2026-2027 ELEMENTARY STUDENT/PARENT HANDBOOK

Penn London Elementary

Avon Grove Intermediate

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 Dr. Niki Harvey, Assistant Superintendent, Avon Grove School District, 107 Schoolhouse Road, Suite B, West Grove, PA 19390, (610) 869-2441.

A Message from the Superintendent

Dear Parents and Families,

Welcome to Avon Grove School District's elementary schools! We are so glad your family is here.

The elementary years are a remarkable time in a child's life. These are the years when curiosity takes root, confidence grows, and a love of learning begins to take shape. The teachers and staff across both of our elementary schools are committed to making this experience everything it should be: engaging, joyful, and full of growth. We take that responsibility seriously, and we are proud of the learning community we have built together.

Your partnership is essential to your child's success. We encourage you to stay connected - attend school events, communicate openly with your child's teacher, and reach out to us whenever you have questions or needs. This handbook is a great place to start, and our staff is always happy to help.

We look forward to getting to know your family and watching your child thrive. Welcome to Avon Grove.

Sincerely,
Scott DeShong, Ed.D.
Superintendent of Schools

Avon Grove School District Mission Statement

The purpose of the Avon Grove School District is to foster a learning environment for all students to be exceptionally well-prepared to succeed and lead full and meaningful lives.

Avon Grove School District Vision Statement

All Avon Grove students are well prepared to create their own futures.

Profile of a Future Ready Avon Grove Graduate

The Profile of a Future Ready Avon Grove Graduate is the outcome of a collective design process completed by forty-one stakeholders from the Avon Grove school community. This group included students, parents, district educators, and community partners.

The Profile of a Future Ready Avon Grove Graduate serves as a north star to guide the school district toward achieving its mission and vision by preparing our learners to succeed in any path they choose after high school. The mission of the school district is “to foster a learning environment in which all students are exceptionally well-prepared to succeed and lead meaningful lives,” and the vision of the school district is “that all Avon Grove students are well-prepared to create their futures.” To support achieving the district’s mission and vision, the Profile of a Future Ready Avon Grove Graduate describes the competencies that students will develop as they acquire knowledge, apply skills, and build character through experiences in our schools and in partnership with the Avon Grove school community. These competencies should ensure success for all of our learners after graduation.

Profile of a **Future Ready** Avon Grove Graduate

The **MISSION** of Avon Grove School District is to foster a learning environment in which all students are exceptionally well prepared to succeed and lead full and meaningful lives.

Avon Grove School District's **VISION** is that all Avon Grove students are well prepared to create their futures.

ACQUIRE KNOWLEDGE

Literacies
Use digital, financial, media and environmental literacies successfully in personal and professional life.

Growth Mindset
Demonstrate persistence and effort to develop talent and intelligence.

Core Knowledge
Master foundational knowledge in core academics and career and technical areas.

Health and Advocacy
Develop and maintain habits which facilitate a healthy and balanced lifestyle to support physical, social and emotional well-being.

APPLY SKILLS

Leadership
Inspire and motivate others to act.

Collaboration
Work with a team using each person's talents and interests to accomplish a common goal.

Critical Thinking
Ability to think deeply to analyze a situation in order to form a judgment, make a decision or solve a problem.

Communication
Articulate and receive messages/ information through verbal and written communication for a variety of audiences.

BUILD CHARACTER

Resilience
Adapt and recover from setbacks and persist with optimism.

Accountability
Take ownership of and accept responsibility for one's thoughts, words and actions, and understand the impact on self and others.

Cultural Awareness
Understand, appreciate and respect cultural and societal diversity.

Service and Citizenship
Engage in and create service opportunities for local, national and global communities.

Gearing up for Future Success

Penn London is a Welcoming School!

Mission

PBIS Mission Statement: The PLES community works together to create positive learning experiences by taking care of ourselves, each other, and our school.

Expectations

Bucket Fillers take care of ourselves, each other, and our school. Specific expectations exist for areas of the school.

Meet your Administrators

Ms. Kelly Harrison, Principal kharrison@avongrove.org
Mr. Jonathan Blake, Assistant Principal jblake@avongrove.org

Meet your Counselors

Ms. Kristin Glass (First Grade 2026-2027) kglass@avongrove.org
Ms. Alexa Reif (Kindergarten 2026-2027) areif@avongrove.org

Penn London Elementary School Welcoming Events	

Incoming Kindergarten	• Kindergarten Information Night
	  ○ Program overview, building tour, and registration information
	• Kindergarten Screening Event
	  ○ Welcome bag, t-shirt, and name recording
	• Administrator Preschool Site Visits and Read Aloud
	• Jumpstart Kindergarten Program
	• Camp Kindergarten Program

Kindergarten and First Grade	• Meet the Teacher Event • Back to School Night • Back to School Block Party (hosted by the PTA) • PBIS Lessons • Family Engagement Nights (Fall/Spring) • Parent Teacher Conferences (Fall/Spring)

Avon Grove Intermediate is a Welcoming School!

Mission
The purpose of the Avon Grove School District is to foster a learning environment in which all students are exceptionally well prepared to succeed and lead full and meaningful lives.

Expectations
Students are expected to "Be Respectful, Be Responsible, and Be Safe" at AGIS.

Meet your Administrators
Dr. Kim Hall, Principal khall@avongrove.org
Ms. Kelly Vaughn, Assistant Principal, Grades 2 and 4 kvaughn@avongrove.org
Mr. Brian Wallace, Assistant Principal, Grades 3 and 5 bwallace1@avongrove.org
Mr. Anthony DiEmidio, Dean of Students, adiemidio@avongrove.org

Meet your Counselors
Ms. Michelle DeEmilio, Grade 3 mdeemilio@avongrove.org
Ms. Kristi Brown, Grade 4 kbrown@avongrove.org
Ms. Kathy Doherty, Grade 5 kdoherty@avongrove.org
Ms. Jennifer Martelli, Grade 2 jmartelli@avongrove.org
Ms. Kristen Lucovich, Case Worker klucovich@avongrove.org

Avon Grove Intermediate School Welcoming Events	
Incoming 2nd Graders	• 1st Grade Transition Visit/Student Tours • 1st Grade Parent Night Presentation (Spring) • 2nd Grade Buddy Classroom Visits
2nd through 5th Grade	• Meet the Teacher Event • Back to School Night • PBIS Lessons • Family Engagement Nights (Fall/Spring) • Parent Teacher Conferences (Fall/Spring) • Community Resource Fair (Fall/Spring) • PTA Grade Level Events • 5th Grade Ambassador Program

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ACTIVITIES AND ATHLETICS

Students are encouraged to participate in the many extracurricular activities sponsored by the school. Participation in any extracurricular activity is a privilege, not a right. Along with the privilege of participating in these activities comes the responsibility of demonstrating a spirit of cooperation and exhibiting appropriate behavior. Students who wish to participate in any such activities must demonstrate a spirit of cooperation, a willingness to meet the standards set forth by the sponsor(s), and the ability to act responsibly at all times. Students who fail to meet the expected standards will not be permitted to continue and/or practice in the activity for the period designated by the sponsor(s). Students must have a parent/caregiver permission note each time they stay for an after-school activity. Students that do not have a permission slip will not be permitted to stay for that activity and will be sent home on the bus. A student must be present in school for half of a regular school day in order to participate in any school-related activity. *See "Attendance."

ADMISSION - Policy #200

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

Admission of Beginners - Kindergarten/First Grade - **Policy #201)**

Kindergarten students must be five years of age on or before September 1. A first grader must be six years of age on or before September 1.

ATTENDANCE - Policy #204

Attendance is essential for success at school. Every effort should be made to attend school each day it is in session. You will receive an automated call from our attendance system each time your child is marked absent.

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

- Illness
- Death in the immediate family
- Religious holidays
- Health care appointments
- Educational family trips *
- Urgent family reasons
- Court appearances

*Every attempt should be made to schedule vacations/trips around the school calendar. Requests for trips must be made in writing at least one week in advance of the absence and must be sent directly to the building principal for pre-approval. Please include the educational value of your trip in the note. Absences will be marked as parent-excused in PowerSchool and count towards the 10 parent-excused absences allotted for each year.

Absences may be reported through the SchoolMessenger app, the SchoolMessenger website, or the SchoolMessenger toll-free number. Absence notes are not required when using SchoolMessenger. Doctor notes must be sent in or emailed to the emails listed below, they cannot be uploaded to SchoolMessenger. For more information, visit the Parents page of the website. Families who do not use SchoolMessenger may email the attendance office or send in a signed note from a parent/caregiver

(*please include the student's name, the date(s) of absence, and the reason for the absence*) upon returning to school. Excuse notes must be received within three days. An absence will become unlawful if no written excuse is brought in within three days of the student's return to school.

Penn London Elementary Attendance Email: plesattendance@avongrove.org
Avon Grove Intermediate Attendance Email: agisattendance@avongrove.org

An excessive number of absences (excused or unexcused) hamper your child's academic performance.

Students must be present for at least half the school day to be able to participate in any extracurricular activities.

Early Dismissal

Students must be picked up by *2:45 p.m.*

For an early dismissal, a student must either bring a note from his/her parent/caregiver stating the reason for early dismissal and a number where the parent/caregiver can be reached, or the student must be signed out by the parent/caregiver with the attendance secretary in the attendance office. Email or phone calls are acceptable. If someone other than the listed parent/caregiver is picking up the child, the note must state that person's name, and they need to provide identification.

Take Your Child to Work Day

Take Your Child to Work Day is typically held each spring on an annual basis. If you choose to have your child participate in this activity, please be aware of the following:

- If a student brings a written note requesting *prior approval* for absence on this day because he or she will be going to spend the day with a parent/caregiver in the workplace, the day will be counted as a regular school day and not as an absence.

CLASSROOM CELEBRATIONS

Classroom parties for special events such as holidays will be organized and communicated by classroom teachers. The homeroom teacher may work with a homeroom parent/caregiver on such events. Whenever possible, enjoyable learning activities will be incorporated into those celebrations with consideration for instructional time.

Regardless of the celebration event, parents/caregivers must communicate in advance related to any requests to send in snacks or food items.

We ask all parents/caregivers to adhere to Avon Grove School District Wellness Policy #246 and coordinate with the teacher snacks or foods that comply with this policy and consider any food allergies. Please check with your child's classroom teacher about procedures related to this.

CODE OF CONDUCT - Policy #218

Policy 218, Student Discipline/Code of Conduct, and the corresponding Administrative Rule detail the District's policy and practices related to student behavior. The District's administration, teachers, and other authorized staff members will discipline students in accordance with this policy. The discipline code is sequential and cumulative, and it should be noted that in the implementation of the discipline code,

consideration will be given to age, developmental stage, and documented exceptionality.

Discipline for truant behavior: Students cannot be disciplined for truant behavior in a way that excludes them from the regular education classroom. Under the new law, schools cannot expel, suspend, transfer, or reassign a child to a disciplinary placement for truant behavior.

Where a behavior in violation of the Code occurs on District-sponsored or provided transportation, loss of bus privileges is a possible consequence for all levels of conduct.

Where a behavior in violation of the Code is also a violation of the Pennsylvania Crimes Code or local ordinances, referral to the local law enforcement agency, which may result in criminal charges, is a consequence for all levels of conduct, in addition to any other consequence set forth herein.

Level 1 Behaviors

Level 1 behaviors include, but are not limited to, the following:

- Lateness to class, study hall, or activity
- Profanity or other abusive language (not directed at administrator, teacher, or other staff member)
- Causing a disturbance in a hallway, lobby, lavatory, or other common area (including, but not limited to, lawns, sidewalks, playgrounds, athletic fields, and parking lots)
- Cafeteria/recess misbehavior, including rough or boisterous behavior or causing a disturbance
- Disrespect of peers
- Intimate contact with another student, including kissing and embracing
- Failure to follow a direction by a teacher or other authorized staff member
- Rough or boisterous behavior, including running, shoving, pushing, and shouting
- Violation of dress and grooming guidelines - Policy #221
- Causing a disturbance in a classroom (including behavior that interferes with teaching and learning)
- Loitering in bathrooms, hallways, lobbies, or other common areas
- Throwing objects
- Verbal altercation with another student
- Vandalism that can be cleaned and requires no expense for replacement or repair
- Failure to serve a teacher/lunch/recess detention
- Other behavior judged as Level I behavior by an administrator

Level 1 Possible Consequences

Possible Level 1 consequences may include one or more of the following:

- Parent/caregiver contact (phone call, email, conference)
- Lunch/recess detention
- Lunch/recess restorative session
- Restricted access to privileges or extra-curricular activities
- Verbal warning
- Administrative referral
- School counselor referral

Level 2 Behaviors

Level 2 behaviors include, but are not limited to, the following:

- Any Level 1 offense that a teacher finds necessary to refer to an administrator
- Repeated Level 1 offenses
- Failure to serve a teacher detention

- Failure to serve an administrative detention
- Fourth unexcused lateness to school within a semester
- Leaving class or assigned activity without permission
- Vandalism causing damage that can be repaired for $100 or less
- Forging notes, excuses, early dismissal slips, or altering school-related documents
- Unauthorized use of electronic devices or technology - Policy #237
- Failure to follow directions of an administrator
- Disrespect of an administrator, teacher, or other staff member
- Profanity or other abusive language directed at an administrator, teacher, or other staff member
- Theft
- Cutting class (absence from class or activity)
- Violation of computer use guidelines
- Gambling (participating in any game or activity involving chance and the payment of money)
- Cheating, plagiarism, or other academic dishonesty
- Other behavior judged as a Level 2 behavior by the administration

Level 2 Possible Consequences

Possible Level 2 consequences may include one or more of the following:

- Administrative referral
- Lunch/recess detention
- Lunch/recess restorative session
- Restricted access to privileges or extra-curricular activities

Level 3 Behaviors

Level 3 behaviors include, but are not limited to, the following:

- Repeated Level 2 offenses
- Cutting school (staying out of school without permission)
- Leaving building or grounds without permission
- Possession or use of any tobacco product or paraphernalia (traditional or vapor)
- Mooning, depantsing, indecent exposure, or making obscene gestures
- Damaging a person's property or violating a person's right of privacy
- Hazing - Policy #247
- Bullying - Policy #249
- Harassment - Policy #103
- Cheating, plagiarism, or other academic dishonesty, including using generative artificial intelligence and representing it as your own work
- Unapproved sales and/or fundraising
- Other behavior judged as a Level 3 behavior by the administration

Level 3 Possible Consequences

Possible Level 3 consequences may include one or more of the following:

- After-school detention assigned by an administrator
- In-school suspension
- Out-of-school suspension
- Restricted access to privileges and/or extra-curricular activities

Level 4 Behaviors

Level 4 behaviors include, but are not limited to, the following:

- Repeated Level 3 offenses
- Possession, use, distribution or solicitation of any dangerous controlled substances prohibited by law, including, but not limited to, drugs, "look-alike" drugs, alcohol, and drug paraphernalia - Policy #227
- Possession or use of any weapon or pieces of weapons (including, but not limited to, bullets and replicas) - Policy #218.1
- Extortion (obtaining or attempting to obtain something of value from another by force or intimidation or forcing or attempting to force another to take action or not take action)
- Conduct contrary to the Pennsylvania Crimes Code or local ordinances
- Failure to cooperate with a search
- Theft
- Setting off a false fire alarm, making a false 9-1-1 call, making a bomb threat or terroristic threat, making false Safe2SaySomething reports.
- Sexual misconduct
- Possession or detonation of fireworks, smoke bombs, stink bombs, or similar devices
- Striking or assaulting a teacher, administrator, or other staff member
- Vandalism causing damage in excess of $100
- Arson or attempted arson
- Fighting (punches thrown or apparent injury)
- Possession, distribution, or exhibition of sexually provocative materials
- Hazing - Policy #247
- Bullying - Policy #249
- Harassment - Policy #103
- Cheating, plagiarism, or other academic dishonesty including using generative artificial intelligence and representing it as your own work.
- Other behavior judged as a Level 4 behavior by the administration

Level 4 Possible Consequences

Possible Level 4 consequences may include one or more of the following:

- Out-of-school suspension
- Expulsion
- Alternative school
- Restricted access to privileges or extra-curricular activities

Suspensions

Any out-of-school suspensions four days or longer in duration will require a mandatory parental re-entry meeting with a building administrator. The re-entry meeting will be scheduled and noted on the suspension letter. Out-of-school suspensions shorter than four days may require a re-entry meeting at the building administrators' discretion.

COMMUNICATION

Office hours are 7:45 a.m. to 4:15 p.m. daily. The office staff can address or direct communications to the appropriate staff member.

Penn London Elementary School
383 South Jennersville Road
West Grove, PA 19390
(610) 869-9803

Avon Grove Intermediate School
395 South Jennersville Road
West Grove, PA 19390
(610) 869-2010

E-mails for school personnel can be located on the District website by accessing the directory.

Communication Applications

Examples of applications used for communication include SchoolMessenger, PowerSchool, Schoology, and TalkingPoints. Directions for each application can be found on the Parents page of the website. Office staff can provide this information during the school year. Families are expected to complete an annual enrollment update for each student each year. A link to the annual update is emailed in the spring.

CONFERENCES

Conferences provide the opportunity for teachers and parents/caregivers to share knowledge and gain insights about students. Conference appointments are made online. Please check the website before the conference dates for more information regarding signups. Parents/caregivers are encouraged to take advantage of this opportunity to meet with your child's teacher to discuss student progress.

DRESS CODE - Policy #221

Review the board policy to adhere to dress code expectations.

EMERGENCY DRILL PROCEDURES

Each building is required to hold at least one fire/evacuation or safety drill each month. In addition, several other types of drills, including severe weather drills and intruder drills, are held throughout the year. Evacuation directions are posted in each room. Students should follow the directions of the adult in charge regardless of the type of drill.

EXEMPTION FROM INSTRUCTION OPT-OUT PROVISIONS - Policy #105.1, Policy #105.2

The Avon Grove School District recognizes parent/caregiver 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.

FIELD TRIPS - Policy #121

Field trips for educational purposes and aligned to our curriculum will be sponsored throughout the school year. When a teacher plans a field trip, a District permission slip must be signed by a parent/caregiver and returned by the deadline, or the student will not be allowed to go on the trip. Conduct on these trips will follow schoolwide Positive Behavior Interventions and Support (PBIS) expectations. School rules apply at all times during field trips. All field trip chaperones are required to have valid clearances. Forms for clearances are available on the website. Teachers will communicate to parents/caregivers regarding chaperone selection.

FOOD SERVICE - Policy #808

Cafeteria Rules and Procedures

The Avon Grove School District Food Service Department will provide all students with the fuel their minds and bodies need in order to learn by preparing and serving nutritious meals in accordance with the National School Lunch and Breakfast Programs. Monthly menus are posted on the Food Service webpage. We emphasize whole grain, fruits, and vegetables and dairy options for a well balanced and nutritious meal.

Meals from home are welcome and the cafeteria aides encourage students to eat meals brought from home or purchased in the cafeteria . Sodas are NOT ALLOWED. 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.

Accommodating Special Dietary Needs

If a student has been determined by a doctor to have a disability and this disability would prevent the student from eating the regular school meal, substitutions can be made at no additional charge for the meal. The information packet and application may be found on the Food Service webpage by clicking the special dietary needs tab. Please contact Mita Barot at mbarot@avongrove.org in the Food Services Department with any questions regarding meal modifications due to a disability.

What is a Lunch Meal?

The student lunch meal consists of five components: protein, grains, vegetables, fruits, and milk. Using the offer versus serve option, a student must select three of these five components, and one of those components must be a fruit or vegetable to qualify for the meal price. Students with incomplete meals will be charged a la carte pricing for each item. We encourage all students to choose all five components for a well-balanced meal.

Free and Reduced Price Meals

Applications for free or reduced-cost lunch programs are included in the *PowerSchool Enrollment process and are required yearly. Extra forms are available from any school office and on the Food Services webpage if a change in circumstance occurs during the year. (*See PowerSchool Enrollment formerly known as InfoSnap.) Families can apply online at SchoolCafe.com. Paper applications are available for download on our webpage and the Food Service website.

Applications for free or reduced meals must be made every school year as the eligibility from the past school year only carries into thirty days of the new school year.

Student PIN Number

All students are assigned a PIN number and must use it to purchase food in the cafeteria. All students will receive a small disposable card notifying them of their PIN number at the start of the school year. It is strongly recommended that students memorize their number. Student PIN numbers will remain the same each school year. As students proceed to the cashier, they will enter their PIN number in the keypad or will have their ID scanned.

Cafeteria Account Payments

Accounts may be prepaid with cash or checks made payable to AGSD Food Service. Cash or check may be handed to the cafeteria manager or to the cashier in the cafeteria. Payments via debit/credit cards can be made via the SchoolCafe account only.
Students may not withdraw funds from the cafeteria account. To receive a cafeteria refund please refer to cafeteria refunds on this page.

SchoolCafe.com

Avon Grove School District offers SchoolCafe.com.
Signing up for SchoolCafe is entirely optional, it is a portal for convenience that offers several useful features.
This system offers you the ability to view your child's account balance and a thirty-day purchase history online through the SchoolCafe.com website. Additionally, you may choose to make prepayments to your child's cafeteria account using SchoolCafe.com. For this added benefit, a convenience fee will be added to the total payment amount of your transaction.
This fee is solely a processing fee by SchoolCafe.com and is not received by the Avon Grove School District. More information may be found on the Food Service webpage.

Allowable Meal Charges

School districts are required to provide a school food program meal to each student who requests one regardless of the balance in their cafeteria account UNLESS the parent/caregiver has specifically provided written notice to the district to not allow charges.
To restrict cafeteria purchases including breakfast and lunch meals, a la carte and snack purchases please email Mita Barot at mbarot@avongrove.org with a completed parent request no charge form found on the Food Service webpage.
Students with a negative cafeteria balance will not be permitted to purchase any a la carte or snack items until the negative balance is cleared and a positive balance is available in the cafeteria account to purchase a la carte and snack items.
Emails are sent on a regular basis with low balance information.

Carryover Balances

All negative balances should be cleared before the end of the school year.
All balances at the end of a school year will carry over to the next school year, following the student to their new grade and homeroom assignment or new school building within the Avon Grove School District.

Cafeteria Refunds

Parents/Caregivers of students leaving the school district can choose to transfer cafeteria funds to a sibling, donate cafeteria funds to a family in need or ask for a refund.
Please complete the refund request form on the Food Service webpage and allow 2-3 weeks for processing. Kindly ensure autopay is disabled if you have a SchoolCafe account.
All refund checks will be mailed to the address on file.

HEALTH SERVICES - Policy #203, Policy #209, Policy #210

PA Required Physical Examinations

According to Pennsylvania Public School Health Services code 1402, a physical examination is required upon original entry into school and entry into grades six and eleven. Proof of physical will be accepted if the examination is conducted during the current school year, the prior summer, or the prior school year.

Per Policy 210, parents/caregivers have the right to opt out of emergency medical use of epinephrine by submitting a written statement to the principal requesting the exemption.

Full list of Immunization Requirements

Students entering school for the first time:

- 4 doses of tetanus, diphtheria, and acellular pertussis (one dose on or after the fourth birthday)*
- 4 doses of polio (fourth dose on or after fourth birthday and at least six months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable, OT or Td
**A fourth dose is not necessary if the third dose was administered at age four years or older and at least six months after the previous dose
***Usually given as MMR

**If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

Failure to obtain the vaccinations required by state law by the fifth school day of the school year will result in exclusion from school until compliance can be demonstrated.

School Nurse/Medication

Each building has a school nurse on duty during regular school hours. All school-related injuries must be reported to the school nurse. Students are to obtain a pass to go to the school nurse's office. Parents/caregivers are encouraged to discuss any illness or disability with the school nurse that might affect school performance.

Medication shall be defined as prescription or over-the-counter medication approved by a parent/caregiver and prescribed for the student by a healthcare provider. 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/caregivers shall make every effort to give all doses of medication at home.
- Only medications prescribed by a health care provider (not including medications that are illegal at the federal, state, or local level) and accompanied by a 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/shortened school days and field trips), (4) the dosages, (5) the method of administration for all doses to be given, (6) any potential side effects

for that medication, (7) the date of order and discontinuation date, and (8) a signature of the health care provider and/or his/her phone number. In the case of medication with flexible dosing or scheduling (e.g., insulin), the health care provider shall provide specific written parameters within which the school nurse can medicate the student. A written consent letter from the parent/caregiver 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/caregiver 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.
- Parents/caregivers shall carry medication to school. Parents/caregivers must bring the medication immediately to the school nurse upon arrival if the medication is to be administered during school hours.
- All 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, any special instructions (i.e., refrigeration), name, address, phone number, and federal identification of the pharmacy; name and registration number of the prescribing health care provider; prescription serial number, date originally filled; and the controlled substance statement, if applicable. All medications shall be provided in an original container
- Any parent/caregiver who wishes to come to school and administer/dispense medication may do so in the school nurse's office. The parent/caregiver must comply with Policy #907 regarding school visitors upon entry onto the school grounds. The parent/caregiver 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 healthcare provider. Emergency medication (asthma inhalers, EpiPens, insulin, glucagon) 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/caregiver 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/her name, identify his/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.
    - The medication shall be immediately confiscated, and the student shall lose self-administration privileges if the District's policies regarding medication are abused or

ignored.
    - 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.
- It is the responsibility of the parent/caregiver 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.
- Parents shall retrieve all discontinued or outdated medications. At the end of the school year, all unused medications shall be retrieved by the parents. If the parent/caregiver fails to retrieve the medication within two weeks of the end of the school year, the medication shall be disposed of or may be transferred to the next school if applicable. If the medication expires at the end of the school year or during the summer months, it will be discarded if not picked up. The District shall not be liable financially or otherwise for the disposal of any medication.

Head Lice

To minimize school absence while containing head lice infestation, the school nurses of the Avon Grove School District will follow the guidelines of the American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control on containment of head lice. Schoolwide screening for head lice in a school setting has not been proven to significantly affect the incidence of head lice in schools. Studies have shown that these screenings are essentially ineffective, head lice have a very low contagion in classroom settings, and head lice are not known to be vectors of disease. Schoolwide screening for head lice will therefore not be performed as a measure for control.

The Avon Grove School District does not endorse specific products for the treatment of head lice, but the school nurses of the District may advise on different methods of treatment available.

Guidelines:

- Upon report or discovery of live head lice, the school nurse will check the affected child's head for live head lice.
- If live head lice are found, the school nurse will call the child's parent/caregiver and request that they take their child home.
- The school nurse will advise on methods of treatment for head lice.
- The affected child may return to school after treatment of live head lice and will work with a school nurse to determine if further treatment is needed.
- Children may not remain in school if a significant number of live head lice are found, but they are permitted to remain in school if nits (head lice eggs) are found.
- If the student has siblings in the school, the school nurse may check the siblings for any live head lice.
- The school nurse may re-check the affected child's head a week after treatment and follow the aforementioned guidelines if live head lice are found.

Contagious Diseases

In order to help control contagious diseases, you should keep your child home when he/she has a sore throat, nausea, vomiting, diarrhea, pink eye, strep throat, skin rashes, discolored nasal discharge, a persistent cough, inflamed eyes, enlarged glands, or an earache. If your child has a fever or has been vomiting or has had diarrhea, he/she should remain at home until he/she has been free of fever, vomiting,

and diarrhea for 24 hours without the use of medication before returning to school. Students with strep throat may return to school 12 hours after starting antibiotic treatment.

Physical Education

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

Dental Hygiene Program

The Avon Grove School District Dental Hygiene Program is provided by a certified dental hygienist. The program includes dental health education for students in conjunction with the school nurses and the physical education/health teachers. Dental screenings are conducted as required by state guidelines.

Students are required to have a dental evaluation upon school entrance and in third grade. If you DO NOT wish your child to be evaluated by the dental hygienist at school, at no cost to you, please send a letter to the school nurse. You will then be responsible for having your private dentist complete these evaluations as outlined in Policy 209.

HOMELESS EDUCATION - Policy #251

The Education for Children and Youths Experiencing Homelessness (ECYEH) program, authorized under the McKinney-Vento Homeless Assistance Act (McKinney-Vento Act), is designed to address the needs of homeless children and youths and ensure educational rights and protections for these children and youths. The Every Student Succeeds Act (ESSA) amended the McKinney-Vento Act, and changes made by the ESSA took effect on October 1, 2016. Additional information can be found on our district website. If you have additional inquiries, please contact your caseworker in your building or the director of pupil services for the Avon Grove School District, who is designated as the homeless liaison.

HOMEWORK - Policy #130

Your child's teacher will communicate expectations and specific information related to homework at our Back-to-School nights or via their update to the Schoology page. Schoology is often used in the communication of homework.

In regard to homework and make-up assignments related to pre-approved vacations, your child's instructional program requires face-to-face time with their teachers. For those reasons, simply sending home packets of work to cover taught material is not best practice. Some items that are reviewed in nature may be sent; however, the majority of makeup work will come home after the vacation.

INSURANCE

In the fall, parents/caregivers are given the opportunity to enroll their children in a group student accident insurance plan as approved by the Board of School Directors. Information is posted on our District website. Participation is voluntary. Participants will receive appropriate accident forms. Any accident should be reported to the school office at once. You may wish to purchase this insurance if school accidents are not covered by your homeowner's insurance.

LEARNING MEDIA CENTER

The Learning Media Center serves as one of the main resource centers for the school community. Print and multimedia resources are available for faculty, staff, and student use. The collection is continually

developed to provide a wide range of materials on varying levels to help support and enrich the instructional program. Students may access the library's electronic catalog, Destiny, along with research databases, from home as well as school using the Avon Grove School District website.

Students may have an opportunity to visit the library for book exchange. Those students in good standing (no outstanding materials) may check out two books, which are due back the following week. Students may renew their books up to three times unless the title has been requested by another patron. There are no fines for overdue materials. However, 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 is responsible for paying the replacement cost. The replacement cost shall be the current cost to the Avon Grove School District to purchase a new copy of the item, in the same format, as determined by the librarian. Students may, with the permission of the librarian, individually purchase a new replacement copy of the lost item. Due to age, some items may no longer be available for purchase. In such situations, the librarian shall select a comparable replacement item, and the student shall pay the replacement cost. Items for which replacement costs have been paid or a replacement has been provided shall be the property of the Avon Grove School District. If the "lost" item is found in good condition within the same school year, it may be returned to the library for a refund of the amount paid to the school or a return of the replacement item provided by the student.

LOST AND FOUND

A lost and found collection site is located in each building. Please have your child check it periodically for lost items. Items not claimed throughout the year are donated to a charitable organization. It is recommended you would write your child's name on all possessions and articles of clothing, including lunch boxes, hats, and sweatshirts.

MONIES AND VALUABLES

Students should not carry more money than required to meet immediate needs. Teachers 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.

Personal Property - Policy #713

The District will not reimburse individuals or entities or process insurance claims for the value of personal property of students, employees, or any other individual or entity that is lost, damaged, or stolen while on school District property, whether or not the personal property was being used in the District's educational, extracurricular, or athletic programs.

PARENT ORGANIZATIONS

Parent participation is crucial for our elementary schools. Please join the PTA and review the PTA section in the weekly newsletter for information about meetings and other activities. Additionally, the Avon Grove School District partners with a number of community organizations to provide secondary resources to our students and families.

REPORT CARDS

All can be viewed under "Student Reports" in the PowerSchool Parent Portal at the end of each of the

three trimesters. Report cards are also emailed to caregivers. Fall and spring conferences offer parents/caregivers an opportunity to discuss their child's progress. Parents may contact the teacher at any time to discuss their child's progress.

RECESS

Along with staff discretion, the following procedure will be observed as weather conditions dictate for student recess:

- 26 °F and above (to include wind chill factor)—outdoor recess
- 25 °F and below, rain, snow - indoor recess

A health care provider's note is required to excuse outdoor recess. Please dress according to the weather.

SCHOOL DAY

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

Arrival

Students are expected to be in their respective homerooms by 8:35 a.m. Students arriving at school after this will be considered late and must report to the main office with a note from their parent/caregiver stating the reason for their lateness. Oversleeping and personal reasons are not considered excuses for lateness.

Dismissal

All students are dismissed starting at 3:15 p.m. Students going home in the carline must have a note each day indicating the adult who is picking them up.

An adult must be present at the bus stop to receive kindergarten students off the bus. If an adult is not present, the student will be brought back to the school for an adult to pick up.

School Delay/Closing Information due to Weather/Emergency

The decision whether to open school on time, to call for a delayed opening, to have a Flexible Instruction Day (FID), or to cancel school is made by the superintendent based on information received from AccuWeather, the Chester County Intermediate Unit, municipal entities, bus contractors, and the building and grounds department. The superintendent also consults with administrators in neighboring school districts.

Serious weather conditions or other emergencies may make it necessary to close school, have a FID, delay the opening of school, or dismiss students early. In any one of these cases, announcements will be broadcast on the District website, Philadelphia television stations, and our parent/caregiver notification system. Please monitor these communication systems as needed.

In the event that school is closed, all activities, meetings, and events scheduled to be held in District facilities are canceled. This includes meetings of the Board of School Directors.

In the event of an emergency school closing, students will be sent home via the school bus. They need to know what to do when they get home in the event that you are not home to greet them. Please discuss the appropriate plan with your child prior to any unforeseen emergency situation. Due to the number of

students that we serve, coupled with addressing circumstances of an emergency situation, it is not possible to make individual phone calls to parents/caregivers.

STUDENT FUNDRAISING - Policy #229

For purposes of this policy, "student fundraising" shall include the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for tickets, papers, advertising, or any other goods or services. The Board of School Directors prohibits the collection of money in school or on school property or at any school-sponsored event by a student for personal benefit.

STUDENT RECORDS - Policy #216

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

- Reasonable requests for an explanation and interpretation of these records by the school district
- Providing copies of the records if circumstances effectively preclude the parent/caregiver from inspecting or reviewing the educational record; note, the District may charge a modest per-page fee for copying
- Having the educational records inspected and reviewed by a representative of the parent/caregiver's choosing upon presentation of proper documentation

A parent/caregiver 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 30 school days of the receipt of the written request to amend the record, the parent/caregiver 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/caregiver has the right to request in writing an informal hearing before a disinterested school official to challenge the determination.

Parents/caregivers will receive an annual FERPA notice.

STUDENT SUPPORT SERVICES

Bullying Prevention Program - Policy #249

The Bullying Prevention Program prevents or reduces bullying in elementary, middle, and junior high schools (with students ages five to fifteen). The program is not a curriculum but a prevention that deals with bullying at the school-wide, classroom, individual, and community levels.

Multi-Tiered Systems of Support (MTSS)/"What I Need" (WIN)

The Avon Grove School District believes in providing the highest quality education for every student. To meet this goal, the District implements a three-tiered approach to instruction known as Multi-Tiered Systems of Support (MTSS) or "What I Need" (WIN). The classroom curriculum and instruction are referred to as Tier 1. Each school provides all students in Tier 1 with access to high-quality curriculum, instruction, and behavior support in the general education classroom. In addition, classroom teachers use different strategies to address individual student academic and behavioral needs.

Students who are not progressing at a rate that ensures mastery of the curriculum standards and mastery of assessments in Tier 1 will be provided interventions matched to their needs. The type and degree of each intervention will vary to the extent necessary for the student to obtain mastery. These interventions

are provided in addition to the instruction students receive in their classroom and take place in small groups several times each week. Students will continue to participate in the classroom Tier 1 core curriculum even if they need the support of Tier 1, Tier 2, or Tier 3 interventions. Students needing supplemental instruction/intervention will be monitored frequently to ensure they meet grade-level expectations. The MTSS Data Team meets regularly to review student performance and may make adjustments in the intervention plan by increasing the frequency, time, or intensity of the intervention based on an individual student's progress.

In the Avon Grove School District, a universal assessment is administered to all students multiple times a year to precisely measure student progress and growth while determining each student's success in meeting grade-level expectations. Benchmark assessments are used throughout the school year to provide additional data on each student's academic progress.

Students needing intervention will be monitored regularly using appropriate assessment tools. Data from these tools and a variety of other sources will help the MTSS Data Team make informed decisions concerning changes in interventions and provide students with the best instruction. Information from assessments will guide instruction as well as keep parents/caregivers informed of how their child is progressing.

The MTSS Data Team recognizes that all students learn differently, and we are committed to helping all students succeed. Therefore, your support in implementing this three-tiered approach to meet the academic and behavioral needs of each child in our school is essential.

Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Interventions and Supports focuses on teaching students the expected behaviors throughout the school setting and encouraging positive behaviors with incentives and rewards. Expectations are explicitly instructed to students throughout the school year and posted on matrices around the school.

TECHNOLOGY - Policy #237 & Policy #815

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 Policy 237.

All students in grades K through 5 will be assigned a District Chromebook for school use. They will bring the Chromebook home when a Flexible Instructional Day (FID) is expected. Device insurance will be available for purchase each year from a third-party vendor. This information will be sent out to families at the beginning of each school year. Non-insurance participants will be responsible for paying for the repair or replacement of any damaged or lost device or charger. Students who intentionally damage, misuse, or neglect their Chromebooks and/or chargers will be charged the full cost of the repairs, not to exceed the cost to replace the item (about $400 for a Chromebook and about $35 for a charger).

All students must abide by the District Acceptable Use (Policy #815). Access to digital technologies is solely for educational purposes. Annual lessons in digital citizenship will be provided.

Electronic Devices Guidelines (as outlined in Policy #237)

- Personal electronic devices are prohibited during the school day for elementary students. Students should put these items in their backpacks upon arrival. This includes wearable electronic devices like smartwatches.

- The student bears total responsibility for safeguarding personal electronic devices that are brought to school.
- Utilizing personal electronic devices to photograph or video record other students, teachers, and staff without their prior consent is strictly prohibited.
- The school principal shall clearly communicate guidelines regarding personal electronic devices.
- Personal electronic devices that have the capability to take photographs or to record audio or video shall not be used for such purposes while on District property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee.

Recording Devices

To accommodate special needs as required by state and federal law, certain students in your child's classroom might have the right to audio record or to receive teacher-made audio recordings of discussions that occur during instructional activities. These recordings could include the voice of your child. The child making the recording or for whom the recording is made will use the recording solely to support his/her ability to access and retain educational information. The recording will be destroyed when it is no longer necessary for that purpose. Recordings shall not be maintained by or otherwise considered educational records of the District for any purpose.

The use of audio recordings in the classroom will be limited to students with disabilities who are unable, as a result of their disabilities, to record information independently in written form when such information is required to aid memory or learning and when audio recording is identified as an adaptation or accommodation on the Individualized Educational Programs (IEPs) or Section 504 accommodation plans of such students.

The audio recording device shall only be used when necessary to capture spoken or written information in the classroom that nondisabled peers would be expected to record in written form.

The use of audio recordings shall be for the sole use of the student for the educational use stated in his/her IEP and shall not be shared with any third party.

All recordings are the property of the Avon Grove School District, and the use of such recordings for any purpose or in any manner other than as described in these guidelines is strictly prohibited.

All recordings will be erased or destroyed when no longer necessary for educational purposes and shall not be maintained as, or otherwise considered, educational records of the District for any purpose.

TRANSPORTATION - Policy #810

The following regulations are presented to pupils and parents/caregivers so that all persons concerned may know what is expected.

School bus transportation is a privilege, not a right. 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 failing to comply with these rules or other district policies may be temporarily or permanently deprived of the use of District transportation as part of discipline.

**Per PA Department of Transportation regulations, large items that cannot be secured on a student's lap are prohibited from being transported on the bus. This includes large musical instruments, athletic bags and equipment, oversized projects, or any other item that could be a safety hazard.

School Bus Expectations

- Students must follow bus driver directions.
- Students must remain seated.
- Students must keep hands, feet, and objects to themselves and inside the bus at all times.
- Students must use kind words and volume two voice levels.
- Students are responsible for any damage they may cause to the bus.
- Students may only exit the bus at their assigned stop.
- Bus passes are required for riding a different bus or exiting at a different stop.
- Bus drivers are permitted to assign seats for all students.
- Eating and/or drinking is not permitted on the bus.

The procedures below for handling school bus discipline problems will be followed as outlined in accordance with board policy.

- 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.
- Second Incident: If a student 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 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 copy of the conduct report to the parents/caregivers of the student, indicating the next infraction of the safety regulations may 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.
- Third Incident: If a student 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 three consecutive days for grades three through twelve and a minimum of one day for students in kindergarten through second grade.
- 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 consecutive days for grades three through twelve and a minimum of three days for students in kindergarten through second grade.
- Notwithstanding the foregoing, a student may be removed from the bus for a single major discipline infraction.
- 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 transportation for activities and field trips.
- 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/caregivers of the student,

the bus contractor, the bus driver, and the transportation supervisor, indicating the punishment that has been applied.
- Bus removal does not excuse a student's absence from school. Parents and/or caregivers 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 board policy and discipline code, in full or in part, as to any misconduct occurring on a school bus.

USE OF BUILDINGS AND GROUNDS - Policy #707

A Facilities Use Permit is required before use of buildings or grounds. Questions should be directed to the Buildings and Grounds Department.

VISITORS/BUILDING SECURITY - Policy #816, Policy #907

In order to protect our students, visitors, and staff, all visitors to the school must present a valid government-issued ID and 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. Visitors, without clearances, will be escorted while in the building.

To further ensure a safe school environment, Avon Grove School District has implemented audio and video surveillance systems in accordance with Policy 816.

The Board of School Directors 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, the cafeteria, the gymnasium, the parking lot, and the grounds but is not appropriate for bathrooms and changing areas. Video and audio surveillance systems may also be placed, pursuant to the direction of the superintendent, on District-owned or District-contracted school buses.

Placement of video and audio surveillance systems on District-contracted school buses shall be by agreement with the contracted bus company. Signs or placards will be prominently displayed in various locations wherever video and/or audio surveillance is being conducted, including, but not limited to, on school buses, to inform students, staff, and the public that video and/or audio surveillance cameras are in use.

Other than audio recording systems that may be placed on District-owned or contracted buses, unless authorized by state law or appropriate law enforcement or judicial authorities, video surveillance shall not include any audio recording or listening component.

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.

The use of audio and 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 that may be detected through the use of video and audio surveillance cameras and that present breach of security, discipline board policy, or possible criminal activity will be reported immediately to the building principal or, as to bus surveillance, to the business manager (law enforcement unit). 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 and audio 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 and audio recordings may be furnished to police in regard to possible criminal violations and to protect school property and services.

The use of video and audio 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.

VOLUNTEERS - Policy #916

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. All volunteers shall comply with the requirements set forth in Policy 916, including, but not limited to, appropriate clearances and background checks. Additional information can be found on the Volunteer page of the website.