Avon Grove High School

Student/Parent Handbook
2026-2027

A Message from the Superintendent

Dear Parents and Families,

Welcome to Avon Grove High School. The next four years will be among the most important in your child's life, and we are honored to be part of that journey.

At Avon Grove, students have access to a wide range of academic, extracurricular, and experiential opportunities designed to challenge them, broaden their horizons, and help them discover what they are capable of. Whether your child is headed to college, a career, the military, or something else entirely, our goal is the same: to make sure they leave here ready.

That preparation doesn't happen in isolation. Our teachers and staff are committed to knowing your child - not just as a student, but as a person - and to working closely with your family throughout these four years. We encourage you to stay engaged, ask questions, and reach out to us whenever needed. Your partnership is one of the most important factors in your child's success.

We are excited for what lies ahead for your family at Avon Grove High School.

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

Avon Grove School District Mission Statement

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

Avon Grove School District Vision Statement

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

Avon Grove School District Shared Values

The Avon Grove School Community believes that...

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

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. Scott DeShong, Assistant Superintendent, Avon Grove School District, 375 South Jennersville Road, West Grove, PA 19390, (610) 869-2441.

Avon Grove High School is a Welcoming School!

Mission
At AGHS, we strive to create a welcoming environment where every student feels connected, accepted, and valued. With the support of our staff, we work together as a community, celebrating each individual's strengths and guiding them toward a successful graduation and a bright future.

Expectations
All students are asked to Be Respectful, Be Responsible, and Be Safe in AGHS.

Meet your Administrators
Dr. Christie Snead, Principal csnead@avongrove.org
Dr. Amanda Cahill, Assistant Principal, classes of 2028 and 2030 and Activities acahill@avongrove.org
Mr. Kyle Christy, Director of Athletics kchristy@avongrove.org
Mr. Anton Ocepek, Assistant Principal, Academics and Assessments aocepek@avongrove.org
Dr. Ashley Penn, Assistant Principal, classes of 2027 and 2029 apenn@avongrove.org

Avon Grove High School Welcoming Events	
All students	• Meet with your counselor • Recruit for athletics in AGSD • Recruit for clubs in AGSD • Future Planning document • Back to School Night—August
Students new to AGHS	• New Student Orientation—Summer
Students new to the country	• Student mentoring group • Scheduling • English Language Development

Meet your Counselors
At AGHS, your counselor will follow you through graduation based on your last name.

Ms. Kayla Weaver, A - Ca kweaver1@avongrove.org
Ms. Kaitlyn Muchow, Cb-Fl kmuchow@avongrove.org
Ms. Kate Garrison, Fm-L agarrison@avongrove.org
Ms. Tara Czerwinski, J-Me tczerwinski@avongrove.org
Mr. CJ Hoffman, Mf-Q choffman@avongrove.org
Ms. Sarah Cox, R-Sp scox@avongrove.org
Ms. Jennifer Lubins, Sq-Z jlubins@avongrove.org

Students can arrange meetings by using e-hall passes, sending a Schoology message, or just stopping by the counseling office.

TABLE OF CONTENTS

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)..... 1
ACADEMIC HONOR CODE..... 1
ACTIVITIES & ATHLETICS..... 3
ADMISSIONS (Policy #200)..... 5
ATTENDANCE (Policy #204)..... 6
CELL PHONES (Policy #237)..... 8
CLASS RANK..... 9
CODE OF CONDUCT/STUDENT DISCIPLINE (Policy #218)..... 9
COMMUNICATION..... 12
CURRICULUM..... 12
DELIVERIES..... 12
DRESS CODE (Policy #221)..... 12
EMERGENCY DRILL PROCEDURES..... 13
FIELD TRIPS (Policy #121)..... 13
FOOD SERVICE (Policy #808)..... 14
HALL PASSES/eHALLPASS..... 15
HEALTH SERVICES (Policy #203, Policy #209, Policy #210)..... 15
HOMELESS EDUCATION (Policy #251)..... 18
HOMEWORK (Policy #130)..... 18
INSURANCE..... 18
LEARNING MEDIA CENTER..... 19
LOCKERS..... 19
LOST AND FOUND..... 20
PARENT ORGANIZATIONS..... 20
POWERSCHOOL AND SCHOOLOGY..... 20
REPORT CARDS..... 21
SCHOOL COUNSELING PROGRAM..... 21
SCHOOL DAY..... 25
STUDENT BILLS..... 26
STUDENT FUNDRAISING (Policy #229)..... 26
STUDENT PARKING (Policy #223)..... 26
STUDENT RECOGNITION..... 28
STUDENT RECORDS (Policy #216)..... 29
STUDENT SUPPORT SERVICES..... 30
STUDENT WORK PERMITS..... 31
TECHNOLOGY (Policy #237, Policy #815)..... 31
TRANSPORTATION (Policy #810)..... 32
USE OF BUILDINGS AND GROUNDS (Policy #707)..... 34
VISITORS/BUILDING SECURITY (Policy #816, Policy #907)..... 34
VOLUNTEERS (Policy #916)..... 34

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

The foundation of our school's culture is built on the common values of being respectful, being responsible, and being safe. Through the implementation of PBIS, we will create and sustain a positive learning environment in which all students can succeed academically, socially, and emotionally.

The mission of our PBIS program is to connect a community where all students are respectful, responsible, and safe. Through these core values, our students will maintain safety, acquire knowledge, apply skills, and build character to prepare them for a future of resilience and meaning.

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 District, you are expected to follow this code on all work completed in your courses. Additional expectations unique to each course may be found in that course's syllabus.

Expectation 1: Homework, Classwork, Quizzes, and Tests

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

Examples of honest behavior that you are expected to follow:

- doing your own homework and classwork assignments as best you can and turning them in on time
- asking your teacher or other appropriate resource person for help so that you can complete the assignment on time
- understanding what online tools, including artificial intelligence (AI), are allowed to be used for each part of the assignment
- doing your own work on quizzes and tests

Examples of dishonorable behavior or cheating that are not tolerated:

- copying a homework or classwork assignment from the work of another student instead of doing the work yourself
- allowing another student to copy your homework or classwork assignment
- looking at another student's work 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, use of phone or smartwatch, opening new tabs or browsers, during a testing situation
- providing information to others about a testing situation, e.g., providing other students with test questions
- presenting work done by someone else as your own
- presenting work or ideas generated by AI as your own, or without proper disclosure, or in a manner inconsistent with course or assigned expectations

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 or something else, e.g., AI, as your own
- allowing someone else to present your work as his/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
- using online tools such as AI to aid in the writing process as permitted by the teacher
- critically evaluating AI-generated suggestions for revisions of written work before accepting the changes
- 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 or something else, e.g., AI, as your own
- allowing someone to present your work as his/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.
- A teacher may question a student about the use of AI with reasons such as inconsistencies in the writing style or if a detector identifies likely use of AI. AI detection at 30% or more is a benchmark for likely use of AI, but the final determination is made by the teacher.
- The student 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 and parents/caregivers will be notified by the teacher.
- The student(s) may receive no credit for the assignment, at the teacher's discretion.
- The administration may, if they consider a violation sufficiently severe or disruptive to the school environment or a threat to the health, safety, or welfare of others, treat any offense as a Level 1, 2, 3,

or 4 offense, resulting in no credit for the assignment and discipline for a Level 1, 2, 3, or 4 offense in the disciplinary schedule.

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 (Policy #218).

ACTIVITIES & ATHLETICS

Student Athletic/Student Activity Fee

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

The fee must be paid by each participant prior to the earliest meeting: either 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:

- $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

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, or director of athletics and student activities 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 schoolwork. 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 school counselors.
- During the season, coaches are notified on a weekly basis by the director of athletics and activities about the academic status of their student-athletes.
- The first week a student-athlete is failing one course during the athletic season, he/she will meet with the coach or director of athletics and activities 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 to participate in games and practices for the following week (Sunday through Saturday).
- If a student athlete is continuing to fail a course for a second week during his/her respective season, he/she will be immediately ineligible to participate in 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 for a third week during his/her respective season, he/she will be immediately ineligible to participate in games and practices 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, when a student-athlete is failing any course, 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 15 school days starting the first official PIAA date of the next sport season. (Eligibility for the first grading period is based on the final grades for the preceding school year.) If a student fails to meet this requirement, he/she will lose eligibility for at least 15 school days of the next grading period, beginning on the first day that report cards are issued. Students passing summer school courses for the course(s) they failed the prior regular school year may become eligible at the start of the new school year.

All students are subject to the following procedures related to in-school or out-of-school suspensions. The determination of the total number of days is cumulative during a period or season of participation based on activity/club or sport. Any behavior infraction that is determined to be a level four violation based on the student code of conduct will result in an immediate removal from the activity, club, team, or group.

Days of Suspension	Outcome
1-4	Student and coach/advisor/director meet to determine the length of removal from practice, competition, performance, and/or overall participation.
5-10	The student is removed from the activity, club, team, or group.

Student Spectator Code of Conduct

Sportsmanship is a key component of the athletic program. 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 AGSD. 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. Any student removed from an athletic event 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 to participate.
- For home athletic events, students should make arrangements to be picked up promptly. Rides should be contacted when there are approximately 20 minutes remaining in the contest.

Sporting Event Rules

- Students should remain in the gym or within the boundaries of the stadium during all live action of the game. No one should loiter in the lobby, parking lot, or 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 or stadium. Students leaving the building or the stadium 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.
- Spectators will not be permitted to bring outside food or beverages into the stadium or gymnasium.
- Backpacks/book bags are not permitted at night contests.

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 Home Ticket Prices
- Adults $5
- Students Free with a student ID with the exception of district and state competitions
- Seniors Citizens Free

High School Playoff Ticket Prices
Playoff 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.

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 student leaving the dance prior to its conclusion will not be readmitted. All students will be breathalyzed at all dances/proms.
- 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 must be left in the same condition in which they were found.
    - Classes or clubs and their sponsors will be held responsible for property damage, return of property borrowed, and general conduct of the dance.
- Admission
    - Tickets for dances must be purchased in advance of the event.
    - 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, attend with an AGHS student, and be approved by the administration in advance of the dance.
    - High school students may bring one guest to each dance.

ADMISSIONS (Policy #200)

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

ATTENDANCE (Policy #204)

The Board recognizes that attendance is an important factor in educational success and supports a comprehensive approach to identify and address attendance issues. Attendance is essential for success at school. Every effort should be made to attend school each day it is in session. Parents/caregivers will receive an automated call from our attendance system each time their 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 the trip in the note. Approval may be granted as long as previous absences, including the days from the trip, have not been excessive or exceeded ten parental excused days.

All absences should be reported using SafeArrival before the daily cut-off time. Absences can be reported in the AGSD mobile app, on the SchoolMessenger website, or by calling the SchoolMessenger toll-free number. Directions for the reporting options are in the Parent Portal under SchoolMessenger/SafeArrival. For more information, visit the parent/caregiver page of the District website. Families who do not use SchoolMessenger may email the attendance office or send in a signed note from a parent/caregiver (including the student's name, the date(s) of absence, and the reason for the absence) upon returning to school. For early dismissals, please review below. Excuse notes must be received within three days. An absence will become unlawful if no written excuse is brought in within three days of the student's return to school.

AGHS Attendance Email: aghsattendance@avongrove.org

Students must be present for at least 3.5 hours (arrival by 11:00 a.m. or dismissal after 11:00 a.m.) to participate in any extracurricular activities/athletics.

Act 138 defines truancy as a compulsory school-age child having three or more unexcused absences during the current school year. In addition, it defines habitual truancy as six or more unexcused absences during the current school year. Any high school 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
- a referral to the district justice
- a referral to any other appropriate entity

Homework and assignments are the student's responsibility. If a student is absent, it is up to the student to obtain any and all homework, notes, make-up tests, or other work from Schoology or teachers upon return to school.

If a student has a pre-planned absence, e.g., a doctor's appointment, a school-sponsored trip or function, etc., he/she is expected to get the assignments before the absence.

Unexcused Absences

There are no legal days off other than those approved on the school calendar. Senior "bag/cut/skip/etc." day, or a similar day, is not a legal or approved 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 submit the name of the student to 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.

Late To School

- All students are to be in their assigned class by 7:30 a.m. Students not in their class by that time will be marked late to school.
- Students who are late to school must report to the main office. Students will then receive a pass to report to their assigned class immediately after signing in.
- When late to school, students must bring a written excuse signed by a parent/caregiver the same day.
- Any student late to school three times in one marking period may be required to provide a doctor's note.
- When a student is late to school four times within a semester, he/she 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 who receive a communal or Saturday detention for lateness to school will be placed at the bottom of the list of those students who request parking for the current/following school year.

Early Dismissal

- For an early dismissal, a note from a parent/caregiver is required unless the parent/caregiver signs the student out. Notes must be provided prior to dismissal. They must be signed by the student's parent/caregiver, state the reason for the early dismissal, and include a number where the parent/caregiver may be reached. Notes may be brought in by the student or be emailed to the attendance office prior to student dismissal.
- Students may be signed out by the parent/caregiver in the main office.
- In emergency circumstances, oral permission over the phone will meet the requirement of a note. In the case of an emergency, faxed or emailed notes may be accepted, provided the parent/caregiver contacts the school by telephone prior to dismissal time.
- In the event that a student becomes ill during the school day, he/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/caregiver before leaving school and/or failing to follow sign-out procedures. The parent/caregiver may also come into the school to sign out a student. Turning in a note from a parent/caregiver or having the parent/caregiver 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 students who are 18 years old and older should be signed by parents/caregivers. In unusual cases where a student in this category is maintaining a separate residence and is financially self-supporting, the student's parents/caregivers 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 activities, PIAA rules apply.

Take Your Child to Work Day

Take Your Child to Work Day is typically held on an annual basis each spring. Students who plan to spend the day with a parent/caregiver in the workplace will have the day count as a field trip if they bring in a written note requesting prior approval.

CELL PHONES (Policy #237)

Photos and videos may not be taken during the school day.Cell phones may not be used during classes but may be used during lunch, time between classes, and in study hall.

CLASS RANK

Class rank for seniors will be determined at the conclusion of the third marking period for the top ten percent, salutatorian, and valedictorian.

CODE OF CONDUCT/STUDENT DISCIPLINE (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 for truant behavior.

When 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.

When 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.
*Currently under review by one of our action teams and will be updated.

Level 1 Behaviors

Level 1 behaviors include, but are not limited to:

- lateness to class, study hall, or activity
- failure to wear student identification card when on school property (including school transportation)
- failure to sign in at the main 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, or recess detention
- other behavior judged as Level I behavior by an administrator

Level 1 Possible Consequences

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

- parent/caregiver contact (phone call, email, conference)
- lunch detention
- teacher (after-school) detention
- administrative referral
- school counselor 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 the 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 (traditional or vapor) (Policy #222)
- 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
- unauthorized use of electronic devices or technology (Policy #237)
- hazing (Policy #247)
- bullying (Policy #249)
- harassment (Policy #103 and Policy #104)
- 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
- unauthorized use of electronic devices or technology (Policy #237)
- 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)
- extortion (obtaining or attempting to obtain something of value from another by force or intimidation or forcing or attempting to force another to take action or not take action)
- conduct contrary to the Pennsylvania Crimes Code or local ordinances
- failure to cooperate with a search
- theft
- setting off a false fire alarm, making a false 9-1-1 call, making a bomb threat or terroristic threat, making false Safe2SaySomething reports
- sexual misconduct
- possession or detonation of fireworks, smoke bombs, stink bombs, 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 #247)
- bullying (Policy #249)
- harassment (Policy #103 and Policy #104)
- 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 #249)
- hazing (Policy #247)
- harassment (Policy #103)
- controlled substances (Policy #227)
- search procedures (Policy #226)
- tobacco use (Policy #222)
- terroristic threats/acts (Policy #218.2)
- transportation (Policy #810)
- weapon possession (Policy #218.1)

Students and parents/caregivers are responsible for reviewing, understanding, and complying with these board policies, which are available on the District's website or linked above.

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.

Avon Grove High School
10 Waltman Way
West Grove, PA 19390

(610) 869-2446 (phone)
(610) 869-4511 (fax)

Contact information for school personnel can be located on the District directory.

SchoolMessenger

The District uses a web-based parent/caregiver contact system, SchoolMessenger. This system enables administrators to contact parents/caregivers by phone, text message, or email to share important District-wide reminders and news updates, as well as school-specific information. The District also uses SchoolMessenger to announce weather-related school closings, delayed openings, and early dismissals. Such announcements will still be communicated through the media as well as on the District's website.

Schoology

Schoology is the district's learning management system. Students can access course materials, submit assignments, communicate with staff, and stay connected with sports and clubs through the platform. For more specific information, please refer to the individual course or group page.

CURRICULUM

Please see the Avon Grove High School Webpage, Guidance page, for the Avon Grove High School Course Selection Guide and Avon Grove High School Course Descriptions for detailed information about the high school offerings.

Exemption From Instruction Opt-Out Provisions (Policy #105.1, Policy #105.2)

The 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.

DELIVERIES

Students may not receive food or drink deliveries from any delivery service, restaurants, or any other food establishment during the school day. Forgotten lunches and Chromebooks may be dropped off in the main office.

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. The District takes pride in the appearance of our students and often reflects the quality of the school, student conduct, and your school performance. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. In an effort to help apparel decision-making, the following dress code has been put in place.

No apparel displaying or promoting violence, alcohol, drugs, or tobacco advertisements is permitted. No student shall be permitted to wear articles of clothing that promote or advertise a substance that is illegal for the student to use or possess. No item of clothing is permitted that 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 students 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

- 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 while in the school building.
- No see-through clothing is allowed.
- Undergarments are not to be intentionally exposed at any time.
- 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 is allowed.
- Shoes must be worn at all times. Sneakers must be worn for physical education classes.
- 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 or safety drill each month. In addition, several other types of drills, including severe weather drills and intruder drills, are held throughout the year. Evacuation directions are posted in each room. 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 and leave the building with that group. If in the school counseling office, nurse's office, or main office, students will go with these groups. 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 PA 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/caregiver, or the student will not be allowed to go. It is expected that student conduct on these trips will leave a favorable impression of AGHS. 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 (Policy #808)

Cafeteria Rules and Procedures

The Avon Grove School District Food Service Department will provide all students with the fuel their minds and bodies need in order to learn by preparing and serving nutritious meals in accordance with the National School Lunch and Breakfast Programs. Monthly menus are posted on the Food Service webpage. We emphasize whole grain, fruits, and vegetables and dairy options for a well balanced and nutritious meal. Meals from home are welcome. Sodas are NOT ALLOWED.

Accommodating Special Dietary Needs

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

Student Accounts and Fees

What is a Lunch Meal?

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

Free and Reduced Price Meals

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

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

Student PIN Number

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

Cafeteria Account Payments

Accounts may be prepaid with cash or checks made payable to AGSD Food Service. Cash or check may be handed to the cafeteria manager or to the cashier in the cafeteria. Payments via debit/credit cards can be made via the SchoolCafe account only.

Students may not withdraw funds from the cafeteria account. To receive a cafeteria refund please refer to cafeteria refunds on this page.

SchoolCafe.com

Avon Grove School District offers SchoolCafe.com.

Signing up for SchoolCafe is entirely optional, it is a portal for convenience that offers several useful features. This system offers you the ability to view your child's account balance and a thirty-day purchase history online through the SchoolCafe.com website. Additionally, you may choose to make prepayments to your child's cafeteria account using SchoolCafe.com. For this added benefit, a convenience fee will be added to the total payment amount of your transaction.

This fee is solely a processing fee by SchoolCafe.com and is not received by the Avon Grove School District. More information may be found on the Food Service webpage.

Allowable Meal Charges

School districts are required to provide a school food program meal to each student who requests one regardless of the balance in their cafeteria account UNLESS the parent/caregiver has specifically provided written notice to the district to not allow charges.

To restrict cafeteria purchases including breakfast and lunch meals, a la carte and snack purchases please email Mita Barot at mbarot@avongrove.org with a completed parent request no charge form found on the Food Service webpage.

Students with a negative cafeteria balance will not be permitted to purchase any a la carte or snack items until the negative balance is cleared and a positive balance is available in the cafeteria account to purchase a la carte and snack items.

Emails are sent on a regular basis with low balance information.

Carryover Balances

All negative balances should be cleared before the end of the school year.

All balances at the end of a school year will carry over to the next school year, following the student to their new grade and homeroom assignment.

Cafeteria Refunds

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

HALL PASSES/eHALLPASS

Students must use the eHallpass program for passes. Students may only leave class with approved passes and must wear the pass lanyard while in the halls.

HEALTH SERVICES (Policy #203, Policy #209, Policy #210)

Students are required to have a dental evaluation upon school entrance and in seventh grade. Parents/caregivers who DO NOT wish their child to be evaluated by the dental hygienist at school, at no cost, should send a letter to the school nurse. The parent/caregiver will then be responsible for having a private dentist complete this evaluation.

Students are required to have scoliosis evaluations in seventh grade. Parents/caregivers who DO NOT wish their child to be evaluated by the dental hygienist at school, at no cost, should send a letter to the school nurse. The parent/caregiver will then be responsible for having a private provider complete this evaluation.

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

Full List of Immunization Requirements

Students entering school for the first time

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the fourth birthday)*
- 4 doses of polio (fourth dose on or after fourth birthday and at least six months after previous dose given) **
- 2 doses of measles, mumps, rubella ***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable, OT or Td
**A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose
***Usually given as MMR

Students entering seventh grade

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

Students entering twelfth grade

- 1 dose of MCV on the first day of twelfth 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/she may be removed from school during an outbreak.

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

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/caregivers 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/caregiver and prescribed for the student by a healthcare provider. Before any medication may be administered to any student by District personnel or self-administered by a student during school hours or school-related activities, it is required that

- Parents/caregivers shall make every effort to give all doses of medication at home.
- Only medications prescribed by a healthcare provider (not including medications that are illegal at the federal, state, or local level) and accompanied by a written medication order from that provider will be given during school hours. The written order shall include:
    - the student's name
    - the name of the medication
    - the schedule of administration times (for home and school, including schedules for medication administration on altered/shorten school days and field trips)
    - dosages
    - the method of administration for all doses to be given
    - any potential side effects for that medication
    - date of order and discontinuation date
    - a signature of the health care provider and/or his/her phone number
- In the case of medication with flexible dosing or scheduling (e.g., insulin), the health care provider shall provide specific written parameters within which the school nurse can medicate the student. A written consent letter from the parent/caregiver is also required.
- Medication orders are valid until the beginning of each new school year and can, upon written request, be extended to include summer programs.
- A written order from both the health care provider and parent/caregiver shall accompany any changes to the medication order during the school year.
- Within the parameters set by HIPAA and FERPA, medication orders may be transmitted by fax to the attention of the school nurse. All faxes shall be sent to the school nurse's office fax machine to ensure confidentiality.
- Parents/caregivers shall carry medication to school. Parents/caregivers must bring the medication immediately to the school nurse upon arrival if the medication is to be administered during school hours.
- All medication shall be clearly marked with a label bearing:
    - the student's name
    - the name of the medication
    - dosage
    - schedule of administration times
    - method of administration
    - potential side effects
    - any special instructions, e.g., 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
    - the controlled substance statement, if applicable
- All medications shall be provided in an original container.
- Any parent/caregiver who wishes to come to school and administer/dispense medication may do so in the school nurse's office. The parent/caregiver must comply with School Visitor Policy #907 upon

entry onto the school grounds. The parent/caregiver must bring in the medication bottle since the medication must be properly documented in the student's health care record and medication form.

- Students will not be permitted to carry or take medication on their own during school hours or during school-related activities unless the need is documented by a healthcare provider. Emergency medication (asthma inhalers, EpiPens, insulin, and 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:
        - the name of the medication
        - the dose
        - the times when the medication is to be taken
        - the diagnosis or reason the medication is needed unless the reasons should remain confidential
        - the potential of any serious reaction that may occur to the medication, as well as, any necessary emergency response
        - a statement that the student is qualified and able to self-administer the medication;
    - the parent/caregiver has provided a written statement that
        - requests the school comply with the order of the health care provider
        - 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
        - provide a competent demonstration to the school nurse on the proper use of medication
        - demonstrate that he/she is able to respond to and visually recognize his/her name, identify his/her medication, measure, pour, and administer the proper dosage, and be able to demonstrate knowledge of when the school nurse or emergency personnel are to be notified if the medication does not provide relief of the student's symptoms during a time of emergency usage
    - The medication shall be immediately confiscated, and the student shall lose self-administration privileges if the District's policies regarding medication are abused or ignored.
- No student shall carry another student's medication or administer medication to another student.
- Only emergency medications will be permitted to be taken on class trips unless otherwise ordered by a healthcare provider. Students must be able to self-administer medication in accordance with the above self-administration.
- It is the responsibility of the parent/caregiver to notify the school immediately in writing of any changes in the student's health status or if there is a change or cancellation of medications.
- Parents shall immediately retrieve all discontinued or outdated medications. At the end of the school year, all unused medications shall be immediately retrieved by the parents/caregivers. If the parent/caregiver fails to retrieve the medication within two weeks of the end of the school year, the medication shall be disposed of. The District shall not be liable financially or otherwise for the disposal of any medication.

Head Lice

To minimize school absence while containing head lice infestation, the school nurses of AGSD 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 District does not endorse specific products for the treatment of head lice, but the District nurses may advise on different methods of treatment available.

Guidelines

- Upon report or discovery of live head lice, the school nurse will check the affected child's head for live head lice.
- If live head lice are found, the school nurse will call the child's parent/caregiver and request that they take their child home.
- The school nurse will advise on methods of treatment for head lice.
- The affected child may return to school after treatment for live head lice and may report to the school nurse to be rechecked if requested.
- 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.
- The school nurse may re-check the affected child's head a week after treatment and follow the aforementioned guidelines if live head lice are found.

Contagious Disease

In order to help control contagious diseases, children should be kept home when they have a sore throat, nausea, skin rashes, discolored nasal discharge, a persistent cough, inflamed eyes, enlarged glands, or an earache. If a child has a fever or has been vomiting, he/she should remain at home until he/she has been fever/vomiting-free for 24 hours before returning to school.

Physical Education

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

HOMELESS EDUCATION (Policy #251)

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

HOMEWORK (Policy #130)

A student's teacher will communicate expectations and specific information related to homework. Expectations about homework will be communicated at our Back-to-School nights or via a teacher's Schoology page. A variety of resources may be utilized for homework information on Schoology.

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. Parents should check Schoology for assignments and note that all homework assignments will be posted in Schoology by 2:45 p.m. each school day.

Parents may request homework through the school counseling 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 missed to complete and turn in assignments to receive full credit.

INSURANCE

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

LEARNING MEDIA CENTER

The school learning media center is open for use each school day. Books, databases, and multimedia resources (including Internet access) are available for appropriate student use. Teachers are encouraged to collaborate with the teacher/librarian when seeking additional support for a particular lesson or unit. During class time, teachers may send individuals or small groups that need to use the media center with an eHallpass.

Students can use the media center to sign out books and to use media resources for 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 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 the new books table. Students can also 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 who 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 AGSD 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 a replacement has been provided shall be the property of AGSD. 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.

LOCKERS

Hall Lockers

Lockers are assigned for school use only. They remain school property, and students should have no expectations of privacy. Students should not keep valuables in a locker. AGSD is not responsible for lost or stolen items. Students 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 a teacher or the main office. The school lockers are not to be kicked, hit, or vandalized in any way. If a student damages a locker, he/she will be charged for repair/replacement and serve consequences as listed in the Student Discipline Code.

Gym Lockers

Students provide their own lock. The gym locker is the District's property, and students should have no expectation of privacy. Students are recommended to lock their belongings in the assigned gym locker. AGSD is not responsible for lost or stolen items.

Personal Property (Policy #713)

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

LOST AND FOUND

A lost and found is located in each building for lost items. Items not claimed throughout the year are donated to a charitable organization.

PARENT ORGANIZATIONS

Parent/caregiver participation is crucial for our secondary schools. Our school organizations are outstanding in the educational 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.

AGHS PACE
AGHS Sports Boosters
AGHS Music Boosters

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 log into PowerSchool. Each student is also issued his/her own user ID and password to log into the system and view information.

Once logged into the system, students and parents/caregivers 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/caregiver can get a real-time view of the current and previous week's attendance. Users can click on the absence and tardy totals to review the dates of each absence event, as well as view the cumulative grade for each course in which 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/caregivers 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/caregivers can sign up to have grades and attendance information sent to their email account.

Previously distributed report cards (beginning in the 2021-22 school year) can also be accessed at any time by clicking on the Student Reports page.

PowerSchool and Schoology allow teachers, parents/caregivers, and students in the District to collaboratively develop a personalized education plan designed to optimize each child's individual strengths and talents and lead to greater student achievement.

PowerSchool Enrollment (Previously InfoSnap)

Back-to-School Notification Packets are emailed to parents/caregivers from 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/caregiver 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. It 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.

Annual review and updates through PowerSchool Enrollment is required for each student. Information and updates entered are transferred directly into our PowerSchool, where student emergency contacts are held. In the event of an emergency, our schools need the most up-to-date contact information. Each school will be issuing age-appropriate restrictions based on not having InfoSnap updated. As a safety issue, without updated Infosnap information, students may not be able to attend field trips, dances, or participate in extracurricular or after-school activities.

REPORT CARDS

All report cards are emailed to parents/caregivers at the end of each marking period and can be accessed in the "Student Reports" section of the PowerSchool Parent Portal. Fall conferences offer parents/caregivers an opportunity to discuss their child's progress. Parents may contact the teacher at any time to discuss their child's progress.

SCHOOL COUNSELING PROGRAM

PATHS to Purpose: Where will your spark take you?

Avon Grove School Counseling Mission Statement

AGSD 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 find their unique "PATHS," purpose, and place in the world. We aim to offer the Preparation necessary for the real world of employment and adulthood and help students stay optimistic and have a positive Attitude towards the present and future. We want to instill and model the Traits 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 AGHS. 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 1. Students and families are encouraged to give serious consideration to course choices, use the Curriculum Planning Guide throughout the decision-making process, and consult with teachers and school counselors for advice and support.

All course selections are binding after May 1 unless approved by a teacher, counselor, or 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 school 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 students, teachers, parents/caregivers, and counselors will facilitate a plan of action based on the unique needs and requests of the student. The plan of action should include measurable steps the student will take as well as communication between the 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 school counseling 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 school 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/caregiver 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 school counseling office 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 school 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 or parent/caregiver 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, or 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 Junior 12
- A Senior 18
- To graduate 25

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 school 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 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. AGHS requires 60 hours of direct instruction for make-up credit for a full-year course and 30 hours of direct instruction for make-up credit for a half-credit course. Students can either take traditional summer school courses, hire a Pennsylvania-certified teacher in the subject area to provide the required hours of direct instruction, or complete remediation courses through an approved online provider. The District will not pay summer school expenses. The school counseling office will assist students in registering for summer schools. The school counseling office will receive 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 years of English and math are required to graduate from AGHS. 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. A total of 120 hours of direct instruction is required for original credit to earn one credit. Any interested student must see his/her school counselor for assistance and approval.

Graduation

Students in the classes of 2027, 2028, and 2029, are required to earn 25 credits by taking the minimum set forth below:

Subject Area	Credits Required
English	4
Mathematics	4
Science	3
Social Studies	3
Physical Education	2
Health	0.5
Electives*	8.5
Total Credits**	25.0

Starting with the students in the class of 2030, students are required to earn 25 credits by taking the minimum set forth below:

Subject Area	Credits Required
English	4
Mathematics	4
Science	3
Social Studies	3
Physical Education	2
Health	0.5
Personal Finance	0.5
Electives*	8.0
Total Credits**	25.0

* Students select additional courses from among those approved for credit toward graduation by the District, including approved vocational education courses.
**In rare and/or extreme cases, the principal may petition the superintendent for a reduction in the total required credits where allowable under the PA school code.

Keystone Exams

The Keystone Exams are end-of-course assessments designed to evaluate proficiency in three content areas: Algebra I, Literature, and Biology. Federal and state law require all students to take each exam at least once, unless the student has significant disabilities that would qualify them to take an alternate test called the Pennsylvania Alternate System of Assessment (PASA). The Keystone Exams are also one component of the high school graduation requirements for students in the state of Pennsylvania.

Grading Procedures for the High School

GPAs are calculated using the following scale. Honors-level courses will be weighted at one-half quality point. Advanced Placement courses will continue to be weighted at one quality point.

Grading System

Grade	Rank Value	Honors Weighted	AP Weighted Value	% Equivalent Value
A+	4.5	5.0	5.5	97-100
A	4.0	4.5	5.0	93-96
A-	3.8	4.3	4.8	90-92
B+	3.5	4.0	4.5	87-89
B	3.0	3.5	4.0	83-86
B-	2.8	3.3	3.8	80-82
C+	2.5	3.0	3.5	77-79
C	2.0	2.5	3.0	73-76
C-	1.8	2.3	2.8	70-72
*D+	1.5			67-69
*D	1.0			63-66
*D-	0.8			60-62
*F	0.0			Below 60

This grade scale starts with courses completed during the 2025-2026 school year and is not retroactive for courses completed prior to the 2025-2026 school year.

Students who are enrolled at DCCC for dual enrollment can have grades reported to AGHS. The grading scale at DCCC, however, follows a traditional 4.0 scale. Students who are enrolled in TCHS will have grades reported to AGHS. The percentage grade from TCHS will follow the AGHS grading scale.

Tutoring

Any student in need of academic help should stop by the school counseling 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 school counseling office or on the school counseling webpage.

Homework Requests

When work is requested through the school counseling office, it generally takes 24 hours for the request to be sent out and work to return to the school counseling office for pick-up. Parents are encouraged to email their student's teachers as well as check posting on Schoology.

College-Level Courses

Some local colleges allow students to enroll in individual courses during the regular school year and during summer session while attending high school. Recommendation by the home school is usually necessary for participation. Students can receive both high school elective and college credit upon successful completion of these college courses. If interested, students or parents/caregivers should contact the appropriate school counselor for support in the enrollment process.

Technical College High School (TCHS)

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 AGSD 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 15 prior to the beginning of the next school year.

Delaware County Community College (DCCC) Dual Enrollment

Students in eleventh or twelfth grade may choose to take classes at DCCC.. Any student who would like to be considered for dual enrollment at DCCC must submit an application in the spring of the sophomore or junior year. Any student who is dually enrolled does not have to take the minimum seven credits per year. The school counseling 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 and based on information received from a variety of sources. The superintendent may consult 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/caregiver 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 the circumstances of an emergency situation, it is not possible to make individual phone calls to parents/caregivers.

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

STUDENT BILLS

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

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

- Receive parking permit
- Receive yearbook
- Purchase prom tickets
- Receive graduation tickets/attend graduation ceremonies
- Go on field trips
- Receive athletic awards
- Attend school dances

Payments may be made in the main office Monday—Friday, 7:30 a.m.—3:00 p.m., or mailed to Avon Grove High School, attn. Activities Department, 10 Waltman Way, West Grove, PA 19390. Checks or money orders should be payable to Avon Grove School District with a memo to note the bill reason. Payments may also be made via the PowerSchool Parent Portal under "Balance." As long as the fee has been applied to the student's account, clicking on "Make a Payment" will allow the caregiver to pay for the fee in the RevTrak portal.

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, on school property, or at any school-sponsored event by a student for personal benefit.

STUDENT PARKING (Policy #223)

Acceptance of an AGHS 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/caregiver and student. AGSD is not responsible for motor vehicles that are lost, stolen, or damaged.

Parking spaces in the high school lot are limited to the lots immediately next to the high school. PARKING IN SCHOOL LOTS IS A PRIVILEGE; students are expected to recognize the responsibilities that go with this privilege. Students who park in the school lots without a permit may be towed.

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 a 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, or copy of W-2). The cost of a parking permit is $150 for the school year, payable at the time the permit is issued for a parking space.

Parking spaces are prioritized for assignment in the following order with the requirement that students have their driver's license by the 1st student day
Priority 1: Volunteer firefighters. Documentation must be received by the AGHS Main Office by July 15.
Priority 2: Dual Enrollment, Student Internships, Co-op Students, Teacher Academy, Health Career Academy, and Allied Health Students (juniors and seniors). Documentation for any of the above programs must be received by the AGHS Main Office by July 15.
Priority 3: Seniors
Priority 4: Juniors on AGHS sports teams. Please note that if a student chooses to leave the AGHS sports team, parking privileges may be revoked. Refunds will be prorated.
Priority 5: Juniors' parking spots will be given to students with a valid driver's license or students who will have a valid driver's license by the first student day of the school year. All rising juniors and seniors may fill out the student parking form, even if you do not yet have a driver's license. If there are spots remaining after the first student day, spots will be distributed in order of a valid driver's license.

Please note, only junior and senior students are eligible to apply for parking spaces.

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 rearview mirror at all times the vehicle is in the school parking lot.
- Student drivers must abide by the speed limit of ten 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 who 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.
- The administration may revoke parking privileges for the remainder of the school year in response to serious student misconduct or chronic violations of school policies, whether or not the misconduct is related to the student driver rules.
- Parking permits must be turned in during any period that parking privileges are suspended. Students who do not turn in permits when requested will lose parking privileges for the remainder of the year.
- Students who have parking privileges revoked for the remainder of the year must turn in their parking permits upon request; failure to do so will result in disciplinary action.
- Cars parked illegally or parked during a period when parking privileges are suspended may be charged $15.
- Subsequent offenses may result in a tow.
- 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 detailed above will be used for students on 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.

A student who has eight unexcused tardies to school, leaves school without permission, violates any of the student driver rules, or drives unsafely will lose parking privileges for four 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 an 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.

STUDENT RECOGNITION

Honor Roll Eligibility

- Students must be registered for at least three 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.

Honor Roll Formula Example

Course	M.P. Grade	Credits	Grade Value
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+	0.5	2.25
TOTALS		6.0	22.15

22.15 Grade Value / 6.0 Credits Attempted = 3.692 GPA
GPA = 3.692
Distinguished Honors = 4.00 and above
High Honors = 3.75 - 3.99
Honors = 3.00 - 3.74

If a student receives a D+ average or below in any subject, that student cannot attain honors for that marking period. A student will not be eligible for honors until an incomplete grade has had the make-up work 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 who may be eligible for induction to NHS will be invited to an organizational meeting prior to the conclusion of the current school year. At this organizational meeting, information regarding the application, program expectations, and student requirements will be shared. Applications will typically be due during the first marking period of the following school year, with induction occurring for students and families during the second marking period.

STUDENT RECORDS (Policy #216)

AGSD has established procedures both to provide parents/caregivers with access to their child's educational records and to protect any personally identifiable information in those records. By request,

parents/caregivers may review the education record of their student within 45 calendar days of the receipt of the request to do so. The right of inspection includes

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

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

Parents/caregivers will receive an annual FERPA notice.

Military Access to Student information (Student Recruitment)

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses, and telephone numbers, unless the student or parent/caregiver requests that such information not be released without prior written parental consent. The District shall notify parents/caregivers of the right of the secondary student or parent/caregiver 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/caregivers prior to the end of the student's sophomore year about the provisions of this policy. The notice shall include:

- notice that the school routinely discloses names, addresses, and telephone numbers of senior students to postsecondary institutions and military recruiters, subject to a parent's/caregiver's or secondary student's request not to disclose such information without prior written parental consent
- explanation of the parent's/caregiver's or secondary student's right to request that information not be disclosed without prior written parental consent
- procedures for how the parent/caregiver 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 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 as well as parental and community agency involvement. The S.O.S. Team membership consists of the assistant principal, drug and alcohol counselor, school nurse, school counselor, and teachers.

The S.O.S. team makes every effort to intervene with students who are in violation of the District Controlled Substances Policy and at other times as deemed appropriate. Specifically, following the first offense of the 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
- 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 Professionals (SAPs) 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 (610-363-6164), is an 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 - 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 a student's disciplinary records, attendance, and appropriate class participation closely.

Multi-Tiered Systems of Support (MTSS)

AGSD 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 are referred to as Tier 1. Each school provides all students in Tier 1 with access to high-quality curriculum, instruction, and behavior support in the general education classroom. In addition, classroom teachers use different strategies to address individual student 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 1, Tier 2, or Tier 3 interventions. Students needing supplemental instruction/intervention will be monitored frequently to ensure they meet grade-level expectations. The MTSS data team meets regularly to review student performance and may make adjustments in the intervention plan by increasing the frequency, time, or intensity of the intervention based on an individual student's progress.

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

The MTSS data team recognizes that all students learn differently and is committed to helping all students succeed. Therefore, parent/caregiver support in implementing this three-tiered approach to meet the academic and behavioral needs of each child in our school is essential.

STUDENT WORK PERMITS

Procedure for obtaining a work permit:

1. The student obtains an application from the main office.
2. The student must complete the highlighted portions of Section A.
3. The parent/caregiver must complete and sign Section B.
4. The student must return to a secretary in the main office with the following:
    a. the completed application.
    b. a driver's license, birth certificate, passport, or baptismal certificate.
5. 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, or meet other state exceptions, to obtain a work permit.

TECHNOLOGY (Policy #237, Policy #815)

Technology is readily available to students in the school setting, and with it comes considerable 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 in Board policies 237, Electronic Devices, and 815, Acceptable Use. The use of technology by students is solely for educational purposes. Access to technology is a privilege, not a right, and students must comply with the policies.

All secondary students will be assigned a District Chromebook and charger for school and home use. Students will no longer be charged a technology fee. Device insurance will be available for purchase each year from a third-party vendor. This information will be sent out to families at the beginning of each school year. Non-insurance participants will be responsible for paying for the repair or replacement of any damaged or lost device or charger.

Recording Devices

To accommodate special needs as required by state and federal law, certain students 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 voices of students. The child making the recording or for whom the recording is made will use the recording solely to support his/her ability to access and retain educational information. The recording will be destroyed when it is no longer necessary for that purpose. Recordings shall not be maintained by or otherwise considered educational records of the District for any purpose.

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

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

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

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

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

TRANSPORTATION (Policy #810)

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

School bus transportation is a privilege and not a right. Pupils having the privilege of riding the school bus must conduct themselves in a quiet and orderly manner to and from school. The bus driver is legally responsible for the safe transportation of pupils, and he/she must be obeyed. He/she serves in the same capacity on the bus as the teacher does in the classroom. Students failing to comply with these rules or other District policies may be temporarily or permanently deprived of the use of District transportation as part of discipline.

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

School Bus 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 stay seated while the bus is in motion. Students may not sit in the aisle or block the aisle.
- 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 Board Policy #810.

- First Incident: If a student misbehaves while riding on a school bus, the student shall be informed by the bus driver or by another person designated by the school authorities that such behavior is inappropriate and constitutes a safety hazard for everyone on the school bus.
- Second Incident: If a student misbehaves while riding a school bus, the principal of the school that the student attends shall be given a bus behavior notice stating specifically the nature of the misconduct and signed by the bus driver within one school day of the incident. The principal shall then talk with the student concerning the incident. Within three school days or as soon as possible, the principal shall send a letter to the parents/caregivers of the student, indicating the next

infraction of the safety regulations may result in the loss of the privilege, either temporarily or permanently, of riding the school bus. Copies of the letter shall be sent to the bus contractor, the bus driver, and the transportation supervisor.

- Third Incident: If a student misbehaves while riding a school bus, the principal of the school that the student attends shall be given a bus behavior notice stating specifically the nature of the misconduct and signed by the bus driver within one school day of the misbehavior. The principal shall then talk with the student concerning the incident. After an investigation by the principal, the principal may determine the student is to be removed from the bus for a minimum of three consecutive days.
- Future Incidents: If a student further misbehaves while riding a school bus, the principal of the school that the student attends shall be given a bus behavior notice stating specifically the nature of the misconduct and signed by the bus driver within one school day of the misbehavior. The principal shall then talk with the student concerning the incident. After an investigation by the principal, the principal may determine the student is to be removed from the bus for a minimum of five consecutive days.
- Notwithstanding the foregoing, a student may be removed from the bus for a single major discipline infraction.
- Students who are removed from one school bus are denied transportation on all buses in the fleet for the length of the discipline period. This includes transportation for activities and field trips.
- Within three school days or as soon as possible after receiving the bus behavior notice, the principal shall send a copy of the bus behavior notice to the parents/caregivers of the student, the bus contractor, the bus driver, and the transportation supervisor, indicating the punishment that has been applied.
- Bus removal does not excuse a student's absence from school. Parents and/or caregivers are responsible for acquiring or providing transportation for the student to and from school.

Notwithstanding the school bus rules, the 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 are expected to ride their assigned bus, as schools are not able to issue bus passes. Exceptions will only be issued with prior approval from the transportation department.

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, Policy #907)

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

All students must display their school-issued identification cards at all times while on school property. Failure to do so may result in consequences or the inability to access AGSD systems or activities.

To further ensure a safe school environment, AGSD 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 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 on the volunteer page of the District website.