

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

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

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

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

**Unless authorized by appropriate law enforcement or judicial authorities, video surveillance shall not include any audio recording or listening component. The use of video recordings from surveillance cameras shall be subject to other policies of the district, including policies concerning the confidentiality of student and staff records.**

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

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

The use of video surveillance cameras and equipment by

the district shall in no way place any duty on the district to regularly monitor live images and/or videotapes and it shall not place on the district any additional duty in regard to providing a safe facility.

#### **VOLUNTEER CLEARANCES**

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

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

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

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

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

If a parent volunteer has obtained valid clearances during a previous school year, and has volunteered in any capacity in the Avon Grove School District during the 2006-2007 school year, their clearances will remain valid for the 2007-08 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 2006-2007 school year, and therefore needs to obtain new clearances, the volunteer will not be reimbursed a second time.

This handbook is also available online at  
[www.avongrove.org](http://www.avongrove.org).

### **SELLING IN SCHOOL**

Students, parents and staff are not permitted to sell chances or items in school or on the bus.

### **STUDENT BEHAVIOR**

Every school must have specific rules and regulations so that a peaceful atmosphere exists. We believe that no one has the right to disrupt the teacher's ability to teach or the student's right to learn. There are "must behaviors" we feel every child must exhibit and that hopefully will be reinforced at home.

Our "must behaviors" are:

1. We respect others in our language.
2. We respect other people in our actions.
3. We respect each other's property.
4. We respect and obey the people who teach, supervise or help us.
5. We respect ourselves.
6. We dress appropriately.

Parents need to review these rules with their children. These behaviors will be enforced easily if children know you support these ideas and believe we are working as a team.

Students may participate in extra-curricular activities as long as they are exhibiting "must behaviors."

If a "must behavior" is not followed:

1. The teacher/supervisor will talk to the student about the problem and may:
  - a. isolate the student
  - b. remove privileges
2. If this behavior continues, the teacher will contact the student's parents/guardians, inform the principal and may:
  - a. isolate the student
  - b. remove privileges
3. If this behavior continues, the child will be sent to see the principal. The principal may:
  - a. isolate the student
  - b. remove privileges
  - c. call the parents/guardians
  - d. assign child to internal suspension.
4. Serious rule breaking (student actions that endanger themselves or others) or a continual pattern of behavior will result in immediate contact of parents/guardians and possible suspension. Following a suspension, a parent conference must be held.

### **SUPPORT SERVICES**

The following support services are available:

Academically Talented Teacher  
Instructional Aides  
Dental Hygienist  
English as Second Language Teacher  
Guidance Counselor  
Home and School Coordinator  
Instructional Support Teacher

Migrant Education  
Nurse  
Occupational Therapist  
Physical Therapist  
Psychologist  
Reading Specialist  
Speech Therapist

### **TECHNOLOGY**

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

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

### **TELEPHONE/FAX**

The school telephone is for official school business. Students will not be permitted to use the phone for left-at-home assignments, lunches, articles of clothing, etc. In an URGENT situation, permission may be granted. Parents may not interrupt the classroom lessons with "forgotten items." These items may be left in the office for the student to pick up at a convenient time.

### **UNLAWFUL HARASSMENT**

The Avon Grove School Board strives to provide a safe, positive learning environment 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 will not be tolerated (See Insert—Avon Grove School District Unlawful Harassment Policy)

### **USE OF BUILDINGS AND GROUNDS**

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

### **VISITORS POLICY/BUILDING SECURITY**

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

All visitors to the school, adult or student, must sign in at the office. This includes, but is not limited to, parents, students, tutors and helpers. All visitors will be issued a "Visitor's Pass" which they will need to display while they are in the building.

Ringworm	after using anti-fungal medication for 24 hours
Scabies	note from health care provider and skin treatment
Scarlet Fever	after taking antibiotics for 24 hours
Whooping Cough	note from health care provider

The duration of absence from school for other illnesses depends on the illness of the child and the discretion of the attending health care provider.

In order to help control contagious diseases, you should keep your child home when he/she has a sore throat, nausea, skin rashes, discolored nasal discharge, persistent cough, inflamed eyes, enlarged glands or earache. If your child has a fever or has been vomiting, he/she should remain at home until he/she has been fever/vomiting free for twenty-four (24) hours before returning to school.

### OFFICE

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

### OPT-OUT PROVISIONS

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

### PTA

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

### RECESS

The following policy will be observed as weather conditions dictate for student recess:

25 °F and above (to include Wind Chill Factor) - outdoor recess

25 °F - 15 °F - half outdoor recess/half indoor recess

15 °F and below, rain, snow - indoor recess

All children must go outside for recess barring disciplinary or valid medical conditions that justify remaining indoors. A health care provider's note is required to excuse outdoor recess.

### REPORT CARDS

K, 1, 2 report cards are presented to parents during Fall and Spring conferences. The final report card is sent home on the last day of school with the student.

### SCHOOL DAY

The academic school day begins at 8:30 a.m. and ends at 3:05 p.m.

### Arrival

Students may not enter the school building prior to the start of the school day. Between 8:10-8:30 a.m., teachers and students are in their classrooms to interact on an informal basis and make preparations for the day. It is important that parents support and not interrupt this process. Please do not attempt to meet with teachers at the start of the school day. Do not expect teachers to have even a short meeting/discussion during the morning arrival period. Teachers will gladly meet with you at any other pre-arranged time

If you drive your student to school, please observe the following safety rules and posted signs when dropping off your student:

1. Use the drop-off lane. Student drop off will be allowed from the right side of the car. If students exit from the left side onto the roadway, they stand a good chance of being injured by exiting traffic.
2. Parking is not allowed in the drop off lane. If you need to park your car to help your child enter the building, please use the visitor's parking lot.

### Dismissal

At 3:00 p.m., the children pack up their book bags, etc. and wait for buses to be called.

In an effort to promote student responsibility, students may not return to the building after dismissal to retrieve forgotten items.

### Late Opening

If there is a late opening due to snow or ice, buses will pick up students either one or two hours later than usual according to the media announced delay in opening.

PM Kindergarten students should report to school at their regularly scheduled time.

### SCHOOL BOARD

The Board of School Directors meetings are usually scheduled for the second and fourth Thursdays of each month. Please check the district calendar, the district web page, and the school newsletters for meeting times and dates

### SEARCH PROCEDURES

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.

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.

**NURSE'S NOTE ON CONTAGIOUS DISEASES**

State regulations require a specific period of exclusion for some illnesses. Students cannot attend school with the following illnesses:

<u>INFECTIOUS CONDITIONS</u>	<u>REENTERING SCHOOL</u>
Chicken Pox	all lesions scab over and no fresh lesions. A parent note is required.
Conjunctivitis	antibiotic drops or ointment for 24 hours if ordered by health care provider
German Measles	note from health care provider
Impetigo	note from health care provider; antibiotic ointment for at least 24 hours.
Measles	minimum 6 days free from symptoms; note from health care provider
Mumps	free from swelling; note from health care provider
Pediculosis (head lice)	after treatment at home and examination by school nurse
Strep Infection	after taking antibiotics for 24 hours

## LUNCH

Each student has been issued a student number for cafeteria purchases. Lunch can be purchased with cash on a daily basis or be subtracted from a pre-deposited amount in their student account. Students will be notified when their account is low. A print out of all purchases is available at the parent's request.

If a student should forget to bring a lunch, money for lunch, or has a zero balance in his/her cafeteria account, the cafeteria will allow the student to charge lunch. Charges should be repaid the following school day. Students are permitted up to a \$4 charge, after which they will receive PBJ and milk at the cost of a regular lunch. Children who owe lunch charges are not permitted to purchase a snack until that charge is paid.

## MONEY AND VALUABLES

Students should not carry more money than required to meet immediate needs. Teacher cannot be held responsible for items of value. Cases of theft should be reported immediately to the classroom teacher. Helpful suggestions:

- Label all possessions and clothing with the student's name.
- Toys and/or electronic games should be left at home. The school will not be responsible for these items should they be lost, broken or stolen.

## NURSES/HEALTH/MEDICATION

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

### Health

During the school year, children are weighed, measured, and have their eyes tested. Hearing tests are conducted in Kindergarten through third grade and at any other time that it is deemed necessary. A report is sent home if any screening indicates that further medical evaluation is necessary.

Health care is limited to first aid in case of an in-school accident or illness. If necessary, parents are called and the child may be sent home, to the doctor, or to the hospital.

School nurses work under written orders of the school doctor and will not diagnose injuries or illness. They are available to provide immediate, temporary care to students who sustain accidental injury or illness during school hours. School nurses are not to initiate treatment for any injury or illness suffered at home and will refer such cases to a health care provider.

Pennsylvania requires the following:

- medical examinations upon initial entry into school;
- tuberculin tests upon initial entry into school or negative

TB questionnaire;

-all children entering public school must have the following immunizations before entry:

- 3 or more doses of oral polio vaccine
  - 4 or more doses tetanus-diphtheria vaccine – 4<sup>th</sup> dose must be on or after the fourth birthday
  - 1 doses of rubella vaccine (German measles)
  - 2 doses of measles vaccine
  - 1 doses of mumps vaccine (or history of the illness)
  - 3 doses of Hepatitis B
  - 1 dose of Varicella vaccine (Chicken Pox) (or history of the illness)
- dental examinations in 1<sup>st</sup> grade.

## Medication

(In accordance with Avon Grove School District Policy 210)

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

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

- Parents shall make every effort to give all doses of medication at home.
- Only medications prescribed by a health care provider and accompanied by written medication order from that provider will be given during school hours. The written order shall include: (1) the student's name; (2) the name of the medication; (3) the schedule of administration times (for home and school, including schedules for medication administration on altered/shorten school days and field trips; (4) dosages; (5) the method of administration for all doses to be given; and (6) any potential side effects for that medication. In the case of medication with flexible dosing or scheduling (i.e. insulin), the health care provide shall provide specific written parameters within which the school nurse can medicate the student. A written consent letter from the parent is also required.
- Medication orders are valid until the beginning of each new school year and can, upon written request, be extended to include summer programs.
- A written order from both the health care provider and parent shall accompany any changes to the medication order during the school year.
- Within the parameters set by HIPAA and FERPA, medication orders may be transmitted by

educational program should address the physical and psychological dangers caused by drug and alcohol use/abuse. (See insert- Avon Grove School District Alcohol and Drug Policy).

### **EMERGENCY CLOSING**

Official notification of emergency school closings or late openings/early dismissals can be heard on local radio stations WCOJ (1420am), WCHE (1540am), WDEL (1540am), KYW (1060am), WJBR (99.5fm), and (WSTW 93.7fm), as well as local television stations. The District code is #859. Information is also posted on the District website.

Please be sure to talk with your child about what he/she should do in case of an unexpected, early school closing. Plan together where your child should go if you work and school is dismissed early due to an unforeseen problem.

### **EMERGENCY PROCEDURE CARDS**

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

### **EXPULSION FOR WEAPON POSSESSION**

(In accordance with Avon Grove School District Policy 218.1)

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

### **FIRE DRILL**

Each building is required to hold at least one fire drill each month. Evacuation directions are posted in each room.

### **HOME EDUCATION**

(In accordance with School Board Policy 137)

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

### **INSURANCE**

In the fall, parents are given the opportunity to enroll their children in a group insurance plan as approved by the Board of School Directors. Brochures with an application are sent home with every student. Participation is voluntary. Participants will receive appropriate accident forms. Any accident should be reported to the school

office at once. You may wish to purchase this insurance if school accidents are not covered by your homeowner insurance.

### **IST**

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

The IST process involves five steps:

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

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

### **LIBRARY – LOST/DAMAGED BOOKS**

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 Penn London Elementary 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.

### **LOST AND FOUND**

A lost and found is located in each building. Please have your child check here periodically for lost items. Items not claimed throughout the year are donated to a charitable organization. **NAMES SHOULD BE PLACED ON ALL POSSESSIONS AND ARTICLES OF CLOTHING FOR EASIER IDENTIFICATION.**

not respect the rights of others endangers his/her life and the lives of others. The student will be disciplined. Major discipline infractions (those that could result in physical harm to passengers or drivers or destruction of property, i.e. smoking, striking matches, improper opening of doors, throwing objects, fighting, standing, changing seats, etc.) may result in the suspension of bus privileges and charges for damages.

### **BUS DISCIPLINE**

1. Verbal Warning: If a student misbehaves while riding on the school bus, the student shall be told by the driver, or another person designated by school authorities, that such behavior is inappropriate and constitutes a safety hazard for everyone on the bus.
2. First Written Bus Conduct: If a student continues to misbehave after the verbal warning, the bus driver will give the building principal a written Bus Conduct Report stating the misbehavior. The principal and the student will discuss the incident. A copy of the Bus Conduct Report will be sent home so that the parents are informed.
3. Second Written Bus Conduct: Please be aware that if the student receives a second written Bus Conduct Report, at any other time during the year, he/she may lose the privilege of riding the bus for at least one day. For students in grades K-2, the principal may determine the student is to receive school punishment OR removal from the bus for one day. Any future incidents may require additional school punishment or removal from the bus for a minimum of three (3) days. **TRANSPORTATION WILL THEN BE THE RESPONSIBILITY OF THE PARENTS OR GUARDIANS.** Bus removal does not excuse a student's absence from school. The principal will contact the parent so that they can arrange for them to transport the child to and from school.
4. Additional written Bus Conducts Reports will result in additional days off the bus.

Notwithstanding, the above standards, the District reserves the right to implement the terms of the discipline policy, in full or in part, as to any misconduct occurring on a school bus.

### **BUS PASSES**

Students who wish to ride the bus home with another P.L.E. student must bring in a written note from their parent/guardian to the office. The other student must also bring in a written note from their parent or guardian. The office will issue the pass if there is room on the bus. **NO BUS PASSES WILL BE ISSUED** until we ascertain actual bus counts. Faxed or email requests for bus passes may not be accepted.

### **CAFETERIA**

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

students to purchase after finishing their lunch. Children are not permitted to go home during the lunch hour. For the purpose of security, no visiting adult is permitted in the lunch or recess areas.

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

The cafeteria requires a health care provider's note if your child has an allergy that requires him/her to make any substitutions (e.g. no dairy products). For the purpose of security, no adult is permitted in the lunch or recess areas.

### **COMMUNICATION**

Please read the school newsletters for important information.

Please visit the Penn London Elementary School website for current information regarding programs and curriculum.

### **CONCERNS**

Any concerns should be in writing and addressed to the Principal. You may also express your concerns over the phone. Constructive criticism is welcomed. Complaints will be shared with all parties involved in order to come to a satisfactory resolution of the problem.

### **CONFERENCES**

Conferences provide the opportunity for teachers and parents to share knowledge and gain insights about students. Conference appointment slips are sent home with each student. Parents return these slips suggesting a convenient conference day. The classroom teacher will confirm date and time of the scheduled conference. Parents are encouraged to take advantage of this opportunity to meet with your child's teacher to discuss student progress. Check the school newsletter for dates.

### **DRESS CODE**

Students are expected to dress appropriately for school. Offensive or obscenely inscribed apparel or any clothing that is disruptive to the learning process is **UNACCEPTABLE**. No apparel displaying, depicting or promoting violence, alcohol, drug or tobacco use is permitted, as we are a drug free school. For safety reasons, students are not permitted to wear any accessory or apparel which could constitute a potential safety hazard or disrupt the educational environment.

### **DRUG, ALCOHOL & SMOKING**

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

3. having the educational records inspected and reviewed by a representative of the parent/guardian's choosing upon presentation of proper documentation.

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

Parents/guardians will receive an annual FERPA notice.

### **BULLYING/HAZING**

Bullying and intimidating have a negative effect on the school climate. Every student has a right to an education and to be safe in and around school. Therefore, it is the policy of the district to maintain an educational environment in which bullying/hazing is not tolerated. (See insert—Avon Grove School District Bullying/Hazing Policy)

### **BUS TRANSPORTATION**

Request for school bus pick up/drop off at other than a home stop must be submitted in writing each year by July 31 to the Transportation Secretary, Avon Grove School District, 375 S. Jennersville Road, West Grove, PA 19390.

In any school year, when pick up and/or drop off have been arranged for a day care/babysitter care center, if transportation to the care center have been terminated at the request of the parent/guardian, transportation to any location other than home will be honored only on a space available basis as determined by the transportation department.

No crossing of attendance lines will be permitted except to attend Special Education classes. No student will be transported to day care facilities outside the district lines.

Questions concerning transportation should be directed to the Transportation Secretary at 869-2441.

### **BUS BEHAVIOR**

All students must conduct themselves in such a manner that protects their own safety and the safety of others. For this reason, the following rules must be observed:

#### At the bus stop:

1. Students must arrive 10 minutes prior to their scheduled pick up time. Others are depending on the bus to keep its schedule.
2. Always conduct yourself in an orderly manner.

3. Wait **OFF** the highway, out of the way of traffic.
4. Do not play games or chase anyone. Someone may run out into the street or highway in front of traffic.
5. Be sure the road is clear and wait for the driver's signal before you cross the road.
6. After the bus comes to a complete stop, line up to get on the bus in an orderly fashion. Take your seat immediately upon entering the bus.

#### On the bus:

1. All students must obey and cooperate with the bus driver.
2. All students shall line up to get on the bus in an orderly fashion and take a seat immediately upon entering the bus. Students are required to ride facing forward at all times.
3. All students must allow other students to sit anywhere on the bus unless there is assigned seating. Three to a seat is required when necessary. Two to a seat is permissible when the bus is not crowded.
4. All students are to refrain from being loud or using abusive or vulgar language on the bus.
5. Students should refrain from talking to the driver while the bus is in motion.
6. Students must not tamper with the bus, its equipment or any property on the bus. They will be liable for any damage.
7. Students are to keep arms, hands, legs, or any other part of the body inside the bus at all times.
8. Students are to refrain from throwing anything on or from the bus.
9. Students must remain seated when the bus is in motion.
10. Students are only permitted to get off the bus at their assigned stops unless they have written permission from an administrator.
11. Students may not transport animals except by special written permission of school authorities.
12. Guests are only permitted to ride a bus with written permission from an administrator.
13. Any large objects that could block the aisle are prohibited from being brought on the school bus. If students must bring any item to school, (i.e for musical instruction, show and tell, class projects etc.) parents are expected to transport the student.
14. Students are not permitted to eat, drink, or smoke in the bus.
15. No weapons are allowed on the bus.
16. Any offense not listed that the building administration believes is applicable is punishable.

**Riding the school bus is a privilege.** A student who does

## NON-DISCRIMINATION POLICY

The Avon Grove School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, creed, national origin, sex, age, religion, ancestry, sexual orientation, handicap/disability, union membership, or other legally protected classification.

Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504. All inquiries should be made to Ms. Wendi Lee Foltz, Director of Personnel, Avon Grove School District, 375 South Jennersville Road, West Grove, PA 19390. (Telephone 610-869-2441)

## ADMISSION POLICY

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

## ATTENDANCE PROCEDURES

### (In accordance with Avon Grove School District Policy 204)

#### Absence

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

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

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

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

If you know that your child must be out for a trip, you must write a note to the principal for approval at least one week in advance. **Please include the educational value of your trip in the note.** Approval may be granted as long as previous absences have not been excessive. Ten percent of the school year is considered excessive.

If your child is absent from school for any reason, an absentee note is required upon three days of return. No email notes are accepted.

Students must be present in school for at least half of a regular day to participate in any school related activities.

**Absences of 3 days or longer require a doctor's note upon the student's return to school.** Parents should call the office if the student's absence is caused by a communicable disease.

**Perfect attendance** is defined as being present, in school, on each scheduled school day.

#### Lateness

Students are expected in their classrooms by 8:30 a.m. If a student arrives late, a parent, who will sign the student into school, must accompany him/her. **If a parent does not sign in a student, the lateness will be considered unexcused and will count against perfect attendance.** If the student arrives after 10:30 a.m., he/she must be accompanied by a parent with note of explanation. The time and reason will be recorded and the student will be given a late slip to give to the teacher. Excessive tardiness disrupts the educational program of all students.

#### Pick up

We discourage dismissing students early and advocate everyone riding the bus. Having parents pick up their children early cuts short their classroom instruction. Please try to schedule your appointments after school hours or on non-school days. Parents can request, in writing, early student pick up for an occasional appointment, but should not request an early dismissal on a weekly or bi-weekly basis. If your student must be picked up during the day or at dismissal time, you must send a note with him/her. The note must include the reason and the time of the pick-up. The adult picking up the student must use the sign out forms and wait in the designated area. Students will be called to the office when the parent arrives.

## ACCESS TO STUDENT RECORDS

### (In accordance with Avon Grove School District Policy 216)

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

1. reasonable requests for an explanation and interpretation of these records by school district personnel;
2. providing copies of the records if circumstances effectively preclude the parent/guardian from inspecting or reviewing the educational record. Note, the District may charge a modest per page fee for copying;