for staff at pick-up.*

- Enter in the "NORTH" driveway.
- Follow the traffic around the parking lot to the drop zone. You will see 2 lines & a merger sign.
- A staff member will be writing down names and helping to direct traffic if needed.

- At the loading zone- six students will be released at a time to load into vehicles from the right side.
- Transportation staff will guide your child to your car. To ensure safety, it is crucial your child enter/exit from the RIGHT side of your vehicle.
- Exit the parking lot through the “NORTH” driveway only. **Buses will be using the SOUTH drive- please do not enter this area**
- Your car sign must be displayed at all times.
- If your sign is not displayed a staff member will ask for your ID to confirm you are on the list for pick up.

**\*When leaving Avon East, there will be a RIGHT TURN ONLY rule in effect during dismissal to promote efficiency during a very busy time. There is only one exit turning lane and we cannot allow traffic to back up in the parking lot due to making left turns on Nagel Rd. The Avon PD will enforce this.**

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



### Avon Boosters:

AELC & East Boosters is the combined parent/teacher association for Avon Early Learning Center and Avon East Schools. The mission of the Boosters is child advocacy, parent education and support of education. Meetings are held the first Wednesday of every month in the cafeteria at EAST or virtual via Zoom. All staff, parents/guardians of students K-2 are encouraged to attend.

### School Fees

School fees can be paid through our online system at <https://www.payschoolscentral.net>. This system can be accessed directly or through the main page of the Avon Local Schools website. The fees for Avon East can

also be paid with a check or money order and turned in to 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.

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

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

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

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

### **Unauthorized Publication**

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

### **Dress Code**

In general, school dress should be such that it ensures the health, welfare, and safety of the student, and enhances a positive image of our students at school. Appropriate school clothing should be clean, fit properly and with without tears or rips. Inappropriate attire includes high heels, platform shoes, tube tops, clothing that shows undergarments and swimwear. We recommend comfortable play clothes, socks and closed-toe shoes daily. Flip-flops and crocs are discouraged due to playground wood chips and mulch. Please mark all clothing with your child's name on it.

## ***STUDENT BEHAVIOR AND DISCIPLINE***

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

### **Timeout/Recess Consequences**

Recess is a privilege that students are able to receive before or after lunch. If a student is misbehaving or not following the school rules, Avon East teachers and administrators reserve the right to provide a consequence in the form of a time out from a student's recess.

## **Emergency Removal**

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

## **ISA**

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

## **OSS/Expulsion**

The Ohio Legislature has adopted ORC 3313.66 et seq., which has placed into law procedural standards for Out of School Suspension (OSS) and Expulsion of students from school. Suspension may be administered by the principal, or superintendent. Only the superintendent may expel a student. Make-up work is the responsibility of the student. In cases of expulsion, students may not make up their assignments. The Avon Board of Education has adopted a policy that fulfills all requirements of the law. Specific guidelines have been established in providing courses of action to pursue should a student or parent choose to appeal a suspension or expulsion decision.

## **Appeal Procedure**

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

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

## **School Resource Officer**

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

# ***CODE OF CONDUCT***

The Student Code of Conduct is made available to students and parents and is posted in the office. The rules and regulations of the Student Code of Conduct are in effect for all Avon students at all school activities both on and off school grounds. A violation of any section of the Code of Conduct will result in the following penalties. Each section includes examples which are not intended to be exhaustive.

## **Zero Tolerance Policy**

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

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and / or at school-related events is subject to approved student discipline regulations. The Superintendent / designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior. Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to dismissal from school or other forms of

disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Code of Conduct, school personnel, students or parents should report the student to the school administrator. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. The student who commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a school activity, event or program, or is against school personnel on or off school property, may be expelled from school and recommended for permanent exclusion if the student is convicted or adjudged a delinquent child.

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

The Avon Board of Education is committed to providing a safe, positive, and nurturing educational environment for its students and staff. The Board encourages the promotion of positive interpersonal relations between all members of the school community. Harassment, intimidation, bullying, menacing, and / or hazing toward an individual such as a student or staff member is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, including activities on or off school property and / or while on a school vehicle. In addition, if these actions occur in the public sector, the perpetrator may be subject to disciplinary actions.

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

The Board views harassment as a form of discrimination. Harassment is defined as intimidation by threats of physical violence and the creation of a climate of hostility. Harassment includes the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice. Harassment is also defined as the effect of insulting or stigmatizing an individual and / or group. It includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior. An act of harassment can be nonverbal, verbal, written, or physical in nature and based on age, gender, race, religion, color, national origin, marital status, sexual orientation, physical characteristics, cultural background, socioeconomic status, or disability. The behavior or act in question must occur more than once and have the effect of harming an individual, damaging an individual's property, placing an individual in reasonable fear of harm to the individual's person or to the individual's property, and also be sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or an abusive environment for an individual. Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage, or interfere with an individual and / or his property, cause substantial inconvenience, subject another to offensive physical contact, and / or inflict serious physical injury. Bullying includes, but is not limited to, an individual willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, written, electronically transmitted, and / or psychological in nature. Bullying may occur through attacks on an individual and / or his property, or any combination of these. Menacing includes, but is not limited to, any act intended to place an individual in fear of serious physical, emotional, and / or psychological injury. Hazing includes, but is not limited to, any act of coercing another, including the victim, to do and / or initiate an act against an individual which creates a substantial risk of causing physical, emotional, and / or psychological harm to another person. Permission, consent, ritual, or assumption of risk by any individual subjected to

hazing does not lessen the prohibition contained in this policy. Every student is encouraged, and every staff member is required to report any situation that they believe to be of this nature to the building administration. All complaints that violate this policy shall be investigated. If the investigation finds an instance of this nature, appropriate disciplinary action will result. This may include consequences up to expulsion for students, up to discharge for employees, up to exclusion for parents, guests, students, volunteers, and contractors, and up to a removal from any officer position and / or a request for a resignation for Board members. Individuals may be referred to law enforcement. H.B. 276 provides school district employees, students, and volunteers with qualified civil immunity for damages arising from reporting an incident of student harassment, intimidation, or bullying. Retaliation against any individual is prohibited including those who report, are thought to have reported, have filed a complaint, or have otherwise participated in an investigation or inquiry concerning allegations of this nature. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Retaliation and / or intentionally making a false report for the purpose of getting someone in trouble are prohibited and may result in disciplinary action. A strategy will be administered to protect victims from additional harassment and individuals from retaliation. Students and / or staff members who fail to abide by this policy will be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with Ohio law. The Avon Local School District will report to EMIS the number of incidents of harassment by students against other students that violate the district's anti-harassment policy.

### **Dating Violence**

House Bill 19 requires the school district to include age-appropriate instruction in dating violence prevention in grades seven to twelve which includes the recognition of warning signs of dating violence and the characteristics of healthy relationships. Per the request of a parent whose student is younger than 18 years of age, the principal of the school must, within a reasonable period of time, allow the parent to examine the materials used by the school to provide instruction on dating violence. School district employees who work in the middle and high school as a teacher, administrator, counselor, nurse, or school psychologist will be provided training on dating violence.

### **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.

### **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 work in whole or part by someone else, including the Internet (AI Tools). 6) Submitting papers on which the student has received substantial assistance from peers and/or adults that 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.

## **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 – 40. 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.

### **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. Action/Behavior that jeopardize the health/safety/wellbeing of another individual 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) Violation of School Detentions**

**16) Transportation Violation**

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

**17) Misconduct**

Inappropriate student conduct is prohibited.

**18) Technology Violation**

Unauthorized use of technology is subject to search and seizure and cause for discipline. \*The administration reserves the right to determine authorized and unauthorized use.

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

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

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

A student shall not cause or attempt to cause destruction to school or private property. 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 that 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. Breathalyzing will occur at large student events. 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 Heritage. Depending upon the circumstances, restitution may also be required.

## **24) Assault / Fighting / Hitting / Threats**

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate touching. A student who assaults a school employee or another student, whether on or off school property, or at a non-school-sponsored or related activity, function or event, may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

## **25) False Alarm**

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

## **26) Bomb Threats**

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

## **27) Conduct Against School Employees**

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

## **28) Possession and / or Use of Flame Producing Devices**

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

## **29) Unauthorized Fire**

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

## **30) Vandalism**

Acts of vandalism upon school property will not be tolerated. Examples include, but are not limited to, defacing property, unauthorized "decorating" or toilet papering, and the placing of unauthorized signs or other objects on school property. Pursuant to O.R.C. 3109.99 and O.R.C. 3109.091, a student and / or their parent or guardian shall be held financially accountable to the Avon Local Schools for any damage, destruction or theft caused by their child.

## **31) Trespassing**

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

## **32) Hazing**

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

## **33) Gross Misconduct / Illegal Misconduct**

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

## **34) Threat / Action to Induce Panic**

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

### **35) Accomplice**

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

### **36) Harassment and Sexual Harassment**

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

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

#### **Definition of Sexual Harassment**

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

Sexual harassment may include, but is not limited to:

- Sexual flirtations, touching, advances, or propositions,
- Verbal or physical abuse of a sexual nature,
- Graphic or suggestive comments about an individual's dress or body,
- The use of sexually degrading words to describe an individual,
- Displaying sexually aggressive objects or photographs, and / or
- Sexually explicit conversation or obscene jokes.

#### **Reporting Procedures**

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

When an individual believes he or she has been subjected to sexual harassment, he or she should immediately report the incident to the building principal. This can be done through direct contact with the

principal, by conference with counselors or through a parent / student conference with the principal. As appropriate, and / or required by federal law and the laws of the State of Ohio, the principal may involve outside agencies in the investigation, such as children or youth services and / or law enforcement agencies.

### **37) Lewd / Pornographic / Inappropriate Images**

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

### **38) Technology / Computer / On-Line Regulation Violations**

Penalties for infractions will be applied as determined by the administration including the loss of technology privileges. 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. Student campus Internet access is exclusive through the school's internet network.
17. 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 41 – 42.

### **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 premise

# 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 your head and hands inside the 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 |Early Learning Center 10 feet beyond the front of the bus.
- 4) Do not attempt to get on or off the bus until it has come to a complete stop.
- 5) At all times, remain seated while the bus is in motion.
- 6) Be sure to reach your assigned bus stop *five (5) minutes* prior to your designated pick-up time.
- 7) Talking or creating any other noise while the bus is at or approaching a railroad crossing is prohibited.
- 8) Changing clothes on the bus is prohibited.
- 9) Do not board or exit the bus through the emergency door unless specifically instructed to do so by the driver. (The emergency exit must always remain free from obstructions).
- 10) After you have boarded the bus, you may not exit the bus without the permission of the driver.
- 11) No toys are permitted on the bus.
- 12) Nothing should be hanging from backpacks, 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, smart watches, and music-producing devices may be possessed, but not accessed during the school day. **Avon East Elementary is not responsible for lost or stolen objects.** Technology devices may be used for curricular-driven instructional purposes only and with permission and under the supervision of the classroom teacher or support staff.

Audio or video recording, photographing, and text-messaging are prohibited. The administration may search technology devices "with cause" or reasonable suspicion.

Should any of these items become a distraction to or are misused in the school environment, the administration reserves the right to determine authorized and unauthorized utilization throughout the school year.

# MEDICATION

The Board of Education recognizes that many students are able to attend school only through the effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others.



Parents should be aware that the school district contracts with the Lorain County General Health District for provided nursing services. If possible, all medication should be given by a parent / guardian at home. If this is not possible, parents may come to school to administer medications only when no alternative is available.

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

- 1) Written authorization must be on file with the Administrative Office prior to any medication being administered. This authorization must be on the approved medication form provided by the school, including proper instructions for dosing.
- 2) The medication authorization form must be completed in its entirety by the parent / guardian of the student for both prescription and/or over the counter medications.. (All medication, prescription and / or over the counter must be signed by a physician.)
- 3) At no time shall a student be in possession of medication while on school property. Medication will be kept in the clinic / Administrative Office. The only medication a student may be permitted to be in possession of on school grounds will be emergency medications (i.e. EpiPens, asthma inhalers, and diabetic medications). For the student to possess these emergency medications, he / she must have written authorization on the approved medication authorization form along with a completed action plan form which will be provided by the school, is on file in the office, and is signed by both the student's physician and parent / guardian.
- 4) All medication must be received by the school in the original container, labeled with the student's name and must be delivered to the Administrative Office by a parent / guardian. No expired medications will be accepted. If a medication expires during the school year, the nurse will notify the parents to pick up the expired medication and bring in a non-expired replacement. All medication must be picked up by the last day of school. Any medication left at school at the end of the year will be discarded.
- 5) Any student found to be carrying unauthorized medication will be subject to disciplinary action.
- 6) Cough drops must remain in the office and may be consumed when accompanied by a note from the parent/guardian. Cough drops that contain medications are considered over the counter medication and require a medication authorization form signed by a parent/guardian and physician.

***Illness at School:***

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

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

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

### **Required Immunizations**

The following immunizations are required under Ohio Revised Code 3313.67.

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

DPT (Diphtheria, Tetanus, Pertussis)

Polio (Poliomyelitis)

MMR (Measles, Mumps, Rubella)

Hepatitis B

Varicella (Chickenpox)

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

### **Head Lice:**

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

### **Chronic Conditions:**

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

## **CAFETERIA CONDUCT**

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

*Observing good dining room standards at the table,*

*Leaving the table and the surrounding area clean and orderly,*

*Putting trash in the proper receptacle,*

*Eating in the cafeteria **only**,*

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

## **STUDENT SPORTS FAN CONDUCT**

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

Students who wish to attend a home event and are not directly participating in the event as players or designated supervised helpers are to arrive back on campus no earlier than 15 minutes before the first athletic

event of the day (e.g., arrive at 4:15 p.m. for a 4:30 p.m. event). Otherwise, students will be considered to be loitering and subject to disciplinary action, according to the Code of Conduct.

At all home contests, students are required to sit in the bleachers designated as the home side. At all away 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 the stands.

## ***SAFETY INFORMATION***

### **Crisis Procedures**

In accordance with Ohio Revised Code, Avon East 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.

### **Run Hide Fight**

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.

