

# Avon Grove School District



## Secondary Schools Handbook 2018-2019

## **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 secondary 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 questions regarding any programs or services we provide to students.

The administration, faculty, and staff look forward to working with you and your child during their educational experience in the Avon Grove School District.

Sincerely,

M. Christopher Marchese 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.

### **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 life-long 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.

## **TABLE OF CONTENTS**

Academic Honor Code	5
Activities & Athletics	8
Admission Policy	12
Agenda Books/Hall Pass	12
Attendance Policy	12
Code of Conduct	16
Communication	20
Curriculum	21
Dress Code	23
Emergency Drill Procedures	24
Field Trips	25
Food Service	25
Health Services	26
Homework	31
Insurance	32
Infosnap	32
Lockers	32
Lost & Found	33
Media Center/Library	33
Parent Organizations	33
Progress Reports/Report Cards	34
PowerSchool	34
School Counseling Program	35
School Day	41
Student Fundraising	41
Student Parking	41
Student Recognition	44
Student Records	45
Student Support Services	47
Student Work Permits	49
Technology	49
Transportation	50
Use of Buildings & Grounds	52
Visitors/Building Security	52
Volunteers	53

## **ACADEMIC HONOR CODE**

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

### **Expectation 1: Homework, Class work, Quizzes, and Tests**

You are expected to do your own work and to ask for help when needed to meet this expectation.

Examples of honorable behavior that you are expected to follow:

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

Examples of dishonorable behavior or cheating that are not tolerated:

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

### **Expectation 2: Cooperative Learning Activities, Presentations and Classroom Projects**

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

Examples of honorable behavior that you are expected to follow:

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

Examples of dishonorable behavior or cheating that are not tolerated:

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

### **Expectation 3: Research Projects and Essay Writing**

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

Examples of honorable behavior that you are expected to follow:

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

Examples of dishonorable behavior or plagiarism that are not tolerated:

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

own.

### **Consequences for Violating the Academic Honor Code**

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

Violations of the Academic Honor Code will be reported to the main office, even if the consequence is handled entirely by the teacher. In addition to the academic consequences set forth herein, violations of the Academic Honor Code will also result in disciplinary action consistent with the student disciplinary code (Board Policy #218).

### **ACTIVITIES & ATHLETICS**

#### **Student Athletic/Student Activity Fee 2018-2019 School Year**

Each Avon Grove student participating in one or more interscholastic athletic program, one or more non-academic competition activity, and/or a club/activity with a District paid advisor, as described below, shall annually pay a one-time, non-refundable fee for the 2018-2019 school year.

The fee must be paid by each participant prior to the earlier of the first regular practice, event or club/activity meeting. For activities or athletic teams that have tryouts to determine team or activity members, the fee must be paid after the tryouts are completed and within one week of the date the team or group was selected.

The fee schedule is as follows:

#### **High School**

\$150 for competition teams (including interscholastic athletic programs, cheerleading, color guard and indoor percussion)

\$25 for clubs, activities and intramurals with a District paid advisor

#### **Middle School**

\$125 for competition teams

\$25 for clubs, activities and intramurals with a District paid advisor

Students approved for free or reduced priced meals may request fee adjustments. Waiver of the fee, based on proven financial hardship, may be considered by the Principal, Assistant Principal/Athletic Director or Assistant

Principal/Activities Director on a case-by-case basis and granted at their sole discretion.

### **Athletic/Activities Academic Requirements**

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

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

The following regulations govern academic eligibility:

- Grade averages are based on the student's cumulative average to date during the marking period.
- Students experiencing academic difficulty are encouraged to seek help by contacting their teachers and guidance counselors.
- During the season, coaches are notified on a weekly basis by the Director of Athletics and Student Activities about the academic status of their student-athletes.
- The first week a student-athlete is failing a course(s) during the athletic season, he/she will meet with the coach or Athletic Director/Activities Director to discuss his/her academic situation, but may continue to practice and play that week. If the student is failing two or more courses then the student will be immediately ineligible in games and practices for the following week (Sunday through Saturday).
- If a student athlete is failing a course(s) for a second week during this/her respective season, they will be suspended from games for the following week (Sunday through Saturday). The student athlete may continue to practice that week. The purpose of the weekly ineligible probationary period is to give students time to improve their grades. A student remains on Ineligible probation for the entire week.
- If a student athlete is failing a course(s) for a third week during his/her respective season, he/she will be eliminated from participation in practice and games/performances for the following week (Sunday through Saturday). The purpose of the weekly Ineligible probationary period is to give students an opportunity to improve their grades. A student remains on ineligible probation for the entire week.
- Students are allowed three chances during the season to improve their grades. A fourth weekly ineligible infraction, where a student-athlete is failing a course(s), will result in the student-athlete being removed from the team for the remainder of the season.
- Any student-athlete failing a course(s) for a marking period is ineligible for fifteen (15) school days starting the first official PIAA

date of the next sport season. Eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least fifteen (15) school days of the next grading period, beginning on the first day that report cards are issued. Students passing summer school courses may become eligible at the start of the new school year.

### **STUDENT SPECTATOR CODE OF CONDUCT**

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

- Be a good sport by cheering along with the Avon Grove Cheerleaders at the proper time.
- Keep in mind that the visiting team, coaches, and fans are guests of Avon Grove High School. This also applies to the officials. Treat them with the same courtesy and respect with which you would want to be treated. Do not single out individual players on the home or opposing team, officials, coaches or other spectators with any negatively spirited comments.
- Any disruption of the contests will be dealt with by the game management and/or administration. Violators will be removed from the gym, outside facilities and/or school property. If you are removed from an athletic event, you will not be allowed admittance for the remainder of the sports season or longer.
- Students must be in attendance at school during the day of an athletic contest.
- For home athletic events, please make arrangements to be picked up promptly. Consider calling your rides with at least 20 minutes remaining in the contest.

### **Indoor Sporting Event Rules:**

- Students should remain in the gym during all live action at the game. No one should loiter in the lobby or explore any unauthorized areas.
- After the game begins, spectators may not enter the gymnasium except during a stoppage of action.
- Students and other spectators must purchase tickets before entering the gymnasium. Students leaving the building may not re-enter and must leave the premises.
- The presence and/or the use of balloons, banners, laser pointers, noisemakers, pom-poms (by spectators), shakers, signs, sirens, strips of material, towels, whistles, and/or portable listening devices

(without earphones) are prohibited. Cheerleaders may place spirit posters in the lobby and gym hallway with the permission of the administration.

- Spectators are prohibited from removing their shirt and/or using body paint while in attendance.

### **Outdoor Sporting Event Rules:**

- Students should remain within the boundaries of the stadium. No one will be permitted to loiter in the parking lot.
- Students and other spectators must purchase tickets before entering the stadium. Students leaving the stadium may not re-enter and must leave the premises.
- Students will not be permitted to bring outside food or beverages into the stadium.
- Backpacks/book bags are not permitted at night contests.
- The presence and/or the use of balloons, whistles, and/or portable listening devices (without earphones) are prohibited.
- Spectators are prohibited from removing their shirts and/or using body paint while in attendance.

### **Admission Fees**

Admission fees will be charged for most evening and weekend athletic contests. Fees are set by the Ches-Mont League.

### **High School Ches-Mont Ticket Prices**

Varsity Football Only—Adults \$5, Students \$5, Seniors Citizens Free

All other contests—Adults \$5, Students \$3, Senior Citizens Free

### **High School Playoff Ticket Prices**

Play-off ticket prices are set by the PIAA. No passes (including for AGSD staff) can be used for District 1, post-season contests, or PIAA state playoff games.

## **Middle School Ticket Prices**

Games are free to attend

## **Intramurals**

There are a variety of intramural activities offered throughout the year. These activities are offered up to five days a week after school. The specific activities vary during the course of the year and will be advertised to students prior to the intramurals beginning.

## **School Dance Regulations**

Permission to hold dances must be secured one month in advance of the date. The Faculty Advisor will be responsible for the assignment of chaperones. Attendance at school dances is considered a privilege, and the teachers and administration reserve the right to deny any student from attending a school dance. A student leaving the dance prior to its termination will not be readmitted.

- Teachers will be on duty at all unlocked doors.
- All refreshments are to be served in the lobby.
- Decorations
  - The Committee in charge, with the permission of the teacher sponsors and the principal, may use any part of the building and any school property available.
  - All borrowed property must be returned and all rooms left in the same condition in which they were found.
  - Classes or clubs and the sponsors will be held responsible for property damage, return of property borrowed and for general conduct of the dance.
- Admission
  - Tickets for dances must be purchased in advance of the event. Some tickets may be purchased at the door for middle school dance events.
  - Ticket takers and chaperones will be on duty from the time the doors open for each event.
  - Admissions will close one hour following the dance start time, after which no one will be admitted.
  - Any student leaving the dance prior to its end will not be readmitted.
- Outside Guests
  - For high school dances, outside guests must obtain a guest pass approved by the administration from an Avon Grove student in advance of the dance.
  - High school students may bring one guest to each dance.

- No outside guests are permitted at Middle School dances.

### **ADMISSION POLICY (Policy #200)**

All students attending 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.

### **AGENDA BOOKS/HALL PASS**

On the first day of school every student will be provided with an agenda book. The agenda book also serves as a hall pass. Students may only leave class with the permission of the teacher. Using the hall pass section of the agenda book, students will abide by the following guidelines: On the corresponding date, the student will write the time they are leaving the classroom and their destination. The teacher will ensure the information is correct and initial the agenda book. The student will sign out on the teacher's travel log. When the student returns to the classroom, they will record their return time on the travel log. Students must carry the signed agenda book with them in the hallway. If a student loses their planner, they must purchase a replacement for \$5 in the Main Office.

### **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:

- 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. Approval may be granted as long as previous absences, including the days from the trip, have not been excessive or exceed 10 parental excused days.

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) hampers your child's academic performance.

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.

After six 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 up to \$750 per offense plus court costs.

Students must be present for at least 3.5 hours (arrival by 11:00am/dismissal after 11:00am) half the school day to be able to participate in any extracurricular activities/athletics.

Act 138 defines **truancy** as a compulsory school-age child having 3 or more unexcused absences during the current school year.

In addition, it defines **habitual truancy** as 6 or more unexcused absences during the current school year. Any student found to be truant will be assigned a Saturday detention. Chronic truancy may result in any one or more of the following disciplinary consequences:

- a parental conference before the student may return to school
- a probation contract
- a referral to the District Justice
- a referral to any other appropriate entity

Homework and assignments are your responsibility. If you are absent, it is up to you to obtain any and all homework, notes, make-up tests, or other work from your teachers upon your return to school.

If you know in advance that you will miss class time (e.g., doctor's appointment, school-sponsored trip or function, etc.), you are expected to get the assignments before the missed class.

## **UNEXCUSED ABSENCES**

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

## **CLASS ATTENDANCE**

- Class attendance will be checked each period by the teacher.
- If it is determined that a student has cut a class, the teacher will turn the name of the student into the administration. Students will face disciplinary consequences as documented in the Student Disciplinary Code.
- A student can only leave class with the permission of the teacher.
- Students who need to use the elevator must see the nurse in order to obtain an elevator key. When the student no longer requires the use of the elevator, the student must return the key to the nurse. The fee for a lost key is \$25.00.

## **LATENESSES TO SCHOOL**

- All students are to be in their first period class by 7:30 a.m. A bell will ring at 7:25 a.m. to signal movement to first period. Students not in their first period class by 7:30 a.m. will be marked late to school.
- Students who are late to school will report to the designated area to sign in to school. Students will then receive a pass and must report to their assigned class immediately after signing in.
- If you are late to school, you must bring a written excuse signed by your parents the same day you are late to school. Car trouble, missing the bus and oversleeping are not considered excuses for lateness.
- If you are late to school three times in one marking period, a doctor's note may be required.
- Excuses for personal reasons will not be accepted.
- When a student is late to school four times within a semester, they will receive disciplinary consequences consistent with the Student Disciplinary Code.
- Chronic lateness to school will affect a student's eligibility for a parking permit. Students that receive a communal or Saturday detention for lateness to school will be placed at the bottom of the list of those students that request parking for the current / following school year.

## **EARLY DISMISSAL**

- For an early dismissal, a student must either (A) bring a note from his/her parent stating the reason for early dismissal and a number where the parent can be reached, or (B) be signed out by the parent with the Attendance Secretary in the attendance office. 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.

- Before you leave the school, you must sign out with the Attendance Secretary in the attendance office. If you should return to school after an early dismissal, you must sign in at the attendance office. Under no circumstances are students permitted to leave school grounds without signing out. Failure to follow these procedures will be considered leaving school without permission.
- In the event that a student becomes ill during the school day, he or she should report this to the teacher, who will report the situation and send the student to the nurse.
- Students will not be excused from school during the school day for casual reasons such as attending to business, running errands, repairing cars, etc.

### **LEAVING SCHOOL WITHOUT PERMISSION**

Leaving school without permission is defined as leaving school property once a student has arrived on school property or during school hours without having turned in a valid, written note from a parent/guardian before leaving school and/or failing to follow sign-out procedures. The parent/guardian may also come in to the attendance office to sign out a student. Turning in a note from a parent or having the parent call with an excuse after leaving school is not acceptable. Leaving school without permission will result in disciplinary consequences consistent with the Student Disciplinary Code.

### **EXCUSES FOR STUDENTS EIGHTEEN YEARS AND OLDER**

Excuses for eighteen (18) years old and older students should be signed by parents. In unusual cases where a student in this category is maintaining a separate residence and is financially self-supporting, the student's parents may submit a letter to the Principal requesting that the student be permitted to sign his/her own excuses. Excuses signed by the student will not be accepted by school personnel until approval has been granted by the Principal.

### **Extracurricular Activities**

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

### **Take Your Child to Work Day**

Take Your Child to Work Day is typically held each spring on an annual basis. If you are choosing to participate in this activity, please follow the procedures outline here. 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 with an unexcused absence.

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

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

Additional information regarding the expectations of student conduct and behavior can be found in the following board policies:

- Bullying (Policy #252)
- Hazing( Policy # 252.1)
- Drug and Alcohol (Policy #227)
- Search Procedures (Policy #226)
- Tobacco Use ( Policy #222)
- Terroristic Threats/Acts ( Policy # 218.2)
- Transportation (Policy # 810)
- Unlawful Harassment (Policy # 248)
- Weapon Possession ( Policy # 218.1)

Students and parents/guardians are responsible for reviewing, understanding and complying with these board policies, which are available on the district's website.

#### **COMMUNICATION**

Office hours are 7:00 a.m. to 3:45 p.m. daily. The office staff can address or direct all concerns, questions and compliments to the appropriate staff member.

[Fred S. Engle Middle School](#)  
107 Schoolhouse Road

West Grove, PA 19390  
(610) 869 - 3022  
fax - (610) 869-0827  
<https://twitter.com/FSEMiddleSchool>

### Avon Grove High School

257 State Road  
West Grove, PA 19390  
(610) 869 - 2446  
fax - (484) 869-4511  
[https://twitter.com/AvonGrove\\_HS](https://twitter.com/AvonGrove_HS)

Contact information for school personnel can be located on the district website by accessing the [District 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/text 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 or text message 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.

## **CURRICULUM**

### **Avon Grove High School**

Please see the Avon Grove High School Curriculum Planning Guide for detailed information about the high school curriculum.

### **Fred S. Engle Middle School**

The curriculum is organized around four (4) core academic areas:

- Language Arts

- Mathematics
- Science
- Social Studies

Students receive *Physical Education* every day. *Health and Wellness* takes the place of physical education for two days a week during the second and third marking periods.

In grade 7, students will receive instruction in 5-week cycles in:

- Computer Education
- Family & Consumer Science
- Exploratory French
- Exploratory Spanish
- Technology Education
- Visual Arts
- Music

In grade 8, students will receive instruction in 7-week cycles in all of the above courses with the exception of *Exploratory French* and *Exploratory Spanish*. Eighth grade students will have the option to take a full year of French I or Spanish I.

Students will be assigned a specific Art Cycle class at the beginning of the school year. Art Cycle groups remain the same all year.

### **Other Course Offerings**

*French I* or *Spanish I* is available for eighth grade students based on the following considerations: student interest, final grade earned in seventh grade language arts, the recommendation of their seventh grade language arts teacher, and the input of the 7th grade world language teacher.

Eighth grade students who take *Honors Geometry* or *Algebra I* are eligible to receive high school credit for the course, provided that they earn a D- or better as the final grade for the course. Additionally, grades earned by eighth grade students for *Honors Geometry* or *Algebra I* will be factored into their cumulative grade point average at Avon Grove High School. Any grade of C- or better earned for *Honors Geometry* will be weighted at one half (.5) quality point.

### **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.

### **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. These provisions shall also apply to tattoos or other body markings that violate this handbook and board policy. 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, hoods, or any other head coverings are not to be worn in class/building. Head coverings for religious purposes shall be permitted.
- Sunglasses may not be worn or in view (around neck, head) while in school.
- Large, long or heavy chains are prohibited.
- No fish net, revealing necklines, off the shoulder shirts, half shirts (bare midriff), see through clothing (without proper undergarments), tie straps, spaghetti straps, halters, muscle tops.
- All shirt straps are to cover the shoulder and be approximately 2" in width and the shirt/blouse must hang below the waistline.
- Midriffs and/or undergarments are not to be intentionally exposed at any time.
- Pants/jeans: Low rider pants/shorts that fall below the hips must be secured with a belt, no excessively torn clothing or apparel that overexposes the body. No see-through pants. Undergarments must be covered at all times.

- Dresses and skirts must be approximately mid-thigh length.
- Shorts must have a minimum 3" inseam.
- Bare or stocking feet are not acceptable. Sneakers must be worn for physical education classes.
- Coats and jackets are outerwear and are not to be worn in school. Students should place their coats and jackets in their lockers when they arrive at school. Teachers/teams should use discretion if the classroom is cold.
- Tattoos or body markings that violate the provisions contained herein must be covered at all times.
- Pajamas/bedroom slippers are not permitted unless it is a designated Pajama Day.
- No face paint 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. In the event of an emergency drill, everyone must participate. Any student in the corridor, not under the direct supervision of a teacher at the time of the drill, will join the nearest class section he finds in the corridor and leave the building with them. If in the Guidance Office, Nurse's Office, or Main Office, go with them. Students should not go to their lockers before exiting the building during any type of drill. Each classroom has a floor plan with directions. Students should:

- Listen to the teacher's instructions
- Leave the room in single file
- Remain silent throughout the drill

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

### **FIELD TRIPS (Policy #121)**

Field trips for educational purposes will be sponsored throughout the school year. When a teacher plans a field trip, a permission slip must be signed by a parent or guardian or the student will not be allowed to go. Conduct on these trips will be such that a favorable impression of your school will be left with people you meet. School rules apply at all times during field trips. It is not required that a student attend a field trip. The teachers and administration reserve the right to deny any student from going on a field trip. If the school denies a child permission to go on a field trip, an alternate in-school educational program will be offered. Field trips are non-refundable unless the student does

not attend as a result of an illness, family emergency or disciplinary action taken by the school administration. In some cases, no refunds can be made as a result of previous commitments.

## **FOOD SERVICE**

### **Accommodating Special Dietary Needs**

If a student has been identified with a disability that prevents the child from eating the regular school meal, the school will make substitutions. 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

### **Student Accounts and Fees**

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

Applications for free or reduced cost lunch programs are included in the \*InfoSnap process. 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" 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**

K-8 Students may charge up to four meals and 9-12 may charge up to three meals. Students will never be denied a meal. Alternative meals are offered at

the HS when the balance owed becomes excessive. 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 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 Cafeteria 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. By April 1 all student financial obligations must be paid or student participation in extracurricular activities (prom, graduation, clubs, etc.) may be compromised.

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

Students are required to have a dental evaluation upon school entrance and in 7th 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 7th 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 from 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 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 shall make every effort to give all doses of medication at home.
- Only medications prescribed by a healthcare 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 healthcare 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 healthcare 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 American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control on containment of head lice. 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. 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**

- 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 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 report to the school nurse to be approved for school attendance.
- 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 will check the siblings for any live head lice.
- 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.
- 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.

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.

### **HOMEWORK (Policy #130)**

Your student's teacher will communicate expectations and specific information related to homework. Your student's teacher will communicate expectations about homework at our Back-to-School nights or via their Schoology page. A variety of resources may be utilized for homework information including the school assignment book and the teacher.

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 Agenda Book/Hall Pass 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. Parents should also note that all homework assignments will be posted in Schoology by 2:15 PM each school day.

Parents may request homework through the guidance 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. Students will have one school day for each school day they have missed to complete and turn in assignments to receive full credit.

### **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 personal 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.

## **LOCKERS**

### **Hall Lockers**

Lockers are assigned for school use only. They remain school property and you should have no expectations of privacy. You should not keep valuables in your locker. Avon Grove School District is not responsible for lost or stolen items. You are urged to keep combinations confidential. The sharing of lockers is not permitted. Lockers or locks that do not operate should be reported immediately to one of your teachers or the main office. The school lockers are not to be kicked, hit or vandalized in any way. If you damage a locker in any way, you will be charged for repair/replacement and serve consequences as listed in the Student Discipline Code.

### **Gym Lockers**

You are provided a lock for your gym locker. The gym locker is the school district’s property and you should have no expectation of privacy. You are recommended to lock your belongings in your assigned gym locker. Avon Grove School District is not responsible for lost or stolen items.

## **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.

## **LEARNING MEDIA CENTER**

The school learning media center is open for use each school day. Books, databases and multi-media resources (including Internet access) are available for your use. Teachers are encouraged to collaborate with the Teacher/Librarian when seeking additional support with a particular lesson or unit. During class time, teachers may send individuals or small groups that need to use the media center with a signed agenda book.

Students can use the media center to sign out books and to use media resources to do classroom assignments or research projects.

Students may check out books for a two-week period. Books may be renewed for an additional two weeks as long as the student does not have Board Approved

any overdue materials and there is no hold placed on the book. New additions to the collection will be provided each month for students on our new books table. Students can suggest new books to add to the collection. Reference materials and videos are reserved for faculty and staff circulation.

Students are responsible for the proper use of all resources in the media center. Students that damage lose or destroy any resource, including books, must pay for the replacement or repair of that resource. The replacement cost for books will be the current cost to Avon Grove School District in the same or comparable format to the original item as determined by the Teacher/Librarian. Students may, with permission of the Teacher/Librarian, individually purchase a new replacement copy of the lost/missing book.

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

## **PARENT ORGANIZATIONS**

Parent participation is crucial for our secondary schools. Our school organizations are 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.

[Fred S. Engle Middle School PTO](#)

[Avon Grove High School PAC](#)

[AGHS Sports Boosters](#)

[AGHS Music Boosters](#)

## **PROGRESS REPORTS/REPORT CARDS**

All progress reports and report cards are emailed to parents at the end of each quarter. Fall and spring (Middle School only) 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.

## **POWERSCHOOL and Schoology**

PowerSchool provides real time visibility to the key determinants of a student's success including student attendance, grades and assignments. This tool allows all stakeholders in a child's schooling to be proactive in monitoring a student's progress.

Parents are issued a unique user ID and password to use to log into PowerSchool. Each student is also issued their own user ID and password so

that they can log into the system to view information.

Once logged into the system, students and parents will see specific features PowerSchool provides located across the top of the page. Clicking on the Grades and Attendance icon will take you to that page. On the Grades and Attendance page, a parent can get a real time view of last week and this week's attendance. You can click on the absence and tardy totals to renew the dates of each absence event. You can also view the cumulative grade for each course the student is currently enrolled. This view provides a quick summary of exactly where a student is in each course or subject area for the current term.

Parents can also click on a particular grade and view information pertaining to that individual grade, assignment, brief course description and grading criteria.

The grade history tab allows parents to view grades from previous marking periods and semesters during the course of the school year.

By clicking on the Email notifications tab at the top of the page, parents can sign up to have grades and attendance information sent to their email account.

PowerSchool and Schoology allow teachers, parents and students in the Avon Grove School District to collaboratively develop a personalized education plan designed to optimize your child's individual strengths and talents to much greater student achievement.

Schoology is a great resource for viewing student assignments and gaining information from teachers.

## **SCHOOL COUNSELING PROGRAM**

**PATHS to Purpose: Where will your spark take you?**

### **Avon Grove School Counseling Mission Statement**

The Avon Grove School District believes that every child has a unique passion, otherwise known as a "spark". Our goal is to help each child identify and ignite his/her spark, as well as to find ways to celebrate and nurture those sparks throughout his/her academic career both in school and in the greater community. Fueling the spark can help students find their purpose, their direction, the answer to who they are, and what they would like to accomplish in life.

Our mission is to support our students as they follow the path to find their purpose and find their place in the world. We aim to offer the **P**reparation necessary for the real world of employment and adulthood, and help students stay optimistic and have a positive **A**ttitude towards the present and future. We want to instill and model the **T**raits that will strengthen their character, nurture

lifelong good **Habits**, and build and enhance the **Skills** necessary to lead happy and fulfilled lives.

### **Course Selection Process**

Course exploration is an ongoing process throughout the school year as students align their aspirations and interests with the career pathways available at Avon Grove High School. The formal scheduling process takes place near the beginning of the second semester when students select the major courses and electives that best align with their career pathway. Students have the opportunity to review and change courses during the course selection verification process during the spring and finalize changes by May 1st. Students and families are encouraged to give serious consideration to their course choices, use the Curriculum Planning Guide throughout the decision-making process and consult with their teachers and guidance counselor for advice and support.

All course selections are binding after **May 1<sup>st</sup>** unless approved by a teacher, counselor, or an administrator.

Any student who wishes to *change* a course and/or a level within a content area (*up or down within a specific course*) during the academic year must follow the step-by-step guidelines listed below:

1. An appointment must be scheduled with the appropriate guidance counselor to discuss the reason(s) for the request. The purpose of this meeting is for the student and counselor to review the student's performance in the designated course and determine the best steps to take in meeting the student's educational plan. Communication with student, teacher, parent and counselor will facilitate a plan of action based on the unique needs and request of the student. The plan of action should include measurable steps the student will take, and communication between student, parent, counselor, and teacher related to these steps.
2. Based on the outcome of the action plan developed by the student and counselor, the teacher of the course in which the student is enrolled will provide input into the decision and may suggest an alternate within the content area when appropriate. (Since all students are required to take a minimum of seven credits, the student *must* be able to replace the course with an appropriate substitute.)
3. If approved, the student must return all materials prior to any changes.
4. The student must follow the original schedule until a new one is provided by the Guidance Office.

**\*\*If the teacher is not in agreement with the request to move up a level within the content area, the teacher should notify the family and this communication should be documented in writing and provided to the guidance counselor and the appropriate Assistant Principal. If the family has followed all of the above-**

outlined steps and would still like to pursue moving up a level within a content area, the parent/guardian may contact the Administration.

Students and their families should be aware that any grades that have been earned prior to the change would follow the student to the new class within the content area.

### **Elective Courses**

The Guidance Department makes every effort to give students their top choice classes; however, if a top choice elective does not fit in the schedule, an alternative choice will be assigned. In order to request a change of elective courses after the school year has begun, students should contact their guidance counselor. Consideration for elective changes will be based on the student's selected pathway and seat availability.

### **Course Overrides**

It is the intention of the AGHS administration and teachers that students will be appropriately challenged to grow academically through their course placements each year. This is therefore reflected in the recommendations made by each teacher. Occasionally, however, a student/parent/guardian will disagree with the recommendation of a teacher and request to override that recommendation. The process outlined below provides you with the necessary steps and requirements to engage in this process.

1. The student obtains a course override form from the teacher.
2. The student meets with the teacher and the teacher also communicates with the family.
3. The student submits the completed override form to the Counseling Office.
4. Override forms are due by the end of the course selection process.

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

1. Any course for which a qualifying essay/exam is part of the criteria. Any student who did not take the qualifying exam is not eligible to override into the course unless they are a new enrollment or they receive administrative approval.
2. Students seeking to take courses out of sequence (e.g., Trigonometry/Pre-Calculus without taking the preceding courses: Algebra I, Geometry, Algebra II) or courses that are not open to that grade level (unless the student has been retained).

### **Grade Promotion**

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

Credits needed to become:

A Sophomore	6	A Senior	18
A Junior	12	To graduate	25 and graduation project

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

If a student fails a required course:

- The student should attend summer school to make up the missed credits,
- or
- The student will repeat the course the following year if scheduling permits.

Students must earn twenty-five (25) credits to graduate in the courses and categories as stipulated in this document.

### **Summer School**

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

All students who fail English or math will be encouraged to attend summer school or seek tutoring by a certified English/math teacher since four (4) years of English and math are required to graduate from Avon Grove High School. If students fail a state mandated course such as American Cultures or P.E., we recommend that the course be repeated in summer school in order to avoid the possibility of a delayed graduation.

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

### **Graduation**

Students are required to earn twenty-five (25) credits by taking the minimum set forth below:

<b>Subject Area</b>	<b>Credits Required</b>	
<b>English</b>	4	
<b>Mathematics</b>	4	
<b>Science</b>	3	
<b>Social Studies</b>	3	Required courses are AMC, CWC or the equivalent
<b>Physical Education</b>	2	
<b>Health</b>	0.5	
<b>Electives</b>	8.5	Student selects additional courses from among those approved for credit toward graduation by the school district, including approved vocational education courses.
 <b>TOTAL CREDITS</b>	 25.0	

Graduation Project - see below

\* Specific number of credits required for graduation

### **Graduation Project**

Beginning with the class of 2021, students will be required to complete a project as a part of their graduation requirements from Avon Grove High School.

### **Keystone Exams**

Beginning with the Class of 2020, except as may be otherwise permitted by law, students are required to demonstrate proficiency in English Literature, Algebra I and Biology to graduate from Avon Grove High School.

### **Grading Procedures for the High School**

GPA's are calculated using the following scale. Honors level courses will be weighted at one half (.5) quality point. Advanced Placement courses will continue to be weighted at one (1) quality point.

### **Grading System**

<b>Grade</b>	<b>Rank Value</b>	<b>Honors Weighted</b>	<b>AP Weighted Value</b>	<b>% Equivalent Value</b>
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Board Approved

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

Students who are enrolled at Delaware County Community College for dual enrollment can have grades reported to Avon Grove High School. The grading scale at Delaware County, however, follows a traditional 4.0 scale.

### **Tutoring**

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

### **Transcripts**

Students may request a copy of their transcripts be sent to institutions by completing a Transcript Request Form located in the Guidance Office or on the Guidance webpage. There is a \$5.00 fee for each transcript that is requested. Checks or money orders should be payable to Avon Grove School District and the memo should note what the payment is for.

### **Homework Requests**

When work is requested from guidance, it generally takes 48 hours for the request to be sent out and work to return to the Guidance Office for pick-up. Parents are encouraged to email their student's teachers.

### **College Level Courses**

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

### **Technical College High School**

Admission to TCHS (including any other legally certified vocational education program) is open to such regularly enrolled students as are qualified by their

interest and motivation, subject to Avon Grove School District procedures. The District requires that program choices be made as part of the course selection process, with properly completed application materials submitted no later than the last day of the second marking period, for admission consideration in the following academic year. In this manner students and families are provided time to plan for each coming academic year and to make choices accordingly. However, students may submit application materials no later than August 15th prior to the beginning of the next school year.

### **Delaware County Community College Dual Enrollment**

Students in twelfth grade may choose to take classes at Delaware County Community College's Pennock's Bridge Campus, located in Jennersville, PA. Any student who would like to be considered for dual enrollment at DCCC must submit an application in the spring of the junior year. Any student who is dually enrolled does not have to take the minimum 7 credits per year. The Guidance Office department will coordinate with the DCCC staff to schedule students in an effort to provide all of the courses requested, but there are times when conflicts arise and students may have to make choices between courses.

### **SCHOOL DAY**

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

### **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 our 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 radio stations, Philadelphia television stations, District Twitter accounts, and our parent notification system. One call per family will be made to the home number only with school closing or delay information. Please monitor these communication systems as needed. 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.

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.

### **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 prohibits the collection of money in school or on school property, or at any school sponsored event by a student for personal benefit.

### **STUDENT PARKING (Policy #223)**

Acceptance of an Avon Grove High School Automobile Permit includes a waiver of district provided transportation services. Transportation services may be initiated if there is a change in student parking privileges.

The use of motor vehicles for travel to and from school by a student is an assumption of responsibility by the parent and student. Avon Grove School District is not responsible for motor vehicles which are lost, stolen or damaged.

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

All student drivers parking in the high school lots must apply each year for a parking permit. The link to the online application can be found on the high school website. A copy of the student's valid driver's license, registration and proof of insurance for the vehicle(s) parked in high school lot must be attached to the application. If applicable, students who work will be required to provide proof of employment (letter on company letterhead, copy of pay stub, copy of W-2). The cost of a parking permit is \$150 for the school year and is payable at the time the permit is issued for a parking space. Temporary/ periodic parking permission may be granted by HS administration. If permission is granted, the eligible student will be charged a \$5 a day fee.

Parking spaces are assigned in the following order:

1. Dual Enrollment, Student Internships, Co-op students, Teacher Academy, Health Career Academy, Allied Health students
2. Seniors (students involved in seasonal sports, school activities and/or employment at 3pm)
3. Seniors
4. Juniors (students involved in seasonal sports, school activities and/or employment at 3pm)

The following regulations must be followed:

- Student drivers must park in the numbered space assigned to

him/her.

- The parking permit must be displayed on the rear view mirror at all times the vehicle is in the school parking lot.
- Student drivers must abide by the speed limit of 15 miles per hour, and must drive in the school zone in a safe, orderly manner. The school zone includes the school parking lots, the school driveways, and the roadway within the designated school zone signs on State Road and Schoolhouse Road.
- Student drivers must respect the fire lane, and no part of the vehicle shall impede the right of way.
- Student drivers may not transfer parking permits to other drivers. Only students with parking permits may drive and park in designated spaces. If a student transfers his/her tag to another student or to a car that is not registered in the main office, the student will have his/her parking privileges revoked for the remainder of the school year. The student that uses a transferred tag will also lose parking privileges for the remainder of the school year.
- No student may sit in cars during school hours; students are not permitted to remain in cars upon arrival or at dismissal.
- All vehicles must be registered with the school. Students must inform the office if they are temporarily driving a car not on the initial application for a parking permit. Failure to do so will result in the following: first offense - written warning; second offense - 30-day suspension of parking privileges; and any subsequent offense — parking privileges will be suspended for the remainder of the school year.
- Students are not permitted to go to their cars during school hours unless they have permission from an administrator.
- A student who has four unexcused lates to school, leaves school without permission, violates any of the student driver rules, or drives unsafely will lose parking privileges for four (4) weeks for the first offense. However, if deemed appropriate by the administration, parking privileges may be revoked for the remainder of the school year for a first offense. A second offense in any category will result in the loss of parking privileges for the remainder of the school year. A student who drives in a seriously unsafe or reckless manner, violates the alcohol and drug policy, or has repeated or serious disciplinary infractions will lose parking privileges immediately for the remainder of the school year.
- The administration may revoke parking privileges for the remainder of the school year in response to serious student misconduct or chronic violations of school policies, whether or the misconduct is related to the student driver rules.
- Parking permits must be turned in during any period that parking

privileges are suspended. Students who do not turn in permits when requested will lose parking privileges for the remainder of the year.

- Students who have parking privileges revoked for the remainder of the year must turn in their parking permits upon request, failure to do so will result in disciplinary action.
- Cars parked illegally or parked during a period when parking privileges are suspended may be towed away at the owner's expense.
- Parking fees are non-refundable. A student who loses parking privileges because of a violation of the rules for student drivers forfeits the parking fee. Students who lose parking tags will be charged \$5 for a new tag.
- Students who do not receive parking permits will be placed on a waiting list, and will be contacted when parking spaces become available. The priority system will be used for students on the waiting list.
- Seniors that have not registered for a graduation project by October 31st will lose parking privileges for the year and/or be taken off the waiting list.
- Students shall be familiar with Board Policy #226, Search Procedures. Students who apply for and receive a parking pass consent to and agree to cooperate with automobile searches by the administration in accordance with board policy.

## **STUDENT RECOGNITION**

### **High School Honor Roll Eligibility**

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

### **High School Honor Roll Formula Example**

<b>Course</b>	<b>M.P. Grade</b>	<b>Credits</b>	<b>Grade Value</b>
00111 English 9	B	1.0	3.0
00212 Algebra I	B+	1.0	3.5
00311 Int. Science	A	1.0	4.0
00411 AMC	B+	1.0	3.5

00511 Spanish I	A	1.0	4.0
00612 PE 9	A-	0.5	1.9
00952 Concert Choir	A+	<u>0.5</u>	<u>2.25</u>
<u>TOTALS</u>		6.0	22.15

22.15 Grade Value / 6.0 Credits Attempted = 3.692 GPA

G.P.A. = 3.692

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

### **Middle School Honor Roll Formula**

Honor roll is based on your G.P.A. as follows:

Distinguished Honors	95% - 100% (no grade less than a B)
High Honors	91% - 94%
Regular Honors	85% - 90%

If you receive a D+ average or below in any subject you cannot attain honors. Also, if you have any incomplete grades, you will not be eligible for honors until the make-up work has been completed and the grade has been updated.

### **National Honor Society**

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

Juniors and sophomores with a 3.50 cumulative average or above will be notified in June by the Honor Society advisor of their academic eligibility for the Society. Each candidate must then fill out an Activity Sheet with signatures of supervising adults for all activities, and return it to the advisor by the published due date, usually during the second week of September. A student must have attended Avon Grove High School for at least one semester to be eligible for the NHS.

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

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

Once a student has been accepted, he or she will be notified by mail. Each student and his or her family will be invited to an Induction Ceremony held in December.

### **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:

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

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

Parents/guardians will receive an annual FERPA notice.

### **Military Access to Student information (Policy #251)**

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/ guardian requests that such information not be released without prior written parental consent. The district shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent. The district shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.

The building principal or designee shall notify parents/guardians prior to the end of the student's sophomore year about the provisions of this policy. The notice shall include: 1. Notice that the school routinely discloses names, addresses and telephone numbers of junior and senior students to postsecondary institutions and military recruiters, subject to a parent's/guardian's or secondary student's request not to disclose such information without prior written parental consent. 2. Explanation of the parent's/guardian's or secondary student's right to request that information not be disclosed without prior written parental consent. 3. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.

## **STUDENT SUPPORT SERVICES**

### **What is the Student Assistance Program?**

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

The S.O.S. Team makes every effort to intervene with students who are in violation of the School Board Controlled Substances Policy and at other times as deemed appropriate. Specifically: following the first offense of the school district's Controlled Substance Policy;

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

Services provided by the Student Assistance Team include:

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

**INTERVENTION** - Efforts designed to discourage people already experimenting with drugs and/or alcohol from further use and possible dependency. These services, usually coming at a time of crisis, define the nature of the problem and result in referral to appropriate treatment. The Alcohol Safe Driving Program located at COAD (363-6164) is intervention for DUI offenders.

**TREATMENT** - Student Assistance Professionals do not provide treatment to students, though they do refer students to local treatment facilities on an as-needed basis. Treatment can be done on an outpatient or residential basis.

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

### **Multi-Tiered Systems of Support (MTSS)**

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) . 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 curriculum even if they need the support of Tier 1A, 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 three times a year to determine 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.

## **STUDENT WORK PERMITS**

Procedure for obtaining a work permit:

- Obtain an application from the main office.
- The student/applicant must complete the highlighted portions of Section A.
- The parent or guardian must complete and sign Section B.
- The student must return to a secretary in the main office with the following:
  - The completed application.
  - A driver's license, birth certificate, a passport or a baptismal certificate. Upon return of the application, the work permit may be completed. The permit must then be signed by the student in the presence of the issuing officer.

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

## **TECHNOLOGY (Policy # 237, 815)**

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 815. 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 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 regulation 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 letter 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.
  4. **Future Incidents:** If a student further misbehaves while riding a school bus, the principal of the school that the student attends shall be given a bus behavior notice stating specifically the nature of the misconduct and signed by the bus driver within one school day of the misbehavior. The principal shall then talk with the student concerning the incident. After an investigation by the principal, the principal may determine the student is to be removed from the bus for a minimum of five (5) consecutive days.
  5. 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 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)**

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

To further ensure a safe school environment, Avon Grove School District has implemented video and audio 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.

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.

**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>.