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AVON GROVE SCHOOL DISTRICT VISION STATEMENT

Our vision of the Avon Grove School District is a community that achieves the highest standards of education for all its students.

The following statements are part of the Avon Grove School District Strategic Plan:

Mission Statement

Avon Grove School District, through a collaborative effort with parents and community, will provide a challenging and safe environment where all students achieve the knowledge, skills, and experience to succeed and become responsible citizens in an ever-changing global society.

District Beliefs

In order to enhance the district's mission statement and secure a broad base of school-community support for teaching and learning, beliefs of the district were identified as a result of a consensus-building process involving school board, staff, parents and community. **We believe that:**

- Every student is entitled to engage in high quality work every day.
- Teachers are leaders and inventors.
- Principals are leaders of leaders.
- District leaders provide direction and support to principals and teachers.
- Collaboration, cooperation, respect, and dignity characterize how we interact with one another.
- The Avon Grove School system, through a collaborative effort with parents and community, is responsible for providing students the preparation to succeed in the world in which they will live.
- Parents and the community are responsible to assist the school in providing students the support needed to succeed with quality work.
- The strength of the system lies in collaboration and cooperation so each member feels a part of the school community.
- Students will respond positively to expectations for high achievement in scholarship and citizenship.
- Students will become productive learners while maturing and accepting roles and responsibilities of contributing school and community members.

PHILOSOPHY

We, the faculty, staff, students and parents of Avon Grove High School Community, believe that the school is part of its community, which in turn is part of the global community. We believe that learning occurs in many settings and that learning continues beyond the close of formal schooling. We believe that students are natural learners and bring a body of knowledge and a set of learning skills to school from their first day. We believe that our school and its resources provide broader opportunities and a greater depth of experience than are available elsewhere.

The guiding principles underlying our efforts include the concept of teaching the whole person, recognition of the provision for various modes of learning, belief in the value of higher-level thought processes, the importance of collaborative learning, and the necessity of organized and supervised learning experiences.

We believe that an Avon Grove High School graduate will have had a wide range of opportunities to develop his/her innate abilities to extend his/her knowledge of the global community, to grow intellectually and socially, and to prepare for a productive and effective life.

OBJECTIVES

- To foster the natural ability to learn and to encourage lifelong learning.
- To develop competence in basic communication and computation skills.
- To increase social awareness through the study of historic cultures, and languages.
- To provide for practice in the uses of the imagination as well as analytical thinking.
- To recognize and provide for a range of intelligences, abilities, and interests.
- To encourage adaptability, flexibility, and responsibility in work and social situations.
- To develop interpersonal skills, emphasizing sensitivity to the needs and concerns of others.
- To promote physical, intellectual, and aesthetic skills and values that can lead to satisfying lives.
- To encourage a positive climate of connectedness in which each member of the Avon Grove High School community feels welcomed and a part of the whole.
- To encourage participation in both academic and athletic programs and community service.
- To foster the ability to make constructive and positive choices that will impact daily life and future planning concerning post-secondary education and employment.
- To encourage respect for individual differences.

I. GENERAL INFORMATION

ACADEMIC HONOR CODE

The purpose of the Academic Honor Code is to foster the development of one of the most important characteristics of good citizenship – individual responsibility. Honorable academic behavior helps create an educational community based on trust, in which no cheating or plagiarism is tolerated. It creates an educational community in which individuals are treated fairly and recognized for their individual achievement. As a student at Avon Grove High School, you are expected to follow this Code on all work completed in your courses.

Expectation 1: Homework, Classwork, Quizzes, and Tests. You are expected to do your own work and to ask for help when needed to meet this expectation.

Examples of honorable behavior that you are expected to follow:

- Doing your own homework and classwork assignments as best you can and turning them in on time.
- Asking your teacher or other appropriate resource person for help so that you can complete the assignment on time.
- Doing your own work on quizzes and tests.

Examples of dishonorable behavior or cheating that are not tolerated:

- Copying a homework or classwork assignment from the work of another student instead of doing the work yourself.
- Allowing another student to copy your homework or classwork assignment.
- Looking at another student's paper during a quiz or test to copy answers instead of doing the work yourself.
- Allowing another student to look at your quiz or test to copy answers.
- Accessing information in an improper manner (e.g. cheat sheet, electronically stored or sent information) during a testing situation.
- Providing information to others during a testing situation (e.g. providing other student with test questions).
- Presenting work done by someone else as your own.

Expectation 2: Cooperative Learning Activities, Presentations and Classroom Projects. In cooperative learning activities, you are expected to complete your individual assignments on time. You are expected to share your information with a partner or small group, whenever it is appropriate to do so to meet the requirements of the assignment. You are expected to ask for help when needed to meet this expectation.

Examples of honorable behavior that you are expected to follow:

- Completing your individual assignment on time.
- Completing your fair share of the partner or group assignment.
- Staying on task with your partner or small group so that the assignment is completed on time.
- Asking for help from the teacher if the partnership or group encounters problems.

Examples of dishonorable behavior or cheating that are not tolerated:

- Copying your individual assignment from another student and presenting the work as your own.
- Doing the work that is assigned to another student and allowing that student to take credit for it.
- Not meeting your individual responsibilities to the partnership or group.
- Distracting others in the partnership or group so that the work cannot be completed on time.
- Presenting work done by someone else as your own.
- Allowing someone else to present your work as his or her own.

Expectation 3: Research Projects and Essay Writing. You are expected to give credit for all ideas and information (either paraphrased or directly quoted) not your own in research projects and essays, and to ask for help when needed to meet this expectation.

Examples of honorable behavior that you are expected to follow:

- Doing your own research projects and essays as best you can and turning them in on time.
- Asking your teacher, librarian, or other appropriate resource person for help so you can complete the assignments on time.
- Keeping track of all sources of information during research so that you can give appropriate credit to the authors in your own writing.
- Learning how to give credit correctly to the ideas and information of others in research and essay writing

Examples of dishonorable behavior or plagiarism that are not tolerated:

- Copying sentences, paragraphs or entire papers from encyclopedias, books, magazines, or Internet sources and presenting the work as your own.
- Using the work of another student and presenting it as your own.
- Failing to give credit correctly to the ideas and information of others.
- Presenting work done by someone else as your own.
- Allowing someone to present your work as his or her own.

Consequences for violating the Academic Honor Code

- Discussions regarding violations of the Academic Honor Code will be held privately with the student or students involved.
- The student(s) will be given the opportunity to explain the situation.
- The teacher will make a determination if a violation has occurred.
- If a violation has occurred, the student(s) and a parent(s) or guardian(s) will be notified by the teacher.
- The student(s) will receive no credit for the assignment.

Incidents of violations of the Academic Honor Code will be reported to the main office, even if the consequence is handled entirely by the teacher. Repeat violations of the Academic Honor Code will result in disciplinary action in addition to the academic consequence.

ATHLETIC/ACTIVITIES ACADEMIC REQUIREMENTS

Academic Requirements

A student athlete and those involved in the plays or the musical must meet the following academic requirements:

- The student must pursue a curriculum defined and approved by the principal as a full-time curriculum.
- The student is required to do satisfactory school work.

The following regulations govern academic eligibility:

- Grades are reported to the athletic director by the teachers weekly during the season.
- Grade averages are based on the student's cumulative average to date during the marking period.
- Coaches/advisors are notified about ineligible students and students who are averaging a "D" or "F" in any course.
- Failing grades in two (2) or more subjects will eliminate a student athlete/play participant from participation in practice and/or games for the following week (Sunday through Saturday). The purpose of the weekly ineligible period is to give students time to improve their grades. A student remains ineligible for the entire week.
- Whenever possible, a student who is ineligible must meet with the athletic director on Monday to discuss the student's academic status.
- A student in academic difficulty is encouraged to seek help by contacting his/her teachers and guidance counselors.
- The student is allowed ONE chance during the season/play production period to improve his/her grades. A second weekly ineligible infraction will result in the student being removed from the team/play cast or crew for the remainder of the season/play production.
- Any student athlete/play participant failing two (2) or more subjects during a marking period is ineligible for twenty (20) school days starting the day of distribution of the report cards. The same rule applies for any student failing two (2) or more subjects at the end of a school year. In that case, the ineligibility starts the first day of school. A student passing summer school courses may become eligible at the start of the new year.

ATHLETIC PROGRAM

Additional information related to the athletic program can be found in the Athletic Handbook. The handbook is distributed to all athletes and is available in the main office upon request. The handbook contains information on eligibility, awards and the athletic code of conduct.

STUDENT SPECTATOR CODE OF CONDUCT

Sportsmanship is a key component of the athletic program. Student athletes are frequently spectators at athletic events, and are expected to follow the same spectator code of conduct that governs all Avon Grove students and fans.

- No smoking on school property.
- Evening contests are usually finished at 9:30. Please make arrangements to be picked up promptly.
- Students must be in attendance at school during the day of an athletic contest.
- Any student leaving before the completion of the athletic contest may not re-enter and must leave school property promptly.
- You are encouraged to cheer under the direction of Avon Grove High School cheerleaders at the proper times. Do not distract any player while in the act of shooting a foul, taking penalty shots, etc. This is considered unsportsmanlike conduct.
- No artificial noisemakers of any kind are permitted at games (bells, horns, whistles, clappers, etc.). Signs and posters other than the approved championship and League banners are not permitted inside the gym. Cheerleaders may place spirit posters in the lobby and the gym hallway with the permission of the administration.
- Keep in mind that the visiting team, coaches, and fans are guests of Avon Grove High School. This also applies to the officials. Treat them with the same courtesy and respect with which you would want to be treated.
- Do not boo a referee's decision or an opposing player. Booing is the lowest form of discourtesy.
- Any disruption of the contests will be dealt with by the management. Violators will be removed from the gym and/or school property. If a student is removed from an athletic event, the student will not be allowed admittance for the remainder of the sports season or longer.
- Act 7 of 1990 defines assault on a sports official as a misdemeanor of the first degree. Violators will be prosecuted by the local authorities.

ADMISSION FEES

Admission Fees will be charged for most evening and weekend athletic contests. Fees are set by the Ches-Mont League. Adults \$5 and Students \$3. Admission Fees for Tournaments, Ches-Mont League and PIAA District Playoffs are Adults and Students \$5 each.

MAIN GYMNASIUM SPORTING EVENT RULES

- Students should remain in the gym during all live action at the game. No one should loiter in the lobby.
- After the game begins, spectators may not enter the gymnasium except during a stoppage of action.
- Students and other spectators must purchase tickets before entering the gymnasium. Students leaving the building must leave the premises.
- No food or beverages of any kind in the gym.
- No artificial noisemakers of any kind are permitted at indoor games. (Bells, horns, whistles, clappers, etc.) Signs and posters other than the approved championship and league banners are not permitted inside the gym. Cheerleaders may place spirit posters in the lobby and gym hallway with the permission of the administration.

STADIUM SPORTING EVENT RULES

- Students should remain within the boundaries of the stadium. No one will be

permitted to loiter in the parking lot.

- Students and other spectators must purchase tickets before entering the stadium. Students leaving the stadium must leave the premises.
- Students will not be permitted to bring outside food or beverages into the stadium.

ATTENDANCE PROCEDURES

(In accordance with Avon Grove School District Policy 204)

ABSENCE

- Excused absences include illness, death in the immediate family, religious holidays, health care appointments, educational trips, urgent family reasons, or court appearances.
- Absences for trips to colleges, pre-arranged family trips, or court appearances may be excused if you obtain approval from the grade level principal. Requests should be made at least one week prior to the absence. Approval may be granted if your absences from school prior to the requested absence have not been excessive and if your educational progress is not hindered. The continuation of your academic progress is your responsibility. You will be asked to have your teachers complete an absence form for your pre-arranged trips. This form must be picked up in the Attendance Office.
- Within three (3) days of your return to school from an absence, you must bring a written excuse signed by your parents stating the date(s) you were absent and the specific reason for your absence. No email notes will be accepted.
- Excuses are to be handed in to the Attendance Secretary in the attendance office. It is the student's responsibility to get his /her excuse to the Attendance Secretary. Failure to do so may result in assigned detentions.
- An absence will become unlawful if no written excuse has been brought in within three (3) days of your return to school. If an excuse is handed in later than three (3) days after your absence, the absence will remain unexcused.
- An excessive number of absences (excused or unexcused) hampers 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).
- Homework and assignments are your responsibility. If you are absent, it is up to you to obtain any and all homework, notes, make-up tests, or other work from your teachers upon your return to school.
- If you know in advance that you will miss class time (e.g. doctor's appointment, school-sponsored trip or function, etc.), you are expected to get the

assignments before the missed class.

- Truancy is defined as being absent from school without your parent's/ guardian's knowledge. Any student found to be truant will be assigned a Saturday detention. **Chronic truancy** may result in any one or more of the following disciplinary consequences:
 - a suspension from school
 - a parental conference before the student may return to school
 - probation contract
 - referral to the District Justice.

UNEXCUSED ABSENCES

- There are no legal days off other than those approved on the school calendar. Senior "bag" day or a "bag" day by any other group is not a legal day off from school.

CLASS ATTENDANCE

- Class attendance will be checked each period by the teacher.
- Unexcused absences will be handled by the Attendance Secretary in the attendance office.
- If it is determined that a student has cut a class, the teacher will turn the name of the student in to the Attendance Secretary. Students will face disciplinary consequences that include, but are not limited to:
 - One (1) class cut - Communal Detention.
 - Two (2) class cuts - The student will be assigned a Saturday Detention
 - Excessive class cuts during the same year will result in disciplinary measures determined by the Administration.
- A student can only leave class with the permission of the teacher, and must sign out of the room on the sign out log before he or she leaves. The student must obtain a pass to carry with him/her in the hallway.
- Students with special needs who need to use the elevator must see the nurse in order to obtain an elevator key. When the student no longer requires the use of the elevator, the student must return the key to the nurse. The fee for a lost key is \$25.00.

LATENESSES TO SCHOOL

- All students are to be in their first period class by 7:40 a.m. A bell will ring at 7:35 a.m. to signal movement to first period. Students not in their first period class by 7:40 a.m. will be marked late to school.
- Students who are late to school will report to the designated area to sign in to school. Students will then receive a pass and must report to their assigned class immediately after signing in.

- If you are late to school, you must bring a written excuse signed by your parents the same day you are late to school. Car trouble and oversleeping are not considered excuses for lateness.
- If you are frequently late to school because of illness, a doctor's note may be required.
- Excuses for personal reasons will not be accepted.
- If you are frequently late to school, a doctor's note may be required.
- When a student is referred to the Attendance Secretary for tardiness to school, the student will face disciplinary consequences that include, but are not limited to:
 - 3rd tardy—Communal detention.
 - 4th tardy—Communal detention and loss of parking privileges for 30 calendar days.
 - 5th tardy—Saturday detention and loss of parking privileges for the remainder of the school year.
- Chronic tardiness to school, six or more, will result in additional disciplinary action including disciplinary probation and out-of-school suspension.
- Chronic lateness to school will affect a student's eligibility for a parking permit. Students that receive a communal or Saturday detention for lateness to school will be placed at the bottom of the list of those students that request parking for the current / following school year.

LATENESS TO CLASS

- Recurring lateness is a serious situation. Teachers will refer students to the Attendance Secretary in the attendance office when the student has accumulated three (3) or more tardies for that class for the semester. (The first two lates per semester will be handled by the teacher.)
- When tardiness to class is referred to the Attendance Secretary, the student will face disciplinary consequences that include, but are not limited to:
 - 1st referral to the Attendance Secretary will result in one (1) communal detention.
 - 2nd referral will result in a second communal detention.
 - 3rd referral will result in one (1) Saturday detention.
 - 4th referral will result in (1) Saturday detention and the student being placed on restrictive pass for the remainder of the semester.
 - 5th referral will result in (1) Saturday detention and the student being placed on disciplinary probation for thirty (30) calendar days.

- Chronic tardiness, six or more, will result in additional disciplinary action including out-of-school suspension.

ATTENDANCE DURING MID-TERMS / FINALS

- Students must take their exams at the regularly assigned times as determined by the administration.

EARLY DISMISSAL

- For an early dismissal, a student must either (A) bring a note from his/her parent stating the reason for early dismissal and a number where the parent can be reached, or (B) be signed out by the parent with the Attendance Secretary in the attendance office. Except in emergency circumstances, verbal permission over the phone will not meet this requirement.
- Before you leave the school, you must sign out with the Attendance Secretary in the attendance office. If you should return to school after an early dismissal, you must sign in at the attendance office. Under **NO** circumstances are students permitted to leave school grounds without signing out. Failure to follow these procedures will be considered leaving school without permission.
- In the event that a student becomes ill during the school day, he or she should report this to the teacher, who will report the situation and send the student to the nurse.
- Students will not be excused from school during the school day for casual reasons such as attending to business, running errands, repairing cars, etc.

LEAVING SCHOOL WITHOUT PERMISSION

Leaving school without permission is defined as leaving school property once a student has arrived on school property or during school hours without having turned in a valid, written note from a parent/guardian BEFORE LEAVING SCHOOL and/or failing to follow sign-out procedures. The parent/guardian may also come in to the attendance office to sign out a student. Turning in a note from a parent or having the parent call with an excuse AFTER leaving school is not acceptable. The consequences for leaving school without permission include, but are not limited to:

- 1st offense 1 day suspension and loss of all parking privileges for 30 calendar days
- 2nd offense 3 day suspension and loss of parking privileges for the remainder of the school year
- 3rd offense 5 day suspension
- Students that leave school without permission will not receive a parking tag the current / following school year.

EXCUSES FOR STUDENTS EIGHTEEN YEARS AND OLDER

- Excuses for eighteen (18) years old and older students should be signed by parents. In unusual cases where a student in this category is maintaining a separate residence and is financially self-supporting, the student's parents

may submit a letter to the Principal requesting that the student be permitted to sign his/her own excuses. Excuses signed by the student will not be accepted by school personnel until approval has been granted by the Principal.

EXTRACURRICULAR ACTIVITIES

A student must be present in school for half of a regular school day in order to participate in any school-related activity. For all interscholastic athletics, PIAA rules apply.

AUTOMOBILE PARKING PERMITS AND RULES FOR STUDENT DRIVERS

(In accordance with Avon Grove School District Board Policy 223)

The use of motor vehicles for travel to and from school by a student is an assumption of responsibility by the parent and student. Avon Grove School District is not responsible loss, theft or damage.

Parking spaces in the high school lot are limited to the lots immediately next to the high school. Students may not park in the Middle School lots. **PARKING IN SCHOOL LOTS IS A PRIVILEGE**, and students are expected to recognize the responsibilities that go with this privilege.

All student drivers parking in the high school lots must apply each year for a parking permit. Applications are available in the main office. A copy of the student's valid driver's license, registration and proof of insurance for the vehicle(s) parked in high school lot must be attached to the application. The cost of a parking permit is \$35 for the 2008-2009 school year and is payable at the time the permit is issued for a parking space. Parking spaces are distributed in relation to when the student returned his/her form to the office. All Concurrent Enrollment, CDO, Co-op students, Teacher's Academy and Allied Health students will be given parking spots. Students who turn their application in late will be put on a waiting list and these spots are considered on a "with need" basis. "With need" is defined as students involved in school activities and/or employment or sports. Students who receive their license during their senior year will be placed on the top of the waiting list.

The following regulations must be followed:

- Student drivers must park in the numbered space assigned to him/her.
- The parking permit must be displayed on the rear view mirror at all times the vehicle is in the school parking lot.
- Student drivers must abide by the speed limit of 10 miles per hour, and must drive in the school zone in a safe, orderly manner. The school zone includes the school parking lots, the school driveways, and the roadway within the designated school zone signs on State Road and Schoolhouse Road.
- Student drivers must respect the fire lane, and no part of the vehicle shall impede the right of way.
- Student drivers may not transfer parking permits to other drivers. Only students with parking permits may drive and park in designated spaces. If a student transfers his/her tag to another student or to a car that is not registered in the main office, the student will have his/her parking privileges re-

voked for the remainder of the school year. The student that uses a transferred tag will also lose parking privileges for the remainder of the school year.

- No student may sit in cars during school hours; students are not permitted to remain in cars upon arrival or at dismissal.
All vehicles must be registered with the school; students must inform the office if they are temporarily driving a car not on the initial application for a parking permit. Failure to do so will result the following way: first offense - written warning, second offense - 30-day suspension of parking privileges & finally parking privileges will be suspended for the remainder of the school year.
- Students are not permitted to go to their cars during school hours unless they have permission from an administrator.
- A student who has four unexcused lates to school, leaves school without permission, violates any of the student driver rules, or drives unsafely will lose parking privileges for four (4) weeks for the first offense. However, if deemed appropriate by the administration, parking privileges may be revoked for the remainder of the school year for a first offense. A second offense in any category will result in the loss of parking privileges for the remainder of the school year. A student who drives in a seriously unsafe or reckless manner, violates the alcohol and drug policy, or has repeated or serious disciplinary infractions will lose parking privileges immediately for the remainder of the school year.
- THE ADMINISTRATION MAY REVOKE PARKING PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR IN RESPONSE TO SERIOUS STUDENT MISCONDUCT OR CHRONIC VIOLATIONS OF SCHOOL POLICIES, WHETHER OR NOT THE MISCONDUCT IS RELATED TO THE STUDENT DRIVER RULES.
- Parking permits must be turned in during any period that parking privileges are suspended; students who do not turn in permits when requested will lose parking privileges for the remainder of the year.
- Students who have parking privileges revoked for the remainder of the year must turn in their parking permits upon request, failure to do so will result in disciplinary action.
- Cars parked illegally or parked during a period when parking privileges are suspended may be towed away at the owner's expense.
- Parking fees are non refundable; a student who loses parking privileges because of a violation of the rules for student drivers forfeits the parking fee. Students who lose parking tags will be charged \$5 for a new tag.
- Students who do not receive parking permits will be placed on a waiting list, and will be contacted when parking spaces become available. The priority system will be used for students on the waiting list.
- Seniors that have not registered for a graduation project by October 31st will lose parking privileges for the year and/or be taken off the waiting list.

COMMUNICATIONS

The administration and faculty welcome communication with students and their parents/guardians. All administrators and faculty can be reached by contacting

the main office telephone number at 610-869-2446. Messages can be left for faculty members who are in class at the time of the telephone call. The Attendance Secretary and the Guidance office can be contacted directly by following the instructions on the automatic message system. E-mail addresses are available on the Avon Grove School District web page.

Contact teachers to discuss - any issue regarding an individual student's academic progress or classroom behavior.

Contact the Attendance Secretary in the attendance office to discuss - any issue regarding attendance, including early dismissals, lateness to school or class, excused or unexcused absences, etc.

Contact the nurse to discuss - any health concern, including dispensation of prescription or non-prescription medications.

Contact the guidance office to discuss - any issue regarding an individual student's progress, including the academic schedule, concerns about behavior, mental health, substance abuse, the college application process, job counseling, etc.

Contact the assistant principals to discuss - student activities, including extra-curricular and athletic programs, discipline issues, including detentions and suspensions, transportation matters, including bus problems and student parking, any issue related to student life, including concerns not addressed after conferences with any of the above staff.

Contact the principal to discuss - any issues related to the overall high school academic or extracurricular program, student life, suggestions for school improvement, general school issues, or concerns not resolved through the above avenues.

DANCE RULES AND REGULATIONS

Permission to hold dances must be secured from the Activities Director's Office one month in advance of the date. The Faculty Advisor will be responsible for the assignment of chaperones.

- Entrance by the Main Lobby only is to be used.
- Teachers will be on duty at all unlocked doors.
- All gates except those regulated by the State Fire Regulations will be locked during all dances.
- All refreshments are to be served in the lobby.

Decorations

- The Committee in charge, with the permission of the teacher sponsors and the principal, may use any part of the building and any school property available.
- All borrowed property must be returned and all rooms left in the same condition in which they were found.
- Classes or clubs and the sponsors will be held responsible for property damage, return of property borrowed and for general conduct of the dance.

Admission

- To enter a dance a student must present the current school year Avon Grove High School I.D. card at the door. Students that do not have an I.D. may attend dances by signing up on a list in the main office during the week prior to the dance. Students that do not present a current school year I.D., or have not signed the list in the main office, will not be permitted to enter the school the night of the dance.
- Dances run from 7:00 p.m. to 10:00 p.m.
- The ticket committee will be on duty from the time the doors open at 7:00 p.m.
- Admissions will close at 7:45 p.m. after which no one will be admitted.

Outside Guests

- Outside guests must obtain a Guest Pass from a bona fide pupil in advance of the dance.
- Name of the guest and the pupil must appear on the pass.
- The pass must be surrendered with the ticket at the door. (This rule also applies to alumni.)

** A student may bring one guest

Dress Rules

Good grooming and practical dress will be encouraged at all times. In as much as school should be thought of as a place where good grooming is essential, the following regulations are adopted as proposed by a representative group of the faculty and student body.

General:

Coats and Jackets are designed for outdoor wear and are not appropriate to wear in school. Dirty, faded or torn clothing is prohibited. No printing, insignia, or emblem in bad taste may be worn on clothing or accessories. Hair must be clean and neat. Students must be well-groomed and adhere to the school district's safety policy.

Dress for Special Events:

Girls: Skirts, dresses or pant-suits are recommended

Boys: Coats with shirts and ties or coats and turtlenecks are recommended

The sponsors of groups presenting any school program or activity, i.e. dances, field trips, etc. will decide what is to be worn by the participants with approval of the administration and notification given to the students.

Dance Regulations

No sexually explicit or suggestive dancing will be allowed. Inappropriate dress, dancing, or behavior will be determined by chaperones and could result in removal from the dance without refund, along with a possible discipline referral.

EDUCATIONAL INFORMATION

Test Policy

Students are not to have more than 3 tests or quizzes on the same day. If this should happen, the student is to notify the teachers before the test day so they may rearrange or reschedule. Absent students must take missed tests within three (3) days of their return. Make-up tests may be scheduled after school.

Curriculum Review

The Avon Grove School District recognizes parent's 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 (ren) be excused from those parts of the curriculum that deal with controversial issues will be considered.

ELECTION OF CLASS OFFICERS

Qualifications for Office:

- Student candidates for Class President, Vice-president, Secretary, Treasurer, and Historian must have an overall grade point average of 2.5 ("C+") at the time of the filing of the petition for election.
- Students who have committed major disciplinary offenses are not permitted to run for office. The Assistant Principal will determine eligibility regarding a student candidate's discipline record.
- A student may hold two (2) offices during the school year, only one (1) of which may be president.

Procedures for Election:

1. Student candidates for President, Vice-President, Secretary, Treasurer, and Historian will obtain petition forms from their class advisors. The petitions are to be filled out according to their instructions and returned to the advisors.
2. Current class advisors and current class officers shall validate petitions. Rejected petitions may be re-submitted for validation.
3. Campaign speeches are to be prepared with the assistance and approval of the advisor of the class in which the candidate is currently enrolled. Candidates must give the speech approved by the advisor. Deviation from the speech may result in the candidate's being disqualified to run for office.

Candidates' speeches will be three (3) minutes long for President, and two (2) minutes long for other offices. The speeches should include credentials, the candidates' goals for the class, and description of the responsibilities of the office.

4. Each class will view the campaign speeches via the TV monitors and vote during homeroom.
5. Announcement of the elected officers will be made on the afternoon announcements.

6. Campaigning: All campaign materials to be posted must be approved, initialed, and dated by the advisor. All materials must be taken down at the end of the event.

Continued Eligibility for Class Officers:

The High School Administration considers class officers and members of student government and controlling bodies as holders of positions of honor and trust; and as such looks to them for assistance in maintaining a high order of discipline and deportment in the school. Therefore, any student holding such a position, who shall be guilty of any major offense, i.e. flagrant insubordination, persistent violation of school rules, chemical abuse, or dishonesty, shall be dismissed from his/her aforementioned position(s), in addition to other penalties that may be prescribed by the School Administration.

- Students must maintain an overall grade point average of 2.5 ("C+") while in office. A student whose grade point average falls below a 2.5 becomes academically ineligible for class office for the remainder of the term of office.

If the ineligible student is the Class President, the Vice-President will assume the office of President, and a special election will be held for Vice-President. Should the Vice-President, Secretary, Treasurer, or Historian become academically ineligible, a special election will be held for that office. Special elections will be held according to the procedures noted above for the original election.

EMERGENCY DRILL PROCEDURES

In the event of an emergency drill, everyone must participate. Any student in the corridor, not under the direct supervision of a teacher at the time of the drill, will join the nearest class section he finds in the corridor and leave the building with them. If in the Guidance Office, Nurse's Office, or Main Office, go with them.

Each classroom has a floor plan with directions. Students should:

- listen to the teacher's instructions
- leave the room in single file
- remain silent throughout the drill

The emergency drill signal is the ringing of the alarm in the hallways. Emergency evacuation may also be conducted through instructions over the P. A. system and without alarms.

EMERGENCY DRILL DIRECTIONS

Emergency Drill instructions will be posted in each classroom. Teachers will review those plans with students.

FIELD TRIPS

Field trips for educational purposes will be sponsored throughout the school year. When a teacher plans a field trip, a permission slip must be signed by a

parent or guardian or the student will not be allowed to go. Conduct on these trips will be such that a favorable impression of your school will be left with people you meet. School rules apply at all times during field trips.

It is not required that a student attend a field trip. The teachers and administration reserve the right to deny any student from going on a field trip. If the school denies a child permission to go on a field trip, an alternate in-school educational program will be offered. Field trips are non-refundable unless the student does not attend as a result of an illness, family emergency or disciplinary action taken by the school administration. In some cases, no refunds can be made as a result of previous commitments.

GUIDANCE POLICIES AND PROCEDURES

Avon Grove School Counselors Mission Statement

As professional school counselors we are committed to providing a developmentally appropriate support system across the grade levels. This network strives to ensure that all students acquire the skills and opportunities necessary to maximize their potential and prepare them for future success.

At the high school level, counselors assist students to develop post secondary goals, matching skills with interests for which they will have a high degree of success. They also continue to promote and support the academic, emotional and social well being of all students.

The Avon Grove School District counselors believe that by supporting the whole student, from kindergarten through senior year, each individual will be best equipped with the personal resources to achieve a lifetime of success.

COURSE CHANGE POLICIES

The course selection process begins in February. Students have the opportunity to review and change courses during the course selection verification process during the spring, and finalize changes before the summer break. Students and families are encouraged to give serious consideration to their course choices, and to use the Career Pathways section of the course selection book to help with the decision-making process.

Course Change Policy:

No lunch, teacher, or study hall changes will be allowed. If a student needs to change a lunch due to a medical issue, documentation must be provided, and the family must keep in mind that the change may affect (elective) courses because of the design of the master schedule.

Course Change Policy-Major Courses (includes World Language):

When teachers make a recommendation for a course/level, they take into consideration many factors, including, but not limited to: the student's performance in previous courses, the student's attitude toward the work necessary to be successful, the student's skills in areas that will be needed in the recommended course (i.e. Math skills needed for Chemistry), and other predictors of success in a course/level. Staffing for courses is based on the course selections that take place in February, and materials for these courses are ordered based on those numbers.

All course selections are binding after **the last day of school in the year in which course selection took place** unless a teacher, counselor, or an administrator initiates changes, or if a student successfully completes the process to change a major course as listed below.

Any student who wishes to *drop* a course (i.e. French III) and/or a level within a content area (i.e. Trig/PreCalc to Alg III/Trig) must follow the step-by-step guidelines listed below:

1. An appointment must be scheduled with the appropriate guidance counselor. During that meeting, the student will be asked to discuss the reason(s) for the request. The student must be able to show evidence that all assignments for the course have been attempted, and that the student attempted to seek extra help. **There must be extenuating circumstances in order for a student who did not complete required summer work to be considered for a "drop."** Since all students are required to take seven credits, the student *must* be able to replace the course with an appropriate substitute.
2. The teacher of the course that the student wants to drop must provide input into the decision and may suggest an alternate within the content area when appropriate. **In order to proceed with the request, the counselor must contact the current teacher in order to obtain his/her observations of the student's performance in the class.**
3. When appropriate, all information will be forwarded to the appropriate Assistant Principal.
4. If a parent/guardian still wishes to pursue the class change, the parent/guardian must contact the Main Office to set up a meeting with the Assistant Principal for consideration. The Assistant Principal will gather any further data needed to make the decision.
5. If approved, the student must return all materials prior to any changes.
6. The student must follow the original schedule until a new one is provided by the Guidance Office.

The deadline to go through the steps outlined above to drop a course/ and or a level within a content area is the 1st marking period interim entry date unless initiated by the teacher, administrator, and/or guidance counselor. Students and their families should be aware that any grades that have been earned prior to the change would follow the student to the new class within the content area.

Any student who wishes to *move up* a level within a content area must follow the guidelines listed below:

1. The student should notify the current teacher that he/she would like to

move up a level so that the teacher can review the student's performance in the class.

Students should be advised that the opening week(s) of a course are typically a review of previously learned skills. Classes that students describe as "too easy" or that the student "already learned this" at first will quickly become more challenging as the first marking period progresses.

2. After the current teacher has had a chance to evaluate the student's ability to be successful in the higher-level course, the teacher should forward his/her recommendation to Guidance. It is strongly recommended that the teacher contact the family to share his/her observation of the student's performance and any factors that lead to the recommendation to change or maintain the placement in the class.
3. If the current teacher is in agreement with the decision to move the student up a level within a content area, the current teacher should contact the appropriate guidance counselor to find out who the new teacher will be, and contact the receiving teacher to forward grades and determine a start date to ease the transition.
4. If the teacher is not in agreement with the request to move up a level within the content area, the teacher should notify the family and this communication should be documented in writing and provided to the guidance counselor and the appropriate Assistant Principal. If the family has followed all of the above-outlined steps and would still like to pursue moving up a level within a content area, the parent/guardian may contact the Guidance Office to discuss the override policy.

The deadline to go through the steps outlined above to *move up* a level within a content area is the *1st marking period interim entry date* unless initiated by the teacher, administrator, and/or guidance counselor. Students and their families should be aware that any grades that have been earned prior to the change would follow the student to the new class within the content area.

Course Change Policy-Elective Courses :

Staffing for elective courses is based on the course selections that take place in February, and materials for these elective courses are ordered based on those numbers. Students are provided with a wealth of information to help them select elective courses. The Guidance Department will conduct presentations to all students in grades 9-11 to help them understand the importance of the course selection process and to educate them about Career Pathways, a framework to assist them in choosing electives and which gives them priority scheduling in classes that are appropriate for their future plans. When choosing electives, students are asked to fill in all of the spaces provided for elective choices and place the elective choices in order of preference.

In addition to the classroom presentations that take place prior to course selection week, the Guidance Department is stationed throughout the building during course selection week so that the counselors can answer any questions that students may have and assist with elective choices.

The Guidance Department does course selection verifications with all students in grades 9-11 throughout the spring. The goals of the verification process are to ensure that data has been entered correctly, and to offer students an opportunity to change elective choices prior to the end of the school year. Thus, since students receive multiple opportunities to discuss and review their course selection, **the last day of school in the year in which course selection took place is the final date electives can be changed.** Therefore, after that date, electives can only be changed under the following circumstances:

- Computer/data entry error
- Prerequisite for the course not met/course failure

After the first day of school, elective changes may only occur if initiated by a teacher, a guidance counselor, and/or an administrator.

The Guidance Department makes every effort to give students their first choice classes; however, if a first choice elective does not fit in the schedule, an alternative from the list will be assigned. If a student fails to provide alternative choices (in other words, they provide a limited number of choices rather than filling out the entire list), appropriate electives will be assigned without student input, and those students may not request changes to their electives, even during the appropriate time frame.

Course Change Policy-CDO:

Students must meet with the CDO teacher in the Guidance Office to obtain an application packet during the designated course selection alpha homerooms for consideration for the CDO program. The completed packet must be returned in order for a student to be officially placed on CDO, and all requirements must be met (ie. have job, have reliable transportation/license) prior to the first day of school.

After the first day of school, students may only be added to the CDO program with the approval of the CDO teacher, the guidance counselor, and administration.

Override Policy

When teachers make a recommendation for a course/level, they take into consideration many factors, including, but not limited to: the student's performance in previous courses, the student's attitude toward the work necessary to be successful, the student's skills in areas that will be needed in the recommended course (i.e. math skills needed for chemistry), and other predictors of success in a course/level.

There is a process in place by which parents/guardians can override the recommendation.

1. Contact the teacher who did not recommend the student for the desired course/level to find out why the desired course/level was not recommended.
2. If the parents/guardians still want to place the student in the non-

recommended course/level, they should contact the Guidance Office.

The deadline to go through the steps outlined above to move up a level within a content area is the 1st marking period interim entry date unless initiated by the teacher, administrator, and/or guidance counselor.

There are instances in which an override cannot be used to place a student in a course. Such instances include, but are not limited to:

1. Any course for which a qualifying essay/exam is part of the criteria. Any student who did not take the qualifying exam is not eligible to override into the course. The only exception is a new enrollment student who did not have the access and opportunity to write/take the essay/exam.
2. Students seeking to take courses out of sequence (i.e. Trig/PreCalc without taking the preceding courses: Algebra I, Geometry, Algebra II) or courses that are not open to that grade level. The only exception is a retained student (i.e. a third year student in a sophomore homeroom can take 11th grade level electives).

PROMOTION POLICY

The following credit guidelines determine promotion to the next grade level:
Credits needed to become:

A Sophomore	6*	A Senior	18
A Junior	12	To graduate	24 (25 for the class of 2012)

* All Freshman students must earn 6 credits including 1 in English and 1 in Mathematics each year in order to be promoted to the next grade level.

These credits are earned from both required and elective courses. It is the student's responsibility to see that he/she has scheduled all necessary courses. If students have any questions regarding credits/grade level status, they should contact their guidance counselor.

Each student must schedule a minimum of seven (7) classes per semester.

RETENTION POLICY

If a student fails a required course:

The student should attend summer school to make up the missed credits,

or

The student will repeat the course the following year if scheduling permits.

If students do not attend summer school or double up their required courses (English 11 and 12 or P.E.), they will become five (5) year students since they can not fulfill the Chapter V requirements for graduation. Students must earn **twenty-four (24)** credits to graduate. Students in the class of 2012 must earn **twenty-five (25)** credits to graduate.

SUMMER SCHOOL

Students who fail major subjects should attend summer school to meet the credit requirements necessary for graduation. Avon Grove High School requires **sixty (60)** hours of direct instruction for make-up credit for a full year course, and **thirty (30)** hours of direct instruction for make-up credit for a half-credit course. Students can either take traditional summer school courses, or hire a PA-certified teacher in the subject area to provide the required hours of direct instruction. The Avon Grove School District will **NOT** pay summer school expenses. The Guidance Department will assist students in registering for summer schools. The Guidance Department receives a copy of the report card and transcript; however, the summer school makes the determination of the grade and the issuance of credit.

A letter will be sent to the parents/guardians of students who fail a course or courses. This letter will include summer school offering in the various locations in our area.

All students who fail English will be encouraged to attend summer school or seek tutoring by a certified English teacher since **four (4)** years of English are required to graduate from Avon Grove High School. Students may not take two (2) English classes concurrently, except for English 11 and 12 during senior year. If students fail a state mandated course such as American Cultures or P.E., we recommend that the course be repeated in summer school in order to avoid the possibility of a delayed graduation.

Occasionally students will choose to attend summer school to accelerate in a subject area. **One hundred twenty (120)** hours of direct instruction are required for original credit to earn **one (1)** credit. Any interested student must see his/her Guidance Counselor for assistance and approval.

GRADUATION

Students graduating with the Classes of 2009, 2010 and 2011, will be required to earn **twenty-four (24)** credits by taking a minimum of the following:

Students graduating with the Class of 2012 and beyond, will be required to earn **twenty-five (25)** credits by taking a minimum of the following:

Subject Area	Credits Required for Classes 2009, 2010, 2011	Credits Required for Class of 2012
English	*4	*4
Mathematics	*3	*4
Science	*3	*3
Social Studies (required courses are American Cultures – AMC – and Comprehensive World Cultures – CWC – or the	*3	*3

equivalent)		
Arts or Humanities or Both	*2	*2
<u>Arts</u> – Visual Arts, Music, Dance, Literature, Languages, History, Philosophy, or additional (*required for graduation)		
<u>Humanities</u> – Subjects that embrace literature, languages, history, philosophy, or additional courses in English and Social Studies		
Physical Education	*2	*2
Health	*0.5	*0.5
Electives – Student selects additional courses from among those approved for credit towards graduation by the school district, including approved vocational education courses.	*6.5	*6.5
TOTAL CREDITS	24.0	25.0
Graduation Project - see below		
* Specific courses/number of credits required for graduation		

Graduation Project

Students must submit the Graduation Project Registration Form before starting the Graduation Project. The form should be submitted before October 31st of the twelfth grade year. Seniors who have not registered before the October 31st deadline will have parking privileges suspended for the remainder of the school year.

The Graduation Project must be completed by the first Monday of April of the twelfth grade year to be eligible to purchase senior prom tickets unless otherwise dictated by course content and/or the expressed written permission authorized by an administrator of the Avon Grove School District.

Demonstration of Reading and Math Proficiency

- Students are required to demonstrate proficiency in reading and mathematics in order to graduate from Avon Grove High School
- Students may demonstrate proficiency in one of two ways:
- By earning a score in the proficient or advanced ranges of the PSSA reading and mathematics exams.
- By earning twelve (12) points on the mathematics graduation matrix and fourteen (14) points on the reading graduation matrix
- Copies of the graduation matrices are available in the Avon Grove High School Guidance Office.

Special Rules Pertaining to Graduation

Participation in the Avon Grove High School graduation ceremony is a privilege. Seniors who fail two (2) or more courses during their senior

year will NOT be permitted to graduate on stage even if they otherwise meet the Avon Grove High School graduation requirements. This includes any combination of elective and/or major courses. This also includes any combination of semester and/or full year courses. Seniors with two (2) or more failures will also forfeit any school district awarded scholarship or honor.

During the first semester of their senior year, students who are in danger of failing or who are failing a course will receive notification via the interim report and report cards. During the second semester, in addition to the interim report and report cards, a warning letter will be sent by registered mail.

GRADING PROCEDURES

Changes to the grade scale for the 2008-2009 school year include:

- Weighting Honors courses at one half (.5) quality point
- Continued weighting of Advanced Placement courses at one (1) quality point
- The weighting of Honors and Advanced Placement courses will be available for all students beginning in the 2008-2009 school year.

Grading System

Grade	Rank Value	Honors Weighted	AP Weighted Value	% Equivalent Value
A+	4.5	5.0	5.5	98-100
A	4.0	4.5	5.0	94-97
A-	3.8	4.3	4.8	91-93
B+	3.5	4.0	4.5	88-90
B	3.0	3.5	4.0	84-87
B-	2.8	3.3	3.8	81-83
C+	2.5	3.0	3.5	78-80
C	2.0	2.5	3.0	74-77
C-	1.8	2.3	2.8	71-73
D+	1.5			68-70
D	1.0			64-67
D-	0.8			60-63
F	0.0			Below 60

Grade Values:

A+ = 4.5	B+ = 3.5	C+ = 2.5
A = 4.0	B = 3.0	C = 2.0
A- = 3.8	B- = 2.8	C- = 1.8

An additional 1.0 will be added to the Grade Value for Advanced Placement Courses.

Honor Roll Eligibility:

- Students must have at least (3) courses to be eligible for the Honor Roll.
- Grades WP, EX, NG, IN, and blank grades are ignored.
- Grades of D+, D, D - , WF, and F will eliminate a student from the Honor Roll.

Honor Roll Formula:

Example:

Course	M.P. Grade	Credits Attempted	Grade Value (Letter Grade x Credits Attempted)
00111 English 9	B	1.0	3.0
00212 Algebra I	B+	1.0	3.5
00311 TOPEC	A	1.0	4.0
00411 AMC	B+	1.0	3.5
00511 Spanish I	A	1.0	4.0
00612 PE 9	A-	0.5	1.9
00952 Concert Choir	A+	<u>0.5</u>	<u>2.25</u>
		6.0	22.15

TOTALS:

22.15 Grade Value / 6.0 Credits Attempted = 3.692 GPA

G.P.A. = 3.692

Distinguished Honors = 4.00 and above
High Honors = 3.75 - 3.99
Honors = 3.00 - 3.74

Special Grading Rule

Students who fail the last two marking periods of a full year course, or both marking periods of a semester course, will **fail** the course regardless of the final numerical average.

Interim Reports

Interim reports will be given to students who have earned grades in the "D" or "F" range in any subject approximately halfway through each marking period. **It is recommended that parents/guardians contact the teacher as soon as possible after receiving an interim report to discuss the student's progress or to set up a conference.** The school number is (610) 869-2446, and faculty email addresses can be accessed via the school district website www.avongrove.org.

Withdraw-Fail "WF" Policy

A student may not withdraw from any course unless the teacher finds that the student is mathematically unable to pass the course. This does not typically occur until the interim report of the 4th marking period for a full-year course, or the second interim of a semester course. Written approval for the "WF" is required from the parent/guardian. A "WF" factors into the GPA as a "0," and the

course is included on the transcript. Since the student did not complete the course, the student may not take the course as a makeup credit in summer school unless it taken as an "original" credit.

Tutoring

Any student in need of academic help should stop by the Guidance Office for a list of community resources.

SPECIAL CIRCUMSTANCES

InTouch

Parents/guardians and students may access student progress (grades, assignments) by visiting the Avon Grove School District website www.avongrove.org and logging into the InTouch program. Information is updated every day.

Homework Requests

When work is requested from guidance, it generally takes three days for the request to be sent out and work to return to the guidance office for pick-up.

Independent Study

Students interested in pursuing independent study programs should contact their guidance counselor for information on the proper procedures.

College Level Courses

Some local colleges will allow students to enroll in individual courses during the regular school year while attending high school and during summer school session. Recommendation by the home school is necessary for participation. Students will receive both high school and college credit upon successful completion of these college courses.

Early Graduation

The Board of Education recognizes the fact that for a segment of the high school population, an accelerated program for early graduation should be available. Approval from the Principal is required. The appropriate reason is to pursue postsecondary education or training that will result in a certificate or degree upon successful completion of the program. Any student who is interested in pursuing this option should contact his/her Guidance Counselor as a starting point. Issues will be considered.

HOME EDUCATION PROGRAM

(In accordance with Avon Grove School District Policy 137)

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

LIBRARY/MEDIA CENTER

The AGHS library is open for use each school day from 7:00 AM – 3:45 PM. Books, magazines, and multi-media resources (including Internet access) are

available for faculty, staff and student use. Students can sign-up to use the library during their study hall for casual reading, homework, assignments, and research purposes. Students may use the library before or after school without signing up to do so. Those students in good standing (no outstanding materials) may check out an unlimited amount of books for two weeks. Books may be renewed for an additional two weeks as long as the student does not have any overdue materials. Reference materials, and videos are reserved for faculty and staff 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 High 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.

LUNCH PROGRAM

Lunches and class periods overlap. Therefore, it is imperative that certain rules be observed by all students so that the educational environment in the classroom wing is not disturbed.

LUNCH PERIOD REGULATIONS

- Students must remain in the cafeteria area of the building during their lunch period.
- Students are not permitted to eat in the halls.
- Students are not permitted in the lobby at the front of the school building.
- Students are not permitted in the parking lot.
- Students are permitted to eat outdoors in front of the cafeteria area. Students are totally responsible for maintaining and keeping the area clean.
- Good manners and behavior are expected from all students while in the cafeteria.
- Students throwing food will be disciplined.

- No backpacks are allowed in the food service lines.
- The above organization of the cafeteria, lunch periods and regulations pertaining to the lunch periods are designed to ensure all students a good opportunity to eat their lunch and still maintain a wholesome educational environment. The entire population of the school is asked to abide and respect the above policies.

MILITARY ACCESS TO STUDENT INFORMATION

(In compliance with Avon Grove School District Policy 251)

In accordance with state and federal law, military recruiters will be provided with equitable access to secondary school students. Military recruiters will be provided with names, address and telephone numbers for secondary students. A list of graduating seniors will be provided to military recruiters by the first day of the academic year of graduation. Military recruiters may request and receive similar lists through the year.

Parents/guardians and students have a right to request that the student's information not be disclosed without prior written consent. Parents will be notified of this right prior to the end of the student's sophomore year.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) was organized by the high school principals across the country to honor students who possess the qualities of outstanding character, service to the school and community, leadership, and scholarship. The society seeks the "all around" exemplary student.

Juniors and sophomores with a 3.20 cumulative average or above will be notified in June by the Honor Society advisor of their academic eligibility for the Society. Each candidate must then fill out an Activity Sheet with signatures of supervising adults for all activities, and return it to the advisor by the published due date, usually during the second week of September. A student must have attended Avon Grove High School for at least one semester to be eligible for the NHS.

The entire faculty will be given a list of eligible students who turned in their completed Activity Sheet. Teachers will be asked to evaluate any student with whom they have had contact during the current or previous years) in the areas of character, leadership and service. The results of this faculty evaluation weigh heavily in the final decision for membership.

The Faculty Selection Committee will meet during the first marking period to review each student's school activities, leadership positions in and out of school, and community service as listed on his or her Activity Sheet. This information, the faculty evaluations, and the student's discipline record from the previous and current years are the deciding factors for membership. The NHS advisors are not voting members of the Faculty Selection Committee as per the national constitution.

Once a student has been accepted, he or she will be notified by mail. Names of accepted students will also be posted in the high school office. Each student and his or her family will be invited to an Induction Ceremony held in December.

PUBLICATIONS FOR STUDENT ACTIVITIES

The following procedures govern any material displayed on bulletin boards or posted throughout the school:

- Student organizations and teams may post materials related to their group's activities in the building. Examples of materials include flyers and posters about the organization, advertisements for upcoming school events and spirit posters.
- Advisors and coaches are to inform the principal when an organization or student group intends to post materials in the building.
- All materials must be approved, initialed, and dated by the advisor or coach.
- Materials may be displayed on the organization's bulletin board or posted throughout the building on the masonry walls only. No materials may be posted on the painted drywall.
- Materials are to be removed as soon as the event is over.
- Materials that are not directly related to student organizations or teams require the prior approval of the principal. Examples of these materials include posters or flyers advertising non-school organizations or events, or promoting commercial products. Generally, these materials cannot be posted, but may be left in the main office for pickup.

RECORDS REQUESTS

(In accordance with Avon Grove School District Board 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 re-

cord, 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.

SCHOOL BUS RULES

The following regulations, approved by the School Board, the School Administration, and the Bus Contractors, are presented to pupils and parents so that all persons concerned may know what is expected.

Pupils having the privilege of riding the school bus must conduct themselves in a quiet and orderly manner to and from school. **The bus driver is legally responsible for the safe transportation of pupils and he/she must be obeyed. He/she serves in the same capacity on the bus as the teacher does in the classroom.** Students may be deprived of transportation for not obeying these school bus rules and procedures.

School Bus Rules

- All students must obey and cooperate with the bus driver.
- All students shall line up to get on the bus in an orderly fashion and take seats immediately upon entering the bus.
- All students are to refrain from talking to the driver while the bus is in motion.
- All students are to refrain from being loud or using abusive or vulgar language on the bus.
- Students must not tamper with the bus, its equipment or any property on the bus. They will be liable for any damage.
- Students are not permitted to put arms, hands, legs or any part of the body out the windows at any time.
- Students must not throw anything on or from the bus.
- Students must not stand while the bus is in motion.
- Students must not get off the bus at stops other than their own, without official permission.
- **Students must not ride another bus without official written permission.**
- Students may not transport animals, weapons or any flammable or danger-

ous materials.

- Students may not bring a guest on a bus without special permission.

The driver has the right to assign seats to some or all of the students whenever he/she desires to do so.

The procedures below for handling school bus discipline problems will be followed as outlined in accordance with Avon Grove School District Board Policy # 810.

1. **First Incident:** If a student misbehaves while riding on a school bus, the student shall be informed by the bus driver or by another person designated by the school authorities that such behavior is inappropriate and constitutes a safety hazard for everyone on the school bus.
2. **Second Incident:** If a student misbehaves while riding a school bus, the principal of the school which the student attends shall be given a bus behavior notice, stating specifically the nature of the misconduct and signed by the bus driver within one school day of the incident. The principal shall then talk with the student concerning the incident. Within three school days or as soon as possible, the principal shall send a letter to the parents or guardians of the student, indicating the next infraction of the safety regulations will result in the loss of the privilege, either temporarily or permanently, of riding the school bus. Copies of the letter shall be sent to the bus contractor, the bus driver, and the transportation supervisor.
3. **Third Incident:** If a student misbehaves while riding a school bus, the principal of the school which the student attends shall be given a bus behavior notice stating specifically the nature of the misconduct and signed by the bus driver within one school day of the misbehavior. The principal shall then talk with the student concerning the incident. After an investigation by the principal, the principal may determine the student is to be removed from the bus for a minimum of three (3) consecutive days.
4. **Future Incidents:** If a student further misbehaves while riding a school bus, the principal of the school that the student attends shall be given a bus behavior notice stating specifically the nature of the misconduct and signed by the bus driver within one school day of the misbehavior. The principal shall then talk with the student concerning the incident. After an investigation by the principal, the principal may determine the student is to be removed from the bus for a minimum of five (5) consecutive days.
5. Students who are removed from one school bus are denied transportation on all buses in the fleet for the length of the discipline period. This includes activity, field trip and late buses.
6. Within three school days or as soon as possible after receiving the bus behavior notice, the principal shall send a copy of the bus behavior notice to the parents or guardians of the student, the bus contractor, the bus driver, and the transportation supervisor indicating the punishment that has been applied.

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

STUDENT BILL POLICY

Some of our students owe bills due to lost or damaged books, shop, family and consumer science, art or library expenses.

Students are expected to pay bills promptly. To help keep bills current, students will be required to clear all bills before they are permitted to:

- Receive parking permit
- Receive yearbook
- Purchase prom tickets
- Receive graduation tickets/graduation ceremonies
- Go on senior & school sponsored trips
- Receive athletic awards
- Attend school dances

Payments may be made in the main office Monday - Friday, 7:30 a.m. — 3:00 p.m., or mailed to Avon Grove High School, ATTN. Activities Department, 257 State Road, West Grove, PA 19390.

STUDENT I D CARDS

Students will be issued an I D card during the first marking period of the year. The fee for replacement of this card is \$5.00. The card can be purchased through the Athletic/Activities secretary in the main office.

STUDENT WORK PERMITS

Procedure for obtaining a work permit:

- Obtain an application from secretary in the main office, who will explain the procedure to the student or parent.
- Have the employer complete PART C (on the back).
- Have the physician complete PART D (on the back).

The student must return to the Assistant Principal's secretary with the following:

1. The completed application.

2. A birth certificate, passport or baptismal certificate.
3. A parent or guardian, who must sign the application in the office, in the presence of the issuing officer.

Upon return of the application, the work permit may be completed. The permit must then be signed by the student in the presence of the issuing officer.

NOTE: Students must be 14 years of age or older to obtain a work permit.

STUDY HALL PROCEDURE

Study Hall procedures will be reviewed by Study Hall monitors at the beginning of each semester. These procedures will include, among other things, the following:

- Study Hall is to be a quiet study environment.
- All students will have assigned seats during Study Hall.
- NO passes will be issued by the Study Hall Monitors except for lavatory use.
- Students leaving Study Hall MUST have passes from a teacher to leave the Study Hall.
- Students must sign up for the Library prior to going to Study Hall.
- No eating or drinking of any kind is permitted in Study Hall.
- Cutting of and lateness to Study Hall are treated in the same manner as class cutting and lateness to class.

Disruption of Study Hall will be dealt with within the standard discipline policy.

VISITORS POLICY/BUILDING SECURITY

(In accordance with Avon Grove School District Board Policy #816, 907)

AVON GROVE SCHOOL DISTRICT HAS IMPLEMENTED VIDEO SURVEILLANCE SYSTEMS IN ACCORDANCE WITH BOARD POLICY 816.

Other than Avon Grove High School staff and students, everyone entering the high school must register with the Greeter in the lobby immediately upon entering the building. They will be issued a visitor's badge to display while in the building. Students are not allowed to bring guests to the school during school hours.

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.

II. GUIDELINES FOR STUDENT BEHAVIOR

EXPECTATIONS IN THE AVON GROVE HIGH SCHOOL COMMUNITY

- Improve the school environment and learning through mutual respect
- Be responsible for your actions; think before you act
- Be in class on time, with required materials and a positive attitude
- Dress, speak and act in a manner appropriate for school

The following guidelines are designed to help students be aware of our expectations of them while they are in school, as well as to provide a basis for responsible adult behavior:

PERSONAL CONDUCT

- Students are expected to be courteous, respectful and obedient to all staff members - both teachers and non-teaching personnel.
- Students are expected to come to class with textbooks and whatever other material that the teacher has indicated is necessary for the class.
- Students are expected to be helpful and courteous to visitors to the school and to substitute teachers.
- When assemblies are held, students are expected to conduct themselves in a manner that shows respect to the people who are presenting and attending the program.
- Students are expected to respect the property of the school district and other people. Vandalism, graffiti, and abuse of equipment or materials will not be tolerated.
- Students are expected to be courteous while they are having lunch. When finished, each student will be responsible for cleaning that area.
- Students are expected to be prompt in reporting to school and to each class during the day.
- Students who are assigned detentions by a teacher or administration are expected to fulfill the terms of the punishment.
- Students must pay the replacement price for any given materials not returned in usable condition.
- Students are not allowed to gamble, play cards or any type of non-instructional game in study hall or class.
- No student is to harass or intimidate others for any reason, including vindictiveness or extortion.
- Students are not permitted in the building after normal school hours without proper supervision and purpose.
- Students are not permitted to have food or beverages of any kind in the halls or classrooms during the school hours.
- Students are not permitted to leave the building and go to the parking lot without appropriate written permission from members of the school administration.
- High School students are not permitted on Middle School property and Middle School students are not permitted on High School property without prior written permission.

DRESS CODE POLICY

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and your school work. All students are expected to dress and groom themselves neatly, in clothes that are suitable for school activities.

School attire must meet reasonable standards of cleanliness, not endanger student or public health, not be disruptive to the educational process, and meet reasonable standards of appropriateness.

The following expectations for student dress have been established to promote a safe and optimum learning environment:

- Hats, caps, bandannas, hoods, scarves, etc. are outerwear and not appropriate for school. These will be confiscated if there are continual violations. Items will be returned to a parent, or to the student at the end of the school year.
- Bare or stocking feet are not acceptable.
- Undergarments must be covered at all times. This includes bras, boxer shorts, etc.
- Coats and jackets are outerwear and are not to be worn in school. Students should place their coats and jackets in their lockers when they arrive at school.
- Shorts and skirts must reach to the tips of the student's fingers when his/her arms are straight down at his/her side (should be approximately mid-thigh length).
- Any apparel that overexposes the body (e.g. tank tops, tops that expose the chest, shirts with spaghetti straps, halter tops, net shirts, torn shirts, excessively ripped clothing, see-through clothing) is not permitted. Shoulders must be significantly covered. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.
- Sunglasses may not be worn in the building, including on top of the head.
- During the school day no high school student is permitted to wear articles of clothing which promote or advertise any substance which is illegal for students to use or possess.
- No item of clothing is permitted which depicts or promotes sexism, violence, obscenity, vulgarity or ethnic prejudice.
- Accessories or apparel which could constitute a potential safety hazard for the student or others.
- Inappropriate tattoos must be covered at all times.
- Large, long or heavy chains are prohibited.
- Pajamas and slippers are inappropriate for school, unless it is a designated Pajama Day.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.

Any exceptions to the dress code will need the approval of the building princi-

pal.

CODE OF STUDENT CONDUCT

PREFACE

Students have a right to learn in an atmosphere free from distractions and friction, and where education can proceed in a friendly, yet business-like environment. To help reach these goals the Code of Student Conduct specifies four (4) levels of misconduct and lists appropriate procedures and options for punishment at each level.

Our students are expected to demonstrate acceptable behavior not only during school hours, but also during school-related activities such as sporting events, field trips, club activities, dances, etc. Therefore, school regulations are in effect not only in school, but also on the school bus, at bus stops, and during school-related activities.

The discipline policy will include classroom management techniques, detentions, Saturday Detentions, and Out-Of-School Suspensions.

Students that continually violate the discipline code or commit level IV offenses while at Avon Grove jeopardize their chances of returning or being invited to any school functions such as games, dances, plays etc. after graduation.

DISCIPLINE CODE LEVELS OF INFRACTIONS - AVON GROVE SCHOOL DISTRICT

The examples in the disciplinary chart are illustrations. The administration may use any one or combinations of the disciplinary options, as well as other options deemed appropriate.

LEVEL I

Definition:

Misbehavior on the part of the student which impedes orderly operation of the school.

Examples:

- Cheating or lying
- Eating in unauthorized area
- Gambling / playing cards
- Public displays of affection (kissing, prolonged hugging etc.)
- Running in halls, classrooms, cafeteria, etc.
- Violation of classroom procedures
- Possession/use of non-instructional items (cards, squirt guns, etc.)
- Horseplay

Procedure:

1. Immediate intervention by the teacher who is supervising the student and observes the misbehavior.
2. An anecdotal record of offense and disciplinary action is kept by teacher.

3. Teacher may wish to discuss misbehavior with parent, administrator, counselor, or SOS team coordinator.

Disciplinary Options/Responses

- Warning/Reprimand
- Withdrawal of privileges (disciplinary probation)
- Detention
- Parent contact (phone or letter)
- Parent conference
- Guidance referral
- Restricted pass

LEVEL II

Definition:

These infractions often result from continual Level I infractions and may require the intervention of the administration because the use of Level I disciplinary responses/options has failed to correct the situation.

Examples:

- Continuation of unmodified Level I misbehaviors
- Dress code violation
- Insubordination
- Cafeteria disturbance
- Distributing unauthorized material
- Misbehavior at school-sponsored activity
- Defacement of school property
- Inappropriate language/profanity

Procedure:

1. Incident will be referred to an administrator.
2. Administrator will meet with the student and/or faculty member to establish most appropriate response.
3. Teacher is informed of administrator's action.
4. Parents are notified of student's misbehavior.
5. A precise and accurate record of the offenses and disciplinary actions is maintained by the administration.

Disciplinary Options/Responses

- Warning/Reprimand
- Communal detention
- Withdrawal of privileges (disciplinary probation)
- Saturday detention
- Restricted pass
- Out-of-school suspension
- Parental conference

LEVEL III

Definition:

These infractions sometimes result from the continuation of Level I and/or Level II misbehavior. Also included are acts against persons or property. Some of the infractions have consequences which might endanger the health or safety of

others in school.

Examples:

- Continuation of unmodified Level I and/or Level II misbehaviors
- Attempting or actually breaking into another student's locker
- Vandalism / defacement of property
- Leading or participating in a walkout
- Violations of vehicle code
- Indecent exposure
- Fighting
- Intimidation; threat to student(s) and/or school personnel
- Inappropriate comments, gestures, and behaviors

Procedures:

1. The administrator initiates disciplinary action by investigating the infraction, and, if necessary, conferring with the teacher on the consequences.
2. The administrator meets with the students and confers with the parent about the student's misconduct and the resulting disciplinary actions.
3. The administrator will maintain an accurate record of offenses and disciplinary actions.

Disciplinary Options/Responses

- Temporary removal from class
- Saturday detention(s)
- Restricted pass
- Out-of-school suspensions (3 - 5 days)
- Full out-of-school suspensions (10 days)
- Parental conference
- Withdrawal of privileges (disciplinary probation)
- Alternative school
- Charge under criminal code
- Disciplinary committee (building) review
- Expulsion

Note: Some Level III offenses may result in criminal charges and/or expulsion on the first offense.

LEVEL IV

Definition:

These infractions could result from continuation of lower level offenses. Also included are acts which result in violence to other person(s) or property or which pose a direct threat to the safety of others in the school.

These acts are clearly criminal in nature and are so serious that they always require administration action resulting in the immediate removal of the student from school.

The intervention of law enforcement authorities and/or action by the Board of School Directors may be required.

Examples:

- Continuation of Levels I, II, and/or III misbehaviors
- Assault and/or battery on school personnel
- Arson
- Bomb Threat / Terroristic Threats / Acts
- Conduct contrary to PA Criminal Code or to local ordinances
- Possession/use/transfer of dangerous weapons or explosives
- Possession/use/furnishing/selling of controlled substance (alcohol or drugs)
- Unwarranted pulling of a fire alarm, misuse of fire extinguishers, or pushing safety buttons
- Unlawful harassment (including repeated comments, gestures, pornography, stalking, cornering, touching)
- Possession of pornography
- Vandalism
- Extortion
- Leading or participating in a riot
- Assault and/or battery on another student
- Sexual misbehavior
- Other behavior judged as Level IV offense by the Administration

Disciplinary Options/Responses

- Restricted pass
- Out-of-school suspensions (3 - 5 days)
- Full out-of-school suspensions (10 days)
- Parental conference
- Withdrawal of privileges (disciplinary probation)
- Alternative school
- Charge under criminal code
- Disciplinary committee (building) review
- Expulsion

Note: Level IV offenses may result in expulsion and/or police involvement on the first offense.

Note: Students should be aware that the following behaviors are among those prohibited by the PA Code, School Code, or local ordinances: possession of paging device on school grounds, writing graffiti, or otherwise vandalizing school property, possessing implements to deface school property, harassment, disorderly conduct, truancy, striking or threatening another individual, among others.

DEFINITION OF DISCIPLINARY RESPONSES OR OPTIONS:

COMMUNAL DETENTION

Students may be detained after regular dismissal for make-up work, conferences or disciplinary reasons. Parents have the primary responsibility for getting the student home, but the late bus may be used when available.

Each disciplinary detention will be held from 2:35 p.m. to 3:30 p.m.

The following rules and regulations must be followed by a student assigned to Communal Detention:

- Communal detention will be held in an assigned area from 2:35 - 3:30 p.m. Monday through Thursday.
- Communal detention will be assigned by the Administration or the Attendance Secretary only.
- Students must have work to do during the communal detention. This is a silent study hall, so no talking is permitted.
- Students who are late to detention will be reassigned that detention and a second communal detention will be imposed.
- Students who fail to report to communal detention once it has been assigned will then be assigned to a Saturday detention.
- Students who fail to report to detention due to his/her absence will automatically be scheduled for detention the next school day.

The following are examples of infractions leading to communal detention:

- Classroom tardiness and lateness to homeroom
- Classroom infractions
- Loitering
- Failure to follow directions
- Eating food in hallways
- Excessive display of affection (e.g. kissing, prolonged hugging, etc.)
- Bringing soft drinks and food to class
- Other infractions which the Administration recognizes as inappropriate

SATURDAY DETENTION PROGRAM

Students will be assigned to Saturday detention for any action that disrupts the educational process or that could result in damage or harm to an individual or property. This detention will run from 8:00 a.m. to 11:00 a.m. It is the responsibility of the parent and/or guardian to provide transportation to and from this detention. Students are given an explanation and rules for Saturday Detention when they are assigned to it. While a copy of the notification is sent home via mail, the student is given a copy at the time of the assignment to share with his or her parents.

- Students who violate the rules for Saturday Detention will be removed immediately. They will be assigned to an Out-Of-School Suspension.
- Failure to attend a Saturday Detention will result in a three (3) day Out-Of-School Suspension.

- Failure to attend Saturday Detention a second time will result in a five (5) day Out-Of-School Suspension and the student will be put on probation for a period of four weeks. Additionally the student's parent/guardian is to meet with the Assistant Principal.
- Failure to attend a third Saturday Detention will result in a ten (10) day Out-Of-School Suspension and the student will be put on probation for the remainder of the school year.

DISCIPLINARY PROBATION

Students that continually violate the Student Code of Conduct or commit Level IV offenses can be placed on disciplinary probation. The student on disciplinary probation may have a behavior contract developed by an administrator.

The student on disciplinary probation:

- Will not attend or participate in extra-curricular activities afternoon or evening (Ex.: Athletics, Intramurals, or Theatrical Productions, etc.)
- Will not remain on school grounds after school hours - except for detention
- Will have all driving privileges revoked
- Will not be permitted to participate in school trips, and school sponsored activities (Ex.: Proms, Dances, Assemblies, Sporting Events, Clubs, Plays, and Musicals)
- Will be notified that further misconduct may result in suspension, alternative school placement, or expulsion from school

RESTRICTED PASS

Students that violate the Student Code of Conduct may be placed on restricted pass. Restricted pass limits the student to five out of classroom trips (i.e. lavatory, locker, etc) per week. Students are also required to meet with an administrator as directed.

Repeated violations of the Student Code of Conduct and/or restricted pass status may result in escort required status, requiring students to be escorted by a greeter or administrator during all out of classroom trips.

TEMPORARY OUT OF SCHOOL SUSPENSION

The school principal may suspend a student for up to three (3) days for inappropriate behavior at Level II or above. The student will be informed of the nature of the violation and the intended punishment. The student will be given an opportunity to explain the situation from his point of view.

Written notice will be mailed to the parents and an attempt will be made to contact them by phone. A parent conference may be required before the student returns to school. All work may be made up when the student returns, providing that it is completed within two (2) weeks. It is the student's responsibility to contact each teacher. While suspended out of school, students are not permitted

to participate in nor to attend any school functions or to be on school grounds.

FULL OUT OF SCHOOL SUSPENSION

A school principal may suspend a student for up to ten (10) school days for Level III or IV violations when less severe strategies are considered ineffective or inappropriate. An informal hearing involving the principal or assistant principal, the student, and the parents will be held within the first 5 days of suspension if requested by the parents, in accordance with the policies established by the Board of School Directors for suspension of four (4) to ten (10) days in length. The final decision rests with the Administrator in charge. When a student is suspended out of school, the student or his/her parents should contact the guidance office to arrange with teachers to provide work for the time of the suspension. The student or parents are responsible for making arrangements with guidance for picking up the work. All work may be made up when the student returns, provided that it is completed within two (2) weeks. While suspended out of school, students are not permitted to participate in nor to attend any school functions or to be on school grounds.

INFORMAL HEARING

For suspensions exceeding three (3) days an informal hearing will be scheduled. The purpose of the informal hearing is to enable the student to explain the circumstances surrounding the event and/or to show why he/she should not be suspended. The principal and parents/guardians should discuss ways by which future offenses can be avoided. Student's rights are as follows:

- To speak on his/her own behalf
- To present witnesses
- To question any witnesses that are present

EXPULSION OR LONG TERM SUSPENSION

A school Principal may request the Superintendent to authorize the expulsion of a student. The student will be given a full due process hearing before the School Board. Adequate notice will be given to the parents and student to secure legal counsel and to prepare defense. The student will be given the opportunity to present witnesses, and the entire procedure will be duly recorded.

ALTERNATIVE SCHOOL

The Alternative School is designed for students who have been identified through disciplinary problems to be on Level III and IV of the School Code. These students have been recognized as being a disruptive influence on the learning climate at the regular school. This program offers a final opportunity for students to demonstrate responsible and cooperative behavior in a school setting. Assignment to the Alternative School is made through the recommendation of the Administration and/or the Discipline Review Board.

WEAPONS POLICY

(In accordance with AGSD Board Policy # 218.1)

The Board recognizes the importance of a safe school environment relative to

the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff, and is prohibited by law.

“Weapon” - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

“Possession” – a student is in possession of a weapon when the weapon is on the person of the student and/or under the student’s control while the student is: on school district property (a weapon found in student’s school locker is under the student’s control and in the possession of the student); on property being used by the school (including a school bus, van or other vehicle); at any school district activity/event held away from the school; traveling to school; or traveling to a school activity/event held away from school.

The Board prohibits the possession of any weapon by any district student.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

The Superintendent, or his or her designees, shall report the discovery of any weapon prohibited by this Policy to the student’s parents and to local law enforcement officials.

The Superintendent, or his or her designee, shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

The Superintendent, or his or her designee, shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an action of violence or possession of a weapon by any person on school property. Law enforcement protocols shall be developed in cooperation with local law enforcement and the Pennsylvania State Police.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office for Safe Schools on the required form at least once each year.

Students, staff and parents shall be informed at least annually concerning this policy.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide

alternative education, provided the assignment does not exceed the expulsion period.

FIGHTING

Fighting will not be tolerated. Students involved in a fight will be suspended immediately. **Charges will be filed with the state police.**

Definition:

- A fight is a mutual exchange of punches (kicks, etc.)
- An assault is a physical attack upon another person with no physical retaliation from the attacked person.

Students who are having a conflict are encouraged to contact the guidance office or main office for help in appropriately dealing with the conflict before it becomes a confrontation.

ELECTRONIC DEVICES

(In accordance with Avon Grove School District Policy 237)

No students are permitted to have laser pointers on school grounds, at school sponsored activities, and on buses or other vehicles provided by the school district.

Students are prohibited from using or displaying audio listening devices (CD players, MP3 players, etc), handheld electronic games, digital cameras, or other such devices during school hours (from the time they enter the building for the school day until 2:30 p.m.) unless they have permission from a staff member to do so as part of a classroom activity.

Students may possess cell phones, but use or display during school hours (from the time they enter the building for the school day until 2:30 p.m.) 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.

Volunteer fire, ambulance, or rescue squad personnel who serve an essential role in the emergency or rescue squad may apply to the principal for an exemption.

Violators will be referred to the administration for disciplinary action. The device will be confiscated and returned to a parent, at any time during school hours (7:00 a.m. to 4:00 p.m.), or to the student at the end of the school year.

Students assume all responsibility for loss, theft, damage or misuse of any electronic device.

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.
- Penalties for smoking offenses include, but are not limited to:
 - 1st Smoking Offense - three-day suspension and a \$50.00 fine.
 - 2nd Smoking Offense - five-day suspension and a \$50.00 fine.
 - 3rd Smoking Offense - ten-day suspension and a \$50.00 fine.
 - 4th Smoking Offense - a hearing before the School Board.

VANDALISM AND RESTITUTION POLICY

Vandalism is any damage, whether in whole or in part, of school property, or the personal property of another. It includes, but is not limited to:

- graffiti
- carving
- breaking
- misuse of equipment (computers, TV's, VCR's, DVD players, shop or Family and Consumer Science equipment, etc.)

Students will be required to make restitution for any and all damage to property. Restitution may include payment for repairs or replacement.

Students will be suspended or expelled for acts of vandalism, along with payment of restitution.

COMPUTER USE POLICY

(In accordance with Avon Grove School District Policy 241)

The Avon Grove School District is providing its students with access to digital technologies for showcasing innovative teaching strategies, classroom projects, student multimedia presentations and other academic purposes. This access is limited to educational purposes and is intended to enhance the academic-related capabilities of district students.

The district reserves the right to prioritize use and access to its systems, and does not intend to create a First Amendment forum for free-expression purposes. The District owns the computer, e-mail and voicemail systems and access is provided as a benefit of school attendance. Access to digital technology is a privilege, not a right.

Digital Technology shall include, but not be limited to District owned, provided, or operated electronic mail, voicemail, internal network, software and internet.

During the first two full weeks of school, all students will be granted access to the District's digital technologies unless a parent/guardian requests otherwise. By the end of the first two full weeks of school, the student's parent or guardian will be required to sign a statement indicating that he or she has read the "Acceptable Use Policy for Digital Technology" in order for the student to con-

tinue to have access to the District digital technologies.

Students will be held responsible for misuse of computers, printers, software and the Internet. Misuse will result in disciplinary action, according to the seriousness of the offense. The level of the offense will be determined by the administration. The following are examples of misuse that may be Level I, II, or III offenses, the penalties for which are described in the Discipline Code.

- Changing settings for screen savers, menu options, file names or similar actions
- Inappropriate or offensive language
- Accessing or sending digital messages through the district's computer network. Ex.: using Netsend Command
- Repeated offenses of the above
- Failure to follow the Acceptable Use Policy for use of the Internet

The following are examples of misuse that may be Level IV offenses:

- Unauthorized access to hard drive:
- Changing auto-exec files (vandalism)
- Changing any files (vandalism)
- Copying software from hard drive (theft)
- Installing software (theft)
- Deleting programs, files, documents, files, etc. (vandalism)
- Unlawful sharing of files and/or disks (theft)
- Sabotage of materials, including hardware and software (theft/vandalism)
- Repeated offenses at other levels

The consequences for Level IV violations include, but are not limited to:

- Payment for all costs resulting from misuse of equipment
- Suspension of use privileges for computers, software, and/or printers
- Suspension of use privileges for Internet access
- Removal from computer classes (This may result in an "F" in the class.)
- All other disciplinary options in the Discipline Code, including suspension and expulsion

CONDUCT RELATED AVON GROVE SCHOOL DISTRICT POLICIES

BULLYING/HAZING

(In accordance with AGSD Board 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 an 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 who 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 are 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 POLICY

(In accordance with AGSD Board 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, employees, contracted individuals, vendors, volunteers and other persons in the schools. Further, the Board prohibits any individual from assisting or encouraging harassment of any kind of students.

The Board encourages students who have been harassed to promptly report such incidents to the administrators designated by this policy.

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 or communication relating to an individual's protected characteristics, such as, race, color, national origin/ethnicity, gender, age, disability, sexual orientation, medical condition, marital status or religion when such conduct:

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.

Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.

Otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment if it meets the immediately preceding definition include, but are not limited to: graffiti containing offensive language, name calling, jokes or rumors; physical acts of aggression or hostile acts against a person or his property because of that person's protected characteristic; or written or graphic material which is posted or circulated and which intimates or threatens, or which is intended to intimidate or threaten, a person based on that person's protected characteristic.

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

1. Submission to such conduct or communication is made explicitly or implicitly a term or condition of a student's academic status.

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

Examples of conduct that may constitute sexual harassment, if it meets the immediately preceding definitions, 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 environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer. The Compliance Officer may be contacted at the Avon Grove School District offices located at 375 South Jennersville Road, West Grove, PA 19390 (610) 869-2441. The Board designates the Director of Personnel as the Alternative Compliance Officer. The Alternative Compliance Officer may be contacted at the Avon Grove School District offices located at 375 S. Jennersville Road, West Grove, PA 19390 (610) 869-2441. The Alternative Compliance Officer shall act as the compliance officer when detailed herein.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least once annually to students, parents, employees, independent contractors, vendors, and the public. The policy shall be posted in each building owned by the District.

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

Each employee 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 District employees and to ensure an atmosphere free from all forms of unlawful harassment.

Formal 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 alleged harassment. Further, any student who has knowledge of conduct, which may constitute prohibited harassment, should report any such conduct.

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.

The complaint should be made orally or in writing to the building principal. The complainant 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.

The building principal shall inform the student or third party of the right to file a complaint in accordance with this policy and the complaint procedure. The building principal shall immediately forward the complaint to the Compliance Officer.

If the building principal is the subject of a complaint, the student shall report the incident directly to the Compliance Officer. If the Compliance Officer is the subject of the complaint, the building principal shall report the incident to the Alternative Compliance Officer.

The complaint, the identity of the complainant and the identity of the person accused of harassment will be disclosed only the extent necessary to fully investigate the complaint and only when such disclosure is permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the District's ability to fully respond to the complaint.

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 Compliance Officer shall then authorize a designee to investigate the complaint.

The investigation shall be completed as soon as practicable, which generally should be not later than fifteen (15) calendar days after authorization by the Compliance Officer to investigate. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice to the complainant and the alleged harasser that the complaint has been received. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, reducing or eliminating contact between the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If after consultation with the building prin-

principal, the Compliance Officer determines that more than fifteen (15) days will be required to investigate the complaint, the complainant and the alleged harasser shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of individual interviews with the complainant, the alleged harasser, and others with knowledge relative to the alleged harassment. The building principal may also inspect any documents or other information deemed relevant by the investigator.

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.

All students and employees shall cooperate with any investigation of alleged harassment conducted under this policy or by any investigating local, state or federal agency.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, which shall be provided to the Compliance Officer, upon completion of the investigation unless additional time to complete the investigation is required. If the complaint involves the Compliance Officer, the report shall be sent to the Alternative Compliance Officer. 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.

Within 15 calendar days of receiving the building principal's report, the Compliance Officer or his/her designee, or the Alternative Compliance Officer as the case may be, shall issue a decision regarding whether and how the policy was violated and the corrective/disciplinary actions to be taken. This decision shall be provided in writing to the complainant and the alleged harasser.

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, appropriate corrective and disciplinary action to ensure that such conduct ceases and will not recur. Such actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and local, state and federal laws.

Whether or not the Compliance Officer or his/her designee determines that prohibited harassment occurred, the Compliance Officer or his/her designee may determine that school-wide, group or individual training be conducted or that the complainant be invited to receive counseling.

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

Step 5 -- Appeal Procedure

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 School Board within fifteen (15) days of the complainant's receipt of the findings of the investigation. Any such appeal must be in writing and filed with the Compliance Officer who shall forward the appeal and the investigation record to the School Board. The School Board shall make a good faith effort to make a decision within thirty (30) calendar days of receiving the record. The School Board may ask for oral or written argument from the complainant, the Compliance Officer, the alleged harasser and/or other persons.

Informal Complaint Procedure

If the complainant and the alleged harasser agree, they may arrange with the Compliance Officer to attempt to resolve the complaint informally with the help of a counselor, teacher or administrator. In that event they shall each be informed by the Compliance Officer that they have the right to abandon the informal procedure at any time in favor of the initiation or continuation of the formal complaint procedure set forth herein. If the complainant and the alleged harasser are successful in resolving the complaint informally, the Compliance Officer shall keep a written record of the agreement of the parties.

A. Retaliation

Retaliation against students, employees or other persons who report harassment pursuant to this policy or who participate in any related proceeding is prohibited. The School Board deems retaliatory acts as harmful as harassing acts and will take appropriate action against students, employees or other persons who retaliate against any student, employee or other person who reports alleged harassment or participates in related proceedings. Such actions may include discipline up to and including expulsion or discharge.

B. Right to Alternative Compliant Procedures

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating a civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

TERRORISTIC THREATS / ACTS POLICY

(In accordance with AGSD Board Policy # 218.2)

The Avon Grove Board of School Directors recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat -shall mean a threat to commit violence communicated with

the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act - shall mean an offense against property or involving danger to another person.

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.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the building principal shall report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

ALCOHOL AND DRUG POLICY

(In accordance with AGSD Board 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. Avon Grove High School strives to prevent substance abuse, and its educational program addresses 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.

* Human Growth hormone (HGH) is not included as an anabolic steroid under the provisions of this policy.

TAKING ANY DRUG, WHETHER PRESCRIPTION OR NON-PRESCRIPTION, WITHOUT THE SCHOOL NURSE'S SUPERVISION IS A VIOLATION 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 will be 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 psychologists, home and school visitors, drug and alcohol counselor, student assistance team members, and other school employees shall be respected and 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 only 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:

First Offense

- Parents or guardians shall be immediately contacted by building administration and the student shall be sent home or removed from the school for medical attention, if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by school administration.
- The police department having jurisdiction over the area in which the school is located shall be notified by the Superintendent or his designee and the student shall be referred for appropriate action.
- The student initially will be suspended 10 school days during which time an informal hearing will be scheduled. (See below.)
- The student will be suspended from participation in any extracurricular activity in which the student is involved at the time of the offense. This includes, but is not limited to, suspension from the following: any athletic team for the remainder of the season, play or musical production for the duration of the practices or performances, Academic Competition or Mock Trial teams for the remainder of the season, class or student organization officer for the remainder of the year. Additionally, a student's attendance at or participation in extracurricular activities is restricted according to the provision of any probation contract.
- The student will be referred to the Student Assistance Program, known as Support Our Students (SOS), and be required to complete a minimum of eight (8) drug and alcohol education sessions. These sessions are provided in school and a schedule of meeting times will be developed that

does not affect the student's schoolwork. Drug and alcohol counseling with a qualified professional in another setting and approved by our administration will satisfy this requirement as long as documentation indicating eight (8) hours of drug and alcohol counseling have been completed and submitted.

- Any student convicted of any controlled substance offense shall have his driving license suspended under Act 92 of 1989.

Second Offense

- Anabolic steroid use by a student athlete may result in suspension from school athletics for the remainder of the season and the following season.
- Immediate Suspension from School
- Informal Hearing (See below)
- Referral to the District Hearing Committee for an expulsion hearing.
- Referral to the appropriate law enforcement agency with the strong recommendation that the student be prosecuted.
- Possible placement in the Alternative School

DISTRIBUTION OR INTENT TO DISTRIBUTE

A student, who while under the school's jurisdiction, is found to be transferring, or with intent to transfer drugs shall be subject to the following action:

1. Immediate Suspension from School
2. Informal Hearing (See below)
3. Referral to the District Hearing Committee for an expulsion hearing.
4. Referral to the appropriate law enforcement agency with the strong recommendation that the student be prosecuted
5. Placement in the Alternative School

Informal Hearing

Within three (3) days of the beginning of the suspension, an informal hearing will be scheduled. The informal hearing shall be held with the student, his/her parents or guardian, local police department representative, the school administration and any other person who in the judgment of the administration, could make contributions to aid in determining a course of action. As a result of the meeting, the school district shall do one or more of the following:

- Refer the student to district personnel for counseling. Appropriate district personnel include: the Pupil Services Director, School Nurse, Guidance Counselor, School Psychologist, Drug and Alcohol Counselor, Student Assistance Team, or other appropriately trained staff members selected by the principal.
- Require the student, under parental supervisor, to obtain guidance or psychological counseling from an outside professional agency. Confirmation of such contact shall be submitted to the school administration within a prescribed time. Failure to comply within the prescribed time will be cause for suspension within the guidelines of this policy.
- Full suspension for up to ten (10) school days.
- Referral to the District Hearing Committee for an expulsion meeting.

- Require, with parental consent, that contact be established among the school, parents, and the following appropriate contact: juvenile probation officer, physician, psychologist or psychiatrist, appropriate local and state rehabilitation centers, and other agencies identified by the Chester County Drug and Alcohol Commission.
- Any other action determined appropriate by the situation, including assignment to the Alternative School.
- Require the student to abide by the restrictions of Disciplinary Probation upon return to school.

Responsibility of School Personnel

- All personnel of the Avon Grove Schools are to report to their immediate supervisor any student or employee involved in the use, transfer of, or having alcohol or other drugs, narcotics, or other health endangering compounds in his/her possession while on or about school property or while on a school related function.
- All personnel of the Avon Grove Schools are to report to their immediate supervisor any person who is not a student or an employee and who is found to be using, soliciting, or giving a student or employee any alcohol or other drugs, narcotics, or other health endangering compounds while on or about the school property or while at a school related function.
- The supervisor is to report such information to the Superintendent immediately and confirm the same in writing as soon as possible relating the specific sequence of events in each case.
- The supervisor or the Superintendent will immediately notify the appropriate law enforcement agency in any case involving persons not related to the district.
- The police department having jurisdiction over the area in which the school is located shall be notified by the Superintendent or the designee and the student shall be referred for appropriate action.
- The student initially will be suspended ten (10) school days during which time an informal hearing will be scheduled.

STUDENT ASSISTANCE PROGRAMS FOR DRUG OR ALCOHOL PROBLEMS

WHAT IS THE DRUG AND ALCOHOL COMMISSION?

The Drug and Alcohol Commission is responsible for planning and coordinating drug and alcohol prevention, intervention, and treatment services for Chester County residents. This office, a department of County Government, subcontracts with private agencies to provide these services.

WHAT IS THE STUDENT ASSISTANCE PROGRAM?

The Avon Grove Student Assistance Program, known as Support Our Students (S.O.S.) assists with the identification of high school students in the substance abuse, depression, and suicidal behavior areas. The S.O.S. Teams use intervention programs established within the Avon Grove School District. The members are selected school personnel who have been trained to identify and refer "high risk" students who may be involved with alcohol and other drugs, depression, or suicidal behavior to appropriate local agencies for assessment and possible rehabilitative programs. The S.O.S. Teams work closely with the assistant principals who are in charge of disciplinary matters. The S.O.S. teams also provide faculty inservicing and parental and community agency involvement. The S.O.S. team membership consists of the pupil services director, assistant principal, drug and alcohol counselor, school nurse, guidance counselor, and teachers.

The S.O.S. Team makes every effort to intervene with youngsters who are in violation of the School Board Drug and Alcohol Policy and at other times as deemed appropriate. Specifically:

- Following the first offense of the school district's Drug and Alcohol Policy;
- With students known to be substance abusers in or out of school and who have constant in-school problems;
- With students returning from full-time rehabilitation centers, hospitalization programs or out-patient rehabilitation programs;
- With students who have expressed an interest in confronting their problems and students who have been referred by a staff member, parent, or other student and/or the S.O.S. Team.

WHERE TO CALL:

FOR INFORMATION OR GUIDANCE ON ANY PROBLEM REFERRING TO DRUGS OR ALCOHOL:

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 Ave.
Exton, PA 19341 610-363-6164

WHAT ARE THESE SERVICES AND WHAT IS THEIR PURPOSE?

PREVENTION - Activities of an educational and informal nature intended to increase awareness and improve decision-making ability in order to foster positive growth. These programs are school and community based.

INTERVENTION - Efforts designed to discourage people already experimenting with drugs and/or alcohol from further use and possible dependency. These services, usually coming at a time of crisis, define the nature of the problem and result in referral to appropriate treatment. The Alcohol Safe Driving Program located at COAD (363-6165) is intervention for DUI offenders.

TREATMENT - Assistance to people whose lives are negatively affected by their own or another's use of drugs and/or alcohol. This can be done on an outpatient or residential basis. Persons needing immediate medical care are detoxified prior to treatment.

AFTERCARE - Aftercare refers to the process of monitoring a person's actions for signs of relapse and re-intervening if a return to negative patterns seems imminent. SAPs can be instrumental in monitoring students who have returned from chemical dependency treatment facilities by watching student's disciplinary records, attendance and appropriate class participation closely.

FOR ADDITIONAL EMERGENCY HELP AND INFORMATION:

CRISIS INTERVENTION
222 North Walnut Street
West Chester, PA 19380
Toll Free: 1 877-918-2100
Or 610-918-2100

CHESTER COUNTY CARES
(610) 436-4040 (9:00 - 4:30)
540 E. Union Street, Suite L
West Chester, PA. 19382

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

A PERSON IN MEDICAL DANGER should be taken to a hospital emergency room.

WHERE TO TURN:

TO JOIN IN A SUPPORT GROUP with others recovering from drug or alcohol addiction:

ALCOHOLICS ANONYMOUS (AA)
South Eastern Penna Intergroup Assn.
444 North 3rd Street, Suite 3E
Philadelphia, PA 19107
215-923-7900

NARCOTICS ANONYMOUS (NA)
P.O. Box 316
Downingtown, PA. 19335
610-344-3250

TO FIND SUPPORT FOR FAMILY MEMBERS or anyone who cares about a substance abuser:

health care provider to a student during school hours or during a school-related activity will be permitted only when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school or participate in the activity if the medication were not made available.

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 a 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.

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.

It is prohibited for any student, while at school, to possess on his/her person to use in any manner, or to sell any substance, item, or device, the use, possession, or sale of which is a violation of federal or state law or district policy or constitutes a threat to the health, safety, welfare, or good order of the occupants of the school building, the school building itself, or the district ("illegal materials").

Students shall be notified at least annually or more often if deemed appropriate by administration, of the contents of the search policy.

Search Procedures Generally

Any building administrator, teacher or other district employee who reasonably suspects that a student has in his/her possession on school property or uses or sells on school property any illegal material, shall proceed as follows:

1. The matter or incident shall be immediately referred to the building principal with an explanation of facts leading to the suspicion that the student possesses, uses, or sells illegal materials.
2. The principal or his/her designee shall then discuss with the student privately the facts as related to the principal and ask the student to consent to a search of his/her person, locker and/or automobile.
3. Students who do not cooperate with the principal or his/her designee who has reasonable suspicion to search, shall immediately be subject to disciplinary action.
4. When a search is made of student's person, locker and/or automobile, at least one other teacher or school official shall be present in addition the principal or his/her designee. Except in emergency situations, reasonable steps should be taken to ensure the student is present during the search.
5. If illegal material is found, it should be confiscated, marked in an identifying manner in the presence of the student, if possible, and at least one other teacher and/or administrator, and held in a secure place.
6. The principal or his/her designee shall be responsible for the safe

keeping and proper disposal of any illegal material found.

7. The principal or his/her designee shall be responsible for the prompt recording in writing of each search; such record shall include the reason(s) for the search, persons present, objects found and their disposition.
8. Confiscated illegal materials may be used against the student in a school disciplinary proceeding.
9. If illegal materials are found, the appropriate law enforcement agency shall be contacted.
10. Illegal material shall be turned over to the appropriate law enforcement agency for further investigation and proceedings.

School officials may conduct periodic blanket searches of school property without individualized suspicion of any particular student where school officials are able to articulate evidence of a substantial problem threatening the welfare or safety of the school as a whole and that blanket searches may help eliminate that problem.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that a student is in possession of illegal materials.

Consistent with this policy the Board authorizes district personnel to conduct a personal search at any time for the purpose of determining whether the student is in possession of illegal materials.

If a pat down search of a student's person is conducted, it will be conducted privately by a school official of the same sex and with an adult witness of the same sex present.

Locker Searches

All lockers are and shall remain the property of the district. Students shall have no expectation of privacy in their lockers.

In order to have use of a school locker, students shall be required to sign a waiver authorizing the principal or his/her designee to search the interior of the student's locker.

Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for illegal materials.

The Board authorizes district personnel to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for

the storage illegal materials.

All requests for the search of a student's locker shall be directed to the building principal or his/her designee who shall seek the consent of the student and notify the student that s/he may call a parent or other representative.

The principal or his/her designee shall open a student's locker on the request of a law enforcement officer only on presentation of duly authorized search warrant or on the intelligent and voluntary consent of the student.

Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal or his/her designee may open the locker as soon as is necessary to properly discharge his/her duty to protect the persons and property within the school building.

Automobile Searches

School parking lots are owned by the district and the district exercises exclusive control over its parking lots. Use of the parking lots is a privilege, not a right.

Students have no expectation of privacy regarding items placed in their vehicles in the parking lot.

The parking lot may be subject to routine patrols and inspections of the exterior of vehicles and visual inspection of those items within in the vehicle which are in plain view and visible through the windows of the vehicle while on school property. Routine patrols may be conducted by district personnel or drug detecting dogs.

Interiors of vehicles may be searched whenever a school authority has reasonable suspicion to believe that illegal materials are contained therein.

Patrols and inspections may be conducted without notice, without student consent and without a search warrant.

Use of Drug Detecting Dogs for Searches

It shall be the policy of the district to permit district personnel to conduct blanket searches of school property with professionally trained handlers and dogs for the purposes of detecting the presence of illegal materials.

Parents and students are hereby notified of this policy through its inclusion in the Student/Parent Handbook. Additional notice need not be given and actual times or dates of planned searches need not be released in advance.

District personnel shall authorize the search and have a designee on hand while the search is taking place.

All school property, including, but not limited to, lockers, classrooms, storage

areas, and parking lots, may be searched. Individual(s) will not be subjected to a search by dogs.

Notes