

2023/2024

AVON HERITAGE ELEMENTARY

PARENT/STUDENT HANDBOOK



35575 DETROIT ROAD
AVON, OHIO 44011

(MAIN/NORTH)

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

(SOUTH)

PHONE: 440-937-3055
ATTENDANCE LINE: 440-937-3050
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AVON LOCAL SCHOOL DISTRICT

MISSION STATEMENT

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

VISION STATEMENT

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

BOARD OF EDUCATION

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

DISTRICT ADMINISTRATION

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

AVON HERITAGE SCHOOL ADMINISTRATORS

Maura Neville, Principal
Stefanie Ericksen-Lowery, Assistant Principal
Gary Vojtush, Assistant Principal

AVON HERITAGE ELEMENTARY IMPORTANT CONTACT INFORMATION

Heritage Elementary Office (Grades 5 & 4N)

Phone: (440) 937-9660

Heritage Elementary School Attendance

Phone: (440) 937-9661

Heritage Elementary Office (Grades 4S & 3)

Phone: (440)937-3055

Heritage Elementary School Attendance

Phone: (440) 937-3050

Avon Board of Education, Superintendent

Phone: (440) 937-4680

Avon Board of Education,

Treasurer Phone: (440) 937-4688

Avon Local Schools Transportation Dept.

Phone: (440) 934-6171

Website: www.avonlocalschools.org

Twitter: @HeritageElemen2

HERITAGE ELEMENTARY SCHOOL DAY

MORNING BELL: 7:10 AM

WARNING BELL: 7:20 PM

TARDY BELL: 7:30 AM

FINAL BELL: 2:15 PM

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

FERPA (Student Records) The Avon Local School District Board of Education is required to follow Ohio and Federal law as to the maintenance and release of student records. Ohio and Federal law prohibit the release of personally identifiable student information except in certain specified circumstances without the written consent of the parent / legal guardian or the student, if eighteen or older. If you choose you do not want the following information released, please notify the building principal in writing by September 30, 2020. The School District may release "directory information" without consent and such information includes: names, address, telephone number, and date of birth, major field of study, dates of attendance, date of graduation, sports and activities participated in, and, in case of athletic team members, the height and weight of the student. For purposes of FERPA, members of the Board of Education, School District Administration, School Building Administration, teachers and educational aides are considered to be school officials with a legitimate educational interest in viewing student educational records. A

parent/legal guardian or eligible student has the right to inspect and review the student's educational records, as well as the right to seek the correction of inaccurate or misleading records and that personally identifiable information about the student will not be released without consent, subject to certain exceptions listed as directory information. The Board of Education has designated the following individual(s) to contact if a parent/legal guardian or student seeks access or amendment of educational records: Mrs. Maura Neville, Principal, Avon Heritage Elementary School.

Procedures for challenging or amending inaccurate or misleading information in a student's educational record are found in Board Policy, Policy No. JO. Complaints involving an alleged violation of FERPA may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5920

Non-Discrimination Clause

The Avon Board of Education and its staff are dedicated to providing equal opportunities and equal employment opportunities without regard to sex, race, color, national origin, religion, age or disability. If one has a concern about equal opportunities and equal employment opportunities, please contact the guidance counselor, as they have the appropriate information on whom to contact

Title IX

In accordance with Title IX Federal Guidelines, the Avon Board of Education has established a policy for making formal grievances of gender discrimination practice in the school format. Those wishing to make an appeal may request a Title IX Grievance Form from the school office. Upon completion the grievance will be submitted to the designated coordinator

Media Information and Consent

School activities may be recorded and publicized via pictures, video and sound bytes. This material may be used in media presentations, such as television / cable, radio programs, newspaper articles, website, etc., to (a) extend recognition to students and / or (b) to provide publicity for the school district. Student addresses and telephone numbers will not be released. If you do not want your student's image photographed, taped or recorded, please contact the administration.

Felonious Act

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

STUDENT BEHAVIOR AND DISCIPLINE

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

Detentions

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

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

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

Emergency Removal

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

In School Assignment (ISA)

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

Out of School Suspension (OSS) and Expulsion

The Ohio Legislature has adopted ORC 3313.66 et seq., which has placed into law procedural standards for suspensions and expulsion of students from school. Suspension may be administered by the principal, assistant principal, or superintendent. Only the Superintendent may expel a student. Out of school suspensions and expulsions are unexcused and count in the 10 day bank. Credit will not be awarded for daily assignments, quizzes, and homework while a student is suspended out of school. However, as point values vary from teacher to teacher and course to course, the administration may grant a student the ability make-up assessments that are deemed of significant point value and are critical to a student's ability to pass the nine weeks. Permitted make-up work is the responsibility of the student to complete and must be done within three (3) school days once they return. The Avon Board of Education has adopted a policy that fulfills all requirements of the law. Specific guidelines have been established in providing courses of action to pursue should a student or parent choose to appeal a suspension or expulsion decision.

Appeal Procedure

Should a student who is 18 or older or a minor student's parent(s) or guardian(s) choose to appeal a suspension, he/she must do so in writing to the Superintendent within three (3) calendar days of the notice of suspension; to appeal an expulsion a student must do so in writing through the Superintendent's office within three (3) calendar days of the Superintendent's decision to expel.

CODE OF CONDUCT

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

Zero Tolerance Policy

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

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

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

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

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

Definition of Harassment, Intimidation, Bullying, Menacing, Hazing

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

Dating Violence

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

Privacy/Confidentiality

The Avon Local School District will respect the privacy of the complainants, the individual(s) against whom the complaint is filed, and the

witnesses as much as possible, consistent with the administration's legal obligations to investigate, to act, and to conform to any discovery and/or disclosure obligations. All reports generated shall be maintained as confidential to the extent permitted by law.

Definition of Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following: 1) Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks. 2) Paraphrasing the source without proper citation. 3) Copying stories, in whole or part, which appear in books, magazines, television or film. 4) Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source. 5) Submitting work in whole or part by someone else, including the Internet (AI Tools). 6) Submitting papers on which the student has received substantial assistance from peers and/or adults that changes the character of the work so that it is no longer the student's own. 7) Submitting a paper purchased from a research or term paper service, including, but not limited to the Internet.

SECTION I

The district has the authority to issue discipline up to 80 days of expulsion with police contact for any violations of the Code of Conduct in Section I, Items 1 – 40. Most discipline is progressive in nature. For example, discipline may begin with detentions, Wednesday School, In School Assignments or Out of School Suspensions.

1) Disruption in School or Class

A student shall not by use of violence, force, coercion or threat cause a disruption or obstruction to the school's operation. This will include repeated misbehavior in the classroom, school environment or on school property.

2) Profanity / Obscene Language / Uncontrolled Temper

A student shall not use profanity, obscene language, obscene gestures and signs, written or verbal, directed toward students and / or school personnel on school property or when representing Avon Local Schools.

3) Insubordination and Disrespect

Insubordination is refusing to comply with the directions of school personnel and student teachers for appropriate behavior of a student while on school property or at school activities. Verbal abuse, disrespect, dishonor or other such actions directed (written or verbal) at any member of the school staff, student teachers, or another student, will not be tolerated.

4) Forgery / False Reports

No student shall cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort, or misrepresent (in verbal or written form) dates, times, addresses, grades or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

5) Academic Dishonesty

No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty, by providing information or by any other means. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions, and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action. See Plagiarism definition.

6) Truancy

Truancy exists when a student is absent from class or school without school authorization. Leaving the school building / grounds without permission is also truancy.

7) Tardiness

Repeated tardiness is disruptive to the smooth functioning of the school and classes.

8) Physical / Verbal Harassment / Menacing

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

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

10) Loitering / Out of Assigned Area / Trespassing

A student shall not trespass or loiter on school grounds, in the building, or adjacent properties. This includes not being in assigned, scheduled areas and / or leaving the school parking lot or building after arriving at school. Students must enter the building upon arrival to school and leave when expected or instructed.

11) Inappropriate Behavior

Student conduct that demonstrates a lack of respect and / or civility toward other students / adults is prohibited. Action/Behavior that jeopardize the health/safety/wellbeing of another individual is prohibited

12) Public Display of Affection (PDA)

Public displays of affection are not permitted.

13) Gambling

A student shall not engage in games of chance or gambling.

14) Unauthorized Sale or Distribution

Posting, publishing, distributing or selling unauthorized materials on school property or to distribute or sell such items is prohibited.

15) Violation of School Detentions

16) Transportation Violation

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

17) Misconduct

Inappropriate student conduct is prohibited.

18) Technology Violation

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

19) Possession and / or Use of Tobacco / Nicotine

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

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

A student shall not cause or attempt to cause destruction to school or private property. Depending upon circumstances, restitution may also be required. Pursuant to O.R.C. 3109.99 and O.R.C. 3109.091, a student and / or their parent or guardian shall be held financially accountable to the Avon Local Schools for any damage, destruction or theft caused by their child.

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

During, arriving at and / or returning to school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, traffic, have reasonable suspicion of use or be under the influence of any mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention on a student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Under the influence" is defined as manifestation signals of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior that is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, pure caffeine, marijuana, alcohol, inhalants, and look-alike substances. This includes the possession of materials and / or substances that may be used to alter drug tests. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the

student's name and with directions for proper use. All other procedures outlined in school policy should also be followed. **Breathalyzers** – Students may be subject to a breathalyzer test based on reasonable suspicion. Breathalyzing will occur at large student events. **Drug Dogs** – The Avon Local School District may utilize drug dogs in the school parking lot grounds, on school transportation and / or in the school building. The school district will work in cooperation with local authorities. Inspections may be unannounced.

22) Drug Paraphernalia

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

23) Theft

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

24) Assault / Fighting / Hitting / Threats

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

25) False Alarm

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

26) Bomb Threats

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

27) Conduct Against School Employees

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

28) Possession and / or Use of Flame Producing Devices

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

29) Unauthorized Fire

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

30) Vandalism

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

31) Trespassing

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

32) Hazing

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

33) Gross Misconduct / Illegal Misconduct

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

34) Threat / Action to Induce Panic

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

35) Accomplice

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

36) Harassment and Sexual Harassment

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

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

Definition of Sexual Harassment

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

Sexual harassment may include, but is not limited to:

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

Reporting Procedures

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

When an individual believes he or she has been subjected to sexual harassment, he or she should immediately report the incident to the building principal. This can be done through direct contact with the principal, by conference with counselors or through a parent / student conference with the principal. As appropriate, and / or required by federal law and the laws of the State of Ohio, the principal may involve outside agencies in the investigation, such as children or youth services and / or law enforcement agencies.

37) Lewd / Pornographic / Inappropriate Images

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

38) Technology / Computer / On-Line Regulation Violations

Penalties for infractions will be applied as determined by the administration including the loss of technology privileges. Technology usage in the Avon Local Schools is encouraged and made available to students for education purposes. The district retains the ownership of all data, hardware, software, video, etc. The Avon Local Schools reserve the right to inspect, copy, and / or delete all material accessed with district equipment. In addition, material created for the Avon Local Schools must be monitored and / or inspected by staff members. Multimedia, including the Internet, is an important educational resource. **Thus, students are automatically granted usage unless their parent / guardian notifies the appropriate building administrator.**

All non-educational usage is prohibited. Specific but not absolute guidelines for student usage are stated in the Computer / On-Line / Technology Policy below:

1. Files stored on the school network and/or the avoneagles google drive are restricted to school related assignments only. Personal files may not be stored.
2. Passwords may not be shared.
3. Students shall not use, share, or alter another person's password.
4. Students shall not access, transmit and / or retransmit material requiring a password without legally possessing such a password or authorization. Should a student's password be known by someone else, it is the responsibility of the student to report this to a teacher.
5. Use of computers and all other forms of technology is restricted to curriculum related projects and must be supervised.
6. No student shall attempt to establish unauthorized contact into school district computers or any other application.
7. Students are not permitted to record audio or visual images of students, employees, or guests without permission. Images must be academically purposeful.
8. Accessing and / or sharing obscene material and use of inappropriate or threatening language is prohibited.
9. Transmission of any material in violation of any state or federal regulation is prohibited. This includes copyrighted material.
10. The network should not be used in such a way that is disruptive and / or detrimental to the operation of hardware, software, and / or network.
11. Uploading and / or downloading any inappropriate material, creating / using computer viruses and / or any malicious attempt to harm or destroy equipment, materials or the data of any other user is prohibited.
12. Use of proxy servers and / or any other attempt to bypass Internet filtering / security is prohibited.
13. Vulgar, derogatory, obscene and / or offensive language is prohibited.
14. No student shall waste resources, i.e., paper, toner, server space and / or bandwidth.

15. Rules and regulations of computer etiquette are subject to change by the administration.
16. Student campus Internet access is exclusive through the school's internet network.
17. Avon's administration, faculty and staff reserve the right to scan all storage devices that are brought into our building.

39) Felonious Act

A student who is charged and / or convicted of a felonious crime committed on school grounds or off school grounds at a school related event is subject to disciplinary action.

40) Repeated Violation of the Code of Conduct

Repeated violations of the Code of Conduct are subject to further consequences.

SECTION II

The district has the authority to issue discipline up to one (1) calendar year of expulsion with police contact for any violations of the Code of Conduct in Section II, Items 41 – 42.

41) Weapons, Dangerous Instruments, Fireworks, Firearms, and Explosives

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school. Bringing a knife onto school property may also result in a one-year expulsion.)

No student shall possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or munitions, nor shall any student ignite or explode fireworks, explosives or munitions at school-sponsored or related functions or activities on or off school grounds or at any other time the student is subject to the authority of the school. This prohibition applies to firearms, explosives, (including fireworks, lighters, and matches), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look alike weapon or dangerous object (including normal school supplies like pencils or compasses), that a reasonable person might consider, under the circumstances, capable of harming a person or property.

42) Biological and Chemical Threats

A student shall not cause a disruption or obstruction to the school's operation by threat of the release, rumor, or presence of any biological agent, hazardous substances, or poison, regardless of the circumstances of the threat. Because of the widespread angst that such threats produce it will be deemed to be of the most serious nature and will be punished accordingly. Emergency removal of the student from school premises, as well as expulsion, and permanent exclusion shall be considered as remedies for the punishment of such conduct. This will result in the loss of participation in any extracurricular school activities as well as the loss of the right to be on any school premise

ATTENDANCE

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 and/or legal guardian must notify the school by 8:30 A.M. if the child is absent (not in school at 7:30 A.M.) with the reason for the absence. If a call is not received, the school will try to contact you. If the parent and school do not have telephone contact, the student will not receive permission for make-up (unexcused). Notes are not accepted. It is a Voice Mail number, which is active 24 hours a day, i.e. 5:00 A.M., etc. Absence calls will not be taken on any other line (telephone number). A student is considered truant until the parent contact has been made. ORC 3313.1205 requires the parent to provide the school with the current address (not a PO 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 to track attendance by **the hour and minute** a student is absent from school.

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

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

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

EXCUSED ABSENCE ACCEPTABLE REASONS:

- Personal Illness (Includes surgery/medical procedure).
 - Statement from Health Professional may be required.
- Family Illness.
 - Statement from Health Professional may be required.
- Quarantine
- Death in Family
 - Limited to 3 days unless reasonable cause is shown for a longer absence.
- Doctor Appointment (Includes outside counselors, therapists, dental, vision, primary, specialists)
 - Statement from Health Professional may be required.
- Religious Holiday
- College Visit.
 - Verification of Date/Time of visit may be required.
- Emergency or Other (includes Military).
 - Superintendent can determine if there is a good and sufficient cause for absence.

Doctor's Notes

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

Assignments

For absences of two (2) or more days, a parent may request homework assignments by calling the office at (440) 937-9660 before 9:00 am. **Do not** request assignments on the attendance line. Assignments may be picked up at 2:30pm in the office.

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. Students will be unable to receive credit when an unexcused absence is deemed truancy.

Early Dismissal

To be dismissed early, students should present a written request when they arrive in the building. **This written note should be received by 8:10am at the school office to receive an Early Dismissal Slip. The dismissal will then be listed on daily attendance. Phone call requests to dismiss students are discouraged.** 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.

Family Vacation

Students must complete a vacation / leave request for administrative approval before their departure. This form must be returned to the office **before leaving on vacation**. 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 all missed class work. Students who are absent on a short term basis (1-2 days) should make up missed assignments within a week after returning to school. Students, absent for an extended period of time should make up their missed assignments, as the teacher directs.

Extracurricular Activity Participation

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

TRANSPORTATION

For the safety of all children the transportation policy requires that your child (ren) **MUST** be picked up at the same location Monday through Friday. While the drop off pick up locations may differ from each other, a pick up location must be the same location Monday through Friday; likewise, the drop off location must be the same location Monday through Friday. For example, a child can be picked up Monday through Friday at the location (stop) designated for the home address and dropped off Monday through Friday at a latch key environment. Also, if your child is to be picked up or dropped off at a location **OTHER THAN THE STOP ASSIGNED FOR YOUR HOME ADDRESS**, you must complete "Change in Transportation Form" with the Transportation Office (35601 Detroit Road). You can pick up this form at your child's school, online (www.avonlocalschools.org) or contact the Transportation Office directly (440-937-0503).

Transportation Guidelines

1. The State of Ohio restricts the use of Avon school buses to students enrolled in the Avon Schools. Therefore, children living outside of the Avon Local School District, by law, may not ride an Avon School District bus.
2. The Avon Local School District Code of Conduct (as stated in the bus handbook) is in effect and is applicable whether a student is in a school building, on the school grounds, or riding a bus.
3. Students riding Avon Local School District buses must continually remain respectful of the privilege of not only riding a school bus, but the bus drivers as well. At all times, students must comply with requests that bus drivers must make of them.
4. When disciplinary action is required, the following procedure is implemented: The driver of the bus or bus aide will complete a written referral. This will then be submitted to the appropriate school administrator. When applicable, the following will occur:
 - At the first offense requiring a written referral, the student will meet with a school administrator and may include not being permitted to ride an Avon Local School District bus for up to ten (10) days, depending upon the degree of the offense.

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

Student Responsibilities

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

To avoid losing bus privileges, please follow these rules.

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

Additional Guidelines for Students

1. Carry with you only items that can be held in your lap.
2. Specific items prohibited on buses: animals, cell phone usage, changing clothes and toys.
3. When crossing the roadway to board the bus (or after exiting the bus), wait for a hand signal from the driver indicating that it is okay to proceed. At that time, begin crossing the roadway, staying at least 10 feet beyond the front of the bus.
4. Do not attempt to get on or off the bus until it has come to a complete stop.
5. At all times, remain seated while the bus is in motion.
6. Be sure to reach your assigned bus stop five (5) minutes prior to your designated pick-up time.
7. Talking or creating any other noise while the bus is at or approaching a railroad crossing is prohibited.
8. Do not board or exit the bus through the emergency door unless specifically instructed to do so by the driver. (The emergency exit must always remain free from obstructions).
9. After you have boarded the bus, you may not exit the bus without the permission of the driver.
10. NOTHING SHOULD BE HANGING FROM BACKPACKS, BOOK BAGS, OR CLOTHING. Such objects become entangled and caught on bus handrails while boarding or exiting the bus.
11. Cell phones and music playing devices may be used as long as they are not audible to others on the bus. These devices may not be used for audio or visual recordings.

Student Drop-off and Pick-Up- Locations

All students who are bus-riders will be dropped off in the morning and leave in the afternoon at NORTH.

All students who are car-riders will be dropped off in the morning and picked up in the afternoon at SOUTH.

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

STUDENT DRESS CODE RESPONSIBILITIES

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

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

offered:

Under Title IX, Federal Law prohibits discrimination on the basis of sexes.

Dress and Grooming Guidelines

1. Clothing that does not cover undergarments will be deemed inappropriate. Undergarments should never be exposed.
2. Clothing should be properly fitted, neat and clean.
3. Pants and shorts must be fitted around the waist
4. Shorts, skirts, and dresses are permitted. However, tops cannot cover the entirety of the bottom garment.
5. Nylons, sheer leggings, net stockings, leotards, spandex, etc. worn in isolation are prohibited.
6. Hats, head covers, hoods and excessive head ornamentation are not acceptable in the building. This includes bandannas, etc.
7. Shoes must be worn at all times and appropriate for the season. Shoes with wheels or roller blades are not permitted.
8. Clothing that exposes the midriff, 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 under-garments.
9. Torn and tattered clothing are permitted as long as undergarments are not revealed.
10. Clothing and insignias relating to gang membership are not acceptable.
11. Sunglasses may not be worn in the building unless prescribed as necessary by a doctor.
12. Patches, symbols, writings which "literally" or by implications are obscene or are such as to shock or affront the standards of common decency or propriety have no place in school and are not permitted. This guideline refers to "T-shirt" imprints that include "double meanings" relating to drugs, alcohol, and sexual behavior; hate groups / symbols or anything that could be considered improper by public standards.
13. Chains, or any ornamental items which could be used as a weapon or considered a distraction are not permitted.
14. Flip flops and / or shoes that expose the bare foot can be restricted during the winter months.
15. Common sense and judgment is requested of all students in adhering to normally accepted community standards.

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

Physical Education – Dress Requirement

All students taking physical education will be required to wear gym clothing approved by the instructor. Students who are unable to participate in regular physical education class should provide a physician's note to their counselor and physical education teacher.

Restricted Items

Book Bags / Purses The administration reserves the right to require book bags and purses to be stowed in a locker throughout the school day .

Technology

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. Cellular telephones and music-producing devices may not be accessed during the school day. Cell phones and music producing devices must be stowed in a locker at all other times 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.

Medication

The Board of Education recognizes that many students are able to attend school only through the effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. Parents should be aware that the school district contracts with Lorain

County Public Health for provided nursing services. If possible, all medication should be given by a parent/guardian at home. If this is not possible, parents may come to school to administer medications only when no alternative is available. In these circumstances, if a student is required by a physician's order to take medication during the school day, the following procedures must be followed:

For the purposes of this handbook, medication as described will apply to both prescribed medications by a physician and 18 any and all over the counter drugs.

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

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

Illness at School

If a student becomes ill at school, he / she will be sent to the office, and if necessary, a parent will be contacted to pick up the student.

Important: students should not take it upon themselves to call/text/email their parents to pick them up from school directly. They must first notify the office or nurse in the 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 (for example: Tylenol) for 24 hours prior to returning to school. Also, students diagnosed with a condition requiring antibiotics (ex. for example: pink eye, strep throat) must be on antibiotics for 24 hours before returning to school.

Required Immunizations

The following immunizations are required under Ohio Revised Code 3313.67.

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

DPT (Diphtheria, Tetanus, Pertussis) Polio (Poliomyelitis) MMR (Measles, Mumps, Rubella) Hepatitis B Varicella (Chickenpox) Tdap (Tetanus, Diphtheria, Pertussis) 7th grade MCV4 (Meningococcal) 7th & 12th grade

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

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

Chronic Conditions:

If your student has a chronic medical condition (diabetes, seizures, severe allergies) that requires special supplies while at school, (for example: insulin pump, G-tube, trach, etc.) please contact the school nurse.

SAFETY INFORMATION

Crisis Procedures

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

Fire Drills

When the fire alarm rings, leave the room but walk quickly and quietly to the designated exit. Check the emergency signs by the door in each room. When outside, students must be at least 100 feet from the building and remain with their class. Intentional ringing or a false fire alarm is punishable under the law. Violators will be prosecuted. Fire drills will be conducted monthly, weather permitting.

Run Hide Fight

Safety drills are put into place to secure the building when necessary. They will be practiced periodically throughout the school year in accordance with the Crisis Manual procedures. Induced unnecessary panic is punishable under the law. Violators will be prosecuted.

Shelter-In-Place Drill

Drills are conducted in the event of an external environmental threat. If this drill is announced during a class change (or before / after school), students are to report to the nearest classroom.

Tornado Drills

Tornado drills are held to help prevent injuries and deaths during an emergency. Students must listen closely to the announcements and to their teachers as to how to proceed quickly and orderly to their assigned shelter area. Tornado drills will be conducted periodically.

BYOD

(BRING YOUR OWN DEVICE)

With parental permission, each Heritage student now has the option to bring his / her own wireless communication device to school and to access a secure, filtered network. Each student's use of his / her own wireless communication device on school grounds shall be subject to applicable rules and regulations including, but not limited to, the restrictions described herein. **Students may be asked to sign a BYOD document before the student may participate in this program, bring his / her own device to school and/or access to the school's internet gateway for the school year.**

Definition of “device”

For purposes of the Bring Your Own Device program, “device” means a privately owned wireless and / or portable electronic hand-held equipment that includes, but is not limited to, laptop and mobile computers, existing and emerging mobile communication systems and smart technologies (iPhone, etc.), portable Internet devices (iPod touch, iPad, tablet PC, etc.), Personal Digital Assistants (PDAs), hand-held entertainment systems or portable information technology systems that can be used for: word processing, wireless Internet access, image capture / recording, sound recording and information transmitting / receiving / storing, etc.

Internet Access

An Internet gateway is provided by the school via wireless connectivity. Only this connection may be accessed while on campus. Personal Internet connective devices such as but not limited to: cell phones / cell network adapters (tethering) are not permitted to be used to access outside Internet sources at any time.

Security and Damages Responsibility

- Keeping the device safe, secure and free from damage rests with its individual owner.
- Avon Local Schools is not liable for any device stolen or damaged while on campus or elsewhere.
- If a device is stolen or damaged, the matter will be handled through the administrative office in the same manner as any other stolen or damaged personal belonging.
- It is strongly recommended that skins (decals), engravings, or other custom markings be used to physically identify your device from others.
- Protective cases for Devices are strongly encouraged.

BYOD Student Agreement

Participation in the BYOD program is not a right but a privilege. All students participating in the BYOD program must adhere to applicable rules and regulations including but not limited to those described herein as well as Heritage’s Student Handbook, Student Code of Conduct, and Student Network and Internet Acceptable Use Policy for subsequent school years.

The Devices Must Be Used:

- In silent mode on campus, school buses, and school vehicles.
- Only for classroom curriculum purposes.
- Only with teacher permission in the classroom.

The Devices Must Not Be Used:

- In any way that violates, or attempts to violate, the Student Code of Conduct.
- To capture and / or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty.
- To receive test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty.
- To capture, record or transmit the words and/or images of any staff member or student for non-academic purposes without prior notice and express consent to do so.
- To access any Internet source other than the Internet gateway provided by Heritage.

Student Network and Internet Acceptable Use Policy

For any violation of the Student Network and Internet Acceptable Use policy, one or more of the following penalties will be assessed at the discretion of the school administration:

- Suspension or revocation of participation in the BYOD program, computing and / or other similar privileges.
- Disciplinary action assigned by school administration.
- Restitution to Avon Local Schools for resources consumed.
- Legal action including but not limited to an action to recover damages.
- Referral to law enforcement agencies for investigation.

Acknowledgement

Students shall not:

- Bypass, or attempt to bypass, the network filters that are applied to the Internet gateway connection.
- Bring on school grounds, any Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information or engage in any other activity to infect, or attempting to infect, the District’s network.
- Process or access information on school grounds related to hacking, altering or bypassing network security policies. School representatives may collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Be able to print from Devices at school. Please be sure to print any necessary information at home.
- Have access to power sources at school. Please be sure to charge Devices at home.
- Share login information with anyone. Any breach of login information shall be reported to school administration immediately.

GENERAL INFORMATION

Arrival/Departure to School

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

Assignments

For absences of more than two days, a parent may request homework assignments when calling their child off on the attendance line (937-9661) or by calling the office at 937-9660 before 9:00 A.M. Assignments may be picked up after 2:30 P.M. in the office. Due to availability and needed prep-time, on-the-spot requests cannot be honored.

Book Bags/Backpacks/Purses

Bookbags/backpacks/purses are permitted in school, but are not allowed to be carried to classes or the cafeteria during the school day, unless permitted by an administrator. Book bags/backpacks must fit in the student locker. Wheeled book bags will NOT fit in the student locker.

Building Use By/For Local Groups

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

Cafeteria Conduct

- Conduct yourself appropriately .
- Leaving the table and the surrounding area clean and orderly.
- Replacing chairs and putting trash in the proper receptacle.
- Eating in the cafeteria only.
- Not taking beverage containers outside the cafeteria.
- Students must stay on school grounds during lunch (unless signed out by a parent/guardian).

Change of Address or Name

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

Deliveries to Students

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

Drinks / Open Containers

Water is the only approved beverage in classrooms and hallways. Open containers of drinks such as coffee, juice pop, etc., are not to be brought into the building upon arriving at school, or after lunch. Any child who brings in a beverage, other than water, will need to finish it in the office before being sent to class. Students are not permitted to bring food for others.

Early Dismissal

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

Family Vacation

Foremost, the Avon Local School District feels that family vacations during the school year place a hardship on the student and therefore encourages parents to arrange vacations to coincide with school vacation/breaks. However, those family vacations, which cannot be scheduled during designated breaks, may be excused provided proper notice is given to the school and the child's current attendance status permits. Students who are going on a family vacation should pick up the "Student Vacation Request Form" in the school office at least one week prior to vacation. The form should be signed by the parent and each teacher, with assignments given, and returned to the school office before leaving on vacation. While most family vacations will be excused by the administration, days missed while on vacation count as an absence in a student's bank of 10 days per year. Students will assume responsibility of meeting with each teacher to make up all missed class work. Students who are absent on a short term basis (1-2 days) should make up missed assignments within a week after returning to school. Students who are absent for an extended period of time should make up their missed assignments as the teacher directs.

Fees and Financial Responsibility

All checks should be made payable to the Avon Board of Education. NSF checks will be assessed a \$10 return item fee, plus an additional check collection processing fee. Families unable to pay fees should contact the office. All fees must be paid by the end of the first grading period. Failure to do so will result in report cards being withheld until all fees are paid. All fines, lost textbooks, lost library books, assessments for damage to any school property, or any other event resulting in student financial liability must be paid prior to the end of the grading period in which the debt was incurred. Failure to do so will result in the report card being withheld until all financial obligations are met. Upon a student's graduation date, all financial obligations for all of a student's previous years in the Avon Schools must be paid in full or the student will not be permitted to participate in commencement and a diploma will not be issued. In addition no academic school records will be released for any reason until all financial obligations are met.

Field Trips and Extra-Curricular Trips

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

Home Instruction

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

Lockers

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

Lost & Found

All student materials (clothes, coats, supplies and lunches) should be clearly marked with the student's name. Students should report loss of personal property to the office. Lost and found items are maintained on a large table in both the North and South Rotunda. Items will be donated to charity once a quarter. The search of unattended personal belongings such as lunches, purses, bags, etc. will occur as a safety precaution.

Make-Up Work

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

Media Center

Library & Media Center Open Hours: Monday-Friday, 7:15 A.M.- 2:15 P.M. The Avon Heritage Library & Media Center has an extensive collection of developmentally-appropriate books, digital resources, and makerspace/STEM stations--along with flexible reading and collaboration zone--to support and inspire student learning. Heritage students visit the library on a fixed schedule weekly and are permitted and encouraged to check out books from the school library & media center during their library time. (Most digital materials may also be accessed from home at avonlocalschools.org/library.) Students may check out two books at a time, and the loan period is two weeks. There are no overdue fines. Books that are three weeks overdue will be considered lost. Students will be billed the replacement cost for any lost or damaged items. In most situations, any bills for lost or damaged library materials must be paid before another item may be checked out; however, please see library & media staff in situations of financial hardship or extenuating circumstances.

Media Information and Consent

School activities may be recorded and publicized via pictures, video and sound bytes. This material may be used in media presentations, such as television / cable, radio programs, newspaper articles, website, etc., to (a) extend recognition to students and/or (b) to provide publicity for the school district. Student addresses and telephone numbers will not be released. If you do not want your student's image photographed, taped or recorded, please contact the office for an exemption form.

Media/Public Relations

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

Office Hours

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

Parent Visitation

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

Recess

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

Sports Fan Conduct

At all school athletic contests, Avon students are a reflection of the school and community. As such, students are expected to conduct themselves with the ethics of good sportsmanship as a top priority. Students are expected to cheer for Avon athletes, not against the opposing team or referees. Students who wish to attend a home event and are not directly participating in the event as players or designated, supervised helpers are to arrive back on campus no earlier than 15 minutes before the first athletic event of the day (e.g., arrive at 4:15pm for a 4:30pm event). Otherwise, students will be considered to be loitering and subject to disciplinary action, according to the Code of Conduct. At all home

contests, students are required to sit in the bleachers

designated as the home side. At all away contests, students are required to sit in the bleachers that are designated for the visiting school. Only the official designated Avon cheerleading squads will be permitted on the floor, field, or track area to conduct cheers. All others must remain in the stands.

School Insurance

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

School Pictures

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

Social Media

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

Student Council

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

Student Planners/Agendas

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

Textbooks

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

Telephone Usage

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

Transfer Out of District

If a student is moving out of the district, a transfer form must be obtained from the Main Office. A counselor must be consulted first, all books returned, the locker emptied, and all bills paid. If a student moves during June and August when the office is closed, someone in the school office will help them with withdrawal papers. All school offices are closed in July. Please send the new address and the name of the new school, if known. A student’s records will be transferred to the new school at the parent’s written request providing there are no outstanding debts. Only senior students shall be considered for continued attendance at Avon once a student’s family has moved from the district. (Written notification from parent/guardian for Principal’s approval).

GRADES, CLASSES, GUIDANCE AND STUDENT RECOGNITION

Grading Policy

The Avon Local School District grading policy is as follows:

Letter Grade Percentage Point Value

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

Incomplete Grades

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

Incompletes

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

Interim/Progress Reports

To keep parents/guardians informed of student progress, the district provides students and parents' access to the internet-based PowerSchool program. Progress should be regularly reviewed by each parent/guardian.

Report Cards

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

Pearson PowerSchool

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

Promotion & 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.

Severe Weather - School Closings

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



Avon Local Schools 2023-2024

Board Approved 9/22

Important Dates

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

KEY:

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

August 2023						
S	M	T	W	T	F	S
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November 2023						
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February 2024						
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May 2024						
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September 2023						
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December 2023						
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March 2024						
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June 2024						
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October 2023						
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January 2024						
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April 2024						
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July 2024						
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