

21ST CCLC
**AFTERSCHOOL
PROGRAMS**



Avenues for Success[®]
NORWOOD CITY SCHOOLS



PARENT HANDBOOK

It's All About
THE EXPERIENCE!!!



21ST CCLC AFTERSCHOOL PROGRAMS

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Laura Ferguson, Norwood City Schools
After School Program Coordinator
ferguson.l@norwoodschoools.org
513.924.2705



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WELCOME

We would like to welcome you and your student to **Avenues for Success** Afterschool Enrichment Program. We are happy you have chosen to entrust us, with the before and after school enrichment needs of your student. We provide exceptional services to your student with traditional before and after school extended enrichment programming and clubs.

Avenues for Success provides quality programs that are safe, fun and affordable. Our program offers age appropriate activities under the supervision of competent, trustworthy, caring and qualified staff. We will provide programs to meet the physical, intellectual, social, emotional, and recreational needs of your student.

During the hours, your student is away from home, they are provided with quality programs that will stimulate new interests, encourage creativity, and build self-confidence. We want to provide you with “peace of mind” knowing your child is well cared for.

Avenues for Success operates solely on funds generated through grants, student fees, private and corporate donations, and fundraisers. The Norwood City School District provides in-kind to the program, with space, technology, and administrative guidance.

Parents are encouraged to enroll in our **Kroger Fund Raiser**, to help provide the needed funding to continue quality programming. For information to enroll in the Kroger Fund Raiser: call Laura Ferguson @ 513-924-2705.

The **Parent Handbook** outlines what you may expect from our program and outlines our policies and procedures. We hope it will be helpful, and look forward to providing your student with quality before and after school programming.

Avenues *for* Success®



Instill a passion for education and exploration.



Engage minds in meaningful, experiential learning.



Foster healthy relationships with family, peers, staff & community.



Provide opportunities for community service.



Provide future career exploration.



Prepare students for life.



Provide affordable after school experiences.



Engage families in extended learning experiences together

MAKE LEARNING FUN!

Mission

To educate, enrich, engage our students with exceptional *experiences*.

Philosophy

Avenues for Success provides exceptional programming before and after school for students of all ages and backgrounds in the Norwood City School District and Community. The social, academic, and recreational programs, or “clubs,” offered by Avenues for Success will help students become successful in school, promote life-long learning, and equip students for the “real world”, by providing “**experiences**” that link together education, exploration, and enrichment in a safe, caring environment.

We believe the essential role of “**Avenues for Success**” is to deliver a “well-educated” student to society. Along with the “traditional” pillars of education, that include daily instruction in math, reading, science and writing, it is imperative we broaden the academic, social, recreational and enrichment programs, or “clubs” offered to our students, that will transform them from “educated” students into “well-educated students”. We are passionate about our students finding life-long interests, and possibly a future career choice, from an “**experience**” in an “**Avenues for Success**” enrichment program.

PROGRAM DESCRIPTION

Elementary

Before School Enrichment

7:00am–8:15am Monday–Friday.
(Students are encouraged to do homework, play team building games, or read). It is a relaxed, stress-free time, to get ready for the school day.

After School

3:20pm–6:00pm Monday–Friday.
Students begin with a snack; do 30 minutes of Expressway Academics focusing on scientifically based reading & math programs. Students then attend clubs for an hour that are academic, social, recreational, and art based (STEAM). Upon club end, student's complete homework, read, have physical fitness time in gym or outside, or do art projects.

High School/Middle School

Enrichment Programming (*Clubs*)

(club dismissal times may vary)
3:00pm–5:00pm Monday–Friday.
Students begin with a snack; do 30 minutes of Expressway Academics focusing on scientifically based reading & math programs or complete homework. Students then attend clubs for an hour that are academic, social, recreational, and art based (STEAM).

HS Homework Help

Students may choose to attend homework help from 7:00am–7:30am Monday–Friday (by appointment only) or 2:50pm–5:00pm Monday–Thursday.

MS Homework Help

Students may choose to attend homework help from 7:00am–7:30am (by appointment only) or 3:00pm–4:30pm Monday–Thursday.

Avenues for Success is adhering to the Norwood City School District NO PHONE POLICY.

CONTACT INFORMATION

Laura Ferguson

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Afterschool Program Coordinator
2060 Sherman Ave. Norwood, Ohio 45212
Phone: 513-924-2705
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E-mail: ferguson.l@norwoodschoools.org
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Sheila Foust

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Norwood View

Bree Smith

Site Coordinator
513-924-2615

Sharpsburg

Aidan Zimmerman

Site Coordinator
513-924-2910

Williams Avenue

Sherry Robbins

Site Coordinator
513-924-2555



SCHOOLS & SCHEDULES

Norwood High School

2020 Sherman Ave. Norwood, Ohio

Office Phone: 513-924-2800

Hours: 7:15am-7:45am / 3:00pm-5:30pm
(time varies per club)

Norwood Middle School

2060 Sherman Ave. Norwood, Ohio

Office Phone: 513-924-2700

Hours: 7:00am-7:30am/3:00pm-5:30pm
(time varies per club)

Norwood View Elementary

2060 Sherman Ave. Norwood, Ohio

Office Phone: 513-924-2615

Before School Enrichment: 7:00am-8:15am

Afterschool Enrichment: 3:15pm-6:00pm

Sharpsburg Elementary & Primary

4400 Smith Rd. Norwood, Ohio

Office Phone: 513-924-2600 (Elementary)

Office Phone: 513-924-2560 (Primary)

Before School Enrichment: 7:00am-8:15am

Afterschool Enrichment: 3:15pm-6:00pm

Williams Ave. Elementary

2131 Williams Ave. Norwood, Ohio

Office Phone: 513-924-2520

Before School Enrichment: 7:00am-8:15am

Afterschool Enrichment: 3:15pm-6:00pm

ENROLLMENT PROCEDURES



The following information is required to be completed

- Child's full name/Child's school & Grade
- Free & Reduced Lunch Status
- Sex
- IEP Status (Individual Education Plan) if applicable
- Ethnicity (Race)
- Parent/Guardian Name
- Complete Home Address
- Phone/Cell (Work & Home)
- Photography Release/Field Trip Permission/Swimming Permission
- Release of Student to Non-Parent/Guardian
- Emergency Contact Numbers
- Parent Agreement
- Emergency Transportation Information
- Program Policy Signature Receipt/Receipt of Handbook

All students attending the Norwood City Schools, Private Schools, or Homeschools are eligible to enroll in the Avenues for Success Program.

Registration forms are available online at

www.avenuesforsuccess.net

You can call 924-2705 or email ferguson.l@norwoodschoools.org to request further information and/or request registration forms.

**PLEASE MAKE SURE YOU FILL
OUT THE FORMS COMPLETELY
AND UPDATE YOUR STUDENT'S
INFORMATION AS NEEDED.**

FEES & PAYMENT SCHEDULE

Avenues for Success Elementary Before and After School Enrichment Programs

Families enrolled in the will be given a payment schedule. Fees are based on income and number of students enrolled.

- There is a one-time \$50.00 enrollment fee to be paid day of registration.
- Weekly fees must be paid the prior week or student cannot attend
- No refunds for absences (unless Doctor documentation of medical illness is provided) /vacations (no payments for school schedule holiday weeks)
- No partial weeks
- Childs spot will only be held for two weeks
- Late fee charge - \$1.00 per minute. Late pick-up fee must be paid before child can return (No Exceptions)
- Late payment charge of \$25.00 is added when payments are not made on time.
- Scholarships are available. Call 924-2705 to make arrangements.

Middle School/High School Fee: \$25.00 per Semester/\$50.00 yearly

Payment Method: We prefer payments made at www.myschoolbucks.com/enroll (must know student ID number) click on Avenues for Success payments and load payments.

Payments may be made by cash, check, or money order. Checks and money orders should be made out to Avenues for Success. A receipt is available. (Prefer check or money order) Exact cash only payment only/no credits given.

BEHAVIOR MANAGEMENT POLICY

The goal of discipline is to help students build their own self-control and ultimately direct their own behavior. We recognize the important role self-esteem plays in this process and strive to enhance each student's positive feelings of self. Each student's emotional needs and feelings are respected within the classroom setting.

Clear and reasonable ground rules are established for each student's safety and to protect the rights of all students. When ground rules are broken, they are clearly and firmly restated. When a student is in a conflict situation, he is encouraged to verbalize his anger or concerns. When a student infringes on the rights of another, the other student is encouraged to talk about how he/she feels. Problem-solving techniques are encouraged in the program during which time the program staff often acts as a facilitator, helping students express feelings and generate solutions.

Classroom environments are structured to encourage positive behavior; redirection of students occurs in a positive manner, keeping in mind the student's interests and motives. Staff intervention in potential problem situations is well-timed and logical consequences of behavior are implemented. **Physical punishment is not used. In extreme cases of behavior such as running away, fighting, extreme disruption, stealing, threats of violence, or destruction of school**

property, the parent/guardian may be called to pick up their student immediately. If behavior problems persist, an individual behavior management program will be developed with parent participation. Ongoing discussions will occur to review possible solutions and alternatives. If the student does not respond to any solutions, the student may be suspended or dismissed from the afterschool program.

All **Avenues for Success** afterschool staff in charge of a student or a group of students shall be responsible for their discipline. Students will be safe and free from abuse at all times when in the program.

Avenues for Success will follow the district and Ohio Department of Education SACC discipline policy. This written policy shall be on file at the schools for review by staff and parents and a copy will be given to both. Constructive, developmentally appropriate student guidance and management techniques are taught at staff in-service to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the student about the situation and praise for appropriate behavior. The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows under the discipline procedures.

DISCIPLINE POLICY

We will follow SACC 3301-3209 rules & procedures

1. There shall be no cruel, harsh, or corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to a child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
4. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include the withholding of food, rest, or toilet use.
9. Separation shall be brief in duration and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.



ATTENDANCE PROCEDURES

Attendance is taken daily of all students attending the program. Parents/Guardians are responsible for notifying the program staff if their student will be absent from the afterschool program. Contact school office by 3:00pm (see school office contact information pg. 6)

If an elementary student is registered to attend the afterschool program, and does not report to the program, and is not registered on the official school absentee list, or early release sign-out sheet; the parent, guardian or emergency contact will be contacted to verify the student's absence. This will help to ensure the safety of the students attending the program.

Students with 5 unexcused absences will be reviewed and may be removed from the program if we have a waiting list.

Good student attendance is crucial for continued State and Federal funding.

SIGN IN/OUT PROCEDURES

Elementary

All students attending after school enrichment will immediately report to the cafeteria.

AM Enrichment

Parent must sign elementary students into program daily (No drive & drop-off)

PM Enrichment

Your child **must be signed out** by consenting adult, when picked up each day from the program. Only persons authorized by you, the parent(s), guardian(s), may remove your child from the program. Staff members will require a photo I.D if the person picking up the student is other than parent or guardian, and verify the name against the authorization form. Please be aware we do this for the safety and protection of the students in our program. Your child will not be released to anyone without prior written authorization/or a phone call. **All students will be picked up at the school cafeteria.**

The parent/guardian must also provide the afterschool program with the names of the person(s) allowed to pick upon dismissal. All elementary staff will remain with the students until the approved person(s) arrive to take the student home.

Reminder...A late pick-up fee of \$1.00 per minute, will be effective the first day of programming, and payment will be required immediately before child may return to program.

NMS/NHS Clubs

Upon dismissal from the school day, all students attending Homework/Enrichment Clubs during the after school hours, will immediately report to the Expressway Academic Room.

Students are dismissed from the clubs and required to sign out with indicated time. It is up to parent's discretion if their student is to be picked up, or will walk/ride home. If the parent has special needs for the dismissal of their student, please contact our office at: (513)924-2705.

- a. **ALL NMS CLUBS WILL DISMISS AT THE GIRLS SIDE ENTRANCE OFF OF THE PARKING LOT**
- b. **ALL NHS CLUBS WILL DISMISS AT THE NHS MAIN ENTRANCE**

HEALTH/SAFETY/MEDICATION

Illness or Injury

In the event of illness or injury occurring at school, or at school functions that students are expected to attend, the following procedures will be followed:

1. School personnel will make every effort to notify the parent/guardian to be contacted in emergency situations. The directions on the Emergency Medical Authorization Form, as completed by the parent/guardian, will be followed as closely as possible. It is the parent/guardian's responsibility to immediately notify the school whenever any information on the Emergency Medical Authorization Form needs to be updated. **Current contact information is required by Ohio law.**
2. If the nature of the illness or injury does not indicate immediate medical/dental evaluation and the parent/guardian cannot be reached, the relative or neighbor, as indicated by the parent/guardian on the Emergency Medical Authorization Form will be notified.
3. Students will be excused to properly identified persons only.
4. If the nature of the illness or injury indicate immediate medical/dental evaluation is needed and the parent/guardian cannot be reached, the doctor/dentist indicated on the Emergency Medical Authorization Form will be contacted and his/her directions followed.
5. If none of the above can be reached, the best collective judgment of school personnel regarding the interests of the child will be followed.
6. If a child is to be transported by the paramedic unit and parents/guardians are not available:
 - a) School personnel will accompany the child.
 - b) The Emergency Medical Authorization Form will be sent with him/her.
 - c) Parents will be given full particulars at the earliest possible time.



Medication

1. Norwood City Schools prohibit the administration of any drug (prescription or over the counter) without permission of the parent/guardian **and** the written orders (instructions) of the prescribing physician.
2. Whenever possible, medication should be administered before or after school hours. If a student must receive medication during the school day, a Medication Administration form signed by the parent/guardian **and** the prescribing physician must be brought to school along **with the medication by the parent:**
 - a) A separate request form must be completed for each medication to be administered.
 - b) A revised statement, signed by the prescribing physician, must be submitted whenever there is a change in the original physician's order.
 - c) New request forms must be submitted at the beginning of each school year.
3. The medication must be in the original container (child proof) in which it was dispensed by the pharmacist or prescribing physician. It must have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
4. Students are not permitted to carry any medication on their person unless there is agreement of school personnel and a request form has been submitted by the parent/guardian and prescribing physician (i.e., inhaler, epi-pen).
5. It must be recognized that there are certain limitations to the responsibilities which the school can assume in administering medications:
 - a) It is primarily the student's responsibility to take the medication.
 - b) The school cannot guarantee that a rigid time schedule for the administration of the medication can be followed.
6. If the parent/guardian prefers to personally administer their child's medication at school, the parent/guardian should make arrangements with the child's teacher.

**You must establish dosage administration prior
to or after your child leaves the program**

Communicable Disease

Norwood City Schools will follow the recommended guidelines from the Ohio Department of Health regarding exclusion and readmission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others.

To ensure that Norwood City School District is in compliance with requirements set by the Hamilton County Public Health TB Control Unit and with Ohio Law (ORC 3313.71 and 3701.13), the parent/guardian is required to notify the school nurse (924-2882) within the first week of admission to school if the student has traveled outside the United States anytime within the past year. The school nurse will review criteria and determine if TB testing is warranted.

01-32-08 MANAGEMENT OF COMMUNICABLE DISEASE

A. A person trained to recognize the common signs of communicable disease or other illness as required by paragraph (L) of rule 3301-32-02 of the Administrative Code, shall observe each child daily as the child enters the group.

- B. The following precautions shall be taken for children suspected of having a communicable disease:
1. The parent shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.
 2. A child with any of the following signs or symptoms shall be isolated immediately and discharged to the parent:
 - a. Diarrhea (more than one loose stool in a twenty-four-hour period);
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - c. Difficult or rapid breathing;
 - d. Yellowish skin or eyes;
 - e. Conjunctivitis;
 - f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other symptoms;
 - g. Untreated infected skin patch(es);
 - h. Unusually dark urine and/or grey or white stool; or
 - i. Stiff neck.

3. A child with any of the following signs or symptoms of illness shall be isolated immediately. Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the program coordinator or team leader and the parent(s). While isolated, the child shall be observed for the following symptoms as well as those listed in paragraph (B)(2) of this rule:
 - a. Unusual spots or rashes;
 - b. Sore throat or difficulty swallowing;
 - c. Elevated temperature;
 - d. Vomiting; or
 - e. Evidence of lice, scabies, or other parasitic infestation.
 4. A child suspected of having a communicable disease shall be
 - a. Isolated in a room or portion of a room not being used in the school child program;
 - b. Within sight or hearing of a staff member;
 - c. Made comfortable in a warm, safe environment. All linen and blankets used by an ill child shall be laundered before being used by another child, and cots, if used, shall be disinfected; and
 - d. Observed carefully for worsening condition.
- C. Each program shall have written policies and procedures for management of communicable disease consistent with the policies of the school district, county board of DD, or eligible nonpublic school board, which shall include, but not necessarily be limited to, the following:
1. Training of staff members on signs and symptoms, hand-washing, and disinfecting equipment and materials;
 2. Isolating and excluding an ill child;
 3. Caring for a mildly ill child;
 4. Receiving notification from the parent(s) within the same business day when a child has been excluded from school because the child is suspected of having a communicable disease; and
 5. Placing the Ohio department of health's poster "communicable disease chart" (jfs.ohio.gov) or school's communicable disease chart in a conspicuous place for staff reference.



Pediculosis

(Head lice) is a communicable disease. Students found to have head lice will be excluded from the program until proper treatment and nit removal is complete. Readmission to the program is contingent upon the evaluation of the health aide, school nurse, or designated school employee.

HEADLICE CONTROL PROCEDURES

(Any student with Pediculosis will be referred to the school health clinic)

1. Prevention Measures

- a. Conduct an annual effort to educate students concerning the avoidance of personal habits that spread lice.
- b. Send written information about head lice prevention to parents at the beginning of each school year describing what the school is doing to prevent infestation and suggesting what can be done by parents.
- c. Conduct parent education meetings when appropriate.
- d. Train school personnel in the proper techniques for checking students for lice and nits.

- e. Educate school staff about strategies to minimize opportunities for transmission of head lice within the school environment.
- f. Assess the school environment for potential means of lice transmission and implement changes as needed.

2. Screening Measures

- a. Conduct three (3) annual screenings of elementary students.



- 1) Initial screening to be done the week following Labor Day.
- 2) Second screening to be done during the week after winter break.
- 3) Third and last screening conducted after spring break.
- b.. Check any student referred by school personnel or parents for possible infestation.
- c. Conduct follow-up checks of all students identified as close contact of an initial case of infestation.
- d. Check all students in a classroom when three (3) or more cases of infestation are identified.

3. **Follow-up measures**

- a. Interview each student found to be infested with head lice and his/her parent/guardian to identify close contacts both in and out of the setting.
- b. Notify schools in the district where close contacts attend.
- c. Examine the infested student and each of the close contacts again seven (7) to ten (10) days after effective treatment has been given.
- d. Check any student with two (2) or more separate cases of infestation within thirty (30) days on a weekly basis for four (4) consecutive weeks. If the student does not have a reoccurrence of lice infestation during four (4) consecutive weeks, the student may be dropped from weekly checks.

4. **Notification of Parents**

One parent/guardian should come to school to pick up the child at which time the parent/guardian should be shown evidence of the infestation and be given verbal and written instructions regarding:

- a. Transmission of head lice and identification of nits
- b. Treatment, including products and where products can be obtained

- c. Measures necessary to treat the home environment
- d. The possible infestation of other family members who may require treatment
- e. Readmission guidelines and explanation of excused and unexcused absences

5. **Readmission**

- a. Readmission to the program is dependent upon treatment with a pediculocidal product and the determination by school personnel of the absence of live infestation and/or nits.
- b. Clean up, nit and lice removal should take no longer than two days. Day one is the day the child is sent home; day two is for cleanup of items in the home affected by lice and the removal of nits from hair. Child should be clear of nits and ready for readmission on the morning of the third day. If the child is sent home on a Friday, Saturday and Sunday should be used for cleaning and nit removal.

Avenues for Success will follow all Ohio Department of Education and Norwood City School District Covid-19 Guidelines.

FIELDTRIPS/STUDENT SAFETY

Field trips may be taken throughout the school year to promote the educational experience learned within the classroom. Parents must complete a field trip form. All field trips are under the direct supervision of teachers and/or authorized school personnel at all times. When trips require transportation, parents will be notified. Walking trips within the neighborhood of the school may be taken without written parental consent.

The school is directly responsible for the supervision of students **only while students are on school property**. Once a child leaves school property, parents are responsible for their child's behavior. The school will cooperate with parents in stressing the rules of safety to and from school, and will assist with discipline problems that occur between home and school. Generally, misbehavior that occurs off school grounds is a police matter.

Parents should plan, with safety in mind, the route their child takes to and from school. Parents should caution their child

against accepting rides or gifts from strangers. Parents should stress proper use of crosswalks and street signals. Crossing the street between intersections is strictly forbidden. Parents driving their child to school should be especially careful when picking their child up or dropping him/her off in front of the school building. Parents who drive their child to and from school should not double park in front of the school or park in restricted areas. Cars should leave immediately after unloading or picking up children.

Respect for Neighborhood Property

We ask that students travel to and from school in a safe and courteous manner. We remind students to use sidewalks and crosswalks as they travel to and from school. Problems with a student when school is not in session, should be addressed to the Norwood Police Department.

GENERAL INFORMATION

Visitors

The schools welcome visitors. Visitors must conform to the rules and regulations of the school while in the building, such as not smoking. For the safety of school students, a security system is in place in each building. **VISITORS MUST REPORT DIRECTLY TO THE PRINCIPAL'S OFFICE to sign in and receive a visitor's pass. Press the button at the main entrance to be admitted. If the office is closed call the numbers posted under the contacts.**

Fingerprinting

All volunteers (in our schools or on field trips) must have fingerprint clearance. This is offered free of charge at the Board Office located at Sharpsburg Primary. Fingerprinting will be offered on Tuesdays & Thursdays between 7:45AM to 3:45PM. Phone 513-924-2500



Emergency Contacts

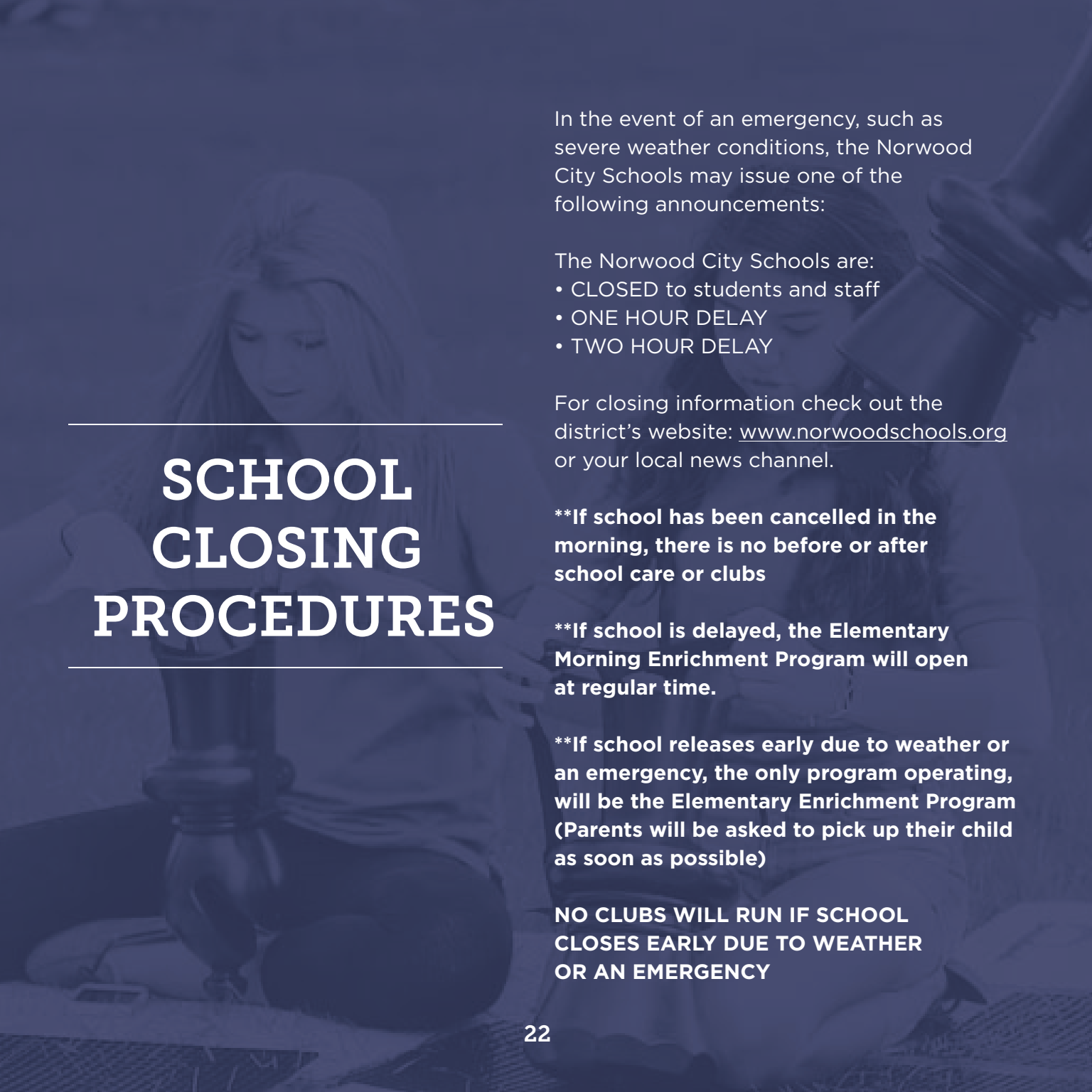
Emergency phone numbers and contacts are extremely important. Before a child can be enrolled in **Avenues for Success**, parents and guardians **MUST** provide the school with current working emergency phone numbers and contact persons, according to Ohio law (ORC 3313.712). Parents should make sure the school has their current phone number and an emergency phone number on file as well as other contact names and their phone numbers.

Right to Know

Parents have the right to review the qualifications of any teacher, club provider, or administrator employed within **Avenues for Success**. Please contact Superintendent Mary Ronan at 924-2500 for further information.

Child Abuse

School personnel are required by law to report any suspicion of child abuse or neglect to the proper authorities. The school will cooperate with law officials.



SCHOOL CLOSING PROCEDURES

In the event of an emergency, such as severe weather conditions, the Norwood City Schools may issue one of the following announcements:

The Norwood City Schools are:

- CLOSED to students and staff
- ONE HOUR DELAY
- TWO HOUR DELAY

For closing information check out the district's website: www.norwoodschoools.org or your local news channel.

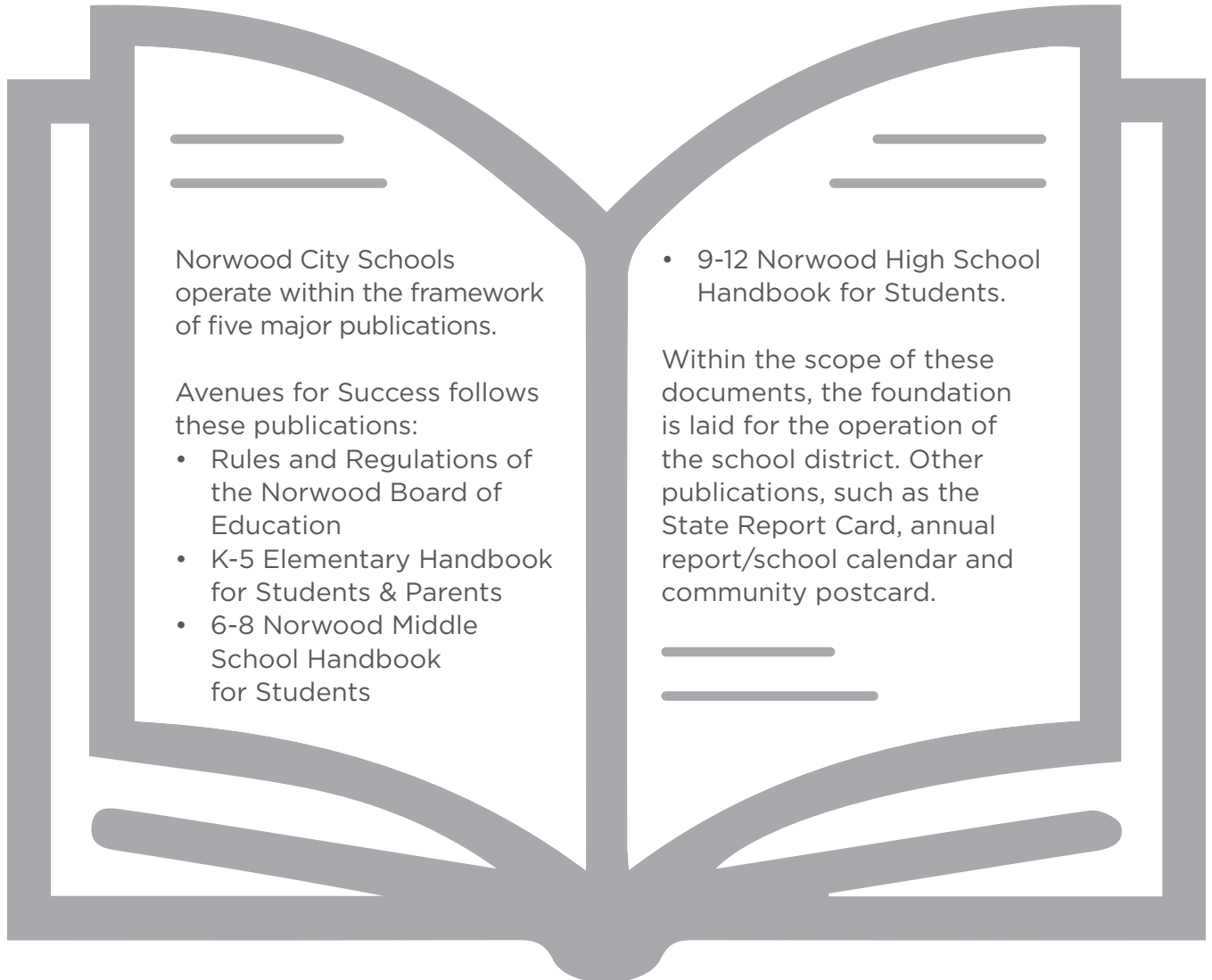
****If school has been cancelled in the morning, there is no before or after school care or clubs**

****If school is delayed, the Elementary Morning Enrichment Program will open at regular time.**

****If school releases early due to weather or an emergency, the only program operating, will be the Elementary Enrichment Program (Parents will be asked to pick up their child as soon as possible)**

NO CLUBS WILL RUN IF SCHOOL CLOSSES EARLY DUE TO WEATHER OR AN EMERGENCY

SCHOOL PUBLICATIONS



Norwood City Schools operate within the framework of five major publications.

Avenues for Success follows these publications:

- Rules and Regulations of the Norwood Board of Education
- K-5 Elementary Handbook for Students & Parents
- 6-8 Norwood Middle School Handbook for Students

- 9-12 Norwood High School Handbook for Students.

Within the scope of these documents, the foundation is laid for the operation of the school district. Other publications, such as the State Report Card, annual report/school calendar and community postcard.



PARENT ROLES/ RESPONSIBILITIES

Parents/Guardians are responsible for:

- Picking up their student by the close of the program. Norwood Police will be called if student is left for more than one hour after the close of the program.
- Conforming to the payment schedule of the program.
- Signing the receipt of parent handbook form and returning it with registration forms
- Notifying the program if:
 - a. Any information on the registration form changes
 - b. If their student is absent
 - c. There is a change in person picking up student from the program
 - d. Their student is being withdrawn from the program
 - e. Their student's health prohibits participation in some of the program activities.
 - f. Their student requires medication or has allergies.

A blue-tinted photograph of a crowded outdoor event. In the background, a large, multi-story building with many windows is visible. In the foreground, a large group of people, mostly young adults, are gathered on a grassy area. Some people are standing and talking, while others are walking. The overall atmosphere is lively and social.

It's All About
THE EXPERIENCE!!!



Avenues for Success®

NORWOOD CITY SCHOOLS

Educate • Enrich • Engage • Exceptional Experiences

www.avenuesforsuccess.net



PARENT POLICIES/ HAND BOOK RECEIPT

Payment Policies: Elementary (Regular 5 day week schedule)

All payments are due on Fridays.

Parent Signature: _____

If your payment is not made on Fridays, there will be a \$25 late fee charge added to your account immediately. If the account remains unpaid for 2 weeks your student will not be able to attend until the account is brought to date.

Parent Signature: _____

Late Pick Up Policy: Elementary

If you do not arrive at your schedule time for pick up (6:00 p.m.), a late fee of \$1.00 per minute will be charged and must be paid before child may return to program. There will be a onetime warning granted. Excessive late pick-ups may result in dismissal from the program.

Parent Signature: _____

Attendance Policy

If my child does not attend the program for two weeks (without notice), they will be removed from our attendance sheets and no longer in the program. If you desire to reenroll your student into the program, another registration fee will be added to your account.

Parent Signature: _____

Behavior Policies

If my student is misbehaving this will result in a write up and a discussion with the site coordinator. This includes; hurting others or themselves, disrespect, damaging property, leaving school grounds, inappropriate touch or language, stealing, etc.)

Parent Signature: _____

If a student is written up for any of the following unacceptable behaviors:

- a. Physical Violence or Threats of Violence Towards other Students or Staff
- b. Destruction of Property
- c. Running Away from Staff within the Building or Leaving the Building

A One Day Suspension Will Immediately Occur.

If a student is written up for any combination unacceptable behaviors outlined above the result will be:

- a. 3 write ups - (1 Day Suspension)
- b. 4th write up - (3 day Suspension)
- c. 5th write up - (1 week suspension)

If my child has received 5 write ups for the same unacceptable behavior outlined above, they will be withdrawn from the program.

Any other unacceptable behaviors will be documented and shared with the parent and not considered a write up unless the behavior is not resolved after 5 documentations.

If a child leaves the building the following steps will occur:

- a. Staff will immediately try to intercept child
- b. Staff not in pursuit of child will immediately call 911 for assistance
- c. Parent will be notified
- d. Avenues for Success Program Coordinator will be notified
- e. Principal will be notified
- f. NCSD Administration will be notified of event

Parent Signature: _____

Handbook Receipt/Review

Parent Signature: _____

Please detach pages 27-29, sign and submit to:
Add or send an electronic Read Receipt To: Ferguson.l@norwoodschoools.org

Norwood View

Bree Smith

Site Coordinator
513-924-2615

Sharpsburg

Aidan Zimmerman

Site Coordinator
513-924-2910

Williams Avenue

Sherry Robbins

Site Coordinator
513-924-2555

For additional questions please contact:

Laura Ferguson

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