

LEARWOOD  
MIDDLE  
SCHOOL

2018-2019

## LEARWOOD MIDDLE SCHOOL

We are thrilled to have you as a part of the Learwood Family, and are excited to begin another year of learning at Learwood Middle School! As you go through your years at Learwood, you will encounter many changes. We expect you to take on more responsibilities, and we will help you learn how to do that. You will be expected to be in class on time and be ready to learn. You will be expected to demonstrate pride in your appearance, your schoolwork, and accept responsibility for your actions and behaviors. We also expect you to take care of each other as family. Remember, we are always here to help you.

As your academic workload increases, so will your opportunities to grow socially. Research has shown that students who are involved in extracurricular activities are more successful academically in school. At Learwood, you will find many fun academic, athletic, leadership, and social activities in which you can participate.

Our school is committed to pride in excellence, and our goal is to be the “best” school we can be. We need your cooperation as we continue to move towards our goal. You can start by carefully going over this booklet with your parents. It takes a team (student, parent, school, and staff) to help you be successful. Your parents can help by reviewing the homework planner section on a regular basis to keep informed and involved with your education. Let’s all do our job well.

Mostly, enjoy your time here at Learwood Middle School. Take pride in your school and yourself, be involved, and strive for excellence, so that you can create some great memories of your time at “The Wood”.

Sincerely,

Dr. Vishtasp Nuggud

**Learwood Middle School**  
**340 Lear Road**  
**Avon Lake, OH 44012**  
**Office/Attendance Line: (440) 933-8142**

Dr. Vishtasp Nuggud—Principal  
Mr. James Vanek—Assistant Principal

Principal	Dr. Nuggud	2913
Assistant Principal	Mr. Vanek	2914
7th Grade Counselor	Mr. Kaiser	2912
8th Grade Counselor	Mrs. Schanz	2979
School Secretary	Mrs. Staley	2915
School Secretary	Mrs. Vogel	2916
Office Assistant	Mrs. Corbin	2918
School Nurse	Mrs. Busch	2901
Head Cook	Mrs. Vidumsky	2923
Head Custodian	Mr. Brandt	2924

### LEARWOOD STAFF AND VOICEMAILS

Mrs. Augustine	2134	Mrs. Marsala	2501
Mrs. Castrilla	2202	Mrs. Melott	2406
Mr. Dlugosz	2256	Mrs. Mihalski	1542
Mr. Ewald	2105	Ms. Modock	2505
Mrs. Farney	2502	Mrs. Moffat	2504
Mr. Fitch	2704	Mrs. Moreck	2203
Mrs. D’Andrea	2701	Mr. Myers	2233
Mr. Gomez	2602	Mrs. Mitchell	2604
Mr. Grumbos	2702	Mr. Peepers	2301
Mr. Henderson	2503	Mr. Perry	2703
Mr. Herman	2402	Ms. Popp	2103
Mr. Johnson	2920	Mrs. Randazzo	2205
Mrs. Kapalko	2506	Mr. Rocco	2404
Mrs. Koelsch-Carson	2208	Mr. Scarvelli	2201
Dr. Ku	1217	Mr. Schiros	2136
Mrs. Kulikowski	1542	Mrs. Simmerly	2130
Mrs. E. Lee	2606	Mrs. Smith	2138
Mrs. S. Lee	2229	Mr. Soltis	2306
Mr. Lynch	2237	Mrs. Swislocki	2231
Mrs. Fleming	2919	Mrs. Walters	2204
Mr. Marlow	2132	Mr. Warren	2228

## AUGUST

7 Fall Sports Parent Meeting 7:00 PM  
7 Fall Sports Pay to Participate Fees Due  
14 7th Grade Locker/Schedule Day 8:30-11:00 AM (A-G)  
14 7th Grade Locker/Schedule Day 12:00-2:30 PM (H-O)  
15 7th Grade Locker/Schedule Day 8:30-11:00 AM (P-Z)  
16 8th Grade Locker/Schedule Day 8:30-11:00 AM (A-L)  
16 8th grade Locker/Schedule Day 12:00-2:30 PM (M-Z)  
22 Yearbook/ Candid Picture Day  
**22 First Day of School**  
23 Parent Open House Grade 8: 6:00-6:45 PM  
23 Parent Open House Grade 7: 7:15-8:15 PM  
24 Fall Sports Pictures 3:00 PM (Xcountry, Football, Volleyball)  
27 Washington D.C. Meeting 7:00 PM @ PAC  
29 School Picture Day/Panoramic (Individual)  
29 Fall Sports Pictures 10:00 AM

## SEPTEMBER

**3 Labor Day ~ NO SCHOOL**  
3-7 Canned goods collection  
7 Washington D.C. Final Payment Due  
7 Souperbowl vs. Avon  
13 PTA Meeting 9:00 AM  
24-28 Spirit Week  
27 All Pro Parent Kick-Off 7:15-7:45 AM  
28 Fall Pep Rally  
28 H.S. Homecoming Football Game

## OCTOBER

3 Fundraiser Kickoff Mrs Fields Cookie  
10 PTA Meeting 9:00 AM  
**10 Parent Conferences 3:30-7:00 PM**  
10 PSAT Test 8th grade only  
**11 Parent Conferences 7:00 AM-3:00 PM NO SCHOOL**  
**12 NEOEA Day ~ No School**  
18 All Pro Parent meeting 7:15-7:45 AM  
19 Student Dance 7:00-9:00 PM  
23 Luggage drop off for Washington D.C. 3:30-6:00 PM  
24-26 Washington D.C. Trip for 8th Grade  
**26 End of 1st Quarter**  
**29 Staff Devlp. Day NO SCHOOL**  
30 District Orchestra Fall Festival 6:00 PM @ HS Commons

## NOVEMBER

1 Girls basketball meeting 7:00 PM  
1 Girls Basketball Pay to Participate Fees Due  
2 Picture Retake Day  
8 PTA Meeting 9:00 AM  
12 Veterans Day Breakfast Program  
**21-23 Thanksgiving Break ~ NO SCHOOL**  
29 All Pro Parent meeting 7:15-7:45 AM  
29 Wrestling Parent Meeting 7:00 PM  
29 Wrestling Pay to Participate Fees Due  
30 Winter 1 Sports Pictures 3:00 PM (Girls Bball)

## DECEMBER

5 ALHS/Orchestra Concert 7:00 PM at the PAC  
6 ALHS/LRWD Band Concert 7:00 PM at the PAC  
17 7th Gr. Winter Choral Concert 7:00 PM at the PAC  
18 8th Gr. Winter Choral Concert 7:00 PM at the PAC  
**21 Winter Break (School Resumes 1/3/19)**

## JANUARY

3 Return to School  
9 College Credit (formerly PSEO) Mtg. 6:00 PAC  
10 Winter Boys Basketball/Cheer Pay to Participate Fees  
10 Winter Basketball/Cheer Parent Meeting 7:00 PM  
10 PTA Meeting 9:00 AM  
**11 End of 2nd Quarter**  
18 Winter Sports 2 Pictures (boys bball, wrestling, cheer)  
17 8th Grade Transition to HS @PAC 7:00 PM  
**21 Martin Luther King Day ~ NO SCHOOL**  
24 All Pro Parent meeting 7:15-7:45 AM  
24 Lip Sync Battle (after school) 3:00-5:00 PM

## FEBRUARY

4-8 Spirit Week  
8 Mock Scheduling  
8 Student Dance 7:00-9:00 PM (PTA)  
8 Pep Rally  
11 Grade 8 Placement day @ Learwood  
**13 Parent Conferences 3:30-7:00 PM**  
14 PTA Meeting 9:00 AM  
**15 Teacher In Service Day ~ No School**  
**18 Presidents' Day ~ No School**  
21 All Pro Parent meeting 7:15-7:45 AM  
23 Band Festival/Pancake Breakfast 9:00 AM-12:00 PM  
26 ALHS & Learwood Winter Concert 7:00 PM @ PAC

## MARCH

3 Reflections Arts Fair @ PAC 1:00-4:00 PM  
**7 Parent Conferences 7:00 AM-3:00 PM ~ NO SCHOOL**  
**8 Conference Comp Day ~ NO SCHOOL**  
9 OMEA Middle School Honors Festival @ Brecksville  
12 Softball and Track Parent Mtg. 7:00 PM at LW  
12 Track and Softball Pay to Participate Fees Due  
14 PTA Meeting 9:00 AM  
21 All Pro Parent meeting 7:15-7:45 AM  
**22 End of 3rd Quarter**

## APRIL

6 OMEA Jr Solo Ensemble @ Tri-C  
11 PTA Meeting 9:00 AM  
12 Student Dance 7:00-9:00 PM  
12 Spring Sports Pictures 3:00 PM (Track and Softball)  
18 Spring Pep Rally  
18 All Pro Parent meeting 7:15-7:45 AM  
**19-26 Spring Break (School Resumes 4/29)**

## MAY

6 Band Concert 7:00 PM at the PAC  
10-11 OMEA Jr. Large group @Strongsville  
9 PTA Meeting 9:00 PM  
9 Orchestra Concert 7:00 PM at the PAC  
20 7th Gr.Spring Choral Concert 7:00 PM at the PAC  
21 8th Gr.Spring Choral Concert 7:00 PM at the PAC  
23 8th Gr. Recognition – 9:00 AM at the PAC  
24 School Talent Show  
**27 Memorial Day ~ NO SCHOOL**

## JUNE

**4 Last Day of School K-11**

## CLASSROOM RULES

While each teacher will establish rules of conduct for his/her classroom, you should be on time and prepared to work. You should pay attention to your teachers' directions and not create a disturbance that would interfere with the learning of others. You should show respect for your teachers and fellow students at all times.

### All staff has the following expectations for students:

1. Students will maintain a positive learning environment so that teachers may teach and students may learn.
2. Students will treat **ALL** staff with respect and follow their directions in a respectful manner.
3. Students will come to class prepared, on time, and with their planner.
4. Students will keep hands, feet, objects and unkind remarks to themselves.
5. Students will not bring distractions to class. (i.e., gum, candy, radios, etc.)
6. Students will not bring backpacks to class.

Classroom rules are designed to provide the best learning environment for everyone in the classroom. If a student chooses to misbehave, then he/she chooses to accept all consequences for his/her actions.

## VALUABLES

Students are encouraged to not bring large amounts of money or wear expensive watches or jewelry to school. Please do not leave purses, money, jewelry, electronics, or any item of value in the classroom, on lunch tables, or anywhere unattended. If you lose an article, please check with the lost and found located in the office or cafeteria.

## LOCKERS

Lockers will be issued at the beginning of the year. Your locker should be locked at all times. A wise person will not tell anyone their combination. Each student is responsible for keeping his/her own locker clean, both inside and out. Students are NOT to share lockers. School lockers are property of the school extracurricular activities. district, with use granted by the district. Students shall have no expectation of privacy with regards to any contraband, dangerous objects or substances placed within such lockers. School officials may search lockers at any time if there are reasonable grounds to suspect a violation of school rules. Party and tape decorations are not permitted in or on lockers.

## ATTENDANCE POLICY

Ohio law requires attendance each day that school is in session. Regular attendance and punctuality are necessary for academic progress and success. In addition, regular attendance helps students learn responsibility, as well as value the educational opportunities provided in the Avon Lake Schools.

Absences from school are considered excused, or unexcused. Excessive absences from the classroom present a major obstacle to effective student learning. When students are absent, they miss the information given and also the interaction, which adds to the overall learning experience. The activities in a classroom can never be totally replicated in make-up work. A student coming into school any time after the start of school, should report to the office to sign in and receive an admit slip. Also, if you are signing out, you must come to the office before leaving the building.

### EXCUSED ABSENCE INCLUDE:

1. Personal illness with a doctor's note.
2. Medical appointment with written note from doctors office or other proof of attendance.
3. Documented court appointments.
4. Death of a relative.
5. School-approved field trips or extracurricular activities.
6. Extenuating circumstances warranting individual consideration by the building administrator.
7. Planned visits (limit 5 days per year).

Absences due to reasons indicated above are included in total accumulated absence hours. Students are still responsible for making up missed work. Parents are encouraged to make appointments after school hours.

A student with excused absences must, upon returning to school, make arrangements with his/her teachers(s) to make up missed work. ***For excused absences, the student will have one school day to make up work for each day absent.***

When a student is absent from school, a call to the school, by the parent, is required each day before 9:00 AM. The attendance voice mailbox phone number is [933-8142](tel:933-8142). This process allows the school to know where the child is, and to know that the parents are aware of the child's absence. This procedure is a must since the Ohio Legislature passed the "Missing Child Act," which went into effect on April 9, 1985.

When your child is absent from school, in addition to the phone call, he/she must bring a note from home stating the reason for the absence. The written note is kept for our records and must include:

1. Present date
2. Dates of the days absent
3. Reason for being absent
4. Parent's signature

Please give the child's full name if different from the parent's name.

*SAMPLE NOTE:*

*August 31, 2018*

*John Doe was absent from school on Monday, August 30, 2018, because of illness.*

*Mrs. A. Doe*

### **UNEXCUSED ABSENCE/TRUANCY**

A student's absence is unexcused or truant when he/she misses school for an unacceptable reason or without parental permission. The following are unexcused absences in accordance with Ohio Attendance Laws: truancy, suspension, trips not approved in advance, shopping, hunting, fishing, baby-sitting, oversleeping, attendance at games, birthday or other celebrations, gainful employment.

Students have one (1) school day to change an Unexcused Absence to Unexcused with Credit (with a parent's note) or Excused (with a doctor's note). Students with unexcused absences are expected to make up the missed work; however, a teacher is not required to assign credit for the work done during the time of an unexcused absence.

### **UNEXCUSED WITH CREDIT ABSENCE**

An absence is Unexcused With Credit when a parent calls the school office on the day(s) of the absence and when a student, on his/her first day back, returns to school with a note signed by the parent/guardian stating personal illness or injury. These absences are counted in a student's accumulated absences as defined in the Board Policy on Excessive Absences. The student will have one (1) school day to make up work for each day absent.

### **ADMIT SLIP**

When you return from school after an absence, take your note from your parent to your first period teacher.

### **SPECIAL EXCUSE**

When you need to leave early for an orthodontist appointment or for another reason, bring in a note from your parent. The note should state your name, the date, reason for early dismissal, and your parent's signature. Give the note to your first period teacher, who will fill out a "special excuse" form. Take your copy of the special excuse to the teacher whose class you will be in when it is time to leave.

### **PLANNED VISIT**

Absence, due to a set of circumstances judged by the administrator to constitute good and sufficient cause for absence from school, may be approved for up to five (5) days per year. Reasons for such absence may include college visitations, retreats, participation in non-school athletic events, or family matters out of town. By State law, students must be counted absent when out of school because of family vacation.

The vacation absence days are included in the total accumulated absences. Students requesting planned visits must receive prior approval from the building administrator. Planned visit days will not be approved during test weeks.

### **VACATIONS**

Students will be permitted to accompany their parents on vacation during the school year, provided such vacations are approved in accordance with accepted administrative procedures.

1. Parents should submit a written request to the building principal two (2) weeks in advance of the scheduled vacation and indicate the time period involved.
2. Arrangements with teachers to obtain classroom assignments will be made by parents and/or students, one (1) week prior to the departure date.

### **TARDY**

Accepting responsibility is an important part of learning, and the tardy policy reflects the belief that getting to school on time is a student and/or parent/guardian responsibility and a mandated school law. Students are expected to be in their first period class prior to the first period bell. Those students who are tardy to school will report to the office to sign in and to receive a pass. Excessive tardiness may result in disciplinary consequences.

1. Requested homework may be picked up the following day after school between 3:00 - 3:30 p.m.
2. Please contact the main office for HW if your child is going to be missing 3 or more days.
3. Please contact the building principal for extenuating circumstances.

## STUDY HALLS

Students in the study hall must have something with which to occupy themselves for study purposes. Study hall teachers may issue passes to the office, guidance office, and library only, and to the restroom in emergency cases. Other study hall procedures include:

1. Permission to talk or work together must be obtained from the monitor.
2. Passes to work in another teacher room must be given at the beginning of the period to the study hall monitor.
3. Students are to have all study materials with them when they arrive.
4. Students may use electronic devices for teacher assigned activities (cell phone use prohibited).

\*\*Must follow procedures outlined by the study hall monitor.

## DRESS CODE/STANDARDS OF APPEARANCE

Students shall appear in school and at school sponsored activities in dress that is clean, in good taste, and in a manner that will not tend to disrupt the school activity nor create a condition that would be adverse to the safety and health of the students. Student dress may be regulated if the administration deems said attire to be bizarre, offensive, disruptive or distracting to the educational process. Students may be sent home if a change of clothes is not available. Any time missed from class will be recorded as unexcused.

Violations of these standards and guidelines shall be handled by the building principal and his/her designee who shall determine appropriate actions to be taken. Those actions may result in suspension or in recommendation for expulsion. The following guidelines shall constitute the Learwood Middle School student dress code.

1. Students' shall, at all times have on footwear.
2. Skirts and shorts of appropriate size, length, fit and proprietary are permissible. Excessive holes in clothing are not permitted.
3. Leggings must be accompanied by an appropriate top that properly reaches the middle thigh.
4. Dark glasses are not to be worn unless prescribed by a doctor.
5. Hats/bandanas worn as head coverings may not be worn in the building.
6. Coats and outer garments not appropriate for indoor wear are to be kept in lockers and are not to be worn in classes.
7. Style of dress that exposes the midriff and cleavage is prohibited. This prohibition includes the exposure of the front, rear and sides of the waist. Tank tops, cut off shirts or any garment, which reveals undergarments, are not appropriate. No spaghetti straps or thin straps, bare backs, or revealing tops are allowed. No low cut armholes or necklines.
8. Garments advertising or displaying illegal and/or

inappropriate activities for young people (reference to drugs, alcohol, tobacco, promiscuity, cults, or gangs) are not allowed.

9. Writing and /or symbols on garments should not be such as to literally, or by implication, be obscene or be such as to shock or affront the standards of common decency and propriety as determined by administration.

10. No items that may present physical danger are allowed (such as chains or spiked jewelry, etc).

11. No excessive or distracting use of make-up.

12. Any style of dress, which, by standards of common decency and good taste, constitutes sexual exhibitionism, is prohibited.

13. Students representing the Avon Lake Schools at events outside the school setting may be required to meet specific dress and appearance patterns. Coaches and advisors with the building principal are responsible for establishing these patterns with their respective teams or clubs.

## ELECTRONIC DEVICES

Students are not to operate cellular phones, laser pointers or other electronic devices between 8:00 AM and 3:00 PM. Violations of this policy will result in the confiscation of such items. Students should limit items brought to school to those items necessary for school activities. Students are responsible for securing /locking all personal belongings. Learwood is not responsible for lost or stolen items. First offense of this rule will result in confiscation of the item and students will pick item up after school. Further violations will result in disciplinary action.

Electronic devices can be used as "technology" during appropriate times as determined by the classroom teacher. Technology is defined as a privately owned wireless and/or portable electronic hand held device that includes, but is not limited to, laptop and mobile computers, existing and emerging mobile communication systems and smart technologies (Smartphones) portable Internet devices (iPod touch, iPad, tablet PC, etc.), and handheld systems that can be used for: word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing.

All devices must be in silent mode while on school campuses and while riding school buses or school vehicles. Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging). They may be used to record video or photographic resources of persons on campus and must be done so with the written consent of the participant. No technologies may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum including cell phones, mobile communication systems, and smart technologies may be used only with teacher permission in the classroom.

The use of technology to provide educational material is not a necessity but a privilege. Students does not have the implicit right to use their laptop, cell phone or other

electronic devices while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in the program understand and will follow Avon Lake City School's Acceptable use Policy. Understanding that any network resource including @alstudent.org emails are owned by Avon Lake Schools and are not private. Avon Lake City Schools has the right to access my information at any time on any device.

### **CELL PHONE POLICY**

1. Students will HAVE to place their phones in the phone holder spot assigned to them as they enter the room.
2. Students will take a phone card as a reminder to pick up their phone.
3. Students will turn in the phone card and take their phone at the end of the period.
4. If a student needs to use his/her cell phone for class, s/he will ask the teacher for permission.
5. If a teacher requires a device for that class period, the teacher will allow the students to get their cell phone.
6. Failure to follow policy will lead to school consequences.

### **ATHLETICS/ELIGIBILITY**

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. A failing grade may not preclude a student from participation.

All proper paperwork including physicals and emergency medical forms are due prior to participation.

#### **Fall**

Football, Volleyball, Cross Country, Cheerleading

#### **Winter**

Girls Basketball, Wrestling, Boys Basketball, Cheerleading

#### **Spring**

Track and Field, Softball

### **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

Aggressive behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, including any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

This also includes intimidation and harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, disability,

stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes s/he has been or is the victim of aggressive behavior should immediately report to a staff member. The principal or his/her designee will contact the victim's parent(s) involved in a timely fashion in order to develop an appropriate action plan. Please refer to Board of Education Policy File: JFCF.

### **HAZING/BULLYING POLICY**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes either/both mental and/or 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.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy. 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. No administrator, teacher, or any other employee of the district shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may 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 and/or bullying. If hazing/ bullying is discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of 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 are provided

with 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 law. No one shall retaliate against an employee or student because he/she files a grievance or

### **HALLWAY CONDUCT**

1. Students are to walk at all times.
2. Students must have a hall visible pass at all times (one per person).
3. Students are not allowed to eat any type of food while in the halls.
4. No loud, boisterous noises or vulgar language will be accepted.
5. No public display of affection (i.e. holding hands, etc.) will be permitted.
6. Students are to avoid any type of physical contact with other students (i.e. bumping, tripping, trashing books, etc.).

### **CAFETERIA CONDUCT**

Lunch should be a time of the day in which you should relax and talk with classmates. Students are responsible for keeping their tables clean. To accomplish this will take very little time. If food and dishes are kept on your tray, there will be a minimal chance of food being dropped on the table. If an accident should occur, ask a cafeteria worker for a cleaning cloth to wipe up spilled food.

Please note the following:

1. Students are not permitted to leave the cafeteria without a pass. There is a sign out sheet for the use of the restroom.
2. Throwing food will not be tolerated. Throwing objects will result in disciplinary action.
3. Running, pushing, or horseplay is not acceptable.
4. Students are not to move from table to table without permission.
5. **No outside delivery of foods (i.e., McDonalds, pizza, subway etc.) is permitted.**
6. All food and beverages **MUST** be consumed in the cafeteria **ONLY**.
7. Students will not leave until their table has been dismissed by the lunch supervisor.
8. There will be no more than six(6) students at each table unless otherwise directed by luncheon staff. Each student will have an assigned seat.

### **LUNCH POINT OF SALE**

Avon Lake City Schools has a point of sale system that allows students more time to enjoy their lunch and will give parents the ability to monitor what their child is eating and to check lunch account balances. It's called a Point of Sale System, or POS, and schools across Ohio and the U.S have implemented POS debit

accounts for lunchroom purchases with great success. There are several major benefits to the POS System:

1. Students with food allergies can immediately be identified by Food Service staff through their personal account.
2. Parents can monitor what their child is buying and the food choices their child is making.
3. Students will have more time to enjoy their lunch since lunch lines won't be bogged down with students searching for money or lunch tickets.
4. Students who qualify for the free and reduced lunch program cannot be identified which can help boost school lunch participation and federal reimbursements.

Parents deposit money either weekly/monthly or on an annual basis into their child's lunch account for the purchase of lunch or a la carte lunch items. Check or money order payments will be made using online at [www.myschoolaccount.com](http://www.myschoolaccount.com) with a credit card or a checking/savings account transfer. Please be advised of the following bank fees associated with making online payments: \$1.50 flat fee for checking/savings account debit, 6% transaction fee for credit cards-Visa/MasterCard. Cash and checks will be accepted at the school buildings with no fee. Our final goal is to eliminate the need for students to carry cash for lunch on a daily basis. Bringing cash to pay for lunch will delay the lunch lines.

Individual student accounts are set up with the student's identification number and photo. Students will memorize their ID numbers to access their lunch account. No student will be denied a lunch. Students will be notified when their lunch account balance is low. Please keep track of your child's account and the amount of money available at [www.myschoolaccount.com](http://www.myschoolaccount.com)

We look forward to seeing your children in our cafeterias and enjoying a healthy and wonderful lunch. Please post the website address near your computer. If you have any questions or concerns, please contact Shannon FitzGerald, Dietitian/Food Service Supervisor at 440-930-8215 or [shannon.fitzgerald@avonlakecityschools.org](mailto:shannon.fitzgerald@avonlakecityschools.org).

### **BUS REGULATIONS**

The purpose of a school transportation system is to deliver students to and from school or authorized curricular/extracurricular events; therefore, conduct expected in the school is required on the bus and at loading points on and off school property. Riding the bus is a privilege. This privilege will be suspended for students who cannot abide by the rules and regulations prescribed by the Ohio Code and local transportation rules. All students will sign the rule sheet that states the expected behavior conduct while riding the school bus. Students are responsible and liable for damages that might result from malicious behavior (i.e. seat damages). Students are not permitted to ride on any unassigned bus. Due to limited seating, riding home with a friend is not permitted.



Misconduct on the bus will result in the following steps:

1. Warning.
2. Detention.
3. Removal from bus.

### **DETENTIONS**

Students may be assigned a detention before or after school for a disciplinary offense. These assigned detention periods are to take place on the school day following the day assigned. The student is responsible for notifying parents and arranging proper transportation home. Missing an assigned detention period is considered a serious offense. Excuses from a detention period are made only by the principal or assistant principal when circumstances warrant it. This must be done prior to the day of detention.

If detentions are not served, further discipline measures will be taken. Teachers will make reports to the office of all assigned detentions. Detentions will be served from 3:00 - 3:35 PM as assigned by teachers or the assistant principal. Detention will start promptly and no one will be admitted after 3:00 PM. Students who are reporting to detention hall after school must go directly from their last period class.

Detentions of any kind take precedence over all other activities. If you are absent on the day of an assigned detention, you will attend the next scheduled detention hall meeting.

### **SATURDAY SCHOOL**

As an alternative to an out-of-school suspension, or an in-school suspension, a student may be assigned a Saturday School. During this time, the student will spend three hours at the high school. Saturday school begins promptly at 7:45 AM and ends at 11:00 AM every Saturday morning at Avon Lake High School.

### **IN-SCHOOL INTERVENTION**

As an alternative to out-of-school suspension, a student may be assigned in-school intervention. During this time, the student will spend the school day in the office, and he/she will be required to complete all schoolwork assigned by teachers before being allowed to return the following day(s). The student must eat lunch in the probation area in the office, for which a school district may seek permanent exclusion, then the notice will contain that information.

### **STUDENT SUSPENSION**

The superintendent, principal, assistant principal or other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days. Suspension may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The superintendent

may apply any or all of the period of suspension to the following year.

The superintendent may require a student to perform community service in conjunction with or in place of a suspension. The board may adopt guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.

The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parent(s)/guardian(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent(s)/guardian(s) stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
  - A. Superintendent
  - B. Treasurer and
  - C. Student's school record (but not for inclusion in the permanent record).
6. Permanent Exclusion: If the offense is one for which a school district may seek permanent exclusion, then the notice will contain that information.

### **Appeal Procedure to the Superintendent or Designee**

Should a student or a student's parent(s)/guardian(s) choose to appeal the suspension, he/she must do so within two school days of the notice of suspension. The appeal will be heard by the superintendent or designee. The student will be excluded from school during the appeal process.

### **Appeal to the Board**

A student or a student's parent(s)/guardian(s) may appeal the suspension by the superintendent to the board or its designee within 14 calendar days of the notice of suspension. They may be represented in all such appeal proceedings and are granted a hearing before the board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s)/guardian(s). The student will be excluded from school during the appeal process.

### **Appeal to the Court**

Under Ohio law, the decision of the board may be further appealed to the Court of Common Pleas.

## SCHOOL DANCES

All Learwood students have the opportunity to attend the activity nights unless disciplinary issues restrict attendance. The activity nights are held on Fridays from 7:00 p.m.-9:00 p.m. The activities will be held in the gymnasium and cafeteria. Students are not permitted to bring students from other schools, nor are they permitted to leave early. School dress code applies during the activity night. Please dress appropriately. Students must be in attendance at school in order to attend the activity night. Rides are expected to be here promptly at the conclusion of the activity night.

## EIGHTH GRADE CLASS TRIP ELIGIBILITY

Each year the eighth graders participate in a class trip. This trip is a privilege extended to those students who have proven to be academically and behaviorally responsible. To be eligible to participate in this special activity, students will be expected to adhere to the behavioral and attendance requirements outlined in the Avon Lake Board of Education Student Code of Conduct. Students may be eliminated from participation in the trip for the disregard for the expectations and requirements set forth in the Student Code of Conduct. It is our goal to have as many students participate in the trip as possible. However, we will need the assurance from students demonstrated by their conduct, behavior, and consistent attendance that they are trustworthy, responsible, and able to handle the vigorous pace and independence required for this activity.

## HALL PASS

When you are late to class, you will be expected to provide a hall pass. You may also request a hall pass if you need to work on a special report in the library. Ask the teacher who gave you the assignment to issue you a hall pass. Student agenda will contain hall passes for the entire school year. You must use your agenda to leave a room for the restroom or locker visits. The teacher who grants permission will initial one of the blanks, ask you to sign out.

## FEES

Student fees for the 2018-2019 are:

Grade 7		Grade 8	
Activity	\$20.00	Activity	\$20.00
Art	\$10.00	Art	\$10.00
Industrial Tech	\$4.00	Industrial Tech	\$4.00
Student Planner	\$5.00	Student Planner	\$5.00
ELA Resources	\$17.00	ELA Resources	\$13.00
<u>Science Lab</u>	<u>\$1.50</u>	Skills	\$2.00
Total:	\$57.50	<u>Science Lab</u>	<u>\$1.50</u>
		Total:	\$55.50

## CLINIC PROCEDURE

A student (if able) will go to his/her class and check in with their teacher before asking to come to the office.

## MEDICATION

It is the policy of the Avon Lake City School 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 students 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, the dosage, the time to be given, the reason for 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 container.
3. If either the medication or the licensed health care provider is changed, the above process must be repeated. The school principal must be notified of ANY change immediately.
4. New forms must be used each school year.

**MEDICATION FORMS ARE AVAILABLE IN THE SCHOOL OFFICE. STAFF CANNOT ADMINISTER ANY MEDICATION WITHOUT THE PROPER FORMS.**

## GRADING SCALE

The grading scale for the 2018 – 2019 school year is as follows:

Grade	Grade Point
A+	4.0
A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	.00

## DAILY SCHEDULE

Period	7th Gr. Schedule	8th Gr. Schedule
HR	8:00-8:05	8:00-8:05
1	8:05-9:00 CORE	8:05-9:00 CORE
2	9:03-9:48 Essentials	9:03-9:58 CORE
3	9:50-10:36 Essentials	10:02-10:57 CORE
4	10:39-11:34 CORE	11:00-11:45 Essentials
5	11:37-12:32 CORE	11:48-12:28 L/S
6	12:35-1:15 L/S	12:30-1:15 Essentials
7	1:18-2:02 Essentials	1:18-2:13 CORE
8	2:05-3:00 CORE	2:16-3:00 Essentials

# SCHOOL MAP



