

Welcome to the Avon Grove Intermediate School

This handbook contains valuable information that outlines many policies and procedures of the school. We urge you and your parents to read the handbook carefully and be aware of its contents. This information will be helpful in assisting you to have an enjoyable and trouble-free experience at the Avon Grove Intermediate School. The 2008-2009 edition of the Student Handbook/Code of Conduct supersedes all former editions. This handbook is also available online at www.avongrove.org.

AVON GROVE GUIDING PRINCIPLES

High Degree of Personalization
Sense of Belonging
Technology
Community Involvement
Consistent Standards

MISSION STATEMENT

Avon Grove Intermediate School exists to create and implement experiences for children that will prepare them to interact and function confidently and responsibly in their world. Our vision is to embrace a holistic approach in all areas of development in order to create an environment in which all children can learn to their potential.

This environment is one in which the students learn how to search for, analyze, and utilize information which leads them to engage in critical thinking. The students are challenged to learn how to learn, with the teacher acting as a guide and facilitator in this process.

It is essential to maintain open lines of communication among school, family and community. Open communication, mutual respect and active involvement by school, family and community will enhance a child's school experiences and help to establish the environment needed for a child to become a successful student.

Parents need to be aware of individual goals set for their child and understand that these goals will be realistic. We believe that the students should be taught at their own instructional level regardless of grade placement in order to enable each child to achieve his/her highest potential. Ongoing formal and informational evaluations need to be reported with these levels and goals in mind.

It is our belief that only when children have both self-respect and respect for others can they utilize their assets to the best of their ability. To reach this end, the children will take part in activities that involve cooperation and, at the same time, foster self-esteem.

In order to successfully instruct and interact with all students, staff members need to be child-centered individuals who are able to use multi-dimensional instructional

approaches. To keep our staff on the cutting edge of education, individuals are kept abreast on innovative, successful methods of instruction.

A primary purpose of the Avon Grove Intermediate School staff is to work in a united effort to insure that every student has a pleasant, rewarding and successful educational experience. Through activities, experiences and social interactions, our students will develop an interest in learning, which will enable them to become active learners and responsible members of the community.

NON-DISCRIMINATION POLICY

The Avon Grove School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, creed, national origin, sex, age, religion, ancestry, sexual orientation, handicap/disability, union membership, or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504. All inquiries should be made to Ms. Wendi Lee Foltz, Director of Personnel, Avon Grove School District, 375 South Jennersville Road, West Grove, PA 19390, (610) 869-2441.

ACADEMIC SCHOOL HOURS

The academic school day begins at 8:30 a.m. and ends at 3:10 p.m. However, students are expected to be in their homerooms by 8:25 a.m. ready to listen to the morning announcements, take attendance, begin instructional time, or proceed to specials that begin at 8:30 a.m. If you are driving your student to school, please try to have him/her here by the 8:25 bell. Anyone who arrives in their homeroom after 8:25 a.m. disrupts the opening exercises and will be considered late.

ADMISSION POLICY

All students attending an elementary school in the Avon Grove School District must reside within established geographic boundaries as formulated by the Avon Grove School District, as well as produce proof of residency and a current immunization record. Original entries must produce a birth certificate.

ATTENDANCE

(In accordance with Avon Grove School District Policy 204)

Attendance is essential for success at school. Every effort should be made attend school each day it is in session.

The following are the only reasons that a student will be excused from school:

- a. Illness
- b. Death in the immediate family
- c. Religious holidays
- d. Health care appointments
- e. Educational family trips *
- f. Urgent family reasons
- g. Court appearances

***Every attempt should be made to schedule vacations/trips around the school calendar. All work from any absence is to be made up within the time frame of the same number of days the student is absent. It is not always possible to provide work/homework in advance of trips.**

If you know that your child must be out for a trip, you must write a note to the principal for approval at least **one week in advance**. Approval may be granted as long as previous absences have not been excessive and if the student's educational progress is not hindered.

Students who are absent must bring a signed note from a parent or guardian (*please include the student's name, the date(s) of absence, and the reason for the absence*) upon returning to school. Excuse notes must be received within three (3) days. Please try to write all excuse notes on the school issued cards. Failure to provide a written excuse within three (3) days will cause the absence to become unlawful. If an excuse is handed in later than three (3) days after your absence, the absence will remain unexcused. No email notes will be accepted

An excessive number of absences (excused or unexcused) hampers your academic performance. After an accumulation of three (3) unexcused absences, you and your parents are liable for legal action. If you are absent six (6) or more days in a marking period, a written doctor's excuse or a court order may be required for each day absent over six (6).

Truancies are unlawful absences. Truancy is defined as being absent from school without your parent's/guardian's knowledge.

A student must be present in school for at least half of a regular school day in order to participate in any school-related activity.

Lateness to school:

A student's lateness will be excused for illness, health care appointments, or urgent family problems. **A student entering homeroom after 8:30 a.m. is considered late for school** and must report to the office and have a signed note from their parent/guardian upon arrival. If a student accumulates more than three unexcused tardies, disciplinary action may follow.

Afternoon Dismissal:

All students are dismissed at 3:10 p.m. and should immediately report to their scheduled bus. Students wishing to go to the high school must have a note of parental permission on file in the office. Students wishing to walk home must have a note from their parent(s)/guardian on file in the office.

Students wishing to ride a different bus home must provide a signed parental note. The note will be sent to the office in the absentee folder in the morning. The office staff will issue a bus pass if there is room on the bus. **Fax or email requests for bus passes are not accepted.**

Early Dismissal:

For an early dismissal a student must either (A) bring a signed note from a parent/guardian stating the reason for early dismissal and a number where the parent/guardian can be reached, or (B) be signed out by the parent/guardian from the attendance office. Except in emergency circumstances, verbal permission over the phone will not meet this requirement. Students will not be dismissed early except for emergencies and doctor appointments.

The parent/guardian must come into the school to sign out the student. Under NO circumstances are students permitted to leave school grounds without being signed out. The student will not be dismissed from class until the parent/guardian arrives. If someone other than the parent is to pick up the student, this is to be so noted on the excuse and there must be a phone number on the note where the parent can be reached during the day.

Students are not permitted in the building or on school grounds after normal school hours without proper supervision and purpose.

BUILDINGS AND GROUNDS USE

A Facilities Use Permit is required before use of buildings and grounds. Applications may be obtained from the school office. Please check with our receptionist for available times and locations before submitting to the principal for initial approval.

CAFETERIA RULES AND PROCEDURES

Cafeteria

A monthly menu is sent home with every student. Students may buy their lunch in the cafeteria or bring lunch from home. We encourage healthy lunches. NO sodas are permitted. The cafeteria aides will encourage students to eat all that is brought from home. Snacks are available for students to purchase after finishing their lunch.

All food that is purchased must be eaten and may not be taken out of the cafeteria. Children are not permitted to go home during the lunch hour. For the purpose of security, no visiting adult is permitted in the lunch or recess areas.

Applications for free or reduced cost lunch programs are sent home with every student at the beginning of each school year. Extra forms are available from any school office if a change in circumstance occurs during the year.

The cafeteria requires a physician's note if your child has an allergy that requires him/her to make any substitutions (e.g. no dairy products).

Purchasing Lunch

Students will purchase lunch using pin numbers. Students will use their assigned pin numbers every year they attend Avon Grove School District. Students may pay each day they buy lunch, or they may pay ahead creating a credit account. Free and reduced price lunches are available to families who qualify.

A student may charge a lunch only in an emergency situation. The student must first try to contact a parent. Only one charge per marking period is allowed and it must be repaid within three days. Students who do not repay within three (3) days are denied the privilege of charging.

DRESS CODE

- Students are expected to dress and groom themselves neatly, in clothes that are appropriate for school activities. School attire must meet reasonable standards of cleanliness, not endanger the student or public health, not be disruptive to the educational process, and meet reasonable standards of appropriateness.
- Offensive or obscenely inscribed apparel or any clothing that is disruptive to the learning process is **UNACCEPTABLE**. No apparel displaying, depicting or promoting violence, alcohol, drug or tobacco advertisements are permitted, as we are a drug free school.
- **APPROPRIATE DRESS FOR STUDENTS** is as follows:
 - No excessively torn or mutilated clothing.
 - **SHORTS** - The hem of **shorts** should approximately touch the fingertips when arms are hanging at the side. Low rider pants/shorts that fall below the hips must be secured with a belt.
 - **SLACKS/JEANS/SKIRTS** – No torn holes in the knees or elsewhere on the slacks or jeans. No frayed clothing that has unstitched hems. The hem of **skirts** should be no more than **4 inches** above the top of the kneecap even if other clothing is worn underneath.
 - **SHIRTS** – No fish net, revealing necklines, half shirts (bare midriff), see through clothing (without proper undergarments), tie straps, halters, inappropriate T-shirts, muscle or tank tops. (All shirt straps are to cover the shoulder and be approximately 3” in width and the shirt/blouse must hang below the waistline. In PE, midriff must not be exposed when arms are raised above the head). Shirts must be buttoned and, if longer than shorts or pants, tucked in. Midriffs and/or undergarments are not to be exposed at any time.
 - **FOOTWEAR** – No flip-flops. No bare feet. No loose laces (shoes must be secured on feet). No sneakers with wheels.
 - **Gym clothing** is not to be worn back to the classroom.
 - **Hats/bandannas/head coverings** are not to be worn in class/building.
 - For health reasons, students are not to wear **coats, jackets or windbreakers** in the classroom. Teachers/teams should use discretion if the classroom is cold.
 - **Sunglasses** may not be worn or in view (around neck, head) while in school.

- **Pajamas** are not permitted unless it is a designated Pajama Day.
- **No face paint** unless it is a designated Costume Day.
- **Any accessory or apparel**, which could constitute a potential safety hazard or disrupt the educational environment for the student or peers, is prohibited. (**No stickers on skin**).
- **STUDENTS MUST FOLLOW THESE GUIDELINES** or parents will be called to bring appropriate clothes. Students will not be permitted to attend classes with inappropriate clothing. Individual classes may have a separate dress code.
- The school administration reserves the right to determine whether a student's attire is within the limits of decency and modesty. Any exceptions to the dress code shall be approved by the building principal or his/her designee.

EMERGENCY CLOSING

Serious weather conditions or other emergencies may make it necessary to close school, delay the opening of school, or dismiss students early. In any one of these cases, announcements will be made on local radio stations, Philadelphia television stations, and our district web site. Avon Grove's emergency closing number is #859. Emergency information will be posted on the District web site and will be broadcasted over the radio and television.

Television Stations:

Channel 3-KYW
Channel 6-WPVI
Channel 10-WCAU
Channel 29-WXTF

Radio Stations:

KYW 1060AM
WCOJ 1420 AM www.wcoj.com
WCHE 15540 AM
WDEL 1150 AM www.wdel.com
WSTW 93.7 FM www.wstw.com
WJBR 99.5 FM www.wjbr.com

In the event of an emergency school closing, students will be sent home via the school bus. Our children need to know what to do when they get home in the event that you are not home to greet them. **Please discuss the appropriate arrangements with your child prior to any unforeseen emergency situation.** Due to the number of students that we serve, coupled with addressing circumstances of an emergency situation, it is not possible to make individual phone calls to parents and /or guardians.

EMERGENCY PROCEDURE CARDS

These cards are sent home with all children during the first week of school. The cards provide the school with important information relevant to your child in the event of an emergency. It is required that each student has an emergency card on file each year. If there are any changes during the school year, it is the parent's responsibility to notify the school immediately.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in the many extracurricular activities sponsored by the school. Along with the privilege of participating in these activities comes the responsibility of demonstrating a spirit of cooperation and exhibiting appropriate behavior. Students who wish to participate in any such activities must demonstrate a spirit of cooperation, a willingness to meet the standards set forth by the sponsor(s) and act responsibly at all times. Students who fail to meet the expected standards will not be permitted to continue and/or practice in the activity for the period designated by the sponsor(s).

A student must be present in school for half of a regular school day in order to participate in any school-related activity.

Students who participate in a school related evening activity (i.e. dances, activity nights, etc.) will have a 15-minute time frame at the conclusion of the activity in which to be picked up by a parent or guardian. Failure to do so will prohibit the student from attending the next scheduled evening activity.

FIELD TRIPS

Field trips for educational purposes will be sponsored throughout the school year. When a teacher plans a field trip, a District permission slip must be signed by a parent or guardian and returned by the deadline, or the student will not be allowed to go on the trip. Conduct on these trips will be such that a favorable impression of your school will be left with the people you meet. School rules apply at all times during field trips.

FIRE/DISASTER DRILLS

Each building is required to hold at least one fire drill each month. Evacuation directions are posted in each room. Students should follow the directions of the adult in charge.

HOME EDUCATION

Home education programs for residents residing in the District shall be conducted in accordance with federal laws and regulations, state laws and regulations, and District Policy 137.

HOMEWORK

We consider meaningful assignments for homework to be a vital part of the educational process. Reinforcement must occur at home for the student to benefit fully. Students are to record their daily assignments in the Student Assignment Book given to them at the beginning of the school year. It is suggested that students identify a homework buddy in each class to call for missed assignments during an absence.

Parents are encouraged to review the contents/assignments in this book with their child on a nightly basis. Each grade level has developed a student accountability plan for students to maintain their homework assignment book. If an assignment book is lost, the student will be charged.

Web pages may be accessed for daily homework assignments. Please be advised that this does not take the place of the assignment book, as this book is to be the primary vehicle for recording and communicating homework assignments. Please be advised that the web pages are provided as a courtesy, and due to extenuating circumstances may not always be accurate.

Parents may request homework through the main office for students who are absent. The school needs 24-hours notice. Homework assignments will not be faxed to/from the school.

INSURANCE POLICY

In the fall, parents are given the opportunity to enroll their children in a group student accident insurance plan as approved by the Board of School Directors. Brochures with an application are sent home with every student. Participation is voluntary. Participants will receive appropriate accident forms. Any accident should be reported to the school office at once. You may wish to purchase this insurance if school accidents are not covered by your homeowner's insurance.

IST

Instructional Support (IST) is a collaborative process that focuses on assisting classroom teachers in planning and implementing strategies that are designed to produce success for students experiencing some difficulties in the classroom.

The IST process involves five steps:

- A teacher, parent or the principal can refer a student to IST.
- Once referred, a student's needs are identified through a data collection process.
- At the TEAM MEETING, an intervention plan is developed.
- The interventions are implemented and success is monitored.
- At the follow-up meeting, the IST team and the parent make decisions concerning further evaluation based on the success of the intervention plan and the degree of need of the student.

Any student experiencing academic or behavioral problems may be a candidate for IST.

LOST AND FOUND

A lost and found is located in the building. Please have your child check it periodically for lost items. Items not claimed throughout the year are donated to a charitable organization. It would be helpful if you would write your child's name on all possessions and articles of clothing, including lunchboxes, hats, sweatshirts, coats, etc.

MEDIA CENTER

The Media Center is open from 8:10 a.m. to 3:03 p.m. Books, magazines and multi-media resources (including internet access) are available for faculty, staff and student use. Students visit the media center weekly for book exchange. Those students in good standing (no outstanding materials) may check out two books, which are due the following week. Reference materials, magazines, videos and books on tape are reserved for adult circulation.

If a student loses an item belonging to the library or an item is damaged beyond repair and can no longer be circulated, the student shall be responsible for paying the replacement cost. The replacement cost shall be the current cost to Avon Grove Intermediate School to purchase a new copy of the item, in the same format, as determined by the librarian. Students may, with permission of the librarian, individually purchase a new replacement copy of the item. Due to the age of some items, they are no longer available for purchase. In such situations, the librarian shall select a comparable replacement item and the student shall pay the replacement cost.

An item for which the replacement cost has been paid or for which a student has provided a replacement, shall be the property of Avon Grove School District. If a "lost" item is found in good condition, **within the same school year**, it may be returned to the library for a refund of the replacement cost paid to the school or a return of the replacement item provided by the student.

NURSE/MEDICATION

The school has a nurse on duty during regular school hours. All school related injuries must be reported to the nurse. Students are to obtain a pass to go to the nurse. Parents are encouraged to discuss any illness or disability with the nurse that might affect school performance.

Medication

(In accordance with Avon Grove School District Policy 210)

Medication shall be defined as prescription medication approved by a parent and prescribed for the student by a health care provider or an over-the-counter medication approved by the parent and provided by either the parent or authorized school district employee.

Before any medication may be administered to any student by district personnel or self-administered by a student during school hours or school-related activities, it is required that:

- Parents shall make every effort to give all doses of medication at home.
- Only medications prescribed by a health care provider and accompanied by written medication order from that provider will be given during school hours. The written order shall include: (1) the student's name; (2) the name of the medication; (3) the schedule of administration times (for home and school, including schedules for medication administration on altered/shorten school days and field trips; (4) dosages; (5) the method of administration for all doses to be given; and (6) any potential side effects for that medication. In the case of medication with flexible dosing or scheduling (i.e. insulin), the health care provide shall provide specific written parameters within which the school nurse can medicate the student. A written consent letter from the parent is also required.
- Medication orders are valid until the beginning of each new school year and can, upon written request, be extended to include summer programs.
- A written order from both the health care provider and parent shall accompany any changes to the medication order during the school year.
- Within the parameters set by HIPAA and FERPA, medication orders may be transmitted by fax to the attention of the school nurse. All faxes shall be sent to the school nurse's office fax machine to ensure confidentiality.
- Parents shall be encouraged not to allow their children to carry medication to school. Parents/students must bring the medication immediately to the school nurse upon arrival, if the medication is to be administered during school hours.
- All prescription medication shall be clearly marked with a label bearing the student's name, the name of the medication, dosage, schedule of administration times, method of administration, potential side effects; and any special instructions (i.e. refrigeration). All medications shall be provided in an original container.
- Any parent who wishes to come to school and administer/dispense medication may do so in the school nurse's office. The parent must comply with School Visitor Policy 907 upon entry onto the school grounds. The parent must bring in the medication bottle since the medication must be properly documented in the student's health care record and medication form.
- Students will not be permitted to carry or take medication on their own during school hours or during school related activities, unless the need is documented by a health care provider. Emergency medication will be

permitted to be self-administered by the student if the following procedure has occurred:

- The medication is properly labeled in accordance with the above guidelines;
 - The health care provider has provided a written statement that provides: (1) the name of the medication; (2) the dose; (3) the times when the medication is to be taken; (4) the diagnosis or reason the medication is needed unless the reasons should remain confidential; (5) the potential of any serious reaction that may occur to the medication, as well as, any necessary emergency response; and (6) a statement that the student is qualified and able to self administer the medication;
 - The parent has provided a written statement that (1) requests the school comply with the order of the health care provider and (2) a statement relieving the school or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledging that the school bears no responsibility for ensuring the medication is taken.
 - The student shall (1) provide a competent demonstration to the school nurse on the proper use of medication; and (2) demonstrate that he/she is able to respond to and visually recognize his or her name, identify his or her medication, measure, pour and administer the proper dosage, and be able to demonstrate knowledge of when the school nurse or emergency personnel are to be notified if the medication does not provide relief of the student's symptoms during a time of emergency usage.
- No student shall carry another student's medication or administer medication to another student.
 - Only emergency medications will be permitted to be taken on class trips unless otherwise ordered by a health care provider. Students must be able to self-administer medication in accordance with the above self-administration guidelines.
 - It is the responsibility of the parent to notify the school immediately, in writing of any changes in the student's health status, or if there is a change or cancellation of medications.

Contagious Diseases

- Chicken pox - All lesions scabbed over and no fresh lesions. Parent note required.
- Conjunctivitis - Antibiotic drops or ointment for 24 hours. Note from health care provider required.
- German measles - Note from health care provider required.
- Impetigo - Antibiotic ointment for at least 24 hours. Note from health

<u>Measles</u> -	care provider required. Minimum 6 days free from symptoms. Note from health care provider required.
<u>Mumps</u> -	Free from swelling. Note from health care provider required.
<u>Head Lice</u> -	After treatment and removal of nits and examination by school nurse.
<u>Strep infection</u> -	Antibiotics for 24 hours. Note from health care provider required.
<u>Ringworm</u> -	Anti-fungal medication for 24 hours. Note from health care provider required.
<u>Scabies</u> -	Skin treatment. Note from health care provider required.
<u>Scarlet fever</u> -	Antibiotics for 24 hours. Note from health care provider required.
<u>Whooping cough</u> -	Note from health care provider required.

The duration of absence from school for other illnesses depends on the illness of the child and the discretion of the attending physician. In order to help control contagious diseases, you should keep your child home when he/she has a fever, diarrhea, sore throat, nausea, skin rashes, discolored nasal discharge, persistent cough, inflamed eyes, enlarged glands or earache. If your child has a fever or has been vomiting, he/she should remain at home until he/she has been fever/vomiting free for twenty-four (24) hours before returning to school.

OFFICE HOURS

Office hours are 7:30 a.m. to 4:00 p.m. daily. The office staff can address or direct all concerns, questions and compliments to the appropriate staff member.

OPT-OUT

The Avon Grove School District recognizes parents' rights to preview planned courses and curriculum, including the texts and materials to be used during classroom instruction. Written parent requests (to the principal) that their child be excused from those parts of the curriculum that deal with controversial issues will be considered.

PARKING POLICY

Parents and guests, please pull into a parking spot when you must leave your vehicle. If you need to come into the building, even for just a short time, you must use a parking space.

PHYSICAL EDUCATION

Physical education excuses are to be written by the parent/guardian and must be approved by the school nurse during homeroom. Students needing to miss more than 4 days of P.E. are required to obtain a health care provider's note to assure a safe return.

PTA

Parent participation is crucial for our elementary schools. Our PTA is outstanding in the educational, moral, and financial support provided to our children, staff, and schools throughout the year. Please join this organization and read newsletters and PTA publications for information about meetings and other activities.

RECESS

The following policy will be observed as weather conditions dictate for student recess: The health room staff will check the local weather conditions each day prior to first recess via the Internet. The playground and blacktop conditions will also be checked if necessary. Indoor recess will be held if the temperature (including wind chill) is below °15 degrees.

All children must go outside for recess barring disciplinary or valid medical conditions that justify remaining indoors. Students should be encouraged to dress appropriately for outdoors. A health care provider's note is required to be excused from outdoor recess.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is designed to identify students exhibiting behaviors that pose a barrier to their academic and/or social development. The goal is to help students and their families identify problems, and develop strategies to address them. Many factors impact a student's ability to learn. By accurately identifying students experiencing difficulties including, but not limited to, emotional concerns, life stressors, or substance use, S.A.P. can assist them in realizing their full potential.

For information or support on drug and alcohol problems or concerns:

*** A person in medical danger should be taken to a hospital emergency room.**

Department of Drug and Alcohol Services

601 Westtown Road, Suite 325
West Chester, PA 19380
610-344-6620

Chester County Council on Addictive Diseases (COAD)

930 E Lancaster Avenue
Exton, PA 19341
610-363-6164

Alcoholics Anonymous (AA)

(215) 932- 7900
(877) 9 Dial AA

<http://www.alcoholics-anonymous.org/>

Because I love you- support group for parents/family member of a child with drug and alcohol or Mental Health concerns

1-888-443-4481

www.becauseiloveyou.org

Websites for students

www.freevibe.com

www.checkyourself.org

For Additional Emergency Help and Information:

Crisis Intervention

222 N Walnut Street
West Chester, PA 19380
Toll free 1 877-918-2100 or 610-918-2100

Chester County CARES- Prescription Assistance, housing information, utility assistance, food assistance

540 East Union Street, Suite L
West Chester, PA 19382
610-436-4040 (M-F 9:00-4:30)

www.csc cares.org

Crime Victims Center

236 West Market Street
West Chester, PA 19382
610-692-4959

Domestic Violence Center

800-799-7233 or 610-431-3546

La Comunidad Hispana

610-268-3365

Community Volunteers In Medicine- health service/clinic

(610) 836- 5990

Licensed Drug and Alcohol Agencies

Center for Addictive Diseases

Exton, PA 19341
610-524-2680

Open Door

Newark, DE
302-731-1504

Crossroads of Delaware

Wilmington, DE
302-652-1405

Licensed Mental Health Agencies

Holcomb Behavioral Health Systems

Kennett Square, PA
610-388-7400

Human Services

Oxford, PA
610-932-8557

Residential Drug and Alcohol Treatment Centers

Caron Foundation

800-678-2332

Renewal Center

800-784-7070

Today Inc

215-968-4713

STUDENT RECORDS

(In accordance with Avon Grove School District Policy 216)

Avon Grove School District has established procedures both to provide parents/guardians with access to their child's educational records and to protect any personally identifiable information in those records. By request, parents/guardians may review the education record of their student within forty-five (45) calendar days of the receipt of the request to do so. The right of inspection includes:

1. reasonable requests for an explanation and interpretation of these records by school district personnel;
2. providing copies of the records if circumstances effectively preclude the parent/guardian from inspecting or reviewing the educational record. Note, the District may charge a modest per page fee for copying;
3. having the educational records inspected and reviewed by a representative of the parent/guardian's choosing upon presentation of proper documentation.

A parent/guardian may request in writing that the District amend any portion of an educational record that he/she believes is inaccurate, misleading, or in violation of the student's right to privacy. Within thirty (30) school days of the receipt of the written request to amend the record, the parent/guardian will be notified in writing whether the District will amend the record. Should the District determine that it will not amend the record, the parent/guardian has the right to request in writing an informal hearing before a disinterested school official to challenge the determination.

Parents and/or guardians will receive an annual FERPA notice.

STUDENT TRANSPORTATION

Students who wish to ride the bus home with another Avon Grove Intermediate School student must bring a note from their parent/guardian to be kept on file in the office. This note should be sent to the office in the absentee folder in the morning. Permission is granted subject to availability, as some buses do not have room for extra riders. Fax or email requests are not sufficient.

District Bus Rules:

1. All students must obey and cooperate with the bus driver.
2. All students shall line up to get on the bus in an orderly fashion and take a seat immediately upon entering the bus. Students are required to ride facing forward at all times
3. All students must allow other students to sit anywhere on the bus unless there is assigned seating. Three to a seat is required when necessary. Two to a seat is permissible when the bus is not crowded.
4. All students are to refrain from being loud or using abusive or vulgar language on the bus.
5. Students should refrain from talking to the driver while the bus is in motion.
6. Student must not tamper with the bus, its equipment or any property on the bus. They will be liable for any damage.
7. Students are to keep arms, hands, legs, or any other part of the body inside the bus at all times.

8. Students are to refrain from throwing anything on or from the bus.
9. Students must remain seated when the bus is in motion.
10. Students are only permitted to get off the bus at their assigned stops unless they have written permission from an administrator.
11. Students may not transport animals except by special written permission of school authorities.
12. Guests are only permitted to ride a bus with written permission from an administrator.
13. Any large objects that could block the aisle are prohibited from being brought on the school bus. If students must bring any item to school, (i.e. for musical instruction, show and tell, class projects etc.) parents are expected to transport the student.
14. Students are not permitted to eat, drink or smoke in the bus.
15. No weapons are allowed on the bus.
16. Any offense not listed that the building administration believes is applicable for punishment.

Violation of the District Bus Rules will result in a referral to the administration.

Procedure:

1. Verbal Warning: If a student misbehaves while riding on the school bus, the student shall be told by the driver or another person designated by school authorities, that such behavior is inappropriate and constitutes a safety hazard for everyone on the bus.
2. First Written Bus Conduct: If a student continues to misbehave after the verbal warning, the bus driver will give the building principal a written Bus Conduct Report stating the misbehavior. The principal and the student will discuss the incident. A copy of the Bus Conduct Report will be sent home so that the parents are informed.
3. Second Written Bus Conduct: Please be aware that if the student receives a second written Bus Conduct Report, at any other time during the year, he/she may lose the privilege of riding the bus for at least three days. The principal may determine the student is to receive school punishment OR removal from the bus for three days. Any future incidents may require additional school punishment or removal from the bus for a minimum of five (5) days. The principal will contact the parents.
4. Additional written Bus Conducts Reports will result in additional days off the bus.

Bus removal does not excuse a student's absence from school. Parents/guardians are responsible for acquiring or providing transportation to and from school.

Notwithstanding, the school bus rules, the Avon Grove School District reserves the right to implement the terms of the school discipline policy and discipline code, in full or in part, as to any misconduct occurring on a school bus.

PLEASE REINFORCE THE NEED FOR YOUR CHILD'S APPROPRIATE CONDUCT AT ALL TIMES AND HIS/HER COOPERATION WITH THE

BUS DRIVER.

TECHNOLOGY

New technological equipment is becoming increasingly available to students in the school setting and with it comes a considerable amount of responsibility. Students are expected to care for all school equipment properly and to follow the policies and practices set forth by the school and teachers as detailed by Board Policy 241.

All students must abide by the Avon Grove School District Acceptable Use Policy, which must be signed by a parent/guardian before a student may use the Internet. Students may only access the Internet after appropriate training and only under the supervision of a teacher or other certified staff member. Access to the network is a privilege, not a right.

VISITORS POLICY/BUILDING SECURITY

(In accordance with Avon Grove School District Policies 816 and 907)

All visitors to the school, adult or student, must sign in at the office. This includes parents, students, tutors and helpers. All visitors will be issued a “Visitor’s Pass” which they will need to display while they are in the building.

TO FURTHER ENSURE A SAFE SCHOOL ENVIRONMENT, AVON GROVE SCHOOL DISTRICT HAS IMPLEMENTED VIDEO SURVEILLANCE SYSTEMS IN ACCORDANCE WITH BOARD POLICY 816. The Board recognizes the need to provide a safe and orderly learning environment for students and staff and to protect district property and equipment. The proper use of video surveillance cameras can be a tool toward achieving those ends.

The administration, under the direction of the Superintendent, shall coordinate the placement and use of video surveillance systems; the use of video cameras for surveillance by others is not permitted unless authorized. Generally, placement is appropriate to monitor activity in hallways, common areas, cafeteria, gymnasium, parking lot, and grounds, but is not appropriate for bathrooms and changing areas. Video surveillance systems may also be placed, pursuant to the direction of the Superintendent, on District owned or District-contracted school buses. Placement of video surveillance systems on District-contracted school buses shall be by agreement with the contracted bus company.

Signs or placards will be posted in various locations and on school buses to inform students, staff, and the public that video surveillance cameras are in use.

Only District Administrators authorized by the Superintendent shall be permitted to view monitors and tape recordings. Only those individuals authorized by the Superintendent shall be permitted to control the video monitor.

Unless authorized by appropriate law enforcement or judicial authorities,

video surveillance shall not include any audio recording or listening component. The use of video recordings from surveillance cameras shall be subject to other policies of the district, including policies concerning the confidentiality of student and staff records.

Any activities which may be detected through the use of video surveillance cameras and that present a breach of security, discipline policy or possible criminal activity will be reported immediately to the building principal or, as to bus surveillance, to the Business Manager. The principal, or Business Manager as the case may be, shall promptly report such activity to the Superintendent and an investigation shall be commenced.

Video recordings may be used as a basis for any disciplinary action by the School Administrator for any violation of law and/or school rules. Further, video recordings may be furnished to police in regard to possible criminal violations and to protect school property and services.

The use of video surveillance cameras and equipment by the district shall in no way place any duty on the district to regularly monitor live images and/or videotapes and it shall not place on the district any additional duty in regard to providing a safe facility.

VOLUNTEER CLEARANCES

In order to assist teachers in the educational program and to give students the benefits of exposure to the diverse talents and skills represented in this community, the Avon Grove School District shall encourage a program of school volunteer assistance.

Training and direction will be provided by the district and volunteers will be advised of their protection and responsibilities under the district's rules, laws, and insurance provisions.

The principal (or his/her designee) shall assume the same general authority over volunteers which s/he maintains over the employees in his/her school.

Building level administrators are responsible for ensuring that all volunteers having direct contact with children shall undergo and complete criminal background and child abuse clearance checks prior to serving. Such clearances are to be maintained by the principal at each school. Volunteers shall be reimbursed for the cost of these clearances (Act 34, Act 114, and Act 151 clearances, as well as, any other clearance required by law) after filing appropriate receipts. The clearance requirement shall not apply to a volunteer for a single event where the volunteer will have no contact with children, other than under the direct supervision and in the physical presence of district staff.

The Superintendent shall maintain supervisory control over the program, and shall provide for the development of administrative guidelines in the implementation of volunteer service in each district school.

If a parent volunteer has obtained valid clearances during the 2007-2008 school year, and has volunteered in any capacity in the Avon Grove School District during the 2007-2008 school year, their clearances will remain valid for the 2008-09 school year, and can be used at any school during the year. Volunteering at any Avon Grove school at least once during the school year maintains the validity of the clearances.

The Avon Grove School District will reimburse the cost of the clearances one time only; if a volunteer obtained reimbursement for clearances, but did not volunteer during the 2007-2008 school year, and therefore needs to obtain new clearances, the volunteer will not be reimbursed a second time.

STUDENT CODE OF CONDUCT

Avon Grove Intermediate School discipline is directed towards developing self-discipline. This involves certain responsibilities that the students must accept and abide by:

1. Respect and protect the rights of everyone you meet.
2. Express your ideas and opinions in an appropriate, respectful manner.
3. Direct your efforts in a manner that makes you feel good about yourself and what you are doing.
4. Protect and take care of the school's property; help us run a safe school.
5. Support and become involved in school functions.

Our students are expected to demonstrate acceptable behavior not only during school hours, but also during all school related activities, and while being transported to and from school. Therefore, school rules are in effect not only in school, but also during all school activities, and during the time in which students are going to and from their homes. Any student exhibiting behavior considered inappropriate by the faculty/administration will be disciplined.

GENERAL SCHOOL RULES

The following is a limited list of rules that students need to abide by:

1. Students must be in school and attend all of their classes on time.
2. Students may not leave Avon Grove Intermediate School property without permission from an administrator during the school day and/or during supervised evening activities.
3. Students must be respectful and obey all members of the school staff.
4. Students may not disrupt or interfere with the education of other

students.

5. Students must not endanger the health, safety or welfare of the students or staff.
6. Students must not take anything that does not belong to them. Any items found should be turned into the office immediately.
7. Students must not damage, deface or destroy school or personal property. Textbooks issued to students must be covered at all times.
8. No insulting, threatening or vulgar words are to be used.
9. Students must not fight or start a fight.
10. Possession of tobacco products and paraphernalia. (Note: Students in lavatory stall with smoke rising will be assumed to be smoking).
11. Possession or use of explosives, firecrackers, smoke bombs or caps is forbidden.
12. The possession or lighting of matches or lighters, and setting of fires are forbidden except under teacher supervision.
13. False alarms or bomb threats constitute a violation of school and state law.
14. Students must obey all school bus regulations.
15. The use, possession or sale of drugs, drug paraphernalia, or alcohol is strictly forbidden, as well as “look-a-likes”.
16. Students who have been absent, or were suspended (out of school) during the day of an after-school or evening activity may not be present at any after-school or evening activity. This includes social, sporting, musical and other activities.
17. Students must act appropriately with other students.
18. Students are expected to follow the established dress code as outlined in this handbook.
19. Students are prohibited from possession of laser pointers and attachments on school grounds, on buses and other vehicles provided by the district, and at school sponsored activities.
20. Students are prohibited from using, possessing, or displaying audio listening devices (CD players, MP3 players, etc), handheld

electronic games, digital cameras, or other such devices during school hours unless they have permission from a staff member to do so as part of a classroom activity.

21. Students may possess cell phones, but use or display during school hours is strictly prohibited. Use includes any cell phone function or feature. Cell phones must be turned off upon entry to the school building and may not be turned on again until the end of the school day.
22. Selling of unauthorized items is prohibited.
23. Threats of violence will not be tolerated.
24. Students may not possess or use a potential weapon.

We expect that most situations can be handled by the classroom teachers through a variety of techniques. Some of these are: verbal reprimand, isolation, behavioral contract, counseling, withdrawal of privileges, restrictions, detentions and contact with parents.

Certain situations will require the intervention of the principal and or assistant principal. At this time, any of the above techniques may be used. Other alternatives that are available to the administration are: (1) detention, (2) in-school suspension (3) out-of-school suspension, and (4) recommendation for expulsion.

CONDUCT-RELATED AVON GROVE SCHOOL DISTRICT POLICIES

EXPULSION FOR WEAPON POSSESSION

(In accordance with Avon Grove School District Policy 218.1)

Students are prohibited from possessing any weapon. A weapon is defined to include, but not be limited to, **"any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, a replica of a weapon and any other tool, instrument or implement capable of inflicting serious bodily injury."** The District shall expel for a period not less than one (1) year, any student in violation of the weapon's policy.

TOBACCO USE

Students are not permitted to smoke in the school buildings, on school grounds, on school buses or vehicles, or while participating in a school activity/event on or off school grounds. Smoking is defined as follows:

- Having a lighted item of tobacco in possession
- Exhaling smoke from mouth or nose
- Generation of smoke in a defined area

Possession of tobacco in any form will be treated the same as smoking. Tobacco includes, but is not limited to, cigarette, cigar, pipe, snuff, chewing tobacco, and smokeless tobacco.

Students violating this rules will be subject to disciplinary action including, but not limited

to, suspension, expulsion, and fines.

TERRORISTIC THREATS/ACTS POLICY

(In accordance with Avon Grove School District Policy 218.2)

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building. Any student in violation of this policy will be subject to discipline in accordance with said policy.

BULLYING/HAZING

(In accordance with Avon Grove School District Policy 252)

The Avon Grove School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention needed for success. Bullying and hazing can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

Bullying or **hazing** is a pattern of abuse that includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; cruel rumors; false accusations and social isolation.

Behavior is clearly bullying when:

- (1) There is intent to harm – the perpetrator appears to find pleasure in taunting and continues even when the target’s distress is obvious. Mutual “teasing” should not be confused with bullying behavior.
- (2) There is intensity and duration – the taunting continues over a long period of time, and is not welcomed by the target.

Bullying behavior accomplished through electronic device mediums, as well as, computers, Internet, instant messaging, email, social networking sites and other such mediums shall be subject to this policy.

Bullying and Hazing are Prohibited

The Board and staff shall not tolerate any bullying or hazing on District grounds or at any school activity on or off campus by any student K-12.

Staff Intervention

The District expects staff members who observe or become aware of an act of bullying or hazing to take immediate, appropriate steps to intervene – unless intervention would be a threat to staff members’ safety. If the staff member believes that his/her intervention has not resolved the matter, or if the objectionable action persists, s/he shall report the bullying to the school principal for further investigation.

Students and Parents Shall Report Bullying and Hazing

The District expects students and parents whom become aware of an act of bullying or hazing to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying or hazing is subject to the consequences listed below under Consequences/Intervention.

Investigation Procedures

Upon learning about a bullying or hazing incident, the principal or designee shall contact the parents of both the aggressor and the subject of the aggression, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues.

Consequences/Intervention

Consequences for students who bully or haze others shall depend on the results of the investigation and may include, but are not limited to, counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with the parents.

UNLAWFUL HARASSMENT

(In accordance with Avon Grove School District Policy 248)

The Avon Grove School Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The Board encourages students who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's

- academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendar; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environmental that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public.

The district shall provide regular in-service education and training for students and staff concerning all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal, or his or her designee, shall be responsible to complete the following duties when receiving a complaint or unlawful harassment:

1. Inform the student or third party of the right to file a complaint pursuant to this policy and the complaint procedure.
2. Inform the student or third party that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.

3. Following the filing of a complaint, notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer. The Compliance Officer (Superintendent) may be contacted at the Avon Grove School District offices located at 375 South Jennersville Road, West Grove, PA 19390 (610) 869-2441.

Complainant or reporting employee is encouraged to use the report form available from the building principal and attached at the end of this policy, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation and findings of the investigation. The findings of the investigation shall include a determination of whether the complaint has been substantiated as factual, whether it is a violation of this policy, and any recommended corrective/disciplinary action.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint has been substantiated as factual and constitutes a violation of this policy, the district shall take prompt corrective and disciplinary action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days of the complainant's receipt of the findings of the investigation.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days of receipt of the Complainant's written appeal unless additional time to complete an investigation is required. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. If the response of the Compliance Officer results in a finding or an affirmation that the complaint has been substantiated as factual and constitutes a violation of this policy, the district shall take the action described above in Step 4.

DRUG AND ALCOHOL POLICY

(In accordance with Avon Grove School District Policy 227)

The Avon Grove Board of School Directors recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this district, the schools should strive to prevent drug abuse. The educational program should address the physical and psychological dangers caused by drug and alcohol use/abuse.

For purposes of this policy, "drugs" shall mean: all dangerous controlled substances prohibited by law, all "look alike" drugs, all alcoholic beverages, any drug paraphernalia and any prescription drug, patent drug, or anabolic steroid except those for which permission to use in school has been granted.

TAKING ANY DRUG, WHETHER PRESCRIPTION OR NON-PRESCRIPTION, WITHOUT THE SCHOOL NURSE'S SUPERVISION IS A VIOLAATION OF THE ALCOHOL AND DRUG POLICY.

The Board prohibits the use, possession, distribution, or being under the influence

of any drug: during school hours, which includes the hours it takes for a student to travel to and from school, on school property; at any school sponsored event, including traveling to and from any event; and on school buses/vans.

Appropriate disciplinary action will be taken by the Board as outlined in the Student Code of Conduct, which is in compliance with all laws and regulations of the Commonwealth of Pennsylvania (including Act 93 and Act 104).

Student Assistance Teams consisting of specially trained school personnel have been established in order to ensure appropriate identification, interventions, and support for "At Risk" students.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologist, home and school visitors, drug and alcohol counselors, student assistance team members, and other school employees shall be respected. No confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent unless the best interests of the student can be served by doing so.

POSSESSION AND USE

A student who, while under the school's jurisdiction, is found to possess, use or abuse alcohol or other drugs, "look-alike" drugs, narcotics, psycho-active substance, any drug paraphernalia, prescription drug, patent drug or anabolic steroid or other health endangering compounds shall be subject to the following action:

Discipline resulting from possession or use will be in accordance with Board Policy.

SEARCH PROCEDURES

(In accordance with Avon Grove School District Policy 226)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, the Board reserves the right to authorize school officials to search a student, lockers, automobiles, and/or school property in certain circumstances and may seize any illegal or unauthorized materials discovered during the search. (See insert – Avon Grove School District Search Procedures)