

Avon Middle School
3445 Long Road, Avon Ohio 44011

STUDENT HANDBOOK

2023 – 2024



ALMA MATER

We honor thee today
Wide is thy fame;
Your noblest achievements
Have hallowed thy name.

To thee we raise our voices
Loud and strong,
Avon High, we bow to thee
In defeat or victory.

Alma Mater, we love thee
And loyal we will be.

PURPOSE OF HANDBOOK

Your Agenda contains the Avon Middle School Student Handbook and should be carried around at all times. The Agenda serves as a planner, calendar, and organizer to record your course work and activities. It should be used as a pass when you are going anywhere within the school building. If you lose, damage or misplace it, you can purchase a new Agenda through the AMS Main Office for \$7.00.

Property of: _____

AVON MIDDLE SCHOOL

BELL SCHEDULE

GRADES SIX, SEVEN & EIGHT

PERIOD EB	7:05 – 7:55	_____
PERIOD 1	8:00 – 8:56	_____
PERIOD 2	9:00 – 9:56	_____
PERIOD 3A	10:00 – 10:26	_____
PERIOD 3B	10:28 – 10:56	_____
PERIOD 4A	11:00 – 11:26	_____
PERIOD 4B	11:28 – 11:56	_____
PERIOD 5A	12:00 – 12:28	_____
PERIOD 5B	12:30 – 12:56	_____
PERIOD 6	1:00 – 1:56	_____
PERIOD 7	2:00 – 3:00	_____

Students participating in after-school activities are to report to their respective advisor or coach immediately after school dismissal time. Students wishing to attend sporting events are to arrive back at school no earlier than 4:15 p.m. to watch the contest. Students attending supervised after-school activities need to have pre-arranged rides home. Unsupervised loitering after hours in the facility or on campus is not permitted.



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MISSION STATEMENTS

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

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

School Goal - We, the faculty and support staff, regard and recognize Avon Middle School as an institution in which students may achieve mastery of basic skills and acquire basic knowledge necessary to develop a positive self-image and to foster academic, social and personal growth. We dedicate ourselves to identify and meet the diverse needs of all the students so that they may more fully understand their potential and help shape their lives both now and in the days to come.

School Philosophy - The philosophy of Avon Middle School is incorporated in the following basic principles. We believe:

- Each child has worth and dignity as an individual and is unique in intellectual, physical, emotional, and social needs.
- Each student learns according to his or her physical, emotional, and intellectual strengths.
- Through child-centered growth experiences, there should be instilled in each student an appreciation for learning and a better understanding of his or her total being.
- We share with the home and community the responsibility for the development of character as well as the ethics and citizenship qualities which are fundamental to each child's education.
- All students have the ability and responsibility to learn and should be provided with a variety of stimuli and methods of instruction that facilitate and motivate learning.
- Each child should be provided an atmosphere conducive to the educational development of the students regardless of racial, ethnic, socio-economic deficiencies, or learning styles.
- The middle school should provide an adequate and secure transition between elementary/intermediate school and high school.
- Each child possesses the potential of positively contributing to our society.



AVON LOCAL SCHOOLS BOARD OF EDUCATION

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

DISTRICT ADMINISTRATIVE TEAM

Ben Hodge	Superintendent
Sadie Fox	Treasurer / Chief Financial Officer
Jen Fitch	Assistant Superintendent
Jason Call	Director of Student Services
Anne Fox	Student Services Programming Coordinator
Val Kaminski	Director of Curriculum & Development
Mike Elder	Director of Human Resources
Melanie Whiting	Director of Gifted Services
Erich Frombach	Athletic Director
Bill Fishleigh	Director of Operations
Jeanne DiFrancesco	Director of Transportation
Barb Thomascik	Assistant Director of Transportation
Kelly Mendeluk	Assistant Treasurer / Fiscal Specialist
Molli Machovina	Fiscal Specialist
Tina Soulas	Fiscal Specialist
Cheryl Sudbrook	Fiscal Specialist
Mary Jane Hull	District Data Specialist

SCHOOL ADMINISTRATIVE OFFICE TEAM

Kelli Davisson, MEd	Principal
Michael Ryan, MEd	Assistant Principal (A-K)
Emily Russ, MEd	Assistant Principal (L-Z)
Maria Enourato, MA	School Counselor (A-K)
Becky Speicher, MEd	School Counselor (L-Z)
Megan Sprenger, EdS, MA, MEd	School Psychologist
Lauren Eigenbrod, MSW, LISW	School Social Worker
Sandy Batesole	Secretary / Administrative Assistant
Toni Burch	Office Aide / Attendance
Kimberly Minotti	Office Aide / Receptionist

LICENSED PROFESSIONAL STAFF

LIST IS ACCURATE AT TIME OF PRINTING / POSTING

Carrie Andrews: Social Studies 6

Kaitlin Arbogast: Math 7

Megan Baeder: French 1

Lauryn Beckett: Language Arts 7

Brittany Brasseur: Science 7; Zoology

Patrick Burns: Health 7

Benjamin Cable: Math 7

Kelly Callahan: Science 7

Stacy Cislo: Art 7 & 8

Jordan Connors: Occupational Therapist

Frank DeSmit: Social Studies 6

Cindy Dougher: Physical Therapist

Matt Eibon: Tech Animation; Comp. Apps 6

Sarah Falkman: Intervention Specialist

Jo Lyn Faup: Intervention Specialist

Tamara Fishleigh: Intervention Specialist

La'Shaun Garcia: Language Arts 6

Samantha Gosche: Language Arts 7

Jacob Hammond: Intervention Specialist

Jennifer Henry: Math 6

Sean Hicks: S. Studies 8; Digital Media Art

Bryan Hoersten: Band 6/7/8

Katie Holaway: Orchestra 6/7/8

Susan Holbrook: Math 6

Michelle Hurrelbrink: Robotics;
Pre-Engineering, Computer Programming

Alyssa Ittu: Intervention Specialist

Aaron Jacobs: Band 7/8

Kristen Jedlicka: Language Arts 6

Natalie Kenny: Intervention Specialist

Nancy King: Spanish 1

Craig Kirschner: Physical Education A/B

Ashley Lambert: Science 8

Scott Lanham: Physical Education 6

Meghan Larrick: Math 7

Shuangshuang Liu: Mandarin 1

Bethany Macko: Language Arts 8

Peggy Madej: Language Arts 6

Ryan Magyary: Social Studies 8

Sarah Mars: Intervention Specialist

Hayley McConkey: Lang Arts 8

Erik Moellman: Band 6

Victoria Mulgrew: Intervention Specialist

Kathy Neumann: Science 8

Robert Nieding: Algebra 1

Kristina Niro: Language Arts 7

Matthew Nortz: Science 6

Jennifer O'Leary: Social Studies 7

Tony Passalacqua: Math 8

Beth Payne: Occupational Therapy, COTA

Heather Pelphrey: Social Studies 7

Victoria Penfound: Choir 6/7/8; Piano;
Music Writing

Sarah Petrella: Speech & Language Pathologist

Stephanie Reichert: Science 6

Ally Reiter: Language Arts 8

Heidi Rom: Social Studies 8

Gregory Rowe: Social Studies 7

Danielle Schnauffer: Health 6; PE 8

Emily Sikora: Physical Science

Patricia Spencer: Math 8; Geometry

Christine Steinmetz: Math 6

Samuel Ulery: Comp Apps 7; Video Media
Productions / Digital Animation

Brad Walbom: Science 6

Timothy Wearsch: Social Studies 8; Vocational
Explorations

Renee White: Science 7

Mary Widman: Social Studies 6

John Yagoda: Art 6/7

CLASSIFIED & SUPPORT STAFF

LIST IS ACCURATE AT TIME OF PRINTING / POSTING

Amy Achtziger: Study Hall Monitor

Tammy Bowen: SH Monitor/Housekeeping

Mariana Buses-Beaumont: SH Monitor

Debra Campo: Educational Aide

David Davis: Midday Custodian

Michelle Davis: Kitchen Supervisor

William Davis: Night Custodian

Tracy Dunmyre: Educational Aide

Christina Hergenroeder: SH Monitor

Amy Isaac: Educational Aide

Angie Kitinoja: Educational Aide

David Layne: School Resource Officer

Barbara Louth: Study Hall Monitor

Jodi McBairty: Lunch Monitor

Barbara Michelich: Educational Aide

Monica Pawlyshyn: Lunch Monitor

Tyler Peairs: Educational Aide

Theresa Shafer: Housekeeping

Mary Shagovac: Media Center Aide

Marla Smith: Housekeeping

Susan Trifiletti: Educational Aide

Marti Vorell: Housekeeping

Melissa Watkins: Media Center Monitor

Kitty Weaver: Educational Aide

Adelle Wehler: Lunch Monitor

Trish Whitt: Educational Aide

Brian Woods: Day Custodian

Kristy Zeszotek: School Nurse

Nick Zwierecki: Housekeeping



AVON MIDDLE SCHOOL TELEPHONE NUMBERS

AMS Main Office	(440) 934-3800
Attendance Line	(440) 934-3838
School Fax Line	(440) 934-3803
Student Services	Ext. 5011/5012
School Media Center	Call Ext. 5500

AVON SCHOOLS TELEPHONE NUMBERS

Avon Athletic Office (@ Avon High School)	934-5111
Avon Board of Education	937-4680
Avon Board of Education,Treasurer	937-4687
Avon High School (Grades 9-12)	934-6171
Avon Heritage Elementary (Grades 3-5)	937-9660
Avon East Elementary (Grades 1-2)	937-6015
Avon Early Learning Center (Pre-K)	934-5124
Pupil Services	934-4246
Transportation Department	937-0503
Food Services	937-3049
Buildings & Grounds Office	937-4692
Latchkey Services	937-6084

AVON LOCAL SCHOOLS WEB ADDRESS

www.avonlocalschools.org

Follow Us  @AMSEagle

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

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 consent of the parent/legal guardian or the student, if over eighteen. If you choose you do not want the following information released, notify the building principal in writing by September 30, 2023. The School District may release "directory information" without consent. Such information includes:

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 for eligible students has the right to inspect and review the student's education records, to challenge the accuracy of information contained therein, and to prohibit disclosure of the records in certain circumstances. Procedures for challenging the accuracy of information contained within a student record are found in Board Policy. The Avon Board of Education has designated the following individual(s) to contact if a parent/legal guardian or student seeks access or the amendment of educational records: AMS Principal. Procedures for challenging or amending inaccurate or misleading information in a student's educational record are found in Board Policy, Policy No. JO. Complaints involving an alleged violation of FERPA may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

NON-DISCRIMINATION CLAUSE

The Avon Board of Education and its staff are dedicated to providing equal opportunities and equal employment opportunities without regard to sex, race, color, national origin, religion, gender, age or disability. If one has a concern about equal opportunities and equal employment opportunities, please ask one of the school counselors, as they have 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 discriminations practice in the school format. Those wishing to make an appeal may request a Title IX Grievance Form from the Board of Education Office. Upon completion, the grievance will be submitted to the designated coordinator.

MEDIA INFORMATION AND CONSENT

School activities may be recorded and published via pictures, video, and sound bytes. This material may be used in media presentations, such as television/cable, radio programs, newspaper articles, websites, 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 child's image photographed, taped or recorded, please contact the administration.

FELONIOUS ACTS

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 & 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, 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.

Detention

A detention can be assigned either by the class or study hall teachers or by the administration. All detentions shall be served under the study hall conditions of the regular school day. A detention usually takes precedence over other activities. A student will always be given twenty-four (24) hours from the time a detention is issued in which to schedule the student's own transportation after service of the detention. A detention is not subject to appeal. The two forms of detention at Avon Middle School are:

School Detention - students may be assigned a school detention by the principal or an assistant principal. The length of the school detention is generally 25 minutes.

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

Wednesday School

Wednesday School may be assigned to students for various nonviolent behavior problems. Students who are assigned Wednesday School are required to attend school from 3:05-5:05 p.m. on Wednesday afternoons. Students who do not comply with Wednesday School guidelines may face additional discipline consequences such as suspension. Wednesday School is not subject to appeal.

Emergency Removal

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

In-School Assignment

In School Assignment (ISA), may be assigned to a student for a variety of disciplinary reasons. In School Assignment may occur when a student must be removed from the general student population. ISA is not subject to appeal.

Out-of-School Suspension / 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, assistant principal, or superintendent. Only the Superintendent may expel a 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 student who is 18 or older or a minor student's parent(s) or guardian(s) choose to appeal a suspension, he or she must do so in writing to the Superintendent within three (3) calendar days of the notice of suspension. To appeal an expulsion a student must do so in writing through the Superintendent's Office within three (3) calendar days of the Superintendent's decision to expel.

School Resource Officer

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

CODE OF CONDUCT

The Student Code of Conduct is made available to students and parents and is posted in the Main Office. Rules and regulations of the 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 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, and Hazing

Harassment is viewed by the Board 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 official 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

H.B. 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 written 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 parents to examine the materials used by the school to provide instruction on dating violence.

School district employees who work in the middle or 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.

Plagiarism Defined

- Plagiarism is defined as and includes, but is not limited to, the following:
- Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
- Paraphrasing the source without proper citation.
- Copying stories, in whole or part, which appear in books, magazines, television or film.
- Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
- Submitting papers written in whole or part by someone else, including the Internet (AI tools).
- Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
- Submitting a paper purchased from a research or term paper service, including, but not limited to the Internet.

The rules and regulations of the Student 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 not intended to be exhaustive.

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 through 40. Most discipline is progressive in nature. For example, discipline may begin with detentions, Wednesday Schools, 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 or signs, written or verbal, directed toward a student and/or school personnel on school property or when representing Avon Local Schools. A student athlete is considered to be representing the Avon Local Schools during all athletic events of a sports team on which the student is a member. A

student athlete is also considered to be representing the Avon Local Schools any time he or she is wearing his or her official team uniform or any other attire bearing the insignia of a sports team of which he or she is a member.

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. If a student verbally abuses, disrespects, dishonors, or engages in other such actions directed (written or verbal) at any member of the school staff, student teachers, or another student, while he or she is not on school property or at a school activity, he or she will be subject to discipline if the verbal abuse, disrespect, dishonor or other such action is posted on a social media website, such as, but not limited to, Facebook, Myspace, Instagram, Snapchat, YouTube, and/or Twitter, and either the verbal abuse, disrespect, dishonor or other such action results in material and substantial disruption to the operation of the school or the district's administration reasonably portends that the verbal abuse, disrespect, dishonor or other such action will result in such material and substantial disruption.

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 Defined**).

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 (maligining, threatening, etc.) harassment directed toward another student or person on school property or when representing Avon Local Schools. If a student directs verbal harassment toward another student while he or she is not on school property or a school activity, he or she will be subject to discipline if the verbal harassment is posted on a social media website, such as, but not limited to, Facebook, Myspace, Instagram, YouTube, and/or Twitter, and either the verbal harassment results in material and substantial disruption of the school or the district's administration reasonably portends that the verbal harassment, will result in such material and substantial disruption. If a student threatens another student while he or she is not on school property or at a school activity, he or she is subject to discipline. **A "threat" for the purposes of this Section I, Item 8 is defined as a statement that a reasonable recipient would have interpreted as a serious expression of any statement of intent to harm or cause injury to another.** A student

athlete is considered to be representing the Avon Local Schools during all athletic events of a sports team on which the student is a member. A student athlete is also considered to be representing the Avon Local Schools any time he or she is wearing his or her official team uniform or any attire bearing the insignia of a sports team of which he or she is a member.

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 would jeopardize the safety, health, or well-being of another 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

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

16. Transportation Violation

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

17. Misconduct

Inappropriate student conduct is prohibited.

18. Technology Violation

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

19. Possession / Use of Tobacco / Nicotine

A student shall not possess or use tobacco or nicotine in any form (cigarettes, cigars, 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 on circumstances, restitution may also be required. Pursuant to O.R.C. 3109.99 and O.R.C. 3109.091, a student and/or their parent or guardian shall be held financially accountable to the Avon Local Schools for any damage, destruction or theft caused by their child.

21. Alcohol / Controlled Substances / Drugs / Narcotics / Inhalants

During, arriving at and/or returning to school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, traffic, have reasonable suspicion of use or be under the influence of any mood-altering chemical of any kind, including alcohol. "Possession" includes,

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

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

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

22. Drug Paraphernalia

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

23. Theft

A student shall not take, attempt, plan to take or possess public or private property, equipment of the school district or any personal property of a student or school employee or any other person on school property or when representing Avon Middle School. Depending upon the circumstances, restitution may also be required.

24. Assault / Fighting / Hitting / Threats

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate touching. A student who assaults or threatens 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. A **threat** for purposes of this Section I, Item 24 shall be defined as stated in **Section I, Item 8**. 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. This Code of Conduct provision applies where a student initiates a reported warning of a bomb on school property, on school vehicles or at school-sponsored or supervised activities through a social media website, such as, but not limited to, Facebook, Myspace, Instagram, YouTube, and/or Twitter, and either the bomb results in material and substantial disruption to the operation of the school or the district's administration reasonably portends that the bomb threat will result in such material and substantial disruption.

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. If a student directs verbal harassment toward a school employee while he or she is not on school property or a school activity, he or she will be subject to discipline if the verbal harassment is posted on a social media website, such as, but not limited to, Facebook, Instagram, Snapchat, YouTube, and/or Twitter, and either the verbal harassment results in material and substantial disruption of the school or the district's administration reasonably portends that the verbal harassment will result in such material and substantial disruption.

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 on 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. This Code of Conduct applies to any act (verbal/written) which is posted on a social media website, such as, but not limited to, Facebook, Instagram, YouTube, and/or Twitter, and either the act results in material and substantial disruption of the school or the district's administration reasonably portends that the act will result in such material and substantial disruption.

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, pressuring 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 bo
- 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. Computer / On-Line / Technology Regulations

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:

- 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.
- Passwords may not be shared.
- Students shall not use, share, or alter another person's password.
- 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.
- Use of computers and all other forms of technology is restricted to curriculum related projects and must be supervised.
- No student shall attempt to establish unauthorized contact into school district computers or any other application.
- Students are not permitted to record audio or visual images of students, employees, or guests without permission. Images must be academically purposeful.
- Accessing and/or sharing obscene material and use of inappropriate or threatening language is prohibited.
- Transmission of any material in violation of any state or federal regulation is prohibited. This includes copyrighted material.
- 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.
- 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.
- Use of proxy servers and/or any other attempt to bypass internet filtering/security is prohibited.
- Vulgar, derogatory, obscene and/or offensive language is prohibited.
- No student shall waste resources, i.e., paper, toner, server space and/or bandwidth.
- Rules and regulations of computer etiquette are subject to change by the administration.
- Avon's administration, Faculty and Staff reserve the right to scan all USB and flash drives 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 / 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 on 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 objects (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 substance, or poison, regardless of the circumstances of the threat. Because of the widespread angst that such threats produce it will be deemed to be of the most serious nature and will be punished accordingly. Emergency removal of the student from school premises, as well as expulsion, and permanent exclusion shall be considered as remedies for the punishment of such conduct. This will result in the loss of participation in any extracurricular school activities as well as the loss of the right to be on any school premises.

ATTENDANCE GUIDELINES

Attendance Procedure

It is the responsibility of the home to have students in regular attendance. In accordance with the Missing Child Law (ORC 3313.205), the following procedure will be effective. The parent / guardian must notify the school by 9:30 a.m. if the child is absent (not in school at 8:00 a.m.) 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 absences is (440) 934-3838. 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. ORC 3313.1205 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 appointment, court document, or funeral verification is submitted to justify the need for absence.**

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

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

Doctor Appointments

Doctor's notes and / or medical authorization for absences must be turned in to the AMS Main 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.**

Make-Up Work

While it is the responsibility of the student and the teacher to see that make-up work is completed, make-up work is primarily the responsibility of the student. Typically, a child will be granted one (1) extended day per each day absent.

Early Dismissal

To be dismissed early, students should present a **written request to the office** when they arrive in the building. **This written note should be received by 8:10a.m. at the AMS Main Office to receive an Early Dismissal Slip. The dismissal will then be listed on daily attendance.** All written requests for early dismissal must be signed by the parent / guardian and include a reason and a telephone number to verify the appointment. The voicemail number for attendance is **not** to request an early dismissal. **Telephone call requests to dismiss students are discouraged.**

Perfect Attendance

Perfect Attendance is for students who have been in school 100% of the time without coming to school late or leaving early (excused or unexcused) for the first three marking periods and most of the fourth.

Family Vacation

Students must complete a vacation / leave request for administrative approval before their departure. This form must be returned to the Main Office **before leaving on vacation**. These forms can be found on our website or in the main office. 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 for 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 for their missed assignments, as the teacher directs.

Extracurricular Activity Participation

Students absent from school all day will not be permitted to participate in extracurricular activities that day. Students entering school after 11:45 a.m. or leaving school before the school day ends will not be permitted to participate in extracurricular activities unless permission is granted by the administration.

Tardy to School

Anyone without an early bird schedule who arrives at school after 8:00 a.m. and before 8:50 a.m. is considered tardy. Any early bird student who arrives at school after 7:05 a.m. and before 7:55 a.m. is considered tardy. Students will be allocated **five (5) excused tardies per year**. On the 6th tardy without proper notification (i.e. doctor note, court/liaison slip, alternative housing or education placement etc.) students will be unexcused.

Consequences for tardies are determined by the administration. Our tardy procedures are as follows:

1st - 5th Excused – Warning

12th - 17th Unexcused – Detention

6th - 10th Unexcused – Detention

18th Unexcused – In School Assignment

11th Unexcused – Wednesday School

Note: A skipped classroom detention will result in a double office detention.

A student's tardy count will be cleared and reset at the beginning of each semester.

Dismissal—Pick-ups

At the end of the school day (3:00 p.m.), arriving vehicles need to use the south entrance on Long Road and drive up to the designated gymnasium entrance where student car riders will exit.

Change of Address or Name

Inform the Main Office if you have a change of address, change of name (because of remarriage), or telephone number (work or home), in order to keep the most updated information in PowerSchool, to have correct information for transportation and mailings, and in case of any emergency. Change of Address paperwork needs to be completed.

Transfer out of District

If you are moving out of the district, a withdrawal form must be obtained from the AMS Main Office. The secretary and counselor must be consulted, and all books must be returned, the locker emptied, and all bills paid before credits are transferred. If you move during June or August when the AMS Main Office is closed, someone in the Board of Education Office will help you with withdrawal papers. All middle school offices are closed in the month of July. Please be sure to send us your new address and name of your new school. The student's records will be transferred to the new school upon the middle school secretary's receipt of the school's request, providing there are no outstanding debts.

Custody

Our Main Office needs to be notified of any change in the status of custody of a student. Children will only be released to the legal guardian(s) as noted on the Emergency Medical Form, unless the Main Office has been notified of other arrangements in writing by the custodial parent. In addition, custody papers must be on file in our offices when a divorce or change of custody takes place.

TRANSPORTATION GUIDELINES

The State of Ohio restricts the use of Avon school buses to students enrolled in the Avon Local Schools. Therefore, children living outside of the Avon Local School District, by law, **may not ride** an Avon School District bus.

The Avon Local School District Code of Conduct (as stated in the Bus & Student Handbooks) is in effect and is applicable whether a student is in a school building, on the school grounds, or riding a bus. 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 make of them.

When disciplinary action is required, the following procedures may be implemented:

- The driver of the bus or bus aide will complete a written referral. This will then be submitted to the school administrator.
- At the **first offense** requiring a written referral to the Main Office, the student may not be permitted to ride an Avon Local School District bus for 1 to 10 days, depending upon the degree of the offense.
- The **second offense** may require that the student will not be permitted to ride an Avon Local School District bus for up to 20 days, depending upon the degree of the offense.
- The **third offense** may require that the student will not be permitted to ride an Avon Local School District bus for the remainder of the year, depending upon the degree of the offense.

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 your bus privileges, please follow these rules:**

- Remain seated and keep aisles clear.
- The bus driver will assign seats.
- Keep your head and hands inside the bus.
- Noise on the bus should be kept to a minimum. No screaming, shouting, or yelling.
- Be courteous and no profanity.
- Observe classroom conduct.
- Violence is prohibited.
- Do not damage the bus or equipment.
- Do not eat or drink on the bus.
- Use of tobacco is prohibited.
- For your own safety, cooperate with the driver.



Additional Guidelines for Students

- **You may only ride your assigned bus.**
- Carry-on items must fit on one's lap.
- Animals are prohibited on Avon Local School District buses.
- 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 clear to proceed. At that time, begin crossing the roadway, staying at least 10 feet beyond the front of the bus.
- Do not attempt to get on or off the bus until it has come to a complete stop.
- At all times, remain seated while the bus is in motion.
- Be sure to reach your assigned bus stop five (5) minutes prior to your designated pick-up time.
- Talking or creating any other noise while the bus is at or approaching a railroad crossing is prohibited.
- Changing clothes on the bus is prohibited.
- 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.
- After you have boarded the bus, you may not exit the bus without the permission of the driver.
- **No toys** are permitted on the bus.
- **Nothing should be hanging from backpacks, bookbags, or clothing.** Such objects become entangled and caught on the bus handrails while boarding or exiting the bus.

- Mobile 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 video recording.

Transportation Arrangements

For the safety of all children, the transportation policy requires that your child(ren) MUST be picked up at the same location Monday through Friday and MUST be dropped off at the same location Monday through Friday. While the drop off and 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 at (440) 937-0503.

MEDIA CENTER GUIDELINES

The Media Center will be open at 7:50 a.m. and close at 3:10pm. The Media Center has an extensive collection of print and digital materials as well as flexible space to inspire student learning, reading for enjoyment, and collaboration. We are happy to serve and support our students and staff in their curricular needs and individual interests.

During open hours, students are welcome to visit the Media Center during their study hall periods or with a pass from their classroom teacher. When the Library & Media Center space is booked by teachers for curricular use, it may close to study hall or Flex-time students but will remain open to students with passes from teachers. 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. Students with repeated or egregious misconduct will lose the privilege to visit the Library & Media Center without a specific classroom teacher pass.

Students are encouraged to check out books from the Library & Media Center. (Most digital materials may also be accessed from home at avonlocalschools.org/library.) Each student may check out two books at a time; the loan period is three weeks. There are no overdue fines. Books that are more than three weeks overdue will be considered lost. Students will be billed the replacement cost for any lost or damaged items checked out to their accounts. 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.

Media Center privileges will be suspended for inappropriate behavior. The Media Center rules are:

- The Media Center is a place of quiet study, not for talking.
- You may not be tardy.
- You must bring materials for study.
- No food or drink except water.
- School computer use rules apply.
- BYODs (Bring Your Own Devices) are allowed for school assignments with permission.
- Inappropriate behavior may result in disciplinary action. When vandalism or other serious misbehavior is involved, immediate loss of privileges may result.

DRESS CODE

Recognizing that all individuals and/or families have varied backgrounds and beliefs, the school authorities, through experience, deem it desirable to provide guidelines of student dress so as to

minimize possible conflicts with the overall procedures of the school. While many students and parents have no apparent questions or problems in determining satisfactory school dress, the following guidelines are offered. Under Title IX, Federal Law prohibits discrimination of sexes. Therefore, your discretion in providing your own interpretation is asked. If you have any questions, we would be happy to answer them.

- Clothing that does not cover undergarments will be deemed inappropriate. Undergarments should never be exposed.
- Clothing should be properly fitted, neat and clean.
- Pants and shorts must be fitted around the waist.
- Shorts, skirts, and dresses are permitted. However, tops cannot cover the entirety of the bottom garment.
- Nylons, sheer leggings, net stockings, leotards, spandex, etc. worn in isolation are prohibited.
- Hats, head covers, hoods and excessive head ornamentation are not acceptable in the building. This includes bandanas, etc.
- Shoes must be worn at all times and must be appropriate for the season. Shoes with wheels or rollerblades are not permitted.
- Clothing that exposes the midriff (crop-top) or any area in excess is not acceptable. Tops must meet the top of pants/shorts/skirts/etc. Prohibited clothing would include halters, shirts with an inappropriate neckline, and sheer tops that expose undergarments.
- Torn and tattered clothing are permitted as long as undergarments are not revealed.
- Clothing and insignias relating to gang membership are not acceptable.
- Sunglasses may not be worn in the building unless prescribed as necessary by a doctor.
- Patches, symbols, writings which “literally” or by implications are obscene or are such as to shock or affront the standards of common decency or propriety have no place in school and are not permitted. This guideline refers to “T-shirt” imprints that include “double meanings” relating to drugs, alcohol, and sexual behavior; hate groups/symbols or anything that could be considered improper by public standards.
- Chains, or any ornamental items which could be used as a weapon or considered a distraction are not permitted.
- Flip flops and/or shoes that expose the barefoot can be restricted during the winter months.
- Common sense and judgment are requested of all students in adhering to normally accepted community standards.

The school administration reserves the right to determine dress code standards throughout the school year.

Students and parents are encouraged to work cooperatively with the school personnel in maintaining an atmosphere of adherence until such times as official changes are made by the Avon Board of Education.

RESTRICTED ITEMS

Personal Items Bookbags, backpacks, sling packs, sling bags, and large purses may be carried to and from school but must be stowed in a locker throughout the school day.

Technologies

Personal gaming devices, 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 administration. Mobile phones, music-producing, and listening devices (headphones, earbuds, etc.) need to be stowed and secured in student lockers during the school day. 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.

Drinks / Open Containers / Food

Open containers of drinks (e.g., water, coffee, tea, juice, pop) are not to be brought into the building at arrival and are not to be stored in lockers. Students may carry a clear water bottle to classes. Water should always be contained in clear bottles. Beverages and foods are to be eaten in the Commons at lunch (unless permitted by a staff). Food is not permitted in classrooms.

Gum / Playing Cards / Dice / Games /

Gum, playing cards, games, dice and any other type of gambling items are not permitted in school.

MEDICATION & MEDICAL INFORMATION

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 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.

Medication Dispensing

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

- Written authorization must be on file with the Main 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.
- The medication authorization form must be completed in its entirety by the parent / guardian of the student for both prescriptions and / or over-the counter medications. **(All medication, prescription and/or over the counter must be signed by a physician.)**
- At no time shall a student be in possession of medication while on school property. Medication will be kept in the School Clinic / Main 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 Main Office, and is signed by both the student’s physician and parent / guardian.
- All medication must be received by the school in the original container, labeled with the student’s name and must be delivered to the Main 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.
- Any student found to be carrying unauthorized medication will be subject to disciplinary action.
- 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.)**

Illness at School

If a student becomes ill at school, he / she will be sent to the Clinic or Main Office, and if necessary, a parent will be contacted to pick up the student. **Important: students should not take it upon themselves to call their parents to pick them up from school directly. They must first notify the Main Office or nurse in the School Clinic that they are ill.**

It is recommended that a student should stay home from school if he/she has had any of the following:

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



Note: Student must be fever / vomit free without medication (e.g., Tylenol, Advil, etc.) 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. **Proof of vaccination must be provided to the school prior to the 14th day of school.**

Note: <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)
- TDaP (Tetanus, Diphtheria, Pertussis) 7th grade
- MCV4 (Meningococcal) 7th & 12th grade



**Lorain County
Public Health**

For the Health of Us All

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

Early Dismissal for Doctor's Appointments

For a scheduled doctor's appointment, students should present a written request to be released early when they arrive in the building for the day. **This written note should be received by 8:00 a.m. at the Main Office to receive an Early Dismissal Slip. The early release will then be listed on daily attendance. Telephone calls to release students early are discouraged.** All written requests for early release must be signed by the parent / guardian and include a reason and a telephone number to verify the appointment. The voicemail number for attendance is not to request an early dismissal. The written request should be sent to the Main Office first thing in the morning.

Emergency Medical Forms

Each school is required by Board of Education Policy (JHC) to have on file for each student an emergency medical authorization form providing information from the parent/guardian on how he/she wishes the school to proceed in the event of a health emergency involving a student, and a release for the school in case emergency action must be taken.

Each student's emergency medical form must be completed before the first day of school. Also, please notify the main office of any changes made during the year so that we may stay current.

CAFETERIA CONDUCT

The lunch period should be a pleasant social gathering for students. Supervisors should oversee the Commons so that an appropriate level of decorum is maintained.

- Conduct yourself appropriately
- Leaving the table and the surrounding area clean and orderly,
- Putting trash in the proper receptacle,
- Eating in the cafeteria only,
- Not taking beverage containers or food outside the cafeteria, and
- Table limits may be set by the administration.
- If a student forgets a lunch, Chartwells® personnel will make a free lunch for the student. If a supervisor notices that a student is not eating lunch, or that an irregular pattern of eating persists, then the supervisor should report the incident to the Main Office for follow-up.
- Students are to remain seated unless they are purchasing an item, discarding refuse, or cleaning up.
- Student behavior is to form to the Student Code of Conduct. Per discretion, the supervisor(s) may resort to a silent lunch or assigned seating.
- Incidents of misbehavior may be reported to the Main Office for disciplinary action.

ATHLETICS AND CO-CURRICULAR ACTIVITIES, ELIGIBILITY, AND DRUG TESTING POLICY

Specific information on the Avon Local School District drug testing policy as well as athletics and co-curricular activities' policies can be found on the website at www.avonlocalschools.org.



SCHOOL DAY & SCHEDULE

Avon Middle School Day

The regular school day is from 8:00 a.m. until 3:00 p.m. Students are required to be in school on time. Upon arriving on school property, students are to enter the building and report to their designated assignment. Students may not leave the school between classes or before the end of the day without permission from the Avon Middle School Main Office.

Arrival Time

Upon arrival on school property, students are to enter the building immediately. When arriving before 7:50 a.m., students are to report to the Commons and sit at the tables until the First Bell. No student should arrive earlier than 7:40 a.m. unless by arrangement of school personnel.

Bell Schedule

Students are to be on time for classes (refer to **ATTENDANCE** section under TARDIES). Students have a lunch (28 minutes) built into their respective daily schedules.

First Bell: 7:45 a.m.
Warning Bell: 7:55 a.m.

GRADES 6, 7 and 8	
PERIOD EB	7:05 – 7:55
PERIOD 1	8:00 – 8:56
PERIOD 2	9:00 – 9:52
PERIOD 3	9:56 – 10:46
PERIOD 4	10:50 – 11:40
PERIOD 5	11:44 – 12:12
PERIOD 6	12:16 – 12:40
PERIOD 7	12:44 – 1:12
PERIOD 8	1:16 – 2:06
PERIOD 9	2:10 – 3:00

Dismissal Time

At the end of the school day, students are to proceed to their lockers and then report to their designated means of traveling home. Students remaining for a scheduled school event must report to the designated supervisor and location. At the last bell at 3:10 p.m. the building is to be clear of unsupervised students. Students are not permitted to loiter in or around the building after the students' school day.

Building Office Hours

The AMS Main Office is open August through June (as posted) from 7:30 a.m. to 3:30 p.m. The Main Office is closed the entire month of July and all student holidays. Plan accordingly for record requests. Summer office hours in June and August will be posted.

CARS & VEHICLES

Parking Lot

Please be mindful of student and staff safety in the school parking lots, and follow the procedures listed below.

- **During School Day:** When arriving during the school day to pick up or to drop off students, drivers need to park in the north parking lot via the main entrance off of Long Road.
- **Arrival Time:** Arriving cars after Early Bird class drop-off and after 7:25 a.m. need to enter the south entrance off of Long Road and drop off their child at the designated west gymnasium entrance.
- **Dismissal Time:** Arriving cars need to enter the **south entrance** off of Long Road and pick-up their child at the designated gymnasium entrance.
- **Early Dismissal:** Before 2:45 p.m. arriving cars should enter the main entrance off of Long Road near the school road sign and park in front of the Main Office. Do not block school buses.

HALL PASSES & AGENDAS

Students should be using their Agendas/Student Planners for writing down assignments and other important daily events. Therefore, students should have their planners in their possession at all times. **In order to obtain a pass, the students must present his/her planner to the teacher. The teacher will initial the planner with the time and destination. This is the only way students will be excused from class except for emergencies.** Students must make sure their name is in the front of the planner. Students will not be permitted to tear pages. Additional Agendas/Student Planners may be purchased in the Main Office for \$7.00.

STUDENT SERVICES & ACADEMICS

Student Services

The goals of the school counseling program are:

- To help students understand themselves and others, and to assist them in building self-confidence and self-esteem.
- To prevent problems from developing through preventative counseling programs that stress early detection of learning and social adjustment problems.
- To coordinate efforts between students, teachers, parents, and administrators.
- To provide crisis intervention when disputes with peers or teachers, personal problems, family difficulties, or other situations make a student unhappy.
- To provide career education activities that help students become more aware of their own skills, and teach them about the world of work.
- To develop personalized programs based upon each student's abilities, strengths, weaknesses, and emotional and intellectual needs.
- To help identify students with special needs, such as abused or neglected children, those with developmental difficulties, gifted children, etc.
- To give students an opportunity to talk about their education and personal-social concerns, and help students better adjust to their school and home environments.
- To help interpret test information about abilities, achievement, interests and needs.

Grades & Grading Policy

The following reporting code and quality point scale is used to determine grade point averages and serves as criteria for course averaging when grades are used. There will be no rounding, and truncation occurs at 100ths.

GRADE	PERCENTAGE	POINT VALUE	PERFORMANCE
A	93 – 100	4.00	Excellent grade
A-	90 – 92	3.67	Excellent grade
B+	87 – 89	3.33	Good grade
B	83 – 86	3.00	Good grade
B-	80 – 82	2.67	Good grade
C+	77 – 79	2.33	Above average grade
C	73 – 76	2.00	Average grade
C-	70 – 72	1.67	Below average grade
D+	67 – 69	1.33	Poor grade
D	63 – 66	1.00	Poor grade
D-	60 – 62	0.67	Poor grade
F	00 – 59	0.00	Failing grade
I	–	–	Incomplete
W	–	–	Withdrawn

If a student withdraws from a course after the fourth week of the course, a grade of "F" will appear for the course on the student's report card and permanent record. Grades for students entering Avon Middle School from homeschooling will be determined by administration.

Incomplete Grades

Students have five (5) days to address incompletes unless proper administration-approved excuses are accepted. Incompletes are only issued with administrative approval and based on extenuating circumstances. Students will be notified of deadlines by the administrator.

Criteria for Averaging Full-Year Course

The student must earn a minimum of five quality points. The nine-weeks grades are weighted double their quality point value and the exam is at face value as shown:

Grades 6/7/8: $(.22 + .22 + .22 + .22 + .12 = 1.00$ with exam/ end of year assessed project.)

Grades 6/7/8: $(.25 + .25 + .25 + .25 = 1.00$ with exam/ end of year assessed project.)

Grade 7/8 students must earn a minimum of three passing grades; Grade 6 students must pass two.

Grade 7/8 students must earn a minimum of two passing grades the second semester, one of which may be the exam/end of year assessed project.

Grade 7/8 students must take the final examination in high school accredited courses.

Criteria for Averaging Semester Course (Grades 7 / 8)

The student must earn a minimum of five quality points. The nine-weeks grades are weighted quadruple their quality point value and the exam is at face value as shown:

(.44 + .44 +.12 = 1.00 with exam/ end of year assessed project.) or

(.50 + .50 = 1.00 without exam/ end of year assessed project.)

The student must earn a minimum of two passing grades, one of which may be the examination / end of year assessed project. The student must complete any special course requirements.

Final Grade Calculation

The final grade is computed on the following scale, with no rounding and truncation at the 100ths.

SCALE SCORE	FINAL UNWEIGHTED GRADE
3.85 – 4.00	A
3.50 – 3.84	A-
3.15 – 3.49	B+
2.85 – 3.14	B
2.50 – 2.84	B-
2.15 – 2.49	C+
1.85 – 2.14	C
1.50 – 1.84	C-
1.15 – 1.49	D+
0.85 – 1.14	D
0.50 – 0.84	D-
0.00 – 0.49	F

Homework

The homework procedure will provide consistency among all classes so that students know what to expect from all teachers. Regular homework assignments will follow these guidelines:

- Due date—face value
- Next day—up to 50% off (credit will be earned at the teacher's discretion)
- After that day, the homework can be done for experience and practice, (credit will be earned at the teacher's discretion.)



Homework reinforces the curriculum content taught in the classroom and assists the student in learning the concepts.

Listed below are the areas of homework responsibilities.

TEACHERS' RESPONSIBILITY	STUDENTS' RESPONSIBILITY	PARENTS' RESPONSIBILITY
<ul style="list-style-type: none"> • Write assignments on board and explain • Give oral prompts and reminder of assignments • Check submitted homework and assignments • Keep an accurate record of submitted materials • Provide feedback on course performance • Update PowerSchool on a regular basis 	<ul style="list-style-type: none"> • Record homework and assignments in Agenda • Make sure homework and materials are in book bag to take home • Take home necessary materials • Show Agenda to parents • Put completed assignments in folder(s) and in book bag • Submit completed homework to the teacher the day it is due. • Check PowerSchool regularly 	<ul style="list-style-type: none"> • Check Agenda each evening • Sign Agenda daily (if applicable) • Provide a quiet workspace for doing homework assignments • Check homework for accuracy and completion • Make sure your child has homework and materials in book bag for school the next day • Email teachers if you have any questions and / or concerns. • Check PowerSchool regularly

Schedule Changes

Scheduling for the new school year begins in mid-February. The student and parent are urged not to plan a program with the idea that it can be changed. No schedule changes will be permitted beyond the designated and announced date unless (1) there is a technical error in the scheduling process or there is a scheduling conflict.

Transcripts

Transcripts are sent to school only upon written permission of the student or parents, or requesting school. Please obtain a "Transcript Release" form from the Student Services Office. AMS will transfer academic records only.

Academic Recognition

Students are recognized at the end of the quarter by the following criteria (with no Fs):

High Honor Roll: 4.00 GPA

Honor Roll: 3.50 – 3.99 GPA

Merit Roll: 3.00 – 3.49 GPA

Eighth graders are recognized for the first three marking periods of eighth grade year by the following criteria (with no Fs):

Highest Academic Honors: 4.00 GPA

High Academic Honors: 3.70 – 3.99 GPA

Student Scholastic Goals

In order to challenge the students to do their best in academics, attitude, and attendance, the school has established five quarterly goals for the student body:

CATEGORIES	TARGET GOAL FOR THE NINE-WEEK MARKING PERIOD
Attendance	Daily attendance will be higher than 95% on average.
Tardiness	Daily tardies will be no more than 2% on average.
Academics	Honor Rolls (all three) recognition will be earned by 70% of our students.
Citizenship	Students not receiving failing grades or office referrals for discipline - 80%.
Low Grades	Total failing grades will be less than 3%.

Report Cards

Report cards will no longer be mailed home. Quarterly grades can be viewed in PowerSchool. Households without access to the internet may request paper copies through Student Services.

PowerSchool

Parents and students are encouraged to monitor academic progress by using Avon's on-line grade book program called PowerSchool®. Both parents and students will be provided login information at the beginning of the school year or at enrollment. PowerSchool usernames and passwords can be obtained from the Main Office throughout the year if they become lost or forgotten.

Honors Courses

Avon Middle School offers honors-level classes to qualifying students in the core-academic, subject areas. Students who qualify and choose to schedule for honors courses need to understand the high expectations.

Honors-level classes typically move along at a more rapid pace, require a deeper understanding of lesson concepts, demand increased rigor and focus, involve more out-of-school study, require students to think and work more independently.

Even if a student qualifies for honors courses, it is strongly advised that parents and students consult the respective teacher(s) in the subject area(s). Honors courses are optional and are not necessarily guaranteed to all students. Students transferring to AMS, who may have the grades to qualify for honors courses, will need to be assessed and/or reviewed for such classes.

Sixth Grade

Qualifying: Students qualify for honors courses (i.e. Honors Language Arts and/or Honors Mathematics) by earning all As or two As and one B during the first three marking periods in the respective subject area(s). In addition to classroom performance, a record review of districtwide and statewide data will be used to determine if a student qualifies. Notification for qualifying students will be sent home via email. If parents choose not to have their child(ren) placed in honors courses, they can call AMS Student Services Offices at (440) 934-3800, ext. 5011 or 5012 to make necessary changes.

Sixth Grade

Returning Honors Students: Students who are enrolled in 6th grade honors courses (Honors Language Arts and/or Mathematics) must maintain grades no lower than a B average in the respective subject area to advance to the next 7th grade honors course. For Honors Language Arts and/or Mathematics, a record review of districtwide and statewide data will be used to determine if a student continues to qualify.

Seventh Grade

Qualifying: Students qualify for honors courses by earning all A's or two As and one B during the first three marking periods in the respective subject area(s). Honors Language Arts and Honors Mathematics only: In addition to classroom performance, a record review of districtwide and statewide data will be used to determine if a student qualifies. Notification for qualifying students will be sent home via email. If parents choose not to have their child(ren) placed in this course, they can call AMS Student Services at (440) 934-3800, extensions 5011 or 5012 to make necessary changes.

Returning Honors Students: Students who are currently enrolled in 6th grade honors courses must maintain grades no lower than a B average in the respective subject area to advance to 7th grade honors course in the same subject area. As previously stated, for Honors Language Arts and/or Mathematics, a record review of districtwide and statewide data will be used to determine if a student continues to qualify.

Science (8th Grade): Students who wish to take Physical Science Honors in 8th grade instead of Science 8 need to have taken Honors Mathematics 7 and Honors Science 7, and maintain As and Bs for the first three marking periods in both classes in order to be eligible for Physical Science Honors. Further, a record review of districtwide and statewide data will be used to determine if a student qualifies.

Eighth Grade

Qualifying: Students qualify for honors courses by earning all A's or two As and one B during the first three marking periods in the requested subject area(s). Honors Language Arts and Honors Algebra 1/Geometry only: In addition to classroom performance a record review of districtwide and statewide data will be used to determine if a student qualifies. Notification for qualifying students will be sent home via email. If parents choose not to have their child(ren) placed in this course, they can call AMS Student Services at (440) 934-3800, extensions 5011 or 5012 to make necessary changes.

Returning Honors Student: Students who are currently enrolled in 7th grade honors courses must maintain grades no lower than a B average in the respective subject area(s) to advance to 7th grade honor courses in the same subject area. As previously stated, for Honors Language Arts and/or Mathematics, a record review of districtwide and statewide data will be used to determine if a student continues to qualify.

World Language: Only students who have earned a B average (80%) or greater in Language Arts for the first three marking periods are eligible to take a world language.

Honors Algebra 1: To enroll in Algebra 1, students will need to have taken Honors Mathematics 7 and must maintain grades no lower than a B average. Students who qualify for Honors Algebra 1, but did not take Honors Mathematics 7 may still take Honors Algebra 1 in the upcoming school year, but must complete accelerate to Algebra 1 coursework in the summer by the due date provided by the instructor.

Honors Geometry: Students must complete Honors Algebra 1 prior to their eighth grade school year to take Honors Geometry.

Physical Science Honors: For students to be considered for this course, they must qualify with As and Bs for the first three marking periods in Honors Science-7 and Honors Mathematics-7. In

addition to classroom performance, they will have a record review of districtwide and statewide data to determine whether they qualify for this placement.

Physical Education (8th Grade)

All students taking Physical Education (P.E.) will be required to wear gym apparel approved by the instructor. Because Physical Education classes at AMS are used for high school credit, students who are absent beyond 3-4 weeks due to illness or injury will need to be withdrawn from the course. Students who need to withdraw from the first semester Physical Education due to extended illness or injury may be placed in P.E. second semester. However, this accommodation will only be made based upon available openings in the second semester classes, as classes cannot be overloaded and P.E. can be taken in high school.

Fine Arts Courses

Qualifying students can elect to take one Fine Arts. These award-winning courses include Art, Band, Choir, and Orchestra. Students are encouraged to expand their interests and talents in one of these areas. In terms of grades, Fine Arts are treated just as other courses and are not considered extra-curricular.

High School Credit

Courses that will count for AMS requirements, as well as high school credit, will include the following: Introduction to Algebra, Algebra 1, Honors Algebra 1, Honors Geometry, Physical Science, Physical Education A and B, French 1, Mandarin 1, and Spanish 1. These courses are not part of the high school GPA.

Honors Courses – High School

The following are prerequisites for eighth graders interested in taking honors courses in ninth grade at Avon High School:

- 1. **H Lang Arts 9 - A** average in Language Arts-8 with teacher recommendation
- 2. **H Geometry - B** average in Honors Algebra 1
- 3. **H Integrated Science - B** average in Science-8 and in Honors Algebra 1
- 4. **H Integrated Social Studies - B** average in Social Studies-8 and Language Arts-8

Course Requirements—High School

In terms of planning for high school, please keep these high school requirements in mind. Twenty-one (21) units of credit are required for graduation in the Avon Local School District. Students graduating have to pass state required exams.

The minimum quantitative graduation requirements are:

English	4 units
Social Studies	3 units
Science	3 units
Mathematics	4 units
Health	½ unit
Physical Ed.	½ unit
Financial Literacy	½ unit (Class of 2026 and beyond)
Fine Art	1 unit
Electives	5 units

College Credit Plus

Students must notify Student Services by April 1st of their intent to participate in CCP for the upcoming school year. The student and parents / guardians must also attend a CCP informational session to participate. Some students take classes both at college and Avon Middle School. Students should plan to arrive at AMS no sooner than ten minutes before their scheduled class and must

sign in at the Main Office upon arrival. Students who will be arriving earlier than ten minutes before class begins must notify administration to make other arrangements.

CCP students are required to submit an official copy of their college schedule to their respective counselors prior to the start of each new semester. A copy of college schedule changes must be provided to AMS counselors as soon as they occur. CCP students are required to meet all Avon Board of Education requirements. In addition, they must carry the same class load as non-CCP AMS students. Seventh and Eighth Graders are required to take six (6) courses per semester. Students who fail to register for CCP classes will be enrolled in AMS classes in order to meet the minimum course requirements.

Ohio law permits the Avon Local Schools to seek reimbursement for College Credit Plus courses if a student receives a failing grade at the end of a college course or if a student is dropped from a college course fourteen (14) calendar days after the course began. Students will also be assessed textbook and materials costs associated with such courses. Students who withdraw will receive a W or a FAW on both their college and high school transcripts.

Flexible Credit

Senate Bill 311 raised the graduation requirements for high school students with the goal of increasing the number of students who are ready to meet the demands of our global and technological age. Senate Bill 311 included, among its provisions, a requirement that the State Board of Education adopt a new plan that enables students to earn high school credit. This credit will be based on a demonstration of subject competency, instead of or in combination with completing hours of classroom instruction. Avon Middle School is in compliance with the provisions of this plan and is offering Flexible Credit opportunities to the student. Please see your School Counselor for detailed information on this policy. Deadline for each school year is May 1st of the prior year.

Promotion & Retention

The promotion of each student in the District will be determined individually. The decision to promote or retain a student will be made on the basis of the following factors which the teacher and administration will take into consideration: reading grade, mental ability, age, physical maturity, emotional and social development, social problems, home conditions, and grade average.

Summer School

Summer school and related credit / course recovery programs may be available online for those students who failed courses during the year. These programs usually begin immediately after school is out in May / June.

SAFETY INFORMATION

Emergencies

Avon Middle School has instituted procedures for emergency situations to promote the safety and security of students, staff, and visitors:

- Staff and students periodically will practice drills for fire (evacuation), emergency/intruders or disruptions (lockdown), tornado/severe weather, sheltering, and other drills.
- Crisis Response Manual procedures have been developed and implemented to meet the needs of the school during any possible emergency.
- Crisis Team Management plans are in effect in the event of a crisis situation that would necessitate bringing in outside professionally-trained crisis counselors to lend assistance.
- Entrance to the facility is controlled by a security access system via the Main Office.

Safety Drills

Crisis Procedures

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

Fire Drill – Monthly building evacuations are conducted. In the event that a Fire Drill occurs during a class change (or before/after school):

- **Sixth Graders** are to exit the nearest door and proceed to the east (football / track & field) parking lot.
- **Seventh Graders** are to exit the nearest door and proceed to the northwest parking lot.
- **Eighth Graders** are to exit the nearest door and proceed to the northeast (front) parking lot.

Students should be at least 100 feet from the building and assemble by first period classes. Staff members will report to those respective locations to take attendance and to supervise.

Tornado Drill – Students are to mobilize to the various shelters in the building as instructed. In the event that a Tornado Drill occurs during a class change (or before/after school), students are to report to the nearest restroom, locker room, or interior room, and assume the drill stance. Staff will report to supervise.

Run, Hide, Fight Drill – The school will periodically practice lockdowns in order to be prepared in the event that an intruder would enter the school. If a Lockdown Drill occurs during a class change (or before/after school), students are to find the nearest classroom and hide out of view from an intruder in the hallway.

Shelter-in-Place Drill – These drills are conducted in the event of an external environmental threat. If this drill is announced during a class change (or before/after school), students are to report to the gymnasium and sit in the bleachers until further instructions are given by supervising staff.

GENERAL INFORMATION

Lost & Found

To prevent the loss of clothing, supplies, lunches, etc., such items should be clearly marked with the student's name. Personal lost and misplaced items may be retrieved by the owner at the Lost & Found cabinets located in the Commons northwest corner. Items in the Lost & Found bins will be donated to a local charity right after school on the last school day of the month.

School Fees

School fees 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 courses can also be paid with a check or money order and turned in to the AMS Main 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 AMS Main Office.

Financial Responsibility

All fees must be paid as assessed. In the event any fees are assigned later in the year, please take care of financial obligations immediately.

All fines, lost textbooks or Chromebooks, lost Media Center books, assessments for damage to any school property, or any other event resulting in student financial liability must be paid prior to the end of the grading period in which the debt was incurred.

Upon a students' graduation date, all financial obligations for all of a student's previous years in the Avon Schools must be paid in full or the student will not be permitted to participate in commencement and a diploma will not be issued. In addition, academic school records may not be released until all financial obligations are met.

Field Trips

As part of the educational services of the school, students are sometimes taken on field trips via school transportation. Parents are required to complete a written permission slip for each trip before the student is permitted to participate in the field trip. All trips are supervised by school staff and approved chaperones.

Please remember that all of the rules which apply to regular bus trips (to and from school) also apply to extra-curricular (field) trips. Eligible passengers are (K-12) students participating in the event. Coaches, advisors, and chaperones are the only other riders permitted on buses.

Elevator Information

The elevator at our school is available for those students who need to use it whether that is for the entire school year or for a short period of time due to medical issues and restrictions. Keys for the elevator can only be checked out to students once the usage form has been signed and submitted to the Main Office.

The rules for usage include the following:

- Students with medical need(s) for the elevator must obtain a doctor's note for keys and privileges.
- Students are responsible for elevator keys that they have checked out. If lost, there is a \$50.00 replacement fee.
- Students are responsible for elevator keys that they have checked out. If lost, there is a \$50.00 replacement fee.
- All students must have a staff signature at the time of check-out and return of key.
- Students are required to be accompanied in the elevator at all times. Only those approved by the Main Office staff will be permitted in the elevator.
- All school rules apply while in the elevator. If a student is caught disrespecting any school policies or property, an appropriate consequence will be issued.
- In the event of a fire or emergency building evacuation, students are not to use the elevator. A staff member or emergency responder will assist the student to exit the building safely.

Lockers & Locks

A locker is assigned to each student at the beginning of the year. Locker assignments cannot be changed without the permission of the Main Office. The lockers are the property of the school and are subject to inspection by authorized school personnel. **The school is not responsible for missing or stolen items, including textbooks and Chromebooks.** Do not share your locker or lock combination. Lockers have locks built in them. Physical Education lockers may need locks. Locker favors and signs are not permitted unless magnets and/or masking tape are used. Using "Scotch" tape on lockers is prohibited.

Protective Goggles

The General Assembly of the State of Ohio makes it necessary for the school to require that in science classes, all students, teachers, and visitors wear protective goggles. Classes include science laboratories.

Textbooks

All basic hard-bound texts are loaned to students for their use during the school year. Lost textbooks must be paid for. Books or other materials which are assigned to students are the responsibility of the student. Excessive damage or loss of articles will mean that the students will be assessed the value of the article. For minor damages beyond reasonable wear, students will be assessed a 20% fee of the total value. For major damage and need for replacement, the student will be assessed the remaining value of the book, based on the five-year rotation of textbooks and the date of purchase.

Deliveries to Students

Students will be notified that items have been delivered to the Main Office for them, and that they need to pick up the items. Flowers and large gifts may not be taken home on the bus.

Telephone Usage

Students will not be called to the telephone. Only messages of an urgent nature from the parents will be delivered to a pupil. Students are not permitted to use their mobile phones during school hours without permission from a staff member (see RESTRICTED ITEMS).

Building Use by / for Local Groups

The use of the school building may be scheduled through the principal. All scheduling is done with the understanding that school programs take precedence over all other activities. Application for the use of the building must be submitted in writing in advance of the scheduled date. There will be a night custodian on duty following each school day. Arrangements for the building must be made well in advance. If it is necessary for the group to make a demand upon the custodian's time, either for setup or cleanup, the custodian must be paid an hourly rate by the group using the services.

After School

For security, the academic halls will be restricted during after-school home activities. Otherwise, students / parents wishing to visit lockers after school will need to find a custodian for permission.

Parent Visitation

We want every parent to feel welcome in the school. We particularly want you to come to the school when problems arise which concern your child and his/her school situation. During regular school hours, please check in at the Main Office when you enter the building to register and receive your name badge. To visit a classroom, 24-hour notification is required by the teacher being visited (**audio or visual recording is prohibited**). Frequently, teachers ask parents to come to the school for a conference. These meetings are important to you. They may be scheduled during the teacher's prep period or immediately after school.

School Insurance

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

Student Visitors

Student visitors may visit during school hours if they are a prospective student considering transferring to AMS. They must have prior permission (at least 24 hours) from the Main Office personnel.

Severe Weather & School Closings

In cases of severe weather, the official announcement of school closings is posted via the Superintendent's Twitter @ben_hodge. Lastly, the district will post a notice via the district website and will use the phone messaging system.

School Pictures

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

Student Aide Eligibility

Main Office student aides will have special responsibilities in their various assignments. To qualify to be an aide, students must be performing with Cs or better in their courses, not be on the ten-day absence list, and have exemplary conduct in school. Selection of student aides will be at the discretion of the Main Office personnel.

Food Services / Free and Reduced Meals

NOTE: Information on the Free/Reduced Lunch Program can be found on the website. Applications are to be submitted electronically through the website as well.

Breakfast Program

Chartwells® will provide a complete breakfast for students wishing to have breakfast. Food is served from 7:40-7:56 a.m. in the Commons. Arriving students who wish to eat breakfast need to report to the Commons and remain until the 7:50 First Bell. Students arriving on late buses will be accommodated.

Lunch Program

Chartwells® operates the school lunch program. Prices for school lunches are \$3.25 and milk is \$.50. These prices are posted in the Commons. If a student forgets to bring a lunch or money for lunch, he or she will not be denied a lunch.



MEDIA, PUBLIC RELATIONS, & PHOTOGRAPHS

While it is a goal of Avon Middle 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 middle school administration (refer to **MEDIA INFORMATION AND CONSENT**).

PUBLICATIONS

Student Publications

Official student publications such as the school newspaper, yearbook, class newsletters, etc., are a part of the school curriculum and, as such, editorial control remains with school authorities.

Unauthorized Publications

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

WORK PERMITS

Obtaining Work Permits

Students between the ages of 14 and 17 who are asked by a prospective employer to obtain a work permit, should contact the Main Office.

The Application for Minor Work Permit form is a prerequisite for the minor work permit. It contains employer and job information, employer pledge, and parental consent. The Minor Work Permit Pre-Application Form and the Physician's Certificate can be obtained from the offices listed above or can be printed from the State of Ohio website (forms are PDF) by opening the work permits icon at <http://www.com.state.oh.us/ODOC/>.

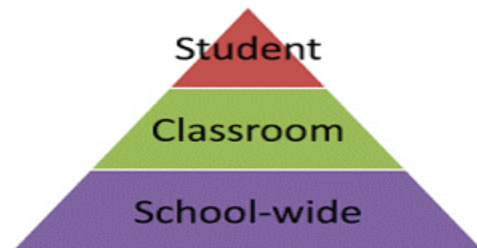
The Student / Applicant Information section is to be filled out and signed by the parent / guardian. The Birth Certificate # and Physician's Certificate spaces are to be left blank so the issuing office can fill them in to verify age and whether or not the physical is on file. The Pledge of Employer section is to be completed by the employer. All blank fields must be filled in; otherwise, the application cannot be processed. A current physical (within the last year) is required to process a work permit. If there is a record on file of a physical for the student, a new physical exam will not be needed. If the physical has expired, the student will need to have a current physical. The student should return the completed forms to the office which will then issue the minor work permit.



PAY-TO-PARTICIPATE POLICY

A Pay-to-Participate fee structure has been adopted by the Avon Board of Education for student athletics and activities through a multi-tiered structure. For more detailed information on the Pay-to Participate fees, please visit the [Avon Local Schools website](#).

SOAR LIKE AN EAGLE IN AVON MIDDLE SCHOOL



S	“Say It!”
O	“Own It!”
A	“Act It!”
R	“Respect It!”

SCHOOL ATHLETICS & EVENTS

Boys Interscholastic Sports

7/8 Basketball
7/8 Cross Country
7/8 Football
7/8 Track & Field
7/8 Wrestling

Girls Interscholastic Sports

7/8 Basketball
7/8 Cheerleading
7/8 Cross Country
7/8 Softball
7/8 Track & Field
7/8 Volleyball

CLUBS, ORGANIZATIONS, ACTIVITIES & PROGRAMS

Clubs & Organizations

Academic Challenge
6/7/8 Art Clubs
Athletic Event Assistants
Chess Club
Circuit Strings Ensemble
Color Guard
Drama Club
Girls on the Run
Handbells Choir
6/7/8 Jazz Band
Math Club
Pops Choir
Pottery Club
Robotics Club
Student Council
Winter Sports Club
WIRED String Ensemble
Writing Club

School-wide Events

AMS Field Day
Avon Pride Days
8th Grade Cedar Point Trip
Food Drives
Holiday Door Decorating
Holiday Spirit Week
7th Grade Main Event
PBIS Rewards Program
School Cook-outs
School Pictures / Candids
School Spirit Weeks
SouperBowl of Caring
SOAR into Fall
SOAR into Winter
SOAR into Spring
SOAR into Summer
Spooky Detective Lab
Turkey Bowl

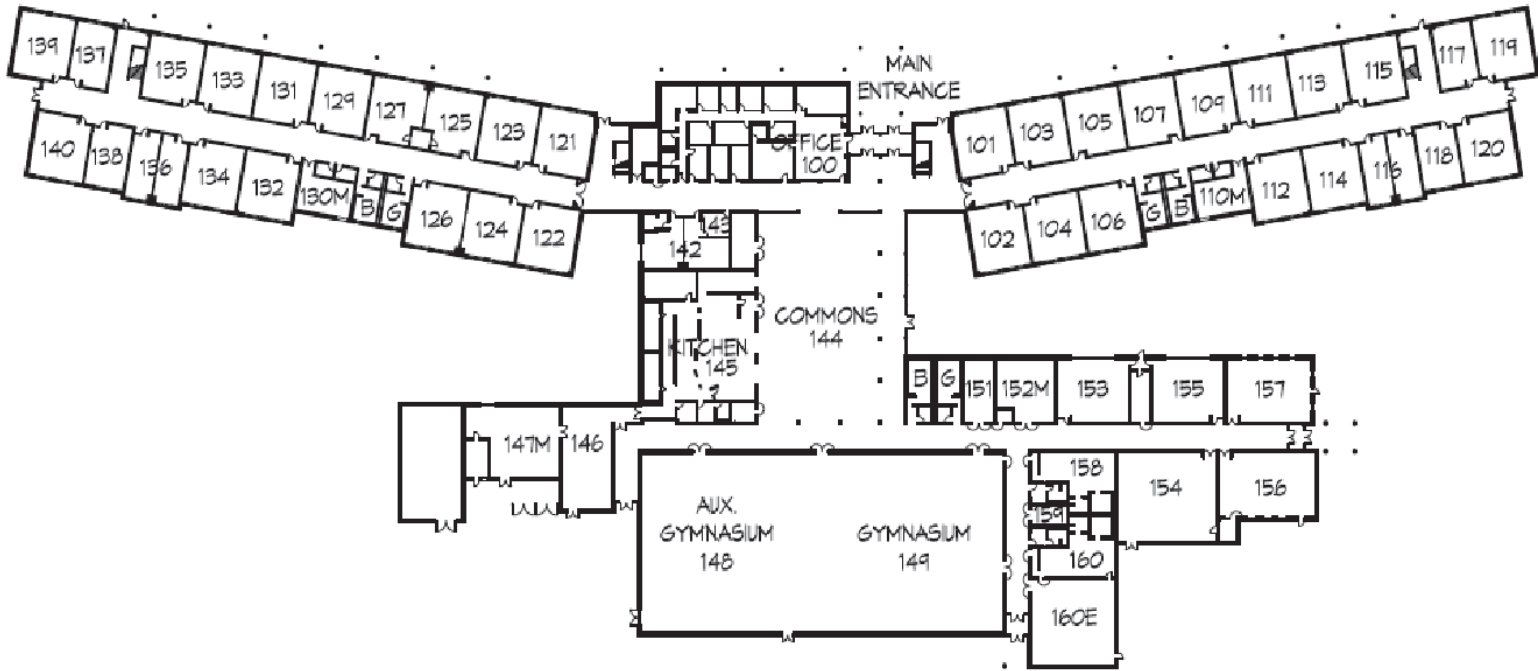
Activities & Programs

All Jazz Night
Atmospheric Adventures
Band a la Mode
6th Grade Camp Nuhop
Chocolate Symphony
Disabilities Awareness
Music in the Parks
Outreach Programs
Poetry Slam
Project Caring Tree
Roller Coaster Creations
Scholastic Book Fairs
Spelling Bees
Student Aiding
Student Orientations
Thanksgiving Food Drive
Top Eagles of the Month
Wax Museum

Avon Middle School clubs and activities are subject to change. Those events and activities not included in the Pay-to-Participate fee may require a fee to participate. The number of students intending to participate may determine if the activity will be available and may determine the cost per student.

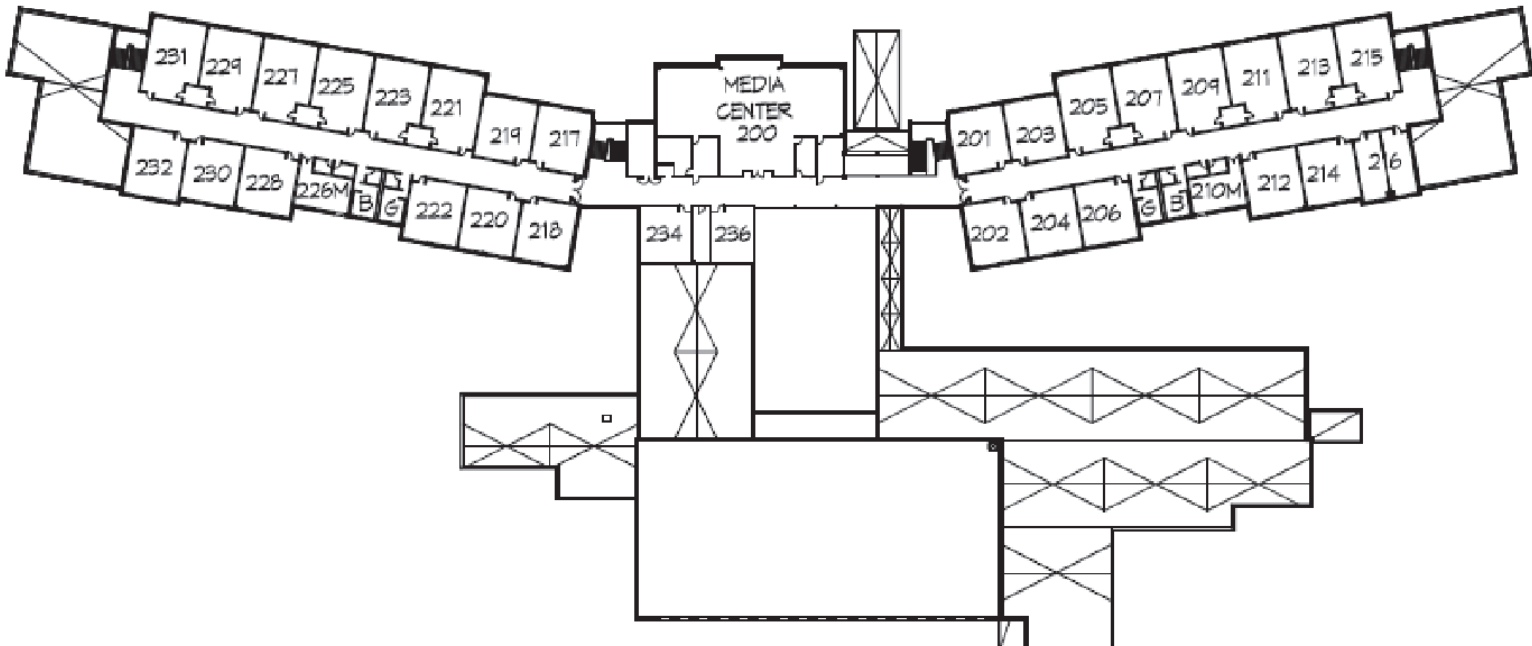
NOTE: Interscholastic sports are designed for grades seven and eight per by-laws of the Ohio High School Athletic Association. Most other activities (above) include qualifying students in grades six through eight and may be subject to change.

AVON MIDDLE SCHOOL BUILDING LAYOUT



FIRST FLOOR PLAN

SCALE: 1" = 80'-0"



SECOND FLOOR PLAN

SCALE: 1" = 80'-0"

