

# Avon Lake Elementary Schools

## Parent and Student Handbook

2014-2015



### **WELCOME TO THE AVON LAKE CITY SCHOOL DISTRICT!**

This elementary Parent/ Student Handbook provides information about policies and procedures that govern our schools. Please read the handbook and discuss the appropriate information with your child.

Many individuals are responsible for planning and implementing our excellent educational program. They include: Board of Education members, administrators, teachers, secretaries, tutors, nurses, teacher assistants, counselors, custodians, maintenance workers, psychologists, bus drivers, speech and language therapists, librarians, cafeteria personnel. Our success also is dependent on the cooperation and active involvement of our parents. Working together, Avon Lake students receive an outstanding start in their elementary years.

**Mission Statement of the Avon Lake Schools:**

The mission of the Avon Lake City Schools, a district committed to personalized educational excellence, is to challenge all students and develop their individual goals through community partnerships, resources and technologies which will produce responsible and compassionate citizens.

**Avon Lake Elementary Schools**

**EASTVIEW ELEMENTARY SCHOOL - Mr. Michael Matthews**

230 Lear Rd.

Avon Lake, Ohio 44012

Office Phone: 440-933-6283

(Attendance - available 24 hrs.) 440-930-7012

**ERIEVIEW ELEMENTARY SCHOOL - Ms. Natalie Fior**

32630 Electric Blvd.

Avon Lake, Ohio 44012

Office Phone: 440-933-6282

(Attendance - available 24 hrs.) 440-930-8293

**REDWOOD ELEMENTARY SCHOOL - Mr. T.J. Ebert**

32967 Redwood Blvd.

Avon Lake, Ohio 44012

Office Phone: (440) 933-5145

(Attendance - available 24 hrs.) 440-933-8291

**WESTVIEW ELEMENTARY SCHOOL - Mr. Paul Holland**

155 Moore Rd.

Avon Lake, OH 44012

Office Phone: 440-933-8131

(Attendance - available 24 hrs.) 440-930-8292

**SCHOOL HOURS:**

AM Kindergarten

8:45-11:30

PM Kindergarten

12:30-3:15

All-Day Kindergarten and Grades1-4

8:45-3:15

## District Telephone Numbers

|                             |           |
|-----------------------------|-----------|
| Superintendent              | 933-6210  |
| Pupil Personnel             | 933-4829  |
| Athletic Director           | 933-5164  |
| Treasurer                   | 933-5163  |
| Business Office             | 933-5163  |
| High School                 | 933-6290  |
| Troy Intermediate School    | 933 -2701 |
| Learwood Junior High School | 933-8142  |
| LEAPS Preschool Program     | 930-8226  |
| Transportation Department   | 933-9802  |

## TABLE OF CONTENTS

|                                   |          |     |
|-----------------------------------|----------|-----|
| Attendance                        | Policies | and |
| Procedures.....                   |          |     |
| Emergency School Closing.....     |          |     |
| Student Health and Safety.....    |          |     |
| Emergency Drills.....             |          |     |
| Bus and Bike Safety.....          |          |     |
| Special Services.....             |          |     |
| Testing and Student Records.....  |          |     |
| Student Conduct.....              |          |     |
| Curriculum.....                   |          |     |
| Related Academic Information..... |          |     |
| Miscellaneous.....                |          |     |
| Index.....                        |          |     |

## Additional Documents

ALCS Bus Safety Rules

District  
calendar

Communication Information Sheet for "GradeBook Wizard"

Guidelines for Elementary Computer Use (K-6)

\*ALCS FERPA Notice regarding Directory Information

Internet/Web Publishing and/or Cable Television Broadcast of  
Student work, student photographs and student videos.

\*Parent and Student Signature Sheet

\*Copy for signature distributed at school.

The ALSC District Policy Manual may be viewed online: <http://policy.ctspublish.com/avonlake-osba>

# **ATTENDANCE POLICIES AND PROCEDURES**

A student shall fail or be denied credit for the school year or semester if twenty (20) absences (or ten a semester) are accumulated for individual classes.

## **APPROVED ABSENCES**

- Personal illness with a doctor's written excuse
- Medical appointments with a doctor's written excuse.
- Court appointments.
- Death of a relative and or funeral.
- School approved field trips or extra-curricular activities.
- Extenuating circumstances warranting individual consideration by the building principal.

## **PLANNED ABSENCE**

The Avon Lake Board of Education policy requires the principal receive written notice at least two school days before a planned absence (family vacation, family business, etc.) Class assignments will be provided. In order to maintain continuity of instruction and enable the students to be quickly reintegrated into the classroom, it is expected that the assignments will be completed when the student returns to school.

## **REPORTING PROCEDURE FOR ABSENCE**

The following information must be provided when reporting an absence. Calls must be received by 8:15 a.m. on the day of the absence. Email should not not used to report student absences.

- **Student's name**
- **Date of absence**
- **Teacher's name**
- **Reason for absence**

Students who arrive **tardy** to school are to report directly to the office **with a parent or adult**. No student should go to class without reporting to the office first. Parents are asked to send a signed note with the child upon return from an absence.

## **WHEN SHOULD YOUR CHILD STAY HOME?**

Your child should stay home from school or will be sent home from school if they display one or more of the following symptoms:

- Temperature above 100.0 degrees
- Unknown rash
- Nausea, vomiting or diarrhea
- Severe pain
- Sore throat and/or swollen glands
- Severe cough and/or congestion
- Any communicable disease that restriction is recommended by The Ohio Department of Health
- Please note your child should be fever free for 24 hours without taking fever reducing medications before returning to school.

- Please note your child is not able to return to school if they have had an episode of vomiting or diarrhea they must be symptom free for 24 hours before returning to school.
- Please note if your child is started on an antibiotic for a communicable disease they must receive 24 hours of the medication before returning to school.

Please understand that if your child is ill, it may affect your child's ability to learn. Many illnesses are contagious and can be spread among healthy classmates causing a higher incidence of illness and absenteeism.

It is your responsibility to report your child's absence from school. Reporting your child's type of illness is very helpful in tracking incidence and type of illness.

If you have any questions concerning our policies or a health related problem, please feel free to contact the Nursing Staff during school hours.

## **ARRIVAL AT SCHOOL**

The school day begins at 8:45 a.m. Students may enter buildings at 8:30. Upon entering, students are to go directly to their classrooms. During inclement weather, students would be directed by safety patrol where to wait. When dropped off by car, they may come in the nearest entrance. Those students who are not bus riders should arrive to school at 8:30 a.m. The tardy bell rings at 8:45 a.m. Students use the time from 8:30 a.m. to 8:45 a.m. to organize and prepare for their day.

## **DISMISSAL FROM SCHOOL**

When students are to leave school in other than the usual manner (i.e. bus riders who are picked up by a parent), a note signed by a parent/guardian must be provided to the classroom teacher.

## **TARDINESS**

Any student arriving after the start of the instructional day (8:45 a.m.) is considered tardy. Tardiness will be recorded in the 9-week report card. *Please remember, a parent or adult MUST accompany a student into the school building to obtain a tardy slip.*

## **RELEASE DURING THE SCHOOL DAY**

If a student is to be excused from school during the school day, the parent/guardian must send a note to the school office. The note must indicate the time, date and reason for release and who will pick up the student. The student must be signed out in the office on the day of the appointment.

## **EMERGENCY SCHOOL CLOSING**

When it becomes necessary to close the schools, the schools rely on the district wide automated calling system as well as local radio and television stations to communicate information. Many television stations will email you announcements.

Radio station WEOL (Lorain-Elyria, AM 93) has always made the announcements promptly and accurately and the Avon Lake Schools will continue to use their service in addition to that of the news services.

Parents should make a judgment about whether to send their children to school when bad weather exists even though the schools are open for classes. The schools will accept the parents' decision in this matter, and the student will not be counted as truant. In the case of elementary students, the days that parents elect to keep students home due to bad weather or hazardous road or sidewalk conditions will not count towards the twenty day absence limit in the attendance policy.

## **STUDENT HEALTH AND SAFETY**

### **SCHOOL NURSE**

Our nurse is employed by the Avon Lake Schools and visits our school on a daily basis. If you wish to contact the nurse for information, please call the school office.

### **EMERGENCY MEDICAL FORMS**

Each school is required by Board of Election Policy 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. This form must be returned to school by the end of the first week of school.

### **CHANGE OF ADDRESS OR TELEPHONE**

A parent should inform the office if he or she has a change of address or telephone number in order to help in addressing mailings and in case of an emergency. Changes in an address require a change of address form including proof of residency. Please refer to the change of address form on the school district website [www.avonlakecityschools.org](http://www.avonlakecityschools.org) It is under the resources tab.

### **MEDICATION**

It is the policy of the Avon Lake City Schools Board of Education to discourage the administering of any oral medication (prescription or non-prescription) to students by school personnel. We do, however, understand that the health needs of some students require that medication be taken during the school day. For student who must take oral medication (prescription or non-prescription) at school, the following requirements must be met:

1. The parent must obtain a written order from a Licensed Health Care Provider requesting that oral medication be given at school. This order must include the name of the medication and the possible side effects. **Forms are available in the school office.**

2. The medication is to be provided in the original container dispensed by the prescribing Licensed Health Care Provider or Licensed Pharmacist with the student's name, name of medication, when it is to be given, name of pharmacy and prescription number on the container.
3. If medication of licensed Health Care Provider is changed, the above process must be repeated. The school principal must be notified ANY change immediately.
4. **New forms must be used each school year.**

**THE OFFICE CANNOT ADMINISTER ANY MEDICATION  
WITHOUT THE PROPER FORMS.**

## **ILLNESS/INJURY**

Even though safety is a primary concern and we do everything in our power to keep children safe, an accident or injury at school may occur. You will be notified immediately of an accident or serious injury. The following injuries will result in a phone call to the parent to make a decision regarding the child: injuries to the head, suspected fracture, unconsciousness, unusual pain or discomfort and any doubtful situation. Minor injuries will be cleaned and bandaged. A student who becomes ill and cannot attend class will be sent home with a parent or a person named on the emergency form.

Emergency forms are ESSENTIAL. Please keep the office informed if there is any change in a telephone number (work, cell, etc...) or a change in doctor.

## **EMERGENCY DRILLS**

### **FIRE DRILLS**

A fire drill must be held at least once a month. The buildings must be completely evacuated without prior warning during these drills. Order, as well as speed is essential. Teachers and students have been thoroughly instructed regarding proper routes and manner of exit during these drills. Instructions are also posted in each room. Absolute quiet is essential under these circumstances.

### **TORNADO DRILLS**

Tornado drills are conducted as well during tornado season (April-June).

### **SAFETY DRILLS**

Your child's safety is always a primary concern; therefore safety drills will be conducted throughout the year using the A.L.I.C.E. strategy. The philosophy behind the A.L.I.C.E. plan is to utilize technology and information in ways that allow staff and students to make informed decisions in the event of a crisis. A.L.I.C.E. stands for alert, lock down, inform, counter and evacuate.

**Alert-** Get the word out! Use clear, concise language to convey the location of the event.

- Lockdown-** Allow aggressive use of current technology and procedures.  
**Inform-** Communication allows for good decision making.  
**Counter-** Apply skills to distract, confuse and gain control.  
**Evacuate-** Leave the danger.

## **BUS AND BIKE SAFETY**

### **GENERAL BUS RULES**

*Transportation services are provided as a privilege by the Avon Lake Board of Education.* Pupils who ride the buses are expected to conduct themselves in an orderly manner at all times. Loud talking, yelling, or the creation of any unnecessary disturbance could distract the driver and cause a serious accident.

If a child receives a bus conduct report from the driver, he or she will be called to the office by the principal. The child will be asked to explain his or her actions and will review appropriate and expected behavior. Additional consequences will be determined as they relate to the rule which was broken. Pupils who repeatedly fail to comply with the established bus rules will be denied the privilege of riding the school bus.

Bus rules are printed on the back of the white emergency medical authorization. This form should be signed by the student and parent acknowledging that these rules have been read. The bus rules are as follows:

- Be courteous; treat the driver and all other students with respect.
- Use no profane language.
- Do not chew gum, eat, or drink on the bus.
- Cooperate with the driver.
- Do not smoke. Smoking is prohibited in all school facilities including buses.
- Remain seated when the bus is in motion.
- Keep hands, head, and feet inside the bus.
- Do not tamper with any bus equipment.
- Always sit in your assigned seat. There are no exceptions to this rule.
- Do not bring large school projects or pets on the bus.
- Weapons of any nature are not to be brought to any school building.

It is essential for the safety of the child and good home-school communication that you send a note with your child about appointments, change in child care, or any change in routine. Our policy is to send a child home unless we have other instructions from you in writing.

### **SAFETY BUS SIGNALS**

When students get on or off the bus and must cross a street, the driver's hand will be on the window to indicate caution. When the hand is lowered, the student may advance, look both ways, and cross the street. The driver will blow the horn to indicate danger.



.....IMPORTANT NOTE.....Failure to obey the bus rules will result in a referral to the building principal. Disciplinary action may take the form of loss of transportation privileges.

## **BIKE RIDERS**

- **Only students in grades three and four may ride bicycles to school, unless accompanied by an adult.**
- A permission slip must be on file and have an updated license attached to the bike.
- Bikes are to be parked in the racks with a **chain and/or lock** during school.
- Bicycle riders have the responsibility to become familiar with bicycle safety practices and are subject to the same rules and regulations that govern walkers.
- Students are instructed to walk their bike on school property.
- The school will not accept responsibility for care or supervision of bicycles.

## **SPECIAL SERVICES**

### **READING INTERVENTION**

Each child who qualifies receives tutoring each day. Throughout the year students work on decoding skills, oral reading, and reading comprehension. The goal of the program is to help each student become a successful reader.

### **SPECIAL EDUCATION**

The Special Education programs offer either a tutor or resource room teacher to those students who qualify. The extent and type of participation are determined by individual need as outlined in each student's Individual Education Plan (I.E.P.). Special programs are available to serve students. Mainstreaming for these students is regularly a part of their IEP. Excellent communication is maintained between the resource and core teachers. IEP's are also written as cooperative programs so students can receive instruction in the regular class but still be able to access the Intervention Specialist for help when needed.

### **ACADEMIC RESOURCE PROGRAM**

The Academic Resource Program at the elementary level serves third and fourth grade students. Those students who meet specific criteria are part of the program. These students are identified based on their IQ score and overall achievement score on district measures. The students meet weekly on lessons concentrating on creative problem solving, research, higher-level thinking and affective skills. Enrichment mini-classes are also offered to students who are self-motivated, above average academically and creative.

### **ADVANCED LANGUAGE ARTS**

In our elementary schools, fourth grade students who are identified as gifted as well as students who have scored a 95 or above in their Reading MAPS assessment will be

grouped together by grade level for their core instruction in reading so that they may receive instruction at an appropriate pace and depth. The students in these classes mix with peers from other classes at their grade level. An emphasis is on teaching a balanced, differentiated language arts program that is instructionally suitable for students who can move at a faster rate. The enrichment teacher plans with and works with all language arts teachers at the school to maintain a curriculum that mirrors what students in the other classes are doing with an emphasis on higher level questioning and activities.

## **GUIDANCE AND COUNSELING**

The elementary guidance counselor is on staff to help students, teachers, and parent, and is typically available three days a week. The counselor conducts group guidance programs in the classrooms on a regular basis. Topics of discussion focus on areas to help students grow in a safe and positive manner. Students may request to see the counselor, or referrals can be made. Counseling may be conducted individually and/or in small groups.

## **SPEECH SERVICES**

A corrective speech program is available for all students who qualify through a screening procedure and/or recommendation from a licensed health care provider. Parents of any child in need of speech therapy should notify the school office.

## **TESTING AND STUDENT RECORDS**

### **TESTING**

Personal attention to student needs is important as we attempt to prevent learning problems. Student progress is closely monitored using criterion-referenced and standardized tests and the Ohio Achievement Assessment. We will be using MAPS to monitor the progress of students this school year. "End-of-book" tests may be administered in reading to evaluate students' progression to the next instructional level. Unit or chapter tests in each subject are administered frequently to assess progress. Students' permanent records contain test data and a record of student progress by grading period.

### **ACCESS TO STUDENT RECORDS**

Student records are confidential and are protected by the privacy act. Only the school staff and the child's natural parents or legal guardians have access to the records. A divorce or change in custody does not change the rights of the natural parent to their child's records. The child's legal name must be used on all records.

## **STUDENT CONDUCT**

### **PHILOSOPHY**

The staff creates an accepting and supportive environment through the practice of several beliefs that prove self-discipline is the key to good discipline. Respect and

caring toward each other is believed important and modeled. Our discipline plan is based on the belief that no student has the right to interfere with the right of others to learn or the right of the teacher to teach. While we promote quiet and obedience to authority, it is also our belief that learning activities be so engaging that order and discipline result naturally.

We further believe self-discipline is fostered by giving students opportunities to practice responsibility in school and classroom activities and by giving students choices to make about their behavior and by recognizing students who demonstrate appropriate behavior. Our classroom guidance lessons are planned around good decision-making and responsibility, which are reinforced by teachers in daily activities. Guidance lessons are taught throughout the year. A course of study is available in the guidance office for your review. Please notify the counselor if you do not wish your child to participate in guidance activities.

Each classroom has a discipline plan that clearly identifies behavior expectations, rewards and consequences. Students are being trained to use conflict resolution skills to solve minor disagreements. More serious problems are to be referred to an adult for assistance. Parents are contacted for serious offenses.

## **ZERO TOLERANCE**

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior 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. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools 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 suspension or expulsion 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 Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she 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.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building. [Re-adoption date: January 8,2013] District Policy Manual

### **HAZING AND BULLYING** (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do 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. Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational

process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual. [Re-adoption date: June 12, 2012] District Policy Manual

## **GENERAL SCHOOL RULES**

The Avon Lake Code of Student Conduct appears in this handbook and provides in detail the guidelines and procedures governing student conduct and discipline in the Avon Lake Schools. <http://policy.ctspublish.com/avonlake-osba>. Each classroom teacher will review with students his/her discipline plan during the first days of school. Below are discipline procedures governing the cafeteria and the playground.

## **STUDENT DRESS CODE**

Rules governing appearance should be based upon Health and safety factors, cleanliness, comfort, cost and availability, current fashion or style good taste, conditions conducive to a learning atmosphere and the weather.

Guidelines for appearance and grooming in the Avon Lake City Schools are:

- Hair style must conform to health and safety standards.
- Tops (skirts, blouses, etc.) should meet waistband of pants.
- Boys and girls may wear tank tops but the straps should be three fingers in width.
- Girls' tops must have backs.
- Pants must be high enough to insure modesty.
- Skirts must be long enough to insure modesty.
- Footwear must be worn and conform to health and safety standards prescribed.
- Shoes with wheels or metal cleats may not be worn in the school building.
- Hair and clothing must be clean.
- Students are permitted to wear mid-thigh or lower in length shorts.
- Hats may not be worn in school except during special "theme" days.

In matters not outlined above, it is expected that all persons will exercise good judgment. Dress and appearance must always be appropriate for school-sponsored activities (classroom, field trips). Shirts with slogans or wording considered distracting to the school environment will not be permitted.

## **CAFETERIA RULES**

- Stay in your seat.. For permission to leave your seat, raise your hand.
- No extras until you have eaten all of your lunch.
- Clean up your area.
- Use your inside voice. No yelling.

Possible Consequences:

- Loss of recess and cafeteria privileges
- Visit to principal

## **PLAYGROUND SAFETY PROCEDURES**

### SLIDES

- Go up the steps of the slide. Don't climb up the sliding surface.
- Hold on with both hands going up the steps of the slide. Take one step at a time.
- Keep at least one arm's length between children.
- Slide down feet first, always sitting up, one at a time.
- Be sure no one is in front of the slide before sliding down.
- Be patient; wait for a turn without pushing or shoving.
- Leave the front of the slide after completing your turn.

### SWINGS

- Sit in the center of the swing, never stand or kneel.
- Hold on with both hands.
- Stop the swing before getting off.
- Walk way around a moving swing--not too close to the front or the back.
- Have only one person in a swing at a time.
- Never swing empty swings or twist swing chains.

## CLIMBING EQUIPMENT

- Use the “lock grip” for climbing and holding. Grasp bars tightly.
- Watch carefully when climbing down; avoid other children climbing up.
- Don’t allow too many people on the equipment at the same time.
- On horizontal ladders and bars all children should start at the same end of the equipment and, using the lock grip, move in the same direction.
- Children must stay well behind the person in front and not swing feet.
- Never use the equipment when it’s wet.
- Drop from the bars with knees slightly bend and land on both feet.
- Do not walk across the top of equipment.

## OTHER:

1. Touch football only
2. **No toys including all electronic** devices on the playground (includes remote controlled)
3. No hard baseballs on playground
4. No throwing of snow or ice at any time
5. Sliding on ice is prohibited.
6. No gum or candy or food is to be taken out to the playground.
7. Stay away from open windows.
8. No skateboarding or rollerblading is permitted during or after school hours.

## RECESS CLOTHING POLICY:

If a student wears a coat to school it is assumed that the parent wishes the child to wear the coat at recess. Thus, he or she will be expected to wear the coat outdoors at recess. If the child becomes warm from playing an active game at recess or the temperature has climbed significantly during the morning hours, he or she may take off the coat providing the temperature is at a reasonable degree. The noon supervisors shall determine what is reasonable at the time of recess and act accordingly. What the student is wearing under the coat (t-shirt, sweatshirt, etc.) will also be taken into consideration. If a parent has a special request regarding a coat, it is the responsibility of the parent to advise the school in writing prior to the regular recess time of the specific instruction to be followed.

Tennis shoes or street shoes are required for recess play. Flip flops are not safe choice for playground activities.

In the winter months, we strongly recommend that parents provide hats, gloves, waterproof boots and snow pants for their children and require them to wear them during recess. Tennis shoes and “fashion boots” are not sufficient protection during temperatures below the freezing point. Students will not be permitted to play in the snow if they do not have appropriate shoes. Outside temperature and wind chill are taken into consideration to determine outside recess each day during the winter months. Normally, **if the wind chill factor is above 20 degrees Fahrenheit**, students will be permitted outdoors. In such cases where the temperature is below the 20 degrees wind chill, students may have an abbreviated recess or short walk around the school grounds for some fresh air.

## **CURRICULUM**

The curriculum is under continuous study in order to keep current and to ensure that the best materials, equipment and strategies are being provided. In 2010, the state of Ohio adopted the Common Core Standards in English Language Arts and Mathematics. Courses of study were written by teachers and administrative coordinators under the supervision of the Superintendent and were approved by the Board of Education.

Curriculum, in the broadest sense, includes all the experiences that children have at school. We believe that all children can learn and that it is our responsibility to actively engage students in the learning process. We strive to deliver an integrated curriculum that provides meaning, depth and student inquiry.

Students are heterogeneously grouped for all subjects. Individual needs are met through differentiated instruction and flexible grouping within each class.

### **LANGUAGE ARTS**

Language Arts curriculum is built around four English Language Arts strands: Reading, Writing, Speaking and Listening and Language. High quality literature is the basis of instruction with an emphasis on content-rich nonfiction. Students read complex texts and use evidence from the text in their writing.

### **MATHEMATICS**

The emphasis on the elementary math curriculum is to build a foundation on whole numbers, addition, subtraction, multiplication, division, fractions and decimals. Problem solving, reasoning and communicating are emphasized to facilitate success and confidence in math. As a partner in education, we encourage parents in helping their children acquire mastery of the basic facts and principles.

### **SOCIAL STUDIES**

The social studies curriculum weaves together concepts from history, sociology, geography, philosophy, economics and political science. The goal of the program is to help students evolve into informed, enlightened and productive members of society. Units of study have been developed at each grade level and incorporated with literature.

### **SCIENCE**

The science program emphasizes inquiry and hands-on experiences. Science units have been developed at each grade level to ensure in-depth study of physical, earth and life science topics.

### **ART**

The art program stresses creativity and art appreciation. Creativity is encouraged through the use of different media. Students are given many opportunities to develop



capabilities and express their creativity. Whenever possible, art is integrated into the language arts, science and social studies curriculum.

## **MUSIC**

The music program develops, in students, an appreciation and enjoyment of a variety of types of music. Students' skills and knowledge are carefully developed. They are given opportunities to perform throughout the year. Whenever possible, music is integrated into the language arts, science and social studies curriculum.

## **PHYSICAL EDUCATION**

An organized physical education program emphasizes physical fitness, team participation, good sportsmanship and the importance of physical activity to a sound mind and body.

## **RELATED ACADEMIC INFORMATION**

### **BOOK FEES/BOOK FINES**

The books issued to students by each classroom teacher are Board of Education property and must be handled with care. There will be a fee to pay for rebinding or replacement if books are damaged or lost. Workbooks purchased with money from the "workbook fees" will become the property of the student at the end of the school year or once the booklet is completed.

Students will be assessed a fee for such things as workbooks, literature books and materials used to supplement our course of study. The cost of the materials plus a small fee to pay shipping will be assessed. A workbook fee notice will be sent home after school begins regarding the cost of instructional materials.

If assistance is needed to cover the cost of book fees, please contact your building principal. Books and materials purchased with these funds are the property of the student. Report cards are held until full payment is complete.

### **HOMEWORK/ASSIGNMENTS**

Homework can promote good attitudes and study habits and dispels the belief that learning occurs only in school. Homework also provides parents with the opportunity to express how much education is valued. Parents can help by providing conditions conducive to study and by planning a good study schedule. Parents can also encourage children to extend the interest aroused in the classroom through hobbies, collections, pleasure reading and trips to interesting places. Please see that all assigned work is completed and that all materials and books are brought to school each day.

### **FIELD TRIPS**

Field trips may be planned during the year to enrich and enhance the learning that takes place in the classrooms. Students going on field trips must return the signed parent permission form which indicates parent approval. Students must have an emergency

medical form on file in the office prior to the trip. Parent chaperones are an important part of these trips.

There is no cost for bus transportation for classroom field trips. A nominal fee may be charged for admission at the time of the trip. Your child's teacher may outline the planned trips for the school year early in the year so that you may plan ahead for any additional costs. A detailed accounting of trip fees is available in the school office. Financial issues may be discussed with your building principal.

## **COMPUTERS**

Each classroom has instructional and student computers used to support instruction as well as research purposes. Students are provided with a scheduled time in the computer lab to receive direct instruction in using the computer as a learning resource and to safely navigate in the online environment. Wireless laptop computers (netbooks) and/or I pads are available to students. All classrooms and the lab are connected to the Internet to provide students and staff with excellent research capabilities. Each building is now "wireless" which provides more learning opportunities. Promethean ActivBoards, Activotes and Activexpressions are other technology tools that are regularly used by teachers to enhance instruction.

## **MEDIA CENTER**

The Media Center staff consists of a Library Assistant and a Computer Lab Assistant. Students meet once per week to participate in planned activities that encompass library and research skills and literature appreciation. Students may select up to three books per week and also have the opportunity to utilize the computers in our lab on a weekly basis. Students may visit the Media Center during unscheduled times with permission from the classroom teacher. Computer programs offered are designed to support the classroom academic program taught by the teacher. Online assessments may also be administered in the Media Center.

## **MISCELLANEOUS**

### **VISITORS**

Visitors are always welcome in our schools. As a courtesy to the teacher, before visiting please send in a note or call in advance. All visitors must report and sign in at the office before going to other parts of the building. All visitors must wear a "Visitor Badge" while in the school.

### **CAFETERIA**

The cafeteria besides being a lunch room is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners.

**A "school lunch" menu is sent home every month. Costs and guidelines for using the district-wide Point of Sale lunch program will be sent home at the beginning of the school year. Information is always available online at [www.avonlakecityschools.org](http://www.avonlakecityschools.org)**

## **PTA VOLUNTEERS**

Volunteers offer assistance to teachers in a number of ways. Some tutor individual students while others may work with a small group of children and review or practice skills introduced in the classroom. Volunteers may also help by reading to children and listening to them read. Occasionally, volunteers help teachers by copying materials or preparing visual aids that are used later in the classroom. Each teacher plans the volunteer schedules for his/her classroom. Volunteers may also assist with assemblies and special events.

## **SCHOOL ACTIVITIES**

To make learning more meaningful, supplements are offered at certain grade levels at each elementary school. All students participate in classroom guidance activities. Other activities available to students include: the Lorain County Spelling Bee, the PTA Creative Arts Fair ("Reflections"), Student Council, Safety Patrol, Kids Community Service Club and Choir. Students may also assist in areas like the library and cafeteria. School-wide assemblies are held at various times during the school year and resource people are used to supplement the curriculum.

## **INVITATIONS**

Invitations may only be distributed through classrooms if all students in the class will receive an invitation to the event.

# **GENERAL OPERATING PROCEDURES**

## **AFTER SCHOOL CARE - REDWOOD ELEMENTARY**

Parents must notify the school in writing about before and after school care prior to the beginning of the school year. This is essential so each teacher and the office staff knows which bus the student will ride each day. **All changes must be made in writing.** Without this information the child will be dismissed in the normal manner. No student will be dismissed to anyone from the school building, except the legal guardian, without prior approval.

## **LOST AND FOUND**

A "Lost and Found Area" is located in each elementary school. We keep eyeglasses, watches, and jewelry in the office that have not been claimed. Full names on clothing (boots, jackets, etc.) are most helpful. All unclaimed items will be donated to the needy or discarded where applicable after each grading period ends.

## **CONFERENCES**

We urge you to accept our invitation to confer with your child's teacher. Students are dismissed early during the school year for this purpose. A parent-teacher conference is a two-way communication that brings together a child's school life and his/her home life, and reveals how seriously one can affect the other. Working together and discussing a child's interests, attitudes, habits, concerns and problems can lead to an improved educational program and an increased learning on the part of parent, teacher and child.

## **ENROLLMENT**

To be enrolled in an Avon Lake City public school, a child must be residing in the city with the adult who has legal custody (court documents must be shown to school officials and a Legal Residence Verification must be signed. Forms are available through the Avon Lake District Registrar's Office 175 Avon Belden Road. Parents will be required to provide documentation proving residency. A tuition fee will be charged to non-residents. Permission from the superintendent is required in such cases.

A child, who has reached the fifth birthday on or before August 1st, may enter kindergarten for this school year. A parent may choose not to send the child to kindergarten upon reaching five years of age. However, a child who will be six years old on or before September 30 of a given school year must attend school starting with kindergarten. A child who turns five years of age between September 1 and December 31, may, by parent request, be assessed for "Early Entrance" to kindergarten.

## **GRADING SCALE FOR REPORT CARDS**

|                 |                |
|-----------------|----------------|
| A+ = 100% - 97% | C+ = 79% - 77% |
| A = 96% - 94%   | C = 76% - 74%  |
| A- = 93% - 90%  | C- = 73% - 70% |

|                |                 |
|----------------|-----------------|
| B+ = 89% - 87% | D+ = 69% - 67%  |
| B = 86% - 84%  | D = 66% - 64%   |
| B- = 83% - 80% | D- = 63% - 60%  |
|                | F = 59% - Below |

\* = Modified/Accommodated Curriculum

NA = No evaluation was done during this grading period.

## **INCOMPLETE GRADES**

Incomplete grades recorded at the end of any grading period normally must be changed to the appropriate letter grade within 10 days. The principal must approve any exception which a teacher deems necessary.

## **LUNCH PROGRAM**

Students eating at school may carry their lunch or purchase a lunch. Milk or other beverages will be available. Non-carbonated beverages may be brought from home (No glass containers of any kind, please). Supervisors monitor the cafeteria and see to children's needs during the lunch period.

If your child forgets his/her lunch, check the schedule below so you can bring the lunch to the office ahead of the assigned time. Arrangements will be made to get the lunch to the child. If a child forgets or loses his or her lunch money, he or she may borrow for the day with the understanding it is to be re-paid promptly. An accurate account is made of all borrowing. A "lunch money" envelope will be given to student to inform parents of students who are remiss in repaying lunch debts. Students who owe money may be denied the privilege of borrowing until the debt is repaid. A sandwich of a peanut butter and jelly or cheese and milk will be provided in these instances. Students have recess prior to eating their lunch. Any student who is not finished with his/her

lunch will be provided additional time, as needed. Time includes travel to cafeteria and playgrounds.) Students in grades Full day Kindergarten through four may eat at home. Parents must pick up students after signing student out in the main office. See schedule below.

## **THE SCHOOL'S RESPONSIBILITY OF STUDENTS**

Various safety procedures such as training in the use of equipment, explanation of school rules, student sign-out procedures, safety inspections, etc. all occur to safeguard the well-being of your child during school hours. We accept responsibility for students only from 8:25 AM until they leave school property after dismissal and for bus students until they board the bus.

After dismissal, students are to leave the school grounds, unless accompanied by an adult. ***Students should not come to the playground until they have arrived home and received permission from their parent or guardian to return.*** The school will not accept responsibility for actions of students off school property. Those returning to school grounds to play on the equipment or other property, after dismissal, in the evening or on weekends do so at their own risk. The school is not responsible for students walking to and from school unless they are on school property.

## **PROHIBITION AGAINST HARASSMENT**

Students who engage in harassment will be subject to appropriate discipline, including suspension or expulsion. Harassment is any activity that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

## **THE SCHOOL'S RESPONSIBILITY OF STUDENT PROPERTY**

Students are given a supply list to begin each school year. Desks and lockers are assigned where students may keep their belongings. Only those items requested by the school and those items needed for the well-being of the student such as boots, recorders etc. are to be at school. Toys, electronics, (iPods) video games, trading cards or other valuables that are not directly related to the educational process should not be brought to school.

***Cell phones:*** We understand that in some cases it may be necessary for students to bring a cell phone to school. During school hours, students must keep the phone in their locker turned off. Teachers may give students permission to use the phone if it has been pre-arranged with parents and the teacher. The school will not be responsible for any such items.

## **SAFETY PATROL COVERAGE**

Being mindful of the necessity for the safety of children, the schools provide students the opportunity to act as Safety Patrols to assist children in crossing streets and loading buses. Safety Patrol students are to be treated with respect by all students. There is an adult crossing guard stationed as well.



## AVON LAKE CITY SCHOOLS – Bus Safety Rules



Whether a student rides back and forth to school or rides the school bus on an occasional field trip, it is important to know the bus safety rules. Parents and students should review rules together and sign the form below in the spaces provided.

1. Pupils must arrive at the bus stop before the bus is scheduled to arrive (5 minutes early).
2. Pupils must wait in a location clear of traffic and away from the bus stop - driver's designated place of safety.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an assigned seat so the bus may safely resume motion. They must sit in a position that will provide maximum protection by the barrier.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and treat the driver and all other students respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating, drinking and chewing gum on the bus. \*
9. Pupils must not use tobacco in school facilities, including on the bus.
10. Pupils must not throw or pass objects on, from, or into the bus.
11. Pupils may carry, on the bus, only objects that can be held in their laps. Do not bring large school projects or pets on the bus.
12. Pupils must leave or board the bus at the location they have been assigned. Parental and administrative authorization is required to do otherwise.
13. Guests may ride only in emergency situations, and then only after receiving permission from the building principal.
14. Weapons of any nature are not to be brought to any school building or function; nor are they permitted on the school bus.
15. Pupils must not put head or arms out the of the bus windows.
16. There should be a parent of the student at the stop both before and after school.

\* There may be situations on field or athletic trips where food may be consumed on the bus with the driver's/administrator's permission, and only when the bus is stopped.

### SAFETY SIGNALS

When students get on or off the bus, the driver will give the student the signal by slowly dropping their hand straight down when it is safe to cross or (door side) proceed to the bus. Students should always check traffic on their own before crossing. If the driver blows their horn that means DANGER! Check traffic again. If you see no danger, look back at your driver for further instructions.

### IMPORTANT NOTE

Failure to obey the bus rules will result in a referral to the building principal. Disciplinary action may take the form of loss of transportation privileges.

Student's Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## Avon Lake City Schools

### E-Mail Communication/GradeBookWizard Information Sheet



This document supplies you with important information regarding parent/teacher e-mail communication and our **GradeBookWizard** electronic grade book. The Avon Lake City Schools provide its teachers with access to electronic mail (e-mail) for educational purposes and District-related business. The District believes that access to e-mail and other technological recourses provides the ability to gather and disseminate information, as well as to enhance home/school communication.

While e-mail may be the most effective way of communicating with your child's teacher, it should not be assumed that e-mail correspondence is entirely private and confidential. The District undertakes a number of measures to ensure the security and integrity of its technological recourses. However, e-mail travels all over the Internet where unauthorized individuals may be able to access an e-mail exchange between a parent and a teacher. Additionally, an e-mail message may be forwarded to the wrong person or e-mail address. Therefore, it may still be best for parents to utilize another method of communication when informing a teacher of particularly sensitive material or requesting a teacher to provide the same.

The Avon Lake City Schools uses a grade book program called **GradeBookWizard** in the classrooms. This program allows parents and students to go online and check your student's progress any time throughout the school year using a secure login created for you through the program. In addition to being a grade book, **GradeBookWizard** also provides a class website where students and parents can see class announcements, assignments, homework, and other information about a class in which your child is enrolled. Please note that initially teachers may not be using all of these features. At the beginning of the year, teachers will notify you which features are available.

In order to facilitate the accessibility of the **GradeBookWizard** logins and passwords and for the purposes of e-mail communications with school staff, as a district, we are asking that parents submit their e-mail address to the school secretary by completing the *Parent & Student Signature Sheet* located in the Student Handbook. In return, you will receive an e-mail confirmation of your login and password. Please note that if you have multiple children in the district, you will have a separate login and password for access to each child's progress, assignments, homework and announcements throughout the school year. Note: **GradeBookWizard** keeps track of separate logins for students and their parents (if applicable in your child's classroom). Also, please note that if you and your student were assigned a login and password last year, you will use the same login and password this year.

Once you receive an e-mail confirmation for **GradeBookWizard**, go to <http://gradebookwizard.com>. Once you have logged in, you can visit the different areas of the webpage by clicking on the links in the left-most column of the main page.

**GradeBookWizard** can send e-mail notifications to you for certain events, such as when your student misses an assignment. However, teachers will not be using this function until we receive confirmation from you to access this feature.

If you have any questions or concerns, please do not hesitate to contact your teacher or building principal.



AVON LAKE CITY SCHOOLS

GUIDELINES FOR ELEMENTARY COMPUTER USE (GRADES K-6)

The District allows elementary students to use its computers and related technology to support education and enhance learning. The computer lab and related technology are intended to provide students access to educational resources and opportunities for collaborative work. Use of the District's computers and technology systems is a privilege that may be revoked if a student does not follow certain guidelines and act appropriately when using the systems.

All students utilizing the lab must agree to abide by the following conditions:

1. The student assumes responsibility for his/her actions while using the computer equipment systems. The student may be responsible for damage caused to the computer or technological resources, whether such damage was intentional or accidental.
  2. The student must use the computer systems for educational purposes related to their schoolwork.
  3. No food or drink is to be present during computer use.
  4. No student is permitted to install his/her own software to the hard drive unless approved by the building principal or teacher. Also, no student is permitted to copy any software owned by the District.
  5. Students must keep their passwords secret from other students. The student will be responsible for any e-mail or other activity that occurs under his/her account.
  6. No student is permitted to use the password of another student, log on as any other person or pretend to be any other person when using the computer system, including e-mail and the Internet.
  7. No student is permitted to reveal his/her or any other student's phone number, home address, personal e-mail address or picture to any other person through e-mail or to any bulletin board, chat room or other site on the Internet.
  8. All school regulations and policies regarding appropriate behavior and accessing obscene material apply to all Internet usage. A good rule to follow is never view or send information or pictures that you would not want your teacher or parent to see.
  9. The student understands that his/her e-mail, files, visits to Internet sites and other computer-related activities are not private and may be seen by others. Teachers and administrators may access those messages, files or records for various reasons.
-

### Filtering and Monitoring

Pursuant to federal law, the District has implemented technology protection measures which block or filter Internet access to visual displays that are obscene, constitute child pornography or are harmful to minors. The District may also monitor online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Any student who attempts to disable the technology protection measures discussed above will be subject to discipline.

Nevertheless, parents/guardians are advised that an industrious user may be able to access information or images on the Internet the District has not authorized for educational purposes and which may be inappropriate, offensive, objectionable or controversial. Parents/guardians assume this risk by consenting to allow their student to use such resources.

### Handhelds

All aspects of our Acceptable Use Policy apply to the handhelds. However, please be aware that the handhelds are computers, and off campus we cannot enforce our protection services such as Internet filtering. Therefore, the user will have full Internet access where available. The handhelds are to be used only for the purposes stated in class. Students who violate these class rules will risk losing their privilege to use the handhelds. The teachers will perform random checks of each handheld device to ensure that these rules are being followed and that no inappropriate use is being conducted.

By signing the Parent and Student Signature Sheet for the 2013-2014 school year, you will give your child permission to use the handhelds in school and at home. Students are permitted to take the handhelds and peripherals home in order to keep them charged and do various home assignments. The student is responsible for any loss of equipment or damage done to the handheld and peripherals. If your child's designated handheld or peripherals are lost, stolen or damaged you will be responsible for the replacement or service of the handheld, up to \$300.

If we do not receive a signed agreement your child will have use of the handhelds during class time, but will not be permitted to take them home. If you have any questions, please feel free to contact us.

Waiver of Privacy

The District possesses the right to monitor, access and inspect any computer, device, network or Internet connection, e-mail system, files or other electronic media within its systems and any data, information, e-mail, transmission, upload, download or messages which may be contained therein. Therefore, all such data, information and the like are the property of the District and students specifically waive any right to privacy in anything they create, store, send, transmit, upload, download or receive on or through the District's computers, network, Internet connection or other online resources such as Google Apps and Study Island and electronic messaging systems.

Violations of the Policy

Violations of this policy are taken very seriously. Violations may result in the student's access privileges being revoked, as well as disciplinary action up to and including suspension or expulsion for a first offense. The District also will cooperate with government and civil authorities in the prosecution of any civil or criminal matter against any person who violates this policy.

Acknowledgment and Release

I have read and agree to follow the rules above. I understand if I violate this policy I may be subject to disciplinary action, including losing my privileges to use the District's computer resources and possibly suspension or expulsion.

As the parent or legal guardian of the student signing the Parent and Student Signature Sheet for the 2013-2014 School Year, I have read and understand the Acceptable Use Policy for Students and have discussed the rules and conditions of this policy with my child. I understand violations of this policy may result in disciplinary action as discussed above.

In consideration for the privilege of allowing my child to use the District's computer and technology resources, by signing the Parent and Student Signature Sheet for the 2013-2014 School Year, I hereby release the District and its providers, operators, administrators, and agents from any and all claims arising from the student's use or inability to use the District's computer, network, Internet connections, online resources such as Google Apps and Study Island, electronic messaging and related technological resources.

Avon Lake City School District  
Notice Regarding Directory Information (FERPA)



The Family Education Rights and Privacy Act (FERPA), a federal law, requires that the Avon Lake City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's/your education records.

**However, the District may disclose appropriately designed directory information without written consent, unless you advise the District to the contrary by completing and returning this form.**

The primary purpose of directory information is to allow the District to include certain student information (see below) in school publications, such as the yearbook, honor roll and other recognition lists, graduation programs and extracurricular programs. Directory information can also be disclosed to outside organizations without the consent from the student, if eighteen years of age, or parent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the District to provide military recruiters, upon request, with names, addresses and telephone numbers of students; unless the student or parent has advised the District they do not want such information disclosed.

The District's Board of Education has designated the following categories of personally identifiable information contained in student records as *directory information* that may be released at the Board's discretion:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Major field of study; if any
- Participation in officially recognized activities and sports
- Weight and height for members of athletic teams
- Dates of attendance
- Degree and/or awards received

The parent of any student under eighteen years of age or any student eighteen years of age or older may refuse to permit disclosure of any aforementioned information by completing and returning this form by **August 23, 2013**. The form should be returned to the appropriate school.

*Proceed to next page **ONLY** if you wish directory information to be withheld.*

Avon Lake City School District  
Notice Regarding Directory Information (FERPA)



Complete this page *ONLY* if you wish directory information to be withheld.

Student's Last Name \_\_\_\_\_ First \_\_\_\_\_

**OPTIONS**

*(Choose only Option #1 or #2 – Do not choose both.)*

Option #1 \_\_\_\_\_ I do not want any of my/my child's directory information released for any purpose.

*(Please note that if you elect this option, your child's name will not be included in publications such as the school newspaper, yearbook, Honor Roll, graduation programs, athletic or other extracurricular programs.)*

**OR**

Option #2 \_\_\_\_\_ I do not want my/my child's directory information released to the Armed Services, Military Recruiters, or Military Schools as allowed under the "opt out" rule in Section 9528 of the No Child Left Behind Act of 2001. My/my child's directory information may be released for use by school-affiliated groups.

**SIGNATURES**

**Parent of student under 18 years of age:**  
I am the parent or legal guardian of an underage student in the Avon Lake City School District.

Parent Name (Print) \_\_\_\_\_ Student's Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**OR**

**Student (if at least 18 years of age):**  
I am at least eighteen (18) years of age and a student in the Avon Lake City School District.

Student Signature (over 18 only) \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## **Avon Lake City Schools**

Internet/Web Publishing and/or Cable Television Broadcast  
of student work, student photographs and student videos



By signing the 2013-2014 School Year Parent and Student Signature Sheet:

I give permission to the Avon Lake City School District Board of Education to publish: (1) my student's creative work, such as a writing, art or other project; (2) photograph(s) of my student; and (3) videos of my student to the Internet/World Wide Web via District-sponsored Web site(s) and/or to broadcast these items on District-sponsored cable television programs. I also give the District permission to post my student's first name along with the creative work, photographs and/or videos being posted to the Internet/Web and/or being broadcast on cable television programs. I understand that at no point will my student's: (1) last name; (2) home address; (3) personal e-mail address; or (4) telephone number ever be posted along with such work, photograph or video. If, for some reason, the District wishes to post my student's first and last name, separate permission will be sought and obtained before posting such information.

I also understand that my student's creative work may be protected by copyright. With that understanding I also give the District permission to post my student's creative work, whether in written, pictorial, video or other form, to District-sponsored Web sites and/or broadcast these items on District sponsored cable television programs with express consent under copyright law.

I understand the grant of permission for the Internet/Web publishing and/or broadcast on District-sponsored cable television programs as described above, continues indefinitely or until I revoke my consent or request removal of any work, photographs, videos and/or related information that has been posted.

I further agree to hold harmless the Avon Lake City School District Board of Education, its employees and agents from any claims, demands or actions that may result from the posting or broadcasting of such work, photographs, videos and accompanying information.

**Avon Lake City Schools**  
Parent and Student Signature Sheet  
2013-2014 School Year



By signing this form, I verify that I have received a copy of these forms in the "Student Handbook" and that I have read, understand, and agree to the following forms that are located in the "Student Handbook." I understand that any questions I have may be directed to my building principal.

- E-Mail Communications/GradeBookWizard Information Sheet
- Guidelines for Elementary Computer Use (Grades K-6) OR Acceptable Computer Use Policy for Students (Grades 7-12)
- Internet/Web Publishing and/or Cable Television Broadcast of Student Work, Student Photographs and Student Videos

**Please complete this section for purposes of E-mail/ GradeBookWizard communications:**

*Please print:*

Student's Last Name \_\_\_\_\_ First \_\_\_\_\_

School/Homeroom Teacher \_\_\_\_\_ / \_\_\_\_\_

Mother's E-mail Address \_\_\_\_\_

Father's E-mail Address \_\_\_\_\_

Student's E-mail Address \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Student Entrance and Exit Chart 2014-15

