

2023-2024

AVON EARLY LEARNING CENTER

PARENT HANDBOOK



**3075 STONEY RIDGE ROAD
AVON, OH 44011
440-934-5124
440-934-2147 (FAX)
OFFICE HOURS 8:00 A.M. TO 4:00 P.M.**

ATTENDANCE LINE 440-695-0561

WWW.AVONLOCALSCHOOLS.ORG

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.

BOARD OF EDUCATION

Tara Tatman, President
John Weigman, Vice President
Alyssa Gault, Member
Christine Libeg, Member
Dennis Kramer, Member

DISTRICT ADMINISTRATION

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

AVON EARLY LEARNING CENTER ADMINISTRATORS

Nora Fox, Principal
Brandie Rush, Preschool Supervisor

AVON EARLY LEARNING CENTER FACULTY AND STAFF

Administrative Staff

Jeanne Yeagley, Administrative Secretary

Kate Boehnlein, Office Aide

Student Services

Rachel Kelly, Kindergarten School Psychologist

JoAnne Doran, Preschool School Psychologist

Brittney Nagel, Nurse

Media Center

Kelly Gonzalez, District Media Specialist

Melissa Watkins, Library Media Specialist

Custodial Staff

Ken Shanks

Fransisco Nieves

Dawn Medina

Donald Randolph

Phil White

Faculty & Staff

Heather Barr, Angela Berga, Chris Boosinger, Alyssa Bryant, Natalie Campbell, Grace Cassidy, Nicole Crnko, Claire Cuthberston, Savannah David, Cindy Dougher, Bridget Ereditario, Renee Ferner, Julie Fitch, Sarah Gilcher, Linda Greene, Kara Habert, Molly Haley, Meghan Hennies, Linda Jaros, Mark Jayne, Megan Jenkins, Katie Jones, Stacie Jones, Ryan Kauffman, Beth Koscho, Melissa Kuhn, Beth Kusnerik, Michelle Lance, Kelley Lee, Tammy Lewis, Cassie Magyary, Jessie Marita, Alexa Mohr, Kathy Nagel, Kathy Nash, Donna Pickett, Deb Poprocki, Stephanie Predovich, Ashley Roberts, Jenna Rush, Ava Ryan, Sheila Shermak, Jessica Talbott, Salena Valez, Stacy Vrbancic, Donald Wallace, Melissa Watkins, Heather Weidner, Julie Wilmer, Vikki Zangara

AVON EARLY LEARNING CENTER IMPORTANT CONTACT INFORMATION

AELC Office: (440) 934-5124

AELC Attendance Line: (440) 695-0561

AELC Fax: (440) 934-2147

Avon Board of Education: (440) 937-4680

Avon Transportation: (440) 934-6171

Website: www.avonlocalschools.org

Twitter: @AVONELC

AVON EARLY LEARNING CENTER SCHOOL DAY

8:40 am - 8:57 am - Car Rider Drop Off

9:00 am - AM and All Day Classes Begin

11:00 am - 1:00 pm - Student Lunch/Recess

12:00 pm - AM Kindergarten Dismissal/PM Kindergarten Arrival

3:35 pm - Dismissal Begins (NEST pick-up after 4:00 p.m. at Heritage)

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, 2020. 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 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: Mrs. Nora Fox, Principal, Avon Early Learning Center..

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.

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. While it does not appear as a subject, discipline underlies the whole educational structure. In accordance with this philosophy, the Avon Board of Education has adopted a "Zero Tolerance Policy" for inappropriate student behavior.

Timeout/Recess Consequences

Recess is a privilege that students are able to receive before or after the lunch period. If a student is misbehaving or not following the school rules, Avon Early Learning Center teachers and administrators reserve the right to provide a consequence in the form of a time out from a student's recess or other part of their non-academic day.

In School Assignment (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.

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

Appeal Procedure

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

The student code of conduct is posted in the Avon Early Learning Center office.

School Resource Officer

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

Cafeteria Conduct

- Conduct yourself appropriately,
- Leaving the table and the surrounding area clean and orderly,
- Putting trash in the proper receptacles,
- 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.

CODE OF CONDUCT

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

Zero Tolerance Policy

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

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and / or at school-related events is subject to approved student discipline regulations. The Superintendent / designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior. Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to dismissal from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, regardless of where the misconduct occurs.

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

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

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

Definition of Harassment, Intimidation, Bullying, Menacing, Hazing

The Board views harassment as a form of discrimination. Harassment is defined as intimidation by threats of physical violence and the creation of a climate of hostility. Harassment includes the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice. Harassment is also defined as the effect of insulting or stigmatizing an individual and / or group. It includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior. An act of harassment can be nonverbal, verbal, written, or physical in nature and based on age, gender, race, religion, color, national origin, marital status, sexual orientation, physical characteristics, cultural background, socioeconomic status, or disability. The behavior or act in question must occur more than once and have the effect of harming an individual, damaging an individual's property, placing an individual in reasonable fear of harm to the individual's person or to the individual's property, and also be sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or an abusive environment for an individual. Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage, or interfere with an individual and / or his property, cause substantial inconvenience, subject another to offensive physical contact, and / or inflict serious physical injury. Bullying includes, but is not limited to, an individual willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, written, electronically transmitted, and / or psychological in nature. Bullying may occur through attacks on an individual and / or his property, or any combination of these. Menacing includes, but is not limited to, any act intended to place an individual in fear of serious physical, emotional, and / or psychological injury. Hazing includes, but is not limited to, any act of coercing another, including the victim, to do and / or initiate an act against an individual which creates a substantial risk of causing physical, emotional, and / or psychological harm to another person. Permission, consent, ritual, or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy. Every student is encouraged, and every staff member is required to report any situation that they believe to be of this nature to the building administration. All complaints that violate this policy shall be investigated. If the investigation finds an instance of this nature, appropriate disciplinary action will result. This may include consequences up to expulsion for students, up to discharge for employees, up to exclusion for parents, guests, students, volunteers, and contractors, and up to a removal from any officer position and / or a request for a resignation for Board members. Individuals may be referred to law enforcement. H.B. 276 provides school district employees, students, and volunteers with qualified civil immunity for damages arising from reporting an incident of student harassment, intimidation, or bullying. Retaliation against any individual is prohibited including those who report, are thought to have reported, have filed a complaint, or have otherwise participated in an investigation or inquiry concerning allegations of this nature. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Retaliation and / or intentionally making a false report for the purpose of getting someone in trouble are prohibited and may result in disciplinary action. A strategy will be administered to protect victims from additional harassment and individuals from retaliation. Students and / or staff members who fail to abide by this policy will be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with Ohio law. The Avon Local School District will report to EMIS the number of incidents of harassment by students against other students that violate the district's anti-harassment policy.

Privacy/Confidentiality

The Avon Local School District will respect the privacy of the complainants, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the administration's legal obligations to investigate, to act, and to conform to any

discovery and/or disclosure obligations. All reports generated shall be maintained as confidential to the extent permitted by law.

SECTION I

The district has the authority to issue discipline up to 80 days of expulsion with police contact for any violations of the Code of Conduct in Section I, Items 1 – 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 AELC. 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 least 10 feet beyond the front of the bus.
- 4) Do not attempt to get on or off the bus until it has come to a complete stop.
- 5) At all times, remain seated while the bus is in motion.
- 6) Be sure to reach your assigned bus stop *five (5) minutes* prior to your designated pick-up time.
- 7) Talking or creating any other noise while the bus is at or approaching a railroad crossing is prohibited.
- 8) Changing clothes on the bus is prohibited.
- 9) Do not board or exit the bus through the emergency door unless specifically instructed to do so by the driver. (The emergency exit must always remain free from obstructions).
- 10) After you have boarded the bus, you may not exit the bus without the permission of the driver.
- 11) No toys are permitted on the bus.
- 12) Nothing should be hanging from backpacks, bookbags, or clothing.
Such objects become entangled and caught on bus handrails while boarding or exiting the bus.
- 13) Cell phones and music playing devices may be used as long as they are not audible or disruptive to others on the bus. These devices may not be used for audio or visual recordings.

ATTENDANCE

AELC Attendance

It is the responsibility of the home to have students in regular attendance. In accordance with the Missing Child Law (ORC3313.205), the following procedure will be effective. The parent / guardian must notify the school by 10:00 am if the child is absent (not in school at 9:00 am) with the reason for the absence. If a call is not received, the school will try to contact the parent / guardian. If the parent / guardian and school do not have telephone contact, the student will be marked unexcused. The school telephone number for absence is (440) 695-0561. It is a voicemail number, which is active 24 hours a day. Absence calls will not be taken on any other line (telephone number). A student is considered truant until the parent contact has been made. ORC3313.1205 requires a parent / guardian to provide the school with the current address (not P.O. Box), telephone number, parent employment number, and an emergency number.

School Day

Classes are in session from 9:00 am until 3:45 pm. Students are required to be on time. Students may not leave the building without permission from the parent/guardian. If a student is not present before 9:30 am or leaves before 3:15 pm, those minutes will be affected in their attendance indicating either a tardy or an early dismissal. All students arriving late or leaving early must be signed out by the parent/guardian or person responsible for the student. If a student arrives at school or leaves school anytime between 9:00 am and 9:30 am and 3:15 pm and 3:45 pm they will be charged a tardy or early dismissal indicating the amount of minutes that they are not in session.

Excused Absence

Beyond what is prescribed by law, the school administration is the determining agent for excused absences. Parents / guardians may request that a student be excused for the following: personal illness, family illness 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 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.

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.

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 dated and signed by the parent/guardian. Students will not be dismissed to the office after 3:20 pm as it prevents an efficient and safe dismissal process. The voicemail number for attendance is not to request an early dismissal.

Family Vacation

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

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

TRANSPORTATION

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.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 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:
 - At the first offense requiring a written referral, the student will meet with a school administrator and may include not being permitted to ride an Avon Local School District bus for up to ten (10) days, depending upon the degree of the offense.
 - 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.
 - 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 the 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 at least 10 feet beyond the front of the bus.
4. Do not attempt to get on or off the bus until it has come to a complete stop.
5. At all times, remain seated while the bus is in motion.
6. Be sure to reach your assigned bus stop five (5) minutes prior to your designated pick-up time.
7. Talking or creating any other noise while the bus is at or approaching a railroad crossing is prohibited.
8. 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. These devices may not be used for audio or visual recordings.

***All parents shall follow the procedures as outlined by school administration.

RESTRICTED ITEMS

Technology

Personal gaming devices, Smart watches, video cameras, cameras, laser pens, walkie-talkies, smart watches or distracting technology are not permitted on school grounds or in school buses, unless otherwise noted by the administrator.. Cellular telephones and music-producing devices may be possessed, but not visible or audible. **Avon Early Learning Center is not responsible for lost or stolen objects.** Technology devices may be used for curricular-driven instructional purposes only. 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.

STUDENT HEALTH AND 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 Lorain County Public Health 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. 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 18 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 Early Learning Center 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.

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 cleared by nursing staff (*See the school nurse for lice policy.*)

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 (diabetes, seizures, several allergies, etc.) that requires special supplies while at school, (for example an insulin pump, G-tube, trach, etc. :) please contact the school nurse.

SAFETY INFORMATION

Crisis Procedures

In accordance with Ohio Revised Code, AELC 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.

AELC GENERAL INFORMATION

Change of Address

Parents should inform the office as soon as possible if there is a change of address or phone number. 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.

Custody

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

Classroom Visitation

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

Birthdays

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

Money, Change and Checks

When money is sent to school for any reason (fees, lunch, field trip), we ask that you send the exact amount 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 September 29th and October 1st as well as March 2nd and 4th.

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 Preschool–12 will no longer be mailed home. Grades can be viewed via PowerSchool for grades 1-12.. Households without access to the internet may request paper copies through the main office. Preschool and Kindergarten report cards will be emailed home at the end of each trimester. Preschool and Kindergarten do not have access to PowerSchool.

Grades

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

(3) Demonstrates independently and consistently

(2) Demonstrates with some support or inconsistently

(1) Needs Improvement/does not meet expectations/requires support

(*) Not assessed at this time

Pearson PowerSchool

Parents will be provided login information at the beginning of the school year or at enrollment for grades 1-12. Pearson PowerSchool usernames and passwords can be obtained from the secretary if they become lost.

School Lunches

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

Library & Media Center

Open Hours: Monday-Wednesday, 9:00 A.M.- 3:30 P.M. (Thursday-Friday, Teacher-Scheduled Use)

The AELC Library & Media Center has an extensive collection of developmentally-appropriate books, digital resources, and makerspace/STEM stations--along with flexible reading and collaboration zones--to support and inspire student learning. While in the Library & Media Center, students are expected to be respectful, follow media center procedures, and adhere to the student code of conduct behavior and acceptable use policy for technology use.

Kindergarten students visit the library on a fixed schedule weekly and are permitted and encouraged to check out books from the school library & media center during their library time. (Most digital materials may be accessed from home at avonlocalschools.org/library.) Each student may check out one book at a time, and the loan period is one week. There are no overdue fines. Books that are three weeks overdue will be considered lost. Students will be billed the replacement cost for any lost or damaged items. In most situations, any bills for lost or damaged library materials must be paid before another item may be checked out; however, please see library & media staff in situations of financial hardship or extenuating circumstances.

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/or the temperature drop below 20 degrees, recess will take place indoors.

All K students at Avon Early Learning Center will have one class period of physical education each week. All children will need to wear tennis shoes on the day they have P.E. If tennis shoes are forgotten, students may not be allowed to participate in P.E.

A child will be kept inside or may not be able to participate in P.E. if medical documentation is provided.

Emergency Medical Form/Student Information

Every Avon student must have Emergency Medical/Student Information up to date. Please note that the completion date for this is **August 31, 2021** and must be completed as part of your student's back to school update. This information provides vital information to the staff in the event of an illness or injury. Please notify the school office of any change of address or contact numbers during the year. We recommend that emergency contacts be local relatives/friends who are able to pick up a sick or injured child if necessary.

Pick up and Drop Off Procedures

Start of School

The front and back doors will open at **8:40 am** to begin student bus and car rider drop-off. Students are to be in their classrooms by **9:00 am**, (as this is the start of our school day). The front and back doors will close at 8:57 am. If you miss the drop-off time, you will need to park in the front parking lot and walk your child into the office to sign them in as tardy.

Car Rider Drop-off Procedure:

Drop off is at the front of the school at the main entrance. Cars will come into the main driveway and stay to the right into the parking lot, drive up the access road on the playground side of the building, and circle the parking lot to the drop-off area, which will be the front circle. Staff members will be set up indicating the drop off area. There will be 6 cars dropping off as the staff will indicate. It is critical that the children exit from the passenger side of the car **ONLY**. This will ensure the safety for all our children. Once your child is out and the cars in front of you are moving you will then exit using the main driveway. Please note: If your child needs assistance unbuckling, we ask that you park in the visitor lot, unbuckle your child, and then proceed in the line once again to drop off.

End of School

The student day ends at **3:30 pm**. Car riders will be released at **3:35 pm**. 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.

Cars will come into the main driveway and stay to the right into the parking lot, drive up the access road on the playground side of the building, and circle the parking lot to the front pick-up area which will be the front circle. It is critical that students enter the passenger side of the car **ONLY**. Once all six children are safely in their cars, a staff member will direct the line to exit the loading zone using the main driveway. Please note: If your child needs assistance buckling, we ask that you park in the visitor's parking lot after getting your child and assist them with buckling and then exit via the main exit.

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

Buses:

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

Walk-Up Drop-Off and Pick-Up:

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

Avon Boosters

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

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

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

School Fees and Tuition

School fees and tuition can be paid through our online system at www.payschoolscentral.com. This system can be accessed directly or through the main page of the Avon Local Schools website. The fees for Avon Early Learning Center can also be paid with a check or money order and turned into 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. Tuition needs to be paid half-way by January 1st and the remainder must be paid by May 1st.

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

Unauthorized Publication

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

Lost & Found

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

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 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.

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 the stands.



Important Dates

Aug. 17th - 1st Day of School 1-12
Aug 21st - 1st day of School PK/K
Sept. 4th - No School (Labor Day)
Oct. 13th - No School (NEOE Day)
Oct. 16th - No School (In-service)
Oct. 20th - End First Quarter
Nov. 10th - End 1st Trimester
Nov. 22-24 - Thanksgiving Break
Dec. 20-Jan 2 - Winter Break
Jan. 11th - End 2nd Quarter
Jan. 12th - No School (In-Service)
Jan. 15th - No School (MLK Day)
Feb. 19th - No School (President's Day)
Feb 23rd - End 2nd Trimester
March 15th - End 3rd Quarter
March 29-April 5 - Spring Break
April 8th - No School (solar eclipse)
May 27th - No School (Memorial Day)
May 29th - Last Day of School

KEY:

No School In Service
End Quarter End Trimester
First/Last Day

Avon Local Schools 2023-2024												Board Approved 9/22	
August 2023													
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