

# 2018-2019 ELEMENTARY STUDENT/PARENT HANDBOOK



**PENN LONDON  
ELEMENTARY  
SCHOOL**

**AVON GROVE  
INTERMEDIATE  
SCHOOL**



**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. Wendi Lee Kraft, Director of Personnel, Avon Grove School District, 375 South Jennersville Road, West Grove, PA 19390, (610) 869-2441.

**A Message from the Superintendent**

Dear Parents/Guardians,

I would like to take this opportunity to welcome you and your child to the Avon Grove School District. Your child is about to embark on a challenging and rewarding educational journey.

The educators and support staff at our elementary schools are committed to developing your child’s academic readiness, social/emotional growth, and motor skills. Our dedicated faculty and staff, coupled with active parental involvement, make Avon Grove School District a learning community that provides high quality, pupil-centered educational opportunities.

This online handbook will be a resource for you. Also, please feel free to contact the school in the event that you have any questions regarding the kindergarten program or any services we provide to students.

The administration, faculty, and staff look forward to working with you and your child in this early stage of their educational experience. Welcome to the Avon Grove School District community.

Sincerely,

M. Christopher Marchese Ed.D.  
Superintendent of School

**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.

**Avon Grove School District Shared Values**

The Avon Grove School Community believes that...

- all students are unique, have personalized goals, and understand what is necessary to achieve them,
- all students are taught by the highest-quality educators who make learning customized and purposeful,
- all students are lifelong learners who will be emotionally prepared for their success and failure,
- all students and parents are partners in the Avon Grove School District Mission and critical to its future,
- all students are supported with the technology and infrastructure to pursue their goals,
- all stakeholders are aware of the priorities, decisions, and actions of the Avon Grove School District through a comprehensive and inclusive communication system, and
- all financial decisions are prioritized and aligned with the Avon Grove School District Mission.

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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 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/guardian 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 (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.

**Kindergarten Enrollment (Policy #201)**

Kindergarten students must be five years of age on or before September 8th. A first grader must be six years of age on or before September 8th.

**ATTENDANCE POLICY (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:

- 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. 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. Approval may be granted as long as previous absences have not been excessive. Ten percent of the school year is considered excessive.

Students who are absent must bring a signed note from a parent or guardian (*please include the student's name, the date(s) of absence, and the reason for the absence*) upon returning to school. Excuse notes must be received within three (3) days. An absence will become unlawful if no written excuse is brought in within 3 days of the students return to school.

**A maximum of ten parental excuses may be provided per school year. Once a student has reached 10 parental excuses, all remaining notes must be from a doctor or the absences will be considered unlawful.**

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

**As of July 1, 2017 Pennsylvania has a change to school attendance regulations.**

After three unexcused absences, a mandatory attendance improvement meeting will be held and a attendance improvement plan will be developed. Once a child is habitually truant (six or more unexcused absences) other consequences will follow, which may include referral to Chester County Children, Youth and Families, and/ or citation to the local magisterial district court. Fines for unexcused absences from the magisterial district court are increased up to \$750 per offense plus court costs.

**Arriving late to school can be considered as truant behavior. Please have your children arrive to school on time each school day.**

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

**Early Dismissal**

For an early dismissal, a student must either bring a note from his/her parent/guardian stating the reason for early dismissal and a number where the parent/guardian can be reached, or be signed-out by the parent with the Attendance Secretary in the attendance office. Fax or email notes are not acceptable. Except in emergency circumstances, oral permission over the phone will not meet this requirement. In the case of an emergency, fax or email notes may be accepted, provided the parent/guardian contacts the school by telephone prior to dismissal time. If someone other than the listed parent/guardian 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 policies:

- If a student is on mandatory doctor excuse status prior to Take Your Child to Work Day, then this day will not be an excused absence.
- 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 in the workplace, the day will be counted as a regular school day and not as an absence.
- If a student takes part in Take Your Child to Work Day, but does not bring in a note until *after the date* of the event, the student will be marked as having an unexcused absence on that day.

**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 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 must communicate in advance related to any requests to send in snacks or food items.**

We ask all parents be aware of the Avon Grove School District Wellness Policy #246 and coordinate with the teacher snacks or foods that comply with this policy. Please check with your child's classroom teacher about procedures

related to this.

### **CODE OF CONDUCT (Policy #218)**

Board 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 such as Alternative Education for Disruptive Youth (AEDY) 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:

- Lateness to class, study hall, or activity
- Failure to sign in at the designated attendance office when late to school
- 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)



- Cheating, plagiarism, or other academic dishonesty
- Cafeteria misbehavior, including rough or boisterous behavior or causing a disturbance
- 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 contact (phone call, email, conference)
- Lunch/recess detention
- Teacher (after-school) detention
- Administrative referral
- Guidance referral

### **Level 2 Behaviors**

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

- 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, study hall, activity, or failure to sign into study hall)
- Failure to follow driving/parking permit instructions as outlined in application
- 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
- After-school detention assigned by an administrator
- Saturday detention
- Restricted access to privileges or extra-curricular activities

### **Level 3 Behaviors**

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

- Repeated Level 2 offenses
- Failure to serve a Saturday detention
- Cutting school (staying out of school without permission)

- Leaving building or grounds without permission
- Possession or use of any tobacco product or paraphernalia
- Mooning, depantsing, indecent exposure or making obscene gestures
- Reckless driving on school property
- Damaging a person’s property or violating a person’s right of privacy
- Hazing (Policy #252)
- Harassment (Policy # 248)
- Bullying (Policy #252)
- Cheating, plagiarism, or other academic dishonesty
- 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
- Saturday detention
- 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:

- 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
- Sexual misconduct
- Possession or detonation of fireworks, smoke bombs, stink bombs, and 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 #252 )
- Harassment (Policy # 248)
- Bullying (Policy #252)
- Cheating, plagiarism, or other academic dishonesty
- 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 4 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 4 days may require a re-entry meeting at the building administrators' discretion.

#### **COMMUNICATION**

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.

[Penn London Elementary School](#)

383 South Jennersville Road  
West Grove, PA 19390  
(610) 869 - 9803  
fax – (610)-869-4512

[Avon Grove Intermediate School](#)

395 South Jennersville Road  
West Grove, PA 19390  
(610) 869 - 2010  
fax - (484) 667- 4429

E-mails for school personnel can be located on the district website by accessing the [directory](#).

**School Messenger**

The Avon Grove School District uses a Web-based parent phone contact system (PPCS). This system enables administrators to contact parents by phone or text message to share important District wide reminders and news updates, as well as school-specific information. The school district also uses the PPCS calling/messaging feature to announce weather-related school closings, delayed openings, and early dismissals. Such announcements will still be communicated through radio and television stations and on the District’s web page.

One call per family will be made to the home number only for school or District wide event reminders and similar routine notifications. For emergencies and weather-related announcements, district officials may use the system to contact multiple phone numbers per household, including home numbers and parents’ cell phones. The system is able to make rapid notifications.

**Schoology**

Please refer to the teacher/school Schoology website for important information. Please visit the Avon Grove website for important information regarding programs and curriculum.

[Avon Grove School District](#)

[Avon Grove Intermediate School](#)

[Penn London Elementary School](#)**CONFERENCES**

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

**DRESS CODE (Policy #221)**

The purpose of the dress code is to create an educational environment that minimizes distraction and encourages order for and among students. Avon Grove School District takes pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and your school work. All students are expected to dress and groom themselves neatly, in clothes that are suitable for school activities. In an effort to help your apparel decision making, the following dress code has been put in place.

**No apparel displaying or promoting violence, alcohol, drug or tobacco advertisements is permitted. No student shall be permitted to wear articles of clothing which promote or advertise a substance which is illegal for the student to use or possess. No item of clothing is permitted which depicts or promotes sexism, violence, obscenity, vulgarity or ethnic prejudice. Clothing that is substantially disruptive to the learning process is unacceptable. Clothing that is a hazard to the health or safety of the student or other student(s) shall not be permitted.**

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Any exceptions to the dress code will need the approval of the building principal.

Expectations for Student Dress are as follows:

- Hats/bandanas/head coverings, including hoods, are not to be worn in class/building. Head coverings for religious purposes shall be permitted in accordance with law.
- Sunglasses may not be worn or in view (around neck, head) while in school.

- **SHIRTS:** No fish net, revealing necklines, off the shoulder shirts, half shirts (bare midriff), see-through clothing (without proper undergarments), tie straps, halters, inappropriate T-shirts, muscle or tank tops. (All shirt straps are to cover the shoulder and be approximately 2" in width and the shirt/blouse must hang below the waistline. In PE, midriff must not be exposed when arms are raised above the head). Midriffs and/or undergarments are not to be exposed at any time.
- **SHORTS/SLACKS/JEANS:** The length of shorts should be age and activity appropriate. Low-rider pants/shorts that fall below the hips must be secured with a belt. No clothing that overexposes the body.
- **SKIRTS/DRESSES:** The hem of skirts/dresses should be age and activity appropriate. Wearing leggings or tights under shorts, skirts or dresses does not change the expectation regarding length of the clothing.
- **FOOTWEAR:** No flip-flops for grades K-6. No bare or stocking feet. No loose laces. No high heels over 1". Regardless of style all footwear must be secured on your child's feet. Sneakers are required for PE.
- No excessively torn or mutilated clothing.
- Pajamas/bedroom slippers are not permitted unless it is a designated Pajama Day.
- No face paints unless it is a designated Costume Day.

## EMERGENCY DRILL PROCEDURES

Each building is required to hold at least one fire drill each month. In addition several other types of drills including severe weather drills and lockdown 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, #105.2)

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.

**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 or guardian and returned by the deadline, or the student will not be allowed to go on the trip. Conduct on these trips will be such that a favorable impression of your school will be left with the people you meet. School rules apply at all times during field trips. All field trip chaperones are required to have valid clearances. Forms for clearances are available on the website. Teachers will communicate to parents regarding chaperone selection.

**FOOD SERVICE****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 web page in addition to being sent home with each 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. 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 be disabled and the disability would prevent the child from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no additional charge for the meal. The information packet and application may be found on the Food Service web page. Schools may make substitutions for students who have a special dietary need, but do not meet the definition of disability (i.e. food intolerances). Lactose Free Milk is available for those students with a non-disabling special dietary need, such as milk intolerance, or due to cultural, religious or ethnic reasons.

**Student Accounts and Fees*****What is a Lunch Meal?***

The student lunch meal consists of 5 components: Protein, Grains, Vegetables,  
Board Approved



Fruits and Milk. Using the offer vs. serve option, a student must select 3 of these 5 components and 1 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 5 components for a well-balanced meal.

### ***Free and Reduced Price Meals***

Applications for free or reduced cost lunch programs are included in the \*InfoSnap process and are required yearly. Extra forms are available from any school office if a change in circumstance occurs during the year. \*See InfoSnap

### ***Student PIN Number***

All students have been 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 his/her 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 “Key Pad” or will have their ID scanned and either pay cash or use funds in their prepaid account. Accounts may be prepaid with cash or checks made payable to AGSD Food Service. “Deposits” into the accounts may be made to the cashier in the cafeteria. Money deposited into the student’s account can be used to purchase meals only or meals and snacks.

### ***SchoolCafe.com***

Avon Grove School District offers SchoolCafe.com. This system offers you the ability to view your child’s account balance and a 30 day purchase history on line through the SchoolCafe.com website. Additionally, you may choose to make prepayments to your child’s account using SchoolCafe.com with a check or credit card. 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 web page.

### ***Allowable Meal Charges in Elementary Schools***

Students in grades K thru 6 who do not have money to pay for their breakfast, lunch or milk will be allowed to charge or debit their meal account up to a maximum 4 meals. Students will never be denied a meal. Meal charges will continue to accrue for each meal received. The cafeteria cannot deny receipt of a current meal to pay for a past due account when the child is either prepaying

or pays on a daily basis. Negative balance reminder letters will be sent home on a weekly basis. At the end of May each school year reminder notifications will be sent and meal charges will be prohibited.

Students in grades K thru 6 who do not have money to pay for an a la carte snack item are not permitted to charge or debit their meal account. Students with a negative balance will not be permitted to purchase any a la carte snack items until the charges are paid. Please refer questions regarding this policy to the Kitchen Manager. Cashiers are not permitted to authorize charges.

### ***Carry Over Balances***

All balances, positive and negative, 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.

### **HEALTH SERVICES (Policy #203, #203-AR, #209, # 210)**

Students are required to have a dental evaluation upon school entrance and in 3<sup>rd</sup> 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.

Students are required to have scoliosis evaluations in 6th grade. If you DO NOT want your child evaluated for scoliosis at school, please send a letter to the school nurse. You will then be responsible for having your private provider complete these required evaluations.

Per Policy #210, parents 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 (1 dose on or after the 4th birthday)\*
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 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 4 years or older and at least 6 months after the previous dose

\*\*\*Usually given as MMR

**Students entering 7<sup>th</sup> grade:**

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

**Students entering 12<sup>th</sup> grade:**

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

\*\*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 5<sup>th</sup> school day of the 2018-2019 school year will result in exclusion from school until compliance can be demonstrated.

**Nurse/Medication**

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

Medication shall be defined as prescription or over-the-counter medication approved by a parent and prescribed for the student by a health care 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 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 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; a (6) any potential side effects for that medication; (7) 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 (eg: 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 is also required.
- Medication orders are valid until the beginning of each new school year and can, upon written request, be extended to include summer programs.
- A written order from both the health care provider and parent shall accompany any changes to the medication order during the school year.
- Within the parameters set by HIPAA and FERPA, medication orders may be transmitted by fax to the attention of the school nurse. All faxes shall be sent to the school nurse's office fax machine to ensure confidentiality.
- Parents shall carry medication to school. Parents 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 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 (asthma inhalers, Epi-pen, 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 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.
- 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 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 immediately retrieve all discontinued or outdated medications. At the end of the school year, all unused medications shall be immediately retrieved by the parents. If the parent fails to retrieve the medication within two (2) weeks of the end of the school year, the medication shall be disposed of. The District shall not be liable financially or otherwise, for the disposal of any medication.

### **Head Lice Guidelines**

To minimize school absence while containing head lice infestation, the School Nurses of the Avon Grove school District will follow the guidelines of the Board Approved

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 treatment of head lice, but the Nurses of the School District may advise on different methods of treatment available.

**Guidelines:**

- a. Upon report or discovery of live head lice, the School Nurse will check the affected child's head for live head lice.
- b. If live head lice are found, the School Nurse will call the child's parent and request that they take their child home.
- c. The School Nurse will advise on methods of treatment for head lice.
- d. The affected child may return to school after treatment of live head lice, and will report to the school nurse to be approved for school attendance.
- e. 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.
- f. If the student has siblings in the school, the School Nurse will check the siblings for any live head lice.
- g. At the elementary level, a letter will be sent home to parents in the child's homeroom alerting them that a case of head lice was discovered and advising them to check for head lice and to treat if live lice are discovered.
- h. The School Nurse will 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, 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. For requirements related to certain specific diseases, please see Policy 203-AR-1.

### **Physical Education**

Physical education excuses are to be written by the parent/guardian and must be approved by the school nurse during homeroom. Students needing to miss more than 3 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.

### **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 classroom webpage. A variety of resources may be utilized for homework information including the school assignment book at AGIS and the teacher. Schoology is often used in the communication of homework.

We consider meaningful assignments for homework to be a vital part of the educational process. Reinforcement must occur at home for the student to benefit fully. Students are to record their daily assignments in the Student Assignment Book given to them at the beginning of the school year.

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

Parents may request homework through the main office for students who are absent for short term illnesses. The teacher needs 24-hours notice in order to



respond to homework requests. Homework assignments will not be faxed to/from the school.

In regards 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 review in nature may be sent, however the majority of makeup work will come home after the vacation.

**INSURANCE POLICY**

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

**INFOSNAP**

Back-to-School Notification Packets are emailed to parents from [infosnapcode@avongrove.org](mailto:infosnapcode@avongrove.org) prior to the start of the school year. The message containing the secure link to the online student data verification forms for each child is emailed only to the first parent/guardian on file in our system with a valid email address. If you did not receive this email, it is important that you check your spam filter. This email contains a link, instructions, and a secure “snapcode” that links directly to your student’s information database, and has replaced the permission forms and student emergency cards that students previously brought home on the first day of school. It is important to remember that student emergency/medical information, as well as the ability for your student to use digital technology in the classroom may be impacted if the student’s information is not updated via InfoSnap.

**LOST AND FOUND**

A lost and found 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 would be helpful if you would write your child's name on all possessions and articles of clothing, including lunch boxes, hats, sweatshirts, etc.

## **LEARNING MEDIA CENTER**

The Learning Media Center serves as one of the main resource centers for the school community. It is open every school day from 8:10 a.m. to 3:30 p.m. Print and multi-media resources are available for faculty, staff and student use. Our LMC also proudly houses our MakerSpace for 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.

Teachers at all grade levels work collaboratively with the librarian to develop lessons & activities that integrate information literacy & research skills (such as effective access, use and evaluation of resources) into units of study. Additionally, students visit the library weekly 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.

## **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.

## **PARENT ORGANIZATIONS**

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.

[Penn London Elementary School PTA Website](#)

[Avon Grove Intermediate School PTA Website](#)

## **PROGRESS REPORTS/REPORT CARDS**

All Progress Reports are emailed to parents at the end of each of the three trimesters. Fall and spring conferences offer parents an opportunity to discuss their child's progress. Parents may contact the teacher at any time to discuss their child's progress.

## **RECESS**

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

- 26 °F and above (to include Wind Chill Factor) - outdoor
- 25°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. Please dress according to 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 8:25 AM; students arriving to school anytime after this will be considered late and must report to the main office with a note from their parent/guardian stating the reason for their lateness. Oversleeping and personal reasons are not

considered excuses for lateness.

### **Dismissal**

All students are dismissed at 3:15 p.m. - 3:30 p.m. and should immediately report to their scheduled bus. Students needing to ride a different bus home must provide a signed parental note stating the student's name and the name of the student the child will be going home with as well as the requested bus number. At AGI, the note will be sent to the office in the morning. At PLE the bus pass must be signed by both the students' parent and the friend's parent and the note must be dropped off at the main office. The office staff will issue a bus pass if there is room on the bus. Fax or email requests for bus passes will not be accepted.

### **Early Departure**

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. Students leaving school any time prior to the dismissal time must bring in a note from their parent/guardian stating the reason for the early dismissal. Fax or email notes will not be accepted. Parents should not request an early dismissal on a weekly or biweekly basis. The adult picking up the student must report to the main office, use the sign out forms, and wait in the designated area. If someone other than the parent is to pick up the student, this is to be so noted on the pick-up note and there must be a phone number on the note where the parent can be reached during the day. Individuals are required to verify their identity in the main office prior to the release of a student. Students must be picked up by **2:45 PM**.

### **School Delay / Closing Information due to Weather/Emergency**

The decision whether to open school on time, to call for a delayed opening, or to cancel school is made by the Superintendent based on information received by Accu-Weather, 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, delay the opening of school, or dismiss students early. In any one of these cases, announcements will be broadcast on the district website, local Board Approved

radio stations, Philadelphia television stations, and our parent notification system. One call or text message per family will be made with school closing or delay information. Please monitor these communication systems as needed.

During dismissal, our school driveways and parking lots can become very congested. School bus transportation is the safest means of getting our students home. We encourage parents to have children use school bus transportation during inclement weather. This way our roads, driveways and parking lots will be less congested. In the event that school is closed, all activities, meetings, and events scheduled to be held in district facilities are cancelled. 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. Our children need to know what to do when they get home in the event that you are not home to greet them. Please discuss the appropriate 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 and/or guardians.

### **STUDENT FUNDRAISING (Policy #229)**

For purposes of this policy, "student fund raising" 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 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/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:

- Reasonable requests for an explanation and interpretation of these records by school district;
- 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;

- 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.

## **STUDENT SUPPORT SERVICES**

### **Olweus Bullying Prevention Program (Policy #252)**

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

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

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 WIN ("What I Need"). The classroom curriculum and instruction is referred to as Tier 1. Each school provides all students in Tier 1 with access to high quality curriculum, instruction and behavior supports in the general education classroom. In addition, classroom teachers use different strategies to address individual student needs.

Students who are not progressing at a rate that ensures mastery of the curriculum standards and mastery on 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 language arts 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, Measures of Academic Progress (MAP) serves as the universal assessment that 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. Checkpoint and benchmark assessments are used throughout the school year to provide additional data on each student's 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 informed of how their child is progressing.

The MTSS 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 behavior needs of each child in our school is essential.

### **TECHNOLOGY (Policy #237, #241)**

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 Policies 237 and 241. Students participating in Avon Grove's take home 1:1 technology initiative shall incur a fee for this privilege.

All students must abide by the Avon Grove School District Acceptable Use Policy, which must be completed in InfoSnap 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 and other digital technology is a privilege, not a right.

### **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 or 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 or 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 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 policy may be temporarily or permanently deprived of use of district transportation as part of discipline.

**SCHOOL BUS RULES**

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

students whenever he/she desires to do so.

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

1. **First Incident:** If a student misbehaves while riding on a school bus, the student shall be informed by the bus driver or by another person designated by the school authorities that such behavior is inappropriate and constitutes a safety hazard for everyone on the school bus.
2. **Second Incident:** If a student misbehaves while riding a school bus, the principal of the school which the student attends shall be given a bus behavior notice, stating specifically the nature of the misconduct and signed by the bus driver within one school day of the incident. The principal shall then talk with the student concerning the incident. Within three school days or as soon as possible, the principal shall send a copy of the conduct report to the parents or guardians 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.
3. **Third Incident:** If a student misbehaves while riding a school bus, the principal of the school which the student attends shall be given a bus behavior notice stating specifically the nature of the misconduct and signed by the bus driver within one school day of the misbehavior. The principal shall then talk with the student concerning the incident. After an investigation by the principal, the principal may determine the student is to be removed from the bus for a minimum of three (3) consecutive days for grades three through twelve, and a minimum of one (1) day for students in kindergarten through second grade.
4. **Future Incidents:** If a student further misbehaves while riding a school bus, the principal of the school that the student attends shall be given a bus behavior notice stating specifically the nature of the misconduct and signed by the bus driver within one school day of the misbehavior. The principal shall then talk with the student concerning the incident. After an investigation by the principal, the

principal may determine the student is to be removed from the bus for a minimum of five (5) consecutive days for grades three through twelve, and a minimum of three (3) days for students in kindergarten through second grade.

5. Notwithstanding the foregoing, a student may be removed from the bus for a single major discipline infraction.
6. 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.
7. Within three school days or as soon as possible after receiving the bus behavior notice, the principal shall send a copy of the bus behavior notice to the parents or guardians of the student, the bus contractor, the bus driver, and the transportation supervisor indicating the punishment that has been applied.
8. Bus removal does not excuse a student's absence from school. Parents and/or guardians are responsible for acquiring or providing transportation for the student to and from school.

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

### **Bus Passes**

Students who wish to ride the bus home with another student or get off at another stop 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.

### **USE OF BUILDINGS AND GROUNDS (Policy #707)**

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/BUILDING SECURITY (Policy #816, #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.

To further ensure a safe school environment, Avon Grove School District has implemented audio and 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 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 which may be detected through the use of video and audio 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 (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 Board Policy 916, including but not limited to, appropriate clearances and background checks. Additional information can be found at <http://www.avongrove.org/parents/volunteer>.