

Welcome to Engle!

This handbook contains valuable information that outlines many policies and procedures of Fred S. Engle Middle School. We urge you and your parents to read the handbook carefully and be aware of its contents. This information will help you have an enjoyable and rewarding experience at Fred S. Engle Middle School. The 2009-2010 edition of the Student-Parent Handbook/Code of Conduct supersedes all former editions. This handbook is also available online at www.avongrove.org/fsems.

AGSD MISSION

Through a collaborative effort with students, parents and the community, students are provided with a safe learning environment where they are individually challenged to acquire the knowledge, skills and experiences to personally succeed and become responsible citizens in our global society.

AGSD VISION

All students achieve individual excellence.

AGSD SHARED VALUES

Expectations for student learning...

- Every student will learn.
- Everyone is responsible for every student's learning. Every student is entitled to engage in high quality learning opportunities for individualized success every day.
- Students will respond positively to student-centered expectations for high achievement in scholarship and citizenship.

Expectations for professional practices...

- Teachers will engage students in high-quality, student-centered teaching and learning.
- Teachers are inventors, mentors, and role models who positively affect students.
- District leadership will empower and support staff so they can provide high quality educational opportunities.

Relationship among stakeholders...

- Respect, trust, and collaboration characterize how we interact with one another.
- Parents and the community are responsible to assist the school in providing students the support needed to succeed.

FRED S. ENGLE MIDDLE SCHOOL'S MISSION STATEMENT

The Fred S. Engle Middle School is a community committed to providing an environment that promotes academic excellence and responsible social interaction. This will be accomplished by:

1. Teaching students to develop a knowledge base,
2. Encouraging students to move toward independent learning,
3. Providing situations which enable students to learn and practice social interaction,
4. Challenging students to be the best that they can be, and
5. Developing parental and community support.

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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, and in which individuals are treated fairly and recognized for their individual achievement. No cheating or plagiarism will be tolerated. All students are expected to follow this Code for all coursework.

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 honorable 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 persons for help so that you can complete an assignment on time.*
- *Doing your own work on quizzes and tests.*

Examples of dishonorable behavior or cheating that are not tolerated:

- *Copying a homework or classwork assignment from the work of another student.*
- *Allowing another student to copy your homework or classwork assignments.*
- *Looking at another student's paper during a quiz or test to copy answers.*
- *Allowing another student to look at your quiz or test to copy answers.*

Expectation 2: Cooperative Learning Activities – 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.*

Expectation 3: Research Projects and Essay Writing – You are expected to give credit for all ideas and information not your own in research projects and essays, and to ask for help when needed to meet this expectation.

Examples of honorable behavior that you are expected to follow:

- *Doing your own research projects and essays as best you can and turning them in on time.*
- *Asking your teacher, librarian, or other appropriate resource person for help so you can complete an assignment on time.*
- *Keeping track of all sources of information during research so that you can give appropriate credit to the author(s) in your 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 and presenting it as your own.*
- *Failing to give credit correctly to the ideas and information of others.*

Consequences for Violating the Academic Honor Code:

- *Discussion regarding violations of the Academic Honor Code will be held privately with the student or students involved.*
- *The student(s) will be given the opportunity to explain the situation.*
- *The teacher will make a determination if a violation has occurred.*
- *If a violation has occurred, the student(s) and parent(s)/guardian(s) will be notified.*
- *The student(s) will receive no credit for the assignment.*
- *Incidents of violations of the Academic Honor Code will be reported to the office, even if the consequence is handled entirely by the teacher. Repeat violations of the Academic Honor Code will result in disciplinary action in addition to the academic consequence.*

ATTENDANCE

(In accordance with Avon Grove School District Policy 204)

Attendance is essential for success at school. Every effort should be made to attend school each day it is in session. Each marking period students will be recognized for perfect attendance (zero absences) on their report card.

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

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

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

If you know that your child must be out for a trip, you must write a note to the principal for approval **at least one week in advance**. Approval may be granted as long as previous absences have not been excessive and the student's educational progress is not hindered.

If you are absent you must bring a signed note from your parent or guardian (please include the student's name, the date(s) of absence, and the reason for the absence) upon returning to school. Excuse notes must be received within three (3) days of the absence. Please try to write all excuse notes on school-issued cards. No email/fax notes will be accepted. Failure to provide a written excuse within three (3) days will cause your absence to become unlawful. If an excuse note is handed in later than three (3) days after the absence, your absence will remain unexcused.

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

An excessive number of absences (excused or unexcused) hamper your academic performance. Any unexcused absences beyond three (3), may result in legal action

- An initial warning letter will be sent if a student has reached any of the following:
 - More than 3 unexcused absences by December 1st.

- More than 9 unexcused absences by April 1st.
- More than 12 unexcused absences after June 1st.
- When a student has reached 10 parental excuses.
- If the student continues to accrue unlawful absences after the initial warning letter is sent, a second notice will be sent requiring all future absences be excused by a doctor.
- If the unlawful absences persist after the second notice is sent, the student and/or the parent is subject to receive a citation and appear before the district magistrate.

Truancy is defined as being absent from school without your parent's/guardian's knowledge and each truant day is an unlawful absence.

You must be present in school for at least half of a regular school day in order to participate in any school-related activity. This includes all practices, scrimmages, or contests. (For all interscholastic athletics, PIAA rules apply.)

Lateness to school:

Lateness to school will be excused for illness, health care appointments, or urgent family problems. **If you enter homeroom after 7:40 a.m. you are considered late for school**, must report to the office, and have a signed note from your parent/guardian upon arrival. If you accumulate more than three unexcused tardies, disciplinary action will follow.

Afternoon Dismissal:

You are dismissed at 2:25 p.m. and must board your bus prior to the beginning of high school dismissal, which occurs five minutes later. You must have a signed note from your parent or guardian on file in the main office to go to the high school, to walk home, or to ride a different bus home.

Your note will be sent to the office in the absentee folder in the morning. The office staff will issue you a pass if there is room on the bus. Emailed or faxed requests for bus passes are not accepted.

Early Dismissal:

For an early dismissal, you must either (A) bring a signed note from a parent/guardian stating the reason for early dismissal and a number where the parent can be reached, or (B) be signed out by the parent from the office. Fax/email notes will not be accepted. Except in emergency circumstances, oral permission over the phone will not meet this requirement. In the case of an emergency, fax or email notes may be accepted, provided the parent/guardian contacts the school by telephone prior to dismissal time. Students will not be dismissed except for emergencies and doctor appointments.

You will not be dismissed from class until your parent/guardian arrives. Before you leave the school, you must sign out in the office. Under NO circumstances are you permitted to leave school grounds without signing out. If someone other than your parent is to pick you up, this must be noted on the excuse and there must be a phone number on the note where the parent can be reached during the day. Individuals are required to verify their identity in the main office prior to the release of a student.

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

CAFETERIA RULES AND PROCEDURES

General Procedures:

1. You will be escorted to lunch the first three (3) days of the school year.

2. You must report to the cafeteria for your scheduled lunch period.
3. You must be in the cafeteria five minutes after dismissal from class.
4. You must have a pass to leave the cafeteria.

Cafeteria Rules:

1. No saving seats.
2. No table-hopping, shouting, running or horseplay permitted.
3. Tabletop and floor must be clean before dismissal.
4. Throwing of food or other objects is not permitted.
5. No food will be purchased during the last five (5) minutes of the lunch period.
6. There are to be no table games played during lunch.

Purchasing Lunch:

To purchase lunch you may use your assigned pin number. You may pay each day, or pay ahead creating a credit account. Free and reduced price lunches are available to families who qualify.

You may charge a lunch only in an emergency situation, after you first tried to contact a parent. Only one charge per marking period is allowed and it must be repaid within three days. If you do not repay within three (3) days you will be denied the privilege of charging.

CURRICULUM

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

** Language Arts * Mathematics * Science * Social Studies **

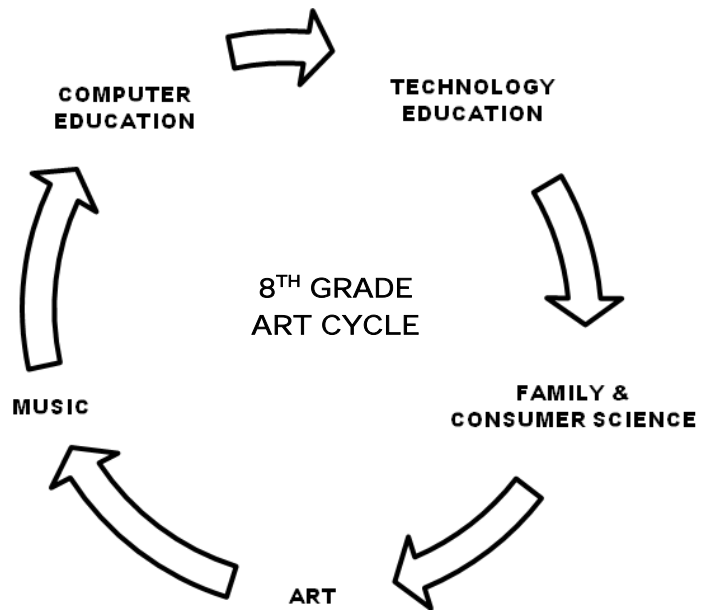
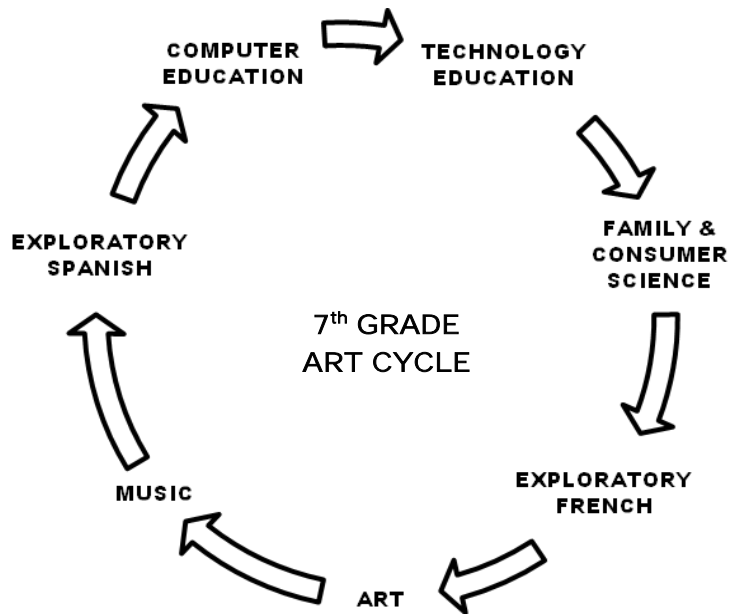
You receive *Physical Education* every day. *Life Studies* (health) takes the place of physical education for two days a week during the second and third marking periods.

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

** Computer Education * Family and Consumer Science * Exploratory French *
* Exploratory Spanish * Technology Education * Visual Arts * Music **

In grade 8, you will receive instruction in 7-week cycles in all of the above courses with the exception of *Exploratory French* and *Exploratory Spanish*.

You will be assigned a specific Art Cycle class at the beginning of the school year. The following guide shows how you will progress through the Art Cycle rotation. Art Cycle groups remain the same all year.



Other Course Offerings:

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

Honors Algebra is available for those eighth grade students who have achieved the following academic criteria: student interest, a final grade of an “A” in the seventh grade pre-algebra course, the recommendation of the student’s seventh grade mathematics teacher and appropriate test scores.

Algebra I is available for those eighth grade students who have achieved the following academic criteria: student interest, a final grade of a “B” or higher in seventh grade pre-algebra or an “A” in high math, the recommendation of the student’s seventh grade mathematics teacher, and appropriate test scores.

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

Opt-Out Provisions to Parents for Controversial Issues:

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

Report Cards and Interim Reports:

Report cards are issued four times a year. An overall letter grade is reported for each subject. Interim reports are distributed halfway through each marking period for those students in danger of failing or whose work has changed dramatically. Report card envelopes and interim reports are to be returned within 3 days of issue. Failure to return either report card envelopes or interim reports will result in an administrative detention. Teachers have the discretion to request other forms to be signed, which may result in an administrative detention, if not returned within three (3) days of issue.

Online Grade Program:

Fred S. Engle Middle School will use a secure, web-based system that allows parents to view their child’s grades at their convenience from their own computers. It will provide users with student information and enhance communication among students, teachers, and parents.

The grades seen online are accurate as of the last update only. **However, until report cards are distributed, student grades are always a work in progress.** Keep in mind that students may still owe work from a missed assignment. Additionally, the teacher may have not graded a recently-administered assignment, etc. Grades are not final until report cards have been distributed.

The Grading Scale:

<u>Letter Grades</u>	<u>Equivalent Percentages</u>
A+	98 -100
A	94 - 97
A-	91 - 93
B+	88 - 90
B	84 - 87
B-	81 - 83

C+	78 - 80
C	74 - 77
C-	71 - 73
D+	68 - 70
D	64 - 67
D-	60 - 63
F	59 & below

Honor Roll:

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

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

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

Homework:

We consider meaningful homework assignments a vital part of the educational process. Reinforcement must occur at home for you to benefit fully from your class work. You are to record your daily assignments in your Student Assignment Book. It is suggested that you identify a homework buddy in each class to call if you are absent. Parents are encouraged to review the contents/assignments in this book with their child on a nightly basis. Each grade level has developed a student accountability plan for students to maintain their homework assignment book. If an assignment book is lost, the student will be charged for a replacement.

Team web pages may be accessed for daily homework assignments. Please be advised that this does not take the place of the assignment book, as this book is to be the primary vehicle for recording and communicating homework assignments. The web pages are provided as a courtesy, and due to extenuating circumstances may not always be accurate.

Parents may request homework through the team leader for students who are absent. Please do not request homework from individual teachers. Homework assignments will not be faxed to or from the school and may require up to 24 hours to be prepared.

DAILY SCHEDULES

Schedules vary throughout the day depending on the team, with the exception of Art Cycle classes, Physical Education classes and lunch.

Regular School Day:

- 7:25 a.m.: Homerooms are open for students
- 7:40 a.m.: Students are to be in homerooms or they are considered late to school
- 7:45 a.m.: Morning announcements begin
- 7:50 a.m.: Students report to first period class

- 1st Lunch: 10:37 – 11:10 (Teams 8C and 8D)**
- 2nd Lunch: 11:12 – 11:45 (Teams 8A and 8B)**
- 3rd Lunch: 11:47 – 12:20 (Teams 7A and 7B)**
- 4th Lunch: 12:22 – 12:55 (Teams 7C and 7D)**

1:40 p.m.: Homeroom/Activity Period begins

2:25 p.m.: Students are dismissed to buses
3:45 p.m.: Late activities end
3:55 p.m.: Late buses leave

Early Dismissal:

7:25 a.m.: Homerooms are open for students
7:40 a.m.: Students are to be in homerooms or they are considered late to school
7:45 a.m.: Morning announcements begin
7:50 a.m.: Students report to first period class

1st Lunch: 10:00 – 10:30 (Teams 8C and 8D)
2nd Lunch: 10:30 – 11:00 (Teams 8A and 8B)
3rd Lunch: 11:05 – 11:35 (Teams 7A and 7B)
4th Lunch: 11:35 – 12:05 (Teams 7C and 7D)

12:05 p.m.: Students report to homeroom
12:20 p.m.: Students are dismissed to buses

One Hour Delay:

8:25 a.m.: Homerooms are open for students
8:40 a.m.: Students are to be in homerooms or they are considered late to school
8:45 a.m.: Morning announcements begin
8:50 a.m.: Students report to first period class

1st Lunch: 10:40 – 11:10 (Teams 8C and 8D)
2nd Lunch: 11:15 – 11:45 (Teams 8A and 8B)
3rd Lunch: 11:50 – 12:20 (Teams 7A and 7B)
4th Lunch: 12:25 – 12:55 (Teams 7C and 7D)

1:40 p.m.: Homeroom/Activity Period begins
2:25 p.m.: Students are dismissed to buses
3:45 p.m.: Late activities end
3:55 p.m.: Late buses

Two Hour Delay:

9:25 a.m.: Homerooms are open for students
9:40 a.m.: Students are to be in homerooms or they are considered late to school
9:45 a.m.: Morning announcements begin
9:50 a.m.: Students report to first period class

1st Lunch: 11:00 – 11:30 (Teams 8C and 8D)
2nd Lunch: 11:30 – 12:00 (Teams 8A and 8B)
3rd Lunch: 12:00 – 12:30 (Teams 7A and 7B)
4th Lunch: 12:30 – 1:00 (Teams 7C and 7D)

2:10 p.m.: Students report to homeroom
2:25 p.m.: Students are dismissed to buses
3:45 p.m.: Late activities end
3:55 p.m.: Late buses leave

DRESS CODE

You are expected to dress and groom yourself neatly in clothes that are appropriate for school activities. School attire must meet reasonable standards of cleanliness, not endanger yourself, others, or public health, not be substantially disruptive to the educational process, and meet reasonable standards of appropriateness.

Offensive or obscenely inscribed apparel or any clothing that is substantially disruptive to the learning process is **UNACCEPTABLE**. No apparel displaying, depicting or promoting violence, alcohol, drug or tobacco advertisements are permitted, as we are a drug free school.

EXPECTIONS FOR STUDENT DRESS are as follows:

- Excessively baggy or excessively tight fitting clothing is not permitted.
- Mutilated clothing is not permitted.
- **SHORTS/SKIRTS/DRESSES:** The hem of **skirts** and the **length of dresses and shorts** must be no shorter than midway between the knee and the top of the leg, regardless of what is worn underneath.
- **SLACKS/JEANS:** No torn holes in the knees or elsewhere on the slacks or jeans. No frayed clothing with unstitched hems. Low rider pants/shorts that fall below the hips must be secured with a belt.
- **SHIRTS:** No fish net, revealing necklines, half shirts (bare midriff), see through clothing (without proper undergarments), tie straps, halters, inappropriate T-shirts, muscle or tank tops. (All shirt straps are to cover the shoulder and be at least approximately 2 inches in width and the shirt/blouse must hang below the waistline. In PE, midriff must not be exposed when arms are raised above the head). Shirts must be buttoned and, if longer than shorts or pants, tucked in. Midriffs and/or undergarments are not to be exposed at any time.
- **FOOTWEAR:** No loose laces (shoes must be secured on feet). No sneakers with wheels. No bare feet.
- **Hats/bandannas/head coverings** are not to be worn in class/building.
- For health reasons, students are not to wear **coats, jackets or windbreakers** in the classroom. Teachers/teams should use discretion if the classroom is cold.
- **Sunglasses** may not be worn or in view (around neck, head) while in school.
- **Pajamas/bedroom slippers** are not permitted unless it is a designated Pajama Day.
- **No face paint** unless it is a designated Costume Day.
- **Any accessory or apparel**, which could constitute a potential safety hazard or substantially disrupt the educational environment for the student or peers, is prohibited. (**No stickers on skin**).

YOU MUST FOLLOW THE DRESS CODE GUIDELINES or your parents will be called to bring appropriate clothes. You are not permitted to attend classes with inappropriate clothing. Please understand that individual classes may have a separate dress code based on the classroom activities.

The school administration reserves the right to determine whether a student's attire is within the limits of decency and modesty. Any exception to the dress code shall only be approved by the building principal or his/her designee.

EMERGENCY CLOSING

In case of a school delay or school closing, the announcement will be carried on WCHE (1520 AM), WDEL (1150 AM), KYW (1060 AM), WJBR (99.5 FM), WSTW (93.7 AM) and on KYW (1060 AM; Channel 3) TV. **Our School number is 859.**

EXTRACURRICULAR ACTIVITIES

Participation in any extracurricular activity is a privilege. You are encouraged to participate in the many extracurricular activities sponsored by the school. If you wish to participate in any activities, you must demonstrate a spirit of cooperation, a willingness to meet the standards set forth by the sponsor(s) and act responsibly at all times. You will not be allowed to participate if you fail to maintain the standards of Fred S. Engle Middle School.

****If you participate in a school-related evening activity (i.e. dances, activity nights, etc.) you have 15-minutes at the conclusion of the activity to be picked up by a parent or guardian. Failure to do so will prohibit you**

from attending the next scheduled evening activity.

Dances:

The Student Council sponsors school dances periodically throughout the school year. Attendance at school dances is considered a privilege, and the teachers and administration reserve the right to deny any student from attending a school dance. ***If you violate the Code of Conduct and receive an In-School or Out-of-School suspension at any time during the week of a dance, you will not be permitted to attend the dance.** Additionally, if you are disciplined at a school dance you will be prohibited from attending the next school dance.

Intramurals:

There are a variety of intramural activities offered throughout the year. These activities are offered three to five days a week from 2:35 – 3:50 p.m. The specific activities offered each marking period may be found on the school web page.

Interscholastic Sports:

The school offers a wide variety of competitive sports including field hockey, soccer, basketball, wrestling, lacrosse, football, cheerleading, track & field and softball. Students must have parental permission, proof of insurance and a physical examination performed by a physician and recorded in the nurse's office on a school form to participate.

A schedule of games will be distributed to students at the beginning of each season. Game schedules and directions to away games can also be found on our school web site.

If you are reported as failing ANY TWO OR MORE SUBJECTS, you will not be eligible for any participation (including as a manager) in the sport for a one-week period of time (Sunday through Saturday). You will remain ineligible for the entire week (Sunday through Saturday) and until you are able to improve your grade(s). If the athletic season spans two marking periods, you will not start the new season with a failing grade. You are allowed ONE chance during the season to improve your grades. A second weekly ineligible infraction will result in your removal from the team for the remainder of the season.

***If you are excused from physical education class, you may not participate in interscholastic sports that day.**

Students are required to comply with the terms of the Athletics Handbook.

PIAA Sports Physicals:

If you are interested in trying out for any PIAA sport, you must have a current PIAA physical form on record in the athletic office.

School Play:

If you are reported as failing ANY TWO OR MORE SUBJECTS, you will not be eligible for any participation in the school play for a one-week period of time (Sunday through Saturday). You will remain ineligible for the entire week and until you are able to improve your grade(s).

Other Extracurricular Activities:

In addition to intramural and interscholastic programs, there are numerous extracurricular activities for student participation. Examples are: band, choir, student council, school newspaper, TV studio, Eco-meet, Math Counts, Lego League, talent show, Shakespeare Festival, science fair and service attendants.

A student must be present in school for half of a regular school day in order to participate in any school-related activity.

FIELD TRIPS

Field trips for educational purposes will be sponsored throughout the school year. When a teacher plans a field trip,

a permission slip must be signed by a parent or guardian and returned **by the deadline**, or you will not be allowed to go on the trip. School rules apply at all times during field trips and your conduct must represent Fred S. Engle Middle School in a positive way

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 you violate the Code of Conduct and receive an In-School or Out-of-School suspension within one month prior to the day of the field trip, you will not be permitted to go on the field trip.** If you are denied permission to go on a field trip, an alternate in-school educational program will be offered. Field trips are non-refundable.

FIRE/DISASTER DRILLS

Fire/disaster drills will be held periodically throughout the school year. You are not permitted to go to your locker before exiting the building for any type of drill. It is important that you follow the rules given by the teacher-in-charge.

In case of an actual situation that necessitates the evacuation of the school building, you are not permitted to re-enter the building prior to dismissal from school. Thus, parents/guardians are encouraged to make alternative arrangements for those students requiring keys to get into their homes after school.

HOME EDUCATION

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

LOCKERS

Hall Lockers:

Lockers are assigned for school use only. They remain school property and you should have no expectations of privacy. You may generally use your locker before morning homeroom, before and after lunch, before and after Art Cycle/Physical Education, before eighth (8th) period, and at the end of the day (or as directed by the team leaders). You should not keep valuables in your locker. Fred S. Engle Middle School is not responsible for lost or stolen items. You are urged to keep combinations confidential. **The sharing of lockers is not permitted.** Lockers or locks that do not operate should be reported immediately to the office. The school lockers are not to be kicked, hit or vandalized in any way. They are to be treated with care and respect. If you damage a locker in any way, you will be charged for repair/replacement and serve consequences as listed in the Code of Conduct.

Gym Lockers:

You are provided with a lock for your gym locker. No outside locks may be used. If a lock is missing during the school year you are to first notify a Physical Education teacher in the locker room and then check in the lock "lost and found." If a lock is lost or otherwise not returned at the end of the school year, you will be charged for a replacement. You are recommended to lock your belongings in your assigned gym locker. Fred S. Engle Middle School is not responsible for lost or stolen items.

A Special Note: For the safety and health of all our students, especially our asthmatics, no scented items will be allowed in the locker rooms. Examples include but are not limited to: lip gloss, deodorants, perfume, cologne, aftershave, hairspray, and lotion. A teacher will confiscate any scented item found in the locker room. Only a parent will be able to pick up the confiscated item.

LOST AND FOUND

Items that are found are to be taken directly to the office. You are urged not to bring valuable items or large amounts of money to school. The school is not responsible for lost or stolen items. Please put your name in

permanent ink on all outer clothing, sneakers and books.

Unclaimed items will be donated to a local charitable organization at three different points during the school year. The first such time will be the last day offices are open over Winter Recess, the second time will be the last day offices are open over Spring Break, and the final time will be immediately following the end of the school year.

LIBRARY/MEDIA CENTER

The Library/Media Center is open from 7:25 a.m. to 2:30 p.m. You must have a pass to be in the media center. You may check out materials for a two (2) week period from the Library/Media Center. Certain materials do not circulate out of the school building. There are no overdue fines, but you may be denied access and use of materials if you are in possession of an overdue item.

If you lose an item belonging to the library or an item is damaged beyond repair and can no longer be circulated, you shall be responsible for paying the replacement cost. The replacement cost shall be the current cost to Fred S. Engle Middle School to purchase a new copy of the item, in the same format, as determined by the librarian. You may, with permission of the librarian, individually purchase a new replacement copy of the item. Due to the age of some items, they are no longer available for purchase. In such situations, the librarian shall select a comparable replacement item and you shall pay the replacement cost.

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

NURSE/MEDICATION

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

In order to help control contagious diseases, you should keep your child home when he/she has a fever or has been vomiting. He/she should remain at home until he/she has been fever and vomiting free for twenty-four (24) hours before returning to school.

Medication

(In accordance with Avon Grove School District Policy 210)

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

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

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

- A written order from both the health care provider and parent shall accompany any changes to the medication order during the school year.
- Within the parameters set by HIPAA and FERPA, medication orders may be transmitted by fax to the attention of the school nurse (484-667-4447). All faxes shall be sent to the school nurse's office fax machine to ensure confidentiality.
- Parents shall be encouraged not to allow their children to carry medication to school. Parents/students must bring the medication immediately to the school nurse upon arrival, if the medication is to be administered during school hours.
- All prescription medication shall be clearly marked with a label bearing the student's name, the name of the medication, dosage, schedule of administration times, method of administration, potential side effects; and any special instructions (i.e. refrigeration). All medications shall be provided in an original container.
- Any parent who wishes to come to school and administer/dispense medication may do so in the school nurse's office. The parent must comply with School Visitor Policy 907 upon entry onto the school grounds. The parent must bring in the medication bottle since the medication must be properly documented in the student's health care record and medication form.
- Students will not be permitted to carry or take medication on their own during school hours or during school related activities, unless the need is documented by a health care provider. Emergency medication will be permitted to be self-administered by the student if the following procedure has occurred:
 - The medication is properly labeled in accordance with the above guidelines;
 - The health care provider has provided a written statement that provides: (1) the name of the medication; (2) the dose; (3) the times when the medication is to be taken; (4) the diagnosis or reason the medication is needed; (5) the potential of any serious reaction that may occur to the medication, as well as, any necessary emergency response; and (6) a statement that the student is qualified and able to self administer the medication;
 - The parent has provided a written statement that (1) requests the school comply with the order of the health care provider and (2) a statement relieving the school or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledging that the school bears no responsibility for ensuring the medication is taken.
 - The student shall (1) provide a competent demonstration to the school nurse on the proper use of medication; and (2) demonstrate that he/she is able to respond to and visually recognize his or her name, identify his or her medication, measure, pour and administer the proper dosage, and be able to demonstrate knowledge of when the school nurse or emergency personnel are to be notified if the medication does not provide relief of the student's symptoms during a time of emergency usage.
- No student shall carry another student's medication or administer medication to another student.
- Only emergency medications will be permitted to be taken on class trips unless otherwise ordered by a health care provider. Students must be able to self-administer medication in accordance with the above self-administration guidelines.
- It is the responsibility of the parent to notify the school immediately, in writing of any changes in the student's health status, or if there is a change or cancellation of medications.

Physical Education:

Physical education excuses are to be written by the parent/guardian and must be approved by the school nurse during homeroom. If you need to miss more than 4 days of P.E., you are required to obtain a health care provider's note to assure a safe return. If you are out of P.E. for an extended time you may qualify for an adaptive P.E. program. This can be arranged through the nurse/guidance office.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program, known as Supporting Our Students (S.O.S.), is designed to identify students exhibiting behaviors that pose a barrier to their academic and/or social development. The goal is to help students and their families identify problems, and develop strategies to address them. Many factors impact a student's ability to learn. By accurately identifying students experiencing difficulties including, but not limited to, emotional concerns, life stressors, or substance use, S.O.S. can assist them in realizing their full potential.

The core of the program is a professionally trained team, including school staff and liaisons from community agencies. S.O.S. team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school, and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the S.O.S. team will assist the parent and the student so they may access outside sources. The student assistance team members do not diagnose, treat, or refer individuals for treatment; but they may recommend a screening or an assessment.

The S.O.S. team makes every effort to intervene with students who are in violation of the School Board Drug and Alcohol Policy, and at other times as deemed appropriate. Specifically:

1. following the first offense of the school district's Drug and Alcohol Policy;
2. with students known to be substance abusers in or out of school and who have constant in-school problems;
3. with students returning from full time rehabilitation centers, hospitalization programs or outpatient rehabilitation programs;
4. with students who have expressed an interest in confronting their problems and students who have been referred by a staff member, parent, or other student and/or the S.O.S. team.

STUDENT COUNCIL

Four (4) elected eighth grade students serve as the Student Cabinet in addition to the advisors. The Student Council consists of two (2) representatives from each homeroom. These representatives make up their grade level council. For a student council representative to be active, he/she needs to maintain a positive discipline record, maintain a "C" or better in all subjects for each marking period, and carry out all assigned responsibilities. The primary functions of the Student Council are to initiate and direct student activities, enhance communication between students, teachers, and administrators, and to advise and make recommendations concerning school related activities and school policy.

The Student Council will periodically sponsor evening activities for the student body, such as school dances, roller-skating, miniature golf, etc. If you are disciplined at a Student Council-sponsored activity, you will be prohibited from attending the next Student Council-sponsored activity. Also, you have 15-minutes from the conclusion of the activity to be picked up by a parent or guardian. Failure to do so will prohibit you from attending the next scheduled evening activity.

STUDENTS OF THE MONTH

One student from each team is selected each month based on the following criteria:

- service to school/community
- scholarship –not necessarily on the honor roll but consistently demonstrating his or her best effort
- accepts responsibility for own actions
- demonstrates respect for adults and peers
- willingness to do his/her best

In addition to a certification of recognition, honorees will be able to choose a snack food pass to be used in the school cafeteria, a gift certificate for use at a local theatre, a gift certificate to local amusement facility or a free dance/activity pass.

Near the end of the school year, the honorees will be recognized at a breakfast with the building administration and team leaders in the school cafeteria.

STUDENT RECORDS

(In accordance with Avon Grove School Policy 216)

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

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

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

Parents and/or guardians will receive an annual FERPA notice.

STUDENT TRANSPORTATION

To ride home with anyone from Avon Grove High School, you must bring a note from your parent or guardian to be kept on file in the office.

To ride the bus home with another Fred S. Engle Middle School student, you must bring a note from your parent/guardian to be kept on file in the office. This note should be sent to the office in the absentee folder in the morning. Permission is granted subject to availability, as some buses do not have room for extra riders. Fax/email requests are not sufficient.

The privilege of riding the school bus requires you to conduct yourself in a quiet and orderly manner to and from school. The bus driver is legally responsible for your safe transport and must be obeyed. The bus driver serves in the same capacity on the bus as the teacher does in the classroom. You may be deprived of transportation for not obeying the school bus rules and procedures.

You must:

1. obey and cooperate with the bus driver.
2. board your bus immediately after the dismissal bell and **prior to** the beginning of high school dismissal, which occurs five minutes later.
3. line up to get on the bus in an orderly fashion and take a seat immediately upon entering the bus. You are required to ride facing forward at all times.
4. allow other students to sit anywhere on the bus, unless there is assigned seating. Three to a set is required when necessary. Two to a seat is permissible when the bus is not crowded.
5. refrain from being loud or using abusive or vulgar language on the bus.
6. refrain from talking to the driver while the bus is in motion.
7. not tamper with the bus, its equipment or any property on the bus. You will be liable for any damage.
8. keep arms, hands, legs, or any other part of the body inside the bus at all times.
9. refrain from throwing anything on or from the bus.
10. remain seated when the bus is in motion.
11. only get off the bus at your assigned stop unless you have written permission from an administrator.
12. not transport animals except by special written permission of school authorities.
13. not ride another bus unless you have written permission from an administrator.
14. not bring any large objects that could block the aisle on the school bus. If you must bring any large item to school, (i.e. for musical instruction, show and tell, class projects etc.) parents are expected to transport the student.
15. not eat, drink or use tobacco products on the bus.

16. Any offense not listed that the building administration believes is applicable for punishment.

***Violation of the District Bus Rules will result in a referral to the administration.**

Procedures:

1. Verbal Warning: If a student misbehaves while riding the school bus, the student shall be told by the driver, or another person designated by school authorities, that such behavior is inappropriate and constitutes a safety hazard for everyone on the bus.
2. First Written Bus Conduct: If a student continues to misbehave after the verbal warning, the bus driver will give the student and the building principal a written Bus Conduct Report stating the misbehavior. The principal and the student will discuss the incident. A copy of the Bus Conduct Report will be sent home so that the parents are informed.
3. Second Written Bus Conduct: Please be aware that if you receive a second written Bus Conduct Report, at any other time during the year, you may lose the privilege of riding the bus for at least three days. The principal may determine if the student is to receive school punishment OR removal from the bus for three days. The principal will contact the parents.
4. Additional written Bus Conducts Reports will result in additional days off the bus. Any future incidents may require additional school punishment or removal from the bus for a minimum of five (5) days.

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 activity, field trip and late buses.

Bus removal does not excuse your absence from school. Parents/guardians are responsible for acquiring or providing transportation to and from school.

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

PLEASE REINFORCE THE NEED FOR YOUR CHILD'S APPROPRIATE CONDUCT AT ALL TIMES AND HIS/HER COOPERATION WITH THE BUS DRIVER.

Late Bus:

The late bus routes are designated for the private school and vo-tech students. These students must be considered first for seating availability. Public school students may ride the late run as long as space is available. Students/parents should not rely on the late bus as transportation after field trips, athletic events, or other activities that extend beyond the regular school day. Late buses may be used for transportation after intramurals, tutorial help, and detentions. They leave school between 3:55 and 4:00 and go to most areas of the district. Late routes are not the same as regular runs and students may not be dropped off at their usual stop. A map is posted in the lobby. You should check this map in advance.

TAKE YOUR CHILD TO WORK DAY

Take Your Child to Work Day is typically held each spring on an annual basis. While we always encourage our students to attend school every day, we do want to make students and parents aware of the appropriate procedures in the event that a student takes advantage of the opportunity to join his or her parent at work on this particular day. If a student brings a written note to school requesting **prior approval** for absence on Take Your Child to Work Day because he or she is going to spend the day with a parent in the work place, the day will be counted as a regular school day and not as a student absence. If a student takes part in Take Your Child To Work Day but does not bring the written excuse note to school until after the date of the event, the student will be marked as having an excused absence on that day.

TECHNOLOGY

New technology is becoming increasingly available to students in the school setting. The technology requires you to demonstrate considerable responsibility. You are expected to care for all school equipment properly and to follow the policies and practices set forth by the school and teachers as detailed by Board Policy 241.

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

TELEPHONE

The student phone located in the main office is provided for emergencies only. Examples of emergencies are: need for glasses, medication, unforeseen conflict in the school daily schedule or needing to stay after school for tutorial assistance. The phone is available before morning homeroom, during lunch, and last period. You must have a pass from your classroom teacher and/or permission from office personnel.

In accordance with Avon Grove School District Policy 237, student use of cell phones during the school day is strictly prohibited. Use is interpreted as using any cell phone function or feature, not just sending or receiving telephone calls. Cell phones must be turned off upon entering the school building and may not be turned on again until the end of the school day. Cell phones must be kept out of sight, and the student bears total responsibility for safeguarding this and any other device in his/her possession. Cell phones must be kept out of sight.

VISITORS POLICY/BUILDING SECURITY

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

All visitors to the school, adult or student, must sign in at the office. This includes parents, high school students, high school tutors and helpers. All visitors will be issued a "Visitor's Pass" which they will need to display while they are in the building.

TO FURTHER ENSURE A SAFE SCHOOL ENVIRONMENT, AVON GROVE SCHOOL DISTRICT HAS IMPLEMENTED VIDEO SURVEILLANCE SYSTEMS IN ACCORDANCE WITH BOARD POLICY 816.

The Board recognizes the need to provide a safe and orderly learning environment for students and staff and to protect district property and equipment. The proper use of video surveillance cameras can be a tool toward achieving those ends.

The Superintendent shall designate an individual to serve as the Districts Law Enforcement Unit (LEU), who will coordinate the placement and use of video surveillance systems and be responsible for the maintenance of surveillance records. The use of video cameras for surveillance by any person not authorized by the LEU is prohibited.

Generally, placement is appropriate to monitor activity in hallways, common areas, cafeteria, gymnasium, parking lot, and grounds, but is not appropriate for bathrooms and changing areas. Video surveillance systems may also be placed, pursuant to the direction of the LEU, on District-contracted school buses. Placement of video surveillance systems on District-contracted school buses shall be by agreement with the contracted bus company.

Signs or placards will be prominently displayed in various locations where video surveillance is being conducted, including, but not limited to school buses, to inform students, staff, and the public that video *surveillance cameras are in use*. **Unless authorized by state law or appropriate law enforcement or judicial authorities, video surveillance shall not include any audio recording or listening component.**

All video surveillance records shall be created only pursuant to the direction and on behalf of the LEU. All video surveillance records created in any medium shall be maintained solely and exclusively by the LEU. Video

surveillance records shall be maintained by the LEU primarily for law enforcement purposes, but may also be used in disciplinary actions or proceedings.

The use of LEU video surveillance shall be subject to other policies of the district, including policies concerning the confidentiality of student and staff records.

Any activities which may be detected through contemporaneous observation of a video surveillance monitor and that present a breach of state or federal criminal law; the security of students, staff or school property; or discipline policy will be reported immediately to the building principal. The principal shall promptly report such activity to the Superintendent and an investigation shall be commenced.

The LEU may furnish police with video surveillance records without warrant or subpoena with regard to possible criminal violations and to protect school property and services. Further, the LEU may, upon request, provide video surveillance records to a school administrator to be used a basis for any disciplinary for any violation of law and/or school rules.

The use of video surveillance cameras and equipment by the district shall in no way place any duty on the district to regularly monitor live images and/or videotapes and it shall not place on the district any additional duty in regard to providing a safe facility.

VOLUNTEER CLEARANCES

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

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

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

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

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

If a parent volunteer has obtained valid clearances during the current school year, and has volunteers in any capacity in the Avon Grove School District during the current school year, the clearances will remain valid and can be used at any school during the year. Volunteering at any Avon Grove school at least once during the school year maintains the validity of the clearances.

The Avon Grove School District will reimburse the cost of the clearances one time only; if a volunteer obtained reimbursement for clearances, but did not volunteer during the current school year, he/she needs to obtain new clearances and the volunteer will not be reimbursed a second time.

STUDENT CODE OF CONDUCT

Middle school discipline is intended to help you develop self-discipline. This involves certain responsibilities

that you must accept and abide by:

- 1. Respect and protect the rights of everyone you meet**
- 2. Express your ideas and opinions in an appropriate, respectful manner.**
- 3. Direct your efforts in a manner that makes you feel good about yourself and what you are doing.**
- 4. Protect and take care of the school's property; help us run a safe school.**
5. Support and become involved in school functions.

You are expected to demonstrate acceptable behavior not only during school hours, but also during school related activities such as sporting events, field trips, dances, evening activities, etc., and while being transported to and from school. Therefore, school rules are in effect on the school bus, during all school activities, and during the time in which you are going to and from your home. If you behave inappropriately, you will be disciplined by the faculty/administration.

GENERAL SCHOOL RULES

The following is a limited list of rules that you need to abide by. You must:

1. attend all scheduled classes and assigned activities. You may not miss a class or activity without prior approval from the teacher whose class will be missed.
2. be in school and attend all classes on time.
3. have a pass or a signed assignment book to be in the halls at unscheduled times.
4. not run or shout in the halls.
5. not leave the middle school property without permission from an administrator during the school day and/or during supervised evening activities.
6. be respectful and obey all members of the school staff.
7. not disrupt or interfere with the education of other students.
8. not endanger the health, safety or welfare of the students or staff.
9. not take anything that does not belong to you. Any items found should be turned into the office immediately.
10. not damage, deface or destroy school or personal property.
11. keep your textbooks covered at all times.
12. not insult, threaten or use vulgar words.
13. not fight or start a fight.
14. not use or possess tobacco products and/or paraphernalia. (Note: Students in a lavatory stall with smoke rising will be assumed to be smoking.)
15. not possess or use potential weapons (including pocketknives and look-a-like weapons) in school. These items will be confiscated and disciplinary action will result.
16. not possess or use explosives, firecrackers, smoke bombs or caps in school.
17. not possess or light matches or lighters; setting fires is forbidden except under teacher supervision.
18. not initiate any false alarms or bomb threats. This is a violation of school and state law.
19. obey all school bus regulations.
20. not bring any motorbikes, skateboards or snowmobiles to school property or operate these on school property.
21. not use, possess, or sell drugs, drug paraphernalia, alcohol, or "look-alikes" on school property or during a school activity.
22. not be present at any afterschool or evening activity if you were absent or suspended (out of school) during that day. This includes social, sporting, musical and other activities.
23. act appropriately with other students. Demonstration of affection is not acceptable on campus (i.e. holding hands, arms around each other, inappropriate touching, etc.).
24. return report card envelopes and interim reports within a three-day period. If they are not returned within three days, an after school detention will be given.
25. follow the established dress code as outlined in this handbook.
26. not chew gum.

27. possess laser pointers or attachments on school grounds, on buses and other vehicles provided by the district, and at school sponsored activities.
28. not use, possess, or display audio listening devices (CD players, MP3 players, etc), handheld electronic games, digital cameras, or other such devices during school hours unless you have permission from a staff member to do so as part of a classroom activity.
29. not use or display cell phones during school hours. Use includes any cell phone function or feature. Cell phones must be turned off upon entry to the school building and may not be turned on again until the end of the school day.
30. understand that you do not have a constitutional right to a private locker. Lockers may be randomly searched at any time with or without regard to suspicion or alleged infraction of school rules.
31. not sell unauthorized items.
32. not threaten violence toward others.
33. abide by all District rules and policies.

RULES FOR STUDENT SPECTATORS AT ATHLETIC CONTESTS

If you want to stay after school to watch a middle school athletics contest, you must have a note signed by a parent/guardian that details the following:

- Date of the athletics contest
- Name of the sport
- Student's name
- Parent/guardian's name
- Explanation of how and when the student will get home

You will need to keep this note with you at all times after the dismissal bell rings at 2:25. Please also note that upon the ringing of the dismissal bell at 2:25, all students wishing to stay after school to watch an athletics contest must report directly to the cafeteria, where a staff member will greet them and escort them to the site of the contest. If you are unable to produce such a note upon request by a staff member, you will not be permitted to attend the contest. Fax/emailed notes are not acceptable.

Additional expectations are as follows:

- You must be in attendance at school during the day of an athletic contest.
- If you leave the building before the completion of the athletic contest you may not re-enter and must leave school property promptly.
- You should remain in the gym during all live action at the game. You should not loiter in the lobby.
- After the game begins, you may not enter the gymnasium except during a stoppage of action.
- No tobacco use is permitted on school property.
- No food or beverages of any kind are permitted in the gym.
- You are encouraged to cheer under the direction of your cheerleaders at the proper times. Do not distract any player while in the act of shooting a foul, taking penalty shots, etc. This is considered unsportsmanlike conduct.
- No artificial noisemakers of any kind are permitted at games. (Bells, horns, whistles, clappers, etc.) Signs and posters other than the approved championship and league banners are not permitted inside the gym. Cheerleaders and members of the Spirit Club may place spirit posters in the lobby and gym hallway with the permission of the administration.
- Keep in mind that the visiting team, coach and fans are your guests. This also applies to the officials. Treat them with the same courtesy and respect with which you would want to be treated.
- Do not boo a referee's decision or an opposing player. Booing is the lowest form of discourtesy.
- Any disruption of a contest will be dealt with by the management. Violators will be removed from the gym and/or school property. If you are removed from an athletic event, you will not be allowed admittance for the remainder of the sports season or longer.
- Act 7 of 1990 defines assault on a sports official as a misdemeanor of the first degree. Violators will be prosecuted by the local authorities.

Part I - Establishing a Climate for Effective Education

A. Philosophy

Effective discipline is fundamental to an outstanding educational program. The most effective discipline is self-discipline, and the primary goal of the school is to nurture this concept. Discipline is a setting of limits within which you are free to make choices. These limits change according to your ability to exercise self-discipline. You share with the administration and faculty the responsibility of creating an atmosphere that is conducive to learning and appropriate behavior, and one that is proactive in emphasis rather than corrective or remedial. When your behavior impedes your learning or that of others, however, corrective or remedial action is necessary.

B. Parent Responsibility

It is the responsibility of the parent to be aware of policies established by the school for the welfare of the entire school community and to support these policies.

In particular, the parent has responsibility for:

1. Attendance
Good attendance is necessary for academic growth and well being. (Please refer to the attendance policy found in this handbook.
2. Academic Status
Parents need to be actively involved with the academic progress of their children. Public school systems offer children the opportunity for an education. This system works more effectively when parents are involved.
3. Physical and Mental Well Being
A student must feel well, both physically and mentally, and look well to achieve a maximum performance level.
4. Responsibility
Parents are responsible to reinforce the student achievement and conduct expectations of Fred S. Engle Middle School As indicated throughout this guide, only items directly related to the educational process should be taken to school. Compact disc players, ipods, game systems, and other electronic devices are prohibited. If such items are found, they will be confiscated and returned to the parent only. There is a risk that such items might be stolen. In such cases, the school does not accept responsibility for the return of such items. Furthermore, the school cannot be involved in an investigation to recover these items. Parents should also monitor student dress, making sure that their child(ren) are properly attired for the school setting.

Where there is a question concerning school policy, the parent is expected to initiate contact with the school staff member most directly involved. If the problem is not resolved, the building administrator should be contacted. It is the student's responsibility to inform parents of a school infraction and the assigned disciplinary action. The administration will attempt to make telephone contact with parents when a student is disciplined.

C. Student Responsibility

You are expected to attend school regularly, show conscientious effort in classroom work, and follow school rules and regulations. Most of all, you are responsible for helping the faculty and administration develop a climate conducive to learning. No student has the right to interfere with the education of his/her fellow students.

To fulfill **your** responsibilities, you should:

1. respect and protect the rights of teachers, students, administrators, and everyone involved in the educational process
2. practice academic honesty
3. express your ideas and opinions in a respectful manner so as not to offend or slander others
4. be aware of all rules and regulations for student behavior and abide by them

5. be willing to volunteer information concerning your violation of rules
6. dress and groom to meet fair standards of safety and health, and not to cause disruption to the educational process
7. assist the school staff in running a safe school for all students
8. follow all rules as outlined in any school publication
9. protect the school's property
10. attend school daily and be on time each and every day
11. make up work when absence from school occurs
12. refrain from bringing electronic devices, skateboards, weapons, cigarettes and lighters into the school
13. refrain from bringing candy and chewing gum into the school
14. not bully or harass other students. You should try to help others who are bullied and include students who are easily left out. If you know that somebody is being bullied, you will tell an adult, at school and at home, as soon as you can.

Part II - Offenses and Disciplinary Action

Most situations will be addressed by classroom teachers through a variety of techniques. These may include verbal reprimand, isolation, behavioral contract, counseling, withdrawal of privileges, restrictions, detentions and contact with parents. Disciplinary matters of most types will be addressed at the team level through a specific option or combination of options as deemed appropriate.

When situations require the intervention of the principal and or assistant principal, the administrator will be notified of the actions of a student and the responses already taken at the classroom level. At this time the administrator will respond to the situation in a manner consistent with the following guidelines. Alternatives that are available to the administrator, in addition to those already described, are: administrative lunch detention, administrative detention, in-school suspension, disciplinary probation, out-of-school suspension, and recommendation for expulsion.

The guidelines for the staff of the middle school are not all-inclusive. They are designed to serve as illustrations. The administration has the discretion to use a specific option or combination of options, as deemed appropriate.

While suspended out of school, students are not permitted to participate in nor attend any school functions or to be on school grounds.

“STEP” PROCEDURES FOR DISCIPLINARY ACTIONS

Progressive Consequences:

Progressive consequences are disciplinary actions taken by an administrator in dealing with violations of the Code of Conduct. The actions or consequences increase in severity in response to continued infractions of similar nature by a student.

**For every two-month period of positive behavior, a student may be eligible to move back one (1) step on the ladder of consequences. This procedure will be used only for Level 1 and 2 violations.

Level 1

This level of infraction is one that disrupts the orderly operation of the classroom, hallways, cafeteria, or school in general and is most frequently addressed at the classroom or team level.

Examples include, but are not limited to, cafeteria misconduct, possession or use of chewing gum, unexcused lateness to school, lateness to class, disruptive behavior, defiance, and disrespect to others.

Cafeteria Misconduct: Actions that disrupt the orderly management of the cafeteria (i.e. throwing food, failure to clean up, etc.).

1st Offense:

1. Reprimand
2. Lunch Detention and/or Assigned Seat

2nd Offense:

1. Reprimand
2. Parent Notification
3. Administrative Detention

Subsequent: Referral to Main Office

Unexcused Tardy to School: Unexcused tardy to school without authorization or approved reason (*Missing the bus and/or waking up late are considered unexcused tardies*).

1st, 2nd, 3rd Offenses:

1. Logged in Tardy Book
2. Warning given after 3rd offense

Subsequent:

1. Parent Notification
2. Administrative Detention

Lateness to Class: Arriving to class five minutes or less late.

1st Tardy:

1. Reprimand
2. Warning

2nd Tardy:

1. Reprimand
2. Administrative Lunch Detention

3rd Tardy:

1. Reprimand
2. Parent Notification
3. Teacher-assigned Administrative Detention

Subsequent: Referral to Main Office

Disruptive Behavior: Includes, but is not limited to, inappropriate language, gestures or actions which produce distraction, frictions or disturbances which interfere with the effective functioning of the teacher, the student, the class or the school.

1st Offense:

1. Reprimand
2. Parent Notification
3. Teacher-assigned Administrative Detention

2nd and Subsequent Offenses: Referral to Main Office

Defiance: Any repeated violation of a school rule after an adult has warned the student to not violate the rule again.

1st Offense:

1. Reprimand
2. Parent Notification
3. After-School Detention (1 day)

2nd Offense and Subsequent Offenses: Referral to Main Office

Disrespect to Others: Includes, but is not limited to, any action or suggestion of action that can be construed as lying, being rude, discourteous, or as showing lack of respect or politeness toward another individual.

1st Offense:

1. Reprimand
2. Parent Notification
3. Teacher Assigned Detention

2nd and Subsequent Offenses: Referral to Main Office

Level 2

This level of infraction is typically a continuation of Level 1 infractions and requires the intervention of an administrator.

Examples include, but are not limited to, dress code violations, refusal to follow directions, failure to attend detention, insubordination, disrespect to others, cutting class, forging, offensive language, bullying, academic dishonesty, technology violation, disruptive behavior, illegal electronic devices.

Responses to Level 2 offenses may include, but are not limited to:

- Warning
- Office notification
- Parent notification
- Lunch detention
- Administrative detention
- In-school suspension
- Out of school suspension
- Removal of privileges
- Referral to guidance
- Referral to SOS team

Level 3

This level of infraction may be a continuation of Level 1 or 2 infractions, but also includes offenses against people or property.

Examples include, but are not limited to, fighting, abusive language, bullying, technology violation, leaving school grounds without permission, possession or use of tobacco, assault, inappropriate sexual behavior.

Responses to Level 3 offenses may include, but are not limited to:

- Administrative detention
- In-school suspension
- Out of school suspension
- Full out of school suspension
- Removal of privileges
- Referral to guidance
- Referral to SOS team
- Restricted pass
- Disciplinary probation
- Expulsion

Level 4

This level of infraction may be a continuation of Level 1, 2, or 3 infractions, but also includes offenses that endanger the health or safety of others.

Examples include, but are not limited to, vandalism, arson, extortion, inappropriate sexual behavior, possession of drugs or paraphernalia, distribution of drugs or paraphernalia, tampering with any fire safety device, threats (physical, verbal, sexual, or terroristic), possession of a weapon or look-alike, harassment

Responses to Level 4 offenses may include, but are not limited to:

- In-school suspension

- Out of school suspension
- Full out of school suspension
- Removal of privileges
- Referral to guidance
- Referral to SOS team
- Restricted pass
- Disciplinary probation
- Charge under the criminal code
- Expulsion

DETENTION

Detention means being kept after school. There are two types of detentions: Teacher Assigned Detentions and Administrative Assigned Detentions. **We will make every effort to contact the parent/guardian prior to the detention. However, it is the responsibility of the student to notify the parent/guardian. Should the parent/guardian find it impossible for the student to remain after school on the assigned day, the parent/guardian is to send a note of explanation and offer alternative dates. Detentions missed due to absence will be made up on the next scheduled day.**

ADMINISTRATIVE DETENTION (AD)

1. AD is generally held on Tuesdays and Thursdays. Students must be in the designated area no later than 2:30.
2. An AD ends at 3:30. Students taking the late bus home from an AD will remain in the designated room until the late bus arrives. Time in the AD room beyond 3:30 will be used as a study hall. Parents picking up students after an AD should report to the office and have their child called from the AD.
3. The principal, assistant principal, or team leader of each academic team has the authority to assign an Administrative Detention.
4. We will attempt to notify parents by phone in advance of the detention.
5. If phone contact is not made, a written notice will be sent home concerning the AD. However, it is the responsibility of the student to notify his/her parent/guardian of the assignment to Administrative Detention.
6. Students who are absent on the assigned detention day will automatically be scheduled for another detention the following scheduled day.

RULES FOR ADMINISTRATIVE DETENTION

1. Students must satisfactorily complete assigned work in a quiet manner.
2. Students may not talk or sleep.
3. Students must be silent.
4. Both feet should be kept on the floor and both hands on the table.
5. There will be no passes given.
6. Students must sit up straight and face forward at the completion of their written assignment.

➤ ***ANY VIOLATION OF THE ABOVE RULES WILL RESULT IN A REFERRAL TO THE ADMINISTRATION FOR FURTHER DISCIPLINE.***

IN-SCHOOL SUSPENSION (ISS)

The In-School Suspension (ISS) program is designed to serve as a consequence for the student. There is a de-emphasis on the punitive aspect of the consequence and an emphasis on self-improvement. This program will be used to isolate students who violate school rules. It is preferred that students bring their own bag lunch. When a student is assigned ISS, the team leader is given an assignment sheet. This sheet will be filled out by all of the student's teachers with the day's assignments and will be given to the student the day of the ISS.

1. ISS is an alternative to an out-of-school suspension for an offense, which warrants removal from the student population.
2. A student who serves an in-school suspension will have six and one-half hours of staff-supervised study, in a specified location.

3. Attempts will be made to notify parents by phone as well as a written notice will be sent home concerning each ISS. However, it is the responsibility of the student(s) to notify his/her parent/guardian.
4. Students who are absent on the assigned suspension day, will automatically be scheduled for the next designated ISS day.
5. Each student is to arrive and leave school at the regular time.
6. The rules of ISS are copied by each student each day of ISS along with completing a suspension learning packet.
7. Students will eat at approximately 11:15 a.m. A bag lunch and drink can be purchased (one drink and one sandwich). If you fail to order your lunch when asked by the monitor, you accept responsibility for no lunch that day.

Students on suspension are not permitted to participate in any after school activities during the period of suspension. This includes afterschool or evening sport, social, or musical events.

➤ ***ANY VIOLATION OF THE ABOVE RULES WILL RESULT IN A REFERRAL TO THE ADMINISTRATION FOR FURTHER DISCIPLINE.***

OUT OF SCHOOL SUSPENSION (OSS)

Out-of-school suspension is used by the administration to remove a student from school for a serious or repeated violation of school rules. **Students on suspension are not permitted to participate in any after school activities during the period of suspension. This includes afterschool or evening sport, social, or musical events.**

Temporary suspension means exclusion from school for a period up to 3 school days by the principal or assistant principal. The student will be informed of the reason for the suspension, and will be given the opportunity to respond in accordance with policies of the Board of School Directors.

Full suspension means exclusion from school for a period up to and including 10 school days. An informal hearing involving the principal or assistant principal, the student, and the parents will be held within the first 3 days of suspension if requested by the parents, in accordance with the policies established by the Board of School Directors.

1. A pupil will be suspended for severe disciplinary infractions or for a series of infractions after other means of corrections have failed.
2. All work missed during OSS must be made up within a reasonable amount of time. (Usually the same number of days suspended).
3. Oral contact will be attempted, as well as written notice, with/to the parents/guardians.
4. A student under suspension may **not** attend or participate in school-sponsored activities during the days of the out-of-school suspension. This includes after-school or evening sport, social, or musical events.

Students who are suspended are referred to the guidance counselor for assistance in avoiding further difficulty.

DISCIPLINARY PROBATION

Students that continually violate the Student Code of Conduct or commit Level 3 or 4 offenses can be placed on disciplinary probation. The student on disciplinary probation may have a behavior contract created by an administrator through consultation with the team members.

The student on disciplinary probation:

1. Will not attend or participate in extra-curricular activities in the afternoon or evening (athletics, intramurals, clubs, activities, etc.)
2. Will not remain on school grounds after school hours, except for detention or administratively approved tutoring sessions.
3. Will not be permitted to participate in school activities or trips (including assemblies, dances, clubs, plays, intramurals, musicals, etc.)

The length of time a student is placed on disciplinary probation is at the discretion of the administrator and may be progressive in nature depending on the disciplinary history of that student.

INFORMAL HEARING

For suspensions of more than three (3) days, an informal hearing will be scheduled. The purpose of the informal hearing is for the student to explain the circumstances of the incident, present witnesses on his/her behalf, and show why he/she should not be suspended. Discussion may include methods by which future similar situations may be avoided. The student has the right to:

- Speak on his/her own behalf,
- Present witnesses,
- Question any witnesses that are present
- Be represented by counsel

RECOMMENDED EXPULSION/LONG TERM SUSPENSION

The school principal may request the superintendent to recommend to the School Board of Directors a hearing for the purpose of excluding a student from school for a period exceeding ten (10) school days. The student shall be given a full due process hearing in accordance with the law before the Board or a duly appointed committee of the Board.

1. The parents (or guardians) and student will receive written notice of the rules violated, the intention to seek expulsion and the place, time, and circumstances of the hearing with sufficient time provided to prepare a defense.
2. The parents (or guardian) and student will be informed of the right to legal counsel or other adult representation.
3. The student will be afforded an opportunity to present witnesses and evidence on his/her behalf and to cross-examine opposing witnesses.
4. The proceedings of the hearing will be duly recorded.

SEARCH PROCEDURES

(In accordance with Avon Grove School District Policy 226)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, the Board reserves the right to authorize school officials to search a student, lockers, automobiles, and/or school property in certain circumstances and may seize any illegal or unauthorized materials discovered during the search.

It is prohibited for any student, while at school, to possess on his/her person to use in any manner, or to sell any substance, item, or device, the use, possession, or sale of which is a violation of federal or state law or district policy or constitutes a threat to the health, safety, welfare, or good order of the occupants of the school building, the school building itself, or the district (“illegal materials”).

Students shall be notified at least annually or more often if deemed appropriate by administration, of the contents of the search policy.

Search Procedures Generally

Any building administrator, teacher or other district employee who reasonably suspects that a student has in his/her possession on school property or uses or sells on school property any illegal material, shall proceed as follows:

1. The matter or incident shall be immediately referred to the building principal with an explanation of facts leading to the suspicion that the student possesses, uses, or sells illegal materials.
2. The principal or his/her designee shall then discuss with the student privately the facts as related to the principal and ask the student to consent to a search of his/her person, locker and/or automobile.
3. Students who do not cooperate with the principal or his/her designee who has reasonable suspicion to search, shall immediately be subject to disciplinary action.
4. When a search is made of student’s person, locker and/or automobile, at least one other teacher or school official shall be present in addition the principal or his/her designee. Except in emergency situations, reasonable steps should be taken to ensure the student is present during the search.

5. If illegal material is found, it should be confiscated, marked in an identifying manner in the presence of the student, if possible, and at least one other teacher and/or administrator, and held in a secure place.
6. The principal or his/her designee shall be responsible for the safe keeping and proper disposal of any illegal material found.
7. The principal or his/her designee shall be responsible for the prompt recording in writing of each search; such record shall include the reason(s) for the search, persons present, objects found and their disposition.
8. Confiscated illegal materials may be used against the student in a school disciplinary proceeding.
9. If illegal materials are found, the appropriate law enforcement agency shall be contacted.
10. Illegal material shall be turned over to the appropriate law enforcement agency for further investigation and proceedings.

School officials may conduct periodic blanket searches of school property without individualized suspicion of any particular student where school officials are able to articulate evidence of a substantial problem threatening the welfare or safety of the school as a whole and that blanket searches may help eliminate that problem.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that a student is in possession of illegal materials.

Consistent with this policy the Board authorizes district personnel to conduct a personal search at any time for the purpose of determining whether the student is in possession of illegal materials.

If a pat down search of a student's person is conducted, it will be conducted privately by a school official of the same sex and with an adult witness of the same sex present.

Locker Searches

All lockers are and shall remain the property of the district. Students shall have no expectation of privacy in their lockers.

In order to have use of a school locker, students shall be required to sign a waiver authorizing the principal or his/her designee to search the interior of the student's locker. **By signing the "Acknowledgement of Receipt" form that accompanies this handbook, students authorize the principal or his/her designee to search the interior of the student's locker.**

Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for illegal materials.

The Board authorizes district personnel to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage illegal materials.

All requests for the search of a student's locker shall be directed to the building principal or his/her designee who shall seek the consent of the student and notify the student that s/he may call a parent or other representative.

The principal or his/her designee shall open a student's locker on the request of a law enforcement officer only on presentation of duly authorized search warrant or on the intelligent and voluntary consent of the student.

Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal or his/her designee may open the locker as soon as is necessary to properly discharge his/her duty to protect the persons and property within the school building.

Automobile Searches

School parking lots are owned by the district and the district exercises exclusive control over its parking lots. Use of the parking lots is a privilege, not a right.

Students have no expectation of privacy regarding items placed in their vehicles in the parking lot.

The parking lot may be subject to routine patrols and inspections of the exterior of vehicles and visual inspection of those items within in the vehicle which are in plain view and visible through the windows of the vehicle while on school property. Routine patrols may be conducted by district personnel or drug detecting dogs.

Interiors of vehicles may be searched whenever a school authority has reasonable suspicion to believe that illegal materials are contained therein.

Patrols and inspections may be conducted without notice, without student consent and without a search warrant.

Use of Drug Detecting Dogs for Searches

It shall be the policy of the district to permit district personnel to conduct blanket searches of school property with professionally trained handlers and dogs for the purposes of detecting the presence of illegal materials.

Parents and students are hereby notified of this policy through its inclusion in the Student/Parent Handbook. Additional notice need not be given and actual times or dates of planned searches need not be released in advance.

District personnel shall authorize the search and have a designee on hand while the search is taking place.

All school property, including, but not limited to, lockers, classrooms, storage areas, and parking lots, may be searched. Individual(s) will not be subjected to a search by dogs.

EXPULSION FOR WEAPON POSSESSION

(In accordance with Avon Grove School District Policy 218.1)

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

TOBACCO USE

(In accordance with Avon Grove School District Policy 222)

Tobacco use is defined as possessing and/or using tobacco in any form, including but limited to in or as a lighted or unlighted cigarette, cigar, pipe, snuff, chewing tobacco and smokeless tobacco.

Students are prohibited from tobacco use in the school buildings, on school grounds, on school buses or vehicles, or while participating in a school activity/event on or off school grounds.

Students violating these rules will be subject to disciplinary action including, but not limited to, suspension, expulsion, and fines.

TERRORISTIC THREATS/ACTS POLICY

(In accordance with Avon Grove School District Policy 218.2)

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building. Any student in violation of this policy will be subject to discipline in accordance with said policy.

BULLYING/HAZING

(In accordance with Avon Grove School District Policy 252)

The Avon Grove School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention needed for success.

Bullying and hazing can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

Bullying is an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting, that is severe, persistent or pervasive; and has the effect of doing any of the following: (1) substantially interfering with a student's education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school.

Examples of an act or series of acts that may constitute bullying if it meets the preceding definitions including, but are not limited to: physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; cruel rumors; false accusations and social isolation.

Bullying behavior accomplished through electronic device mediums, as well as, computers, Internet, instant messaging, email, social networking sites and other such mediums shall be subject to this policy.

Bullying and Hazing are Prohibited

The Board and staff shall not tolerate any bullying or hazing on District grounds or at any school activity on or off campus by any student K-12.

Staff Intervention

The District expects staff members who observe or become aware of an act of bullying or hazing to take immediate, appropriate steps to intervene – unless intervention would be a threat to staff members' safety. If the staff member is unable to intervene, believes that his/her intervention has not resolved the matter, or if the objectionable action persists, s/he shall report the bullying to the school principal for further investigation.

Students and Parents Shall Report Bullying and Hazing

The District expects students and parents who become aware of an act of bullying or hazing to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying or hazing are subject to the consequences listed below under Consequences/Intervention.

Investigation Procedures

Upon learning about a bullying or hazing incident, the principal or designee shall contact the parents of both the aggressor and the subject of the aggression, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues.

Consequences/Intervention

Consequences for students who bully or haze others shall depend on the results of the investigation and may include, but are not limited to, counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with the parents.

UNLAWFUL HARASSMENT POLICY

(In accordance with AGSD Board Policy 248)

The Avon Grove School Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. Further, the Board prohibits any individual from assisting or encouraging harassment of any kind of students.

The Board encourages students who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct or communication relating to an individual's protected characteristics, such as, race, color, national origin/ethnicity, gender, age disability, sexual orientation, medical condition, marital status or religion when such conduct:

1. **Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.**
2. **Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.**
3. **Otherwise adversely affects an individual's learning opportunities.**

Examples of conduct which may constitute harassment if it meets the immediately preceding definition include, but are not limited to: graffiti containing offensive language, name calling, jokes or rumors; physical acts of aggression or hostile acts against a person or his property because of that person's protected characteristic; or written or graphic material which is posted or circulated and which intimates or threatens, or which is intended to intimidate or threaten, a person based on that person's protected characteristic.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. *Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.*
2. *Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.*
3. *Such conduct deprives a student of educational aid, benefits, services or treatment.*
4. *Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.*

Examples of conduct that may constitute sexual harassment, if it meets the immediately preceding definitions, include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendar; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environmental that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer. The Compliance Officer (Superintendent) may be contacted at the Avon Grove School District offices located at 375 South Jennersville Road, West Grove, PA 19390 (610) 869-2441. The Board designates the Director of Personnel as the Alternative Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public.

The district shall provide regular in-service education and training for students and staff concerning all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report any such conduct.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

The complaint should be made orally or in writing to the building principal. The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

The building principal shall inform the student of the right to file a complaint in accordance with the policy and the complaint procedure. The building principal shall immediately forward the complaint to the Compliance Officer.

If the building principal is the subject of the complaint, the student shall report the incident to the Compliance Officer. If the Compliance Officer is the subject of the complaint, the building principal shall report the incident to the Alternative Compliance Officer.

The complaint, the identity of the complainant and the identity of the person accused of harassment will be disclosed only to the extent necessary to investigate the complaint and only when such disclosure is permitted by law.

Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the district's ability to fully respond to the complaint.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation is to be completed as soon as practicable, which generally should be not later than 15 calendar days after authorization by the Compliance Officer to investigate. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice to the complainant and the alleged harasser that the complaint has been received. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, reducing or eliminating contact between the alleged harasser and the complainant and, in cases involving potential criminal conduct, whether law enforcement officials should be notified. If after consultation with the building principal, the Compliance Office determines that more than 15 days will be required to investigate the complaint, the complainant and the alleged harasser shall be notified of the reasons for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The building principal may also inspect any documents or other information deemed relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

All students and employees shall cooperate with any investigation of alleged harassment conducted under this policy or by any investigating local, state or federal agency.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation and findings of the investigation.

The findings of the investigation shall include a determination of whether the complaint has been substantiated as factual, whether it is a violation of this policy, and any recommended corrective/disciplinary action.

Within 15 days of receiving the building principal's report, the Compliance Officer or the Alternative Compliance Officer as the case may be, shall issue a decision regarding whether and how the policy was violated and the corrective/disciplinary actions to be taken. The decision shall be provided in writing to the complainant and the accused harasser.

Step 4 – District Action

If the investigation results in a finding that the complaint has been substantiated as factual and constitutes a violation of this policy, the district shall take prompt corrective and disciplinary action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

- 1. If the complainant is not satisfied with a finding of no violation of the policy or with corrective action recommended in the investigative report, s/he may submit a written appeal to the School Board within fifteen (15) days of the complainant's receipt of the findings of the investigation.**
- 2. Any such appeal must be in writing and filed with the Compliance Officer who shall forward the appeal and the investigation record to the School Board.**
- 3. The School Board shall make a good faith effort to make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the complainant, the Compliance Officer, the alleged harasser and/or other persons.**

ALCOHOL AND DRUG POLICY

(In accordance with Avon Grove School District Board Policy # 227)

The Avon Grove Board of School Directors recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. Fred S. Engle Middle School strives to prevent substance abuse, and its educational program addresses the physical and psychological dangers caused by drug and alcohol use/abuse.

For purposes of this policy, "drugs" shall mean: all dangerous controlled substances prohibited by law, all "look-a-like" drugs, all alcoholic beverages, any drug paraphernalia, any prescription drug or patent drug, except those for which permission to use in school has been granted, or anabolic steroid. Human Growth hormone (HGH) is not included as an anabolic steroid under the provisions of this policy.

TAKING ANY DRUG, WHETHER PRESCRIPTION OR NON-PRESCRIPTION, WITHOUT THE SCHOOL NURSE'S SUPERVISION IS A VIOLATION OF THE ALCOHOL AND DRUG POLICY.

The Board prohibits the use, possession, distribution, or being under the influence of any drug or possession with the intent to distribute any drug: during school hours, which includes the hours it takes for a student to travel to and from school; on school property; at any school sponsored event, including traveling to and from any event; and on school buses/vans.

Appropriate disciplinary action will be taken by the Board as outlined in the Student Code of Conduct, which is in compliance with all laws and regulations of the Commonwealth of Pennsylvania (including Act 93 and Act 104). Student Assistance Teams consisting of specially trained school personnel will be established in order to ensure appropriate identification, interventions, and support for "AT RISK" students.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors, drug and alcohol counselor, student assistance team members, and other school employees shall be respected and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent unless the best interests of the student can be served only by doing so.

POSSESSION AND USE

A student who, while under the school's jurisdiction, is found to possess, use or abuse drugs shall be subject to the following action:

First Offense

- Parents or guardians shall be immediately contacted by building administration and the student shall be sent home or removed from the school for medical attention, if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by school administration.
- The police department having jurisdiction over the area in which the school is located shall be notified by the Superintendent or his designee and the student shall be referred for appropriate action.
- The student initially will be suspended 10 school days during which time an informal hearing will be scheduled. (See below.)
- The student will be suspended from participation in any extracurricular activity in which the student is involved at the time of the offense. This includes, but is not limited to, suspension from the following: any athletic team for the remainder of the season, play or musical production for the duration of the practices or performances, Academic Competition or Mock Trial teams for the remainder of the season, class or student organization office for the remainder of the year. Additionally, a student's attendance at or participation in extracurricular activities is restricted according to the provision of any probation contract.
- The student will be referred to the Student Assistance Program, known as Support Our Students (SOS), and be required to complete a minimum of eight (8) drug and alcohol education sessions. These sessions are provided in school during study hall so that the process does not affect his/her schoolwork. Drug and alcohol counseling with a qualified professional in another setting and approved by our administration will satisfy this requirement as long as documentation indicating eight (8) hours of drug and alcohol counseling have been completed and submitted.
- Any student convicted of any controlled substance offense shall have his driving license suspended under Act 92 of 1989.

Second Offense

- Anabolic steroid use by a student athlete may result in suspension from school athletics for the remainder of the season and the following season.
- Immediate Suspension from School
- Informal Hearing
- Referral to the District Hearing Committee for an expulsion hearing.
- Referral to the appropriate law enforcement agency with the strong recommendation that the student be prosecuted.
- Possible placement in the Alternative School

DISTRIBUTION OR INTENT TO DISTRIBUTE

A student, who while under the school's jurisdiction, is found to be distributing, or with intent to distribute drugs shall be subject to the following action:

1. Immediate Suspension from School
2. Informal Hearing
3. Referral to the District Hearing Committee for an expulsion hearing.
4. Referral to the appropriate law enforcement agency with the strong recommendation that the student be prosecuted
5. Placement in the Alternative School

Informal Hearing

Within three (3) days of the beginning of the suspension, an informal hearing will be scheduled. The informal hearing shall be held with the student, his/her parents or guardian, local police department representative, the school administration and any other person who in the judgment of the administration, could make contributions to aid in determining a course of action. As a result of the meeting, the school district shall do one or more of the following:

- Refer the student to district personnel for counseling. Appropriate district personnel include: the Pupil Services Director, School Nurse, Guidance Counselor, School Psychologist, Drug and Alcohol Counselor, Student Assistance Team, or other appropriately trained staff members selected by the principal.
- Require the student, under parental supervisor, to obtain guidance or psychological counseling from an outside professional agency. Confirmation of such contact shall be submitted to the school administration within a prescribed time. Failure to comply within the prescribed time will be cause for suspension within the guidelines of this policy.
- Full suspension for up to ten (10) school days.
- Referral to the District Hearing Committee for an expulsion meeting.
- Require, with parental consent, that contact be established among the school, parents, and the following appropriate contact: juvenile probation officer, physician, psychologist or psychiatrist, appropriate local and state rehabilitation centers, and other agencies identified by the Chester County Drug and Alcohol Commission.
- Any other action determined appropriate by the situation, including assignment to the Alternative School.
- Require the student to abide by the restrictions of Disciplinary Probation upon return to school.

Responsibility of School Personnel

- All personnel of the Avon Grove Schools are to report to their immediate supervisor any student or employee involved in the use, transfer of, or having alcohol or other drugs, narcotics, or other health endangering compounds in his/her possession while on or about school property or while on a school related function.
- All personnel of the Avon Grove Schools are to report to their immediate supervisor any person who is not a student or an employee and who is found to be using, soliciting, or giving a student or employee any alcohol or other drugs, narcotics, or other health endangering compounds while on or about the school property or while at a school related function.
- The supervisor is to report such information to the Superintendent immediately and confirm the same in writing as soon as possible relating the specific sequence of events in each case.
- The supervisor or the Superintendent will immediately notify the appropriate law enforcement agency in any case involving persons not related to the district.
- The police department having jurisdiction over the area in which the school is located shall be notified by the Superintendent or the designee and the student shall be referred for appropriate action.
- The student initially will be suspended ten (10) school days during which time an informal hearing will be scheduled.

ASSISTANCE PROGRAMS FOR DRUG OR ALCOHOL PROBLEMS

WHAT IS THE DRUG AND ALCOHOL COMMISSION?

The Drug and Alcohol Commission is responsible for planning and coordinating drug and alcohol prevention, intervention, and treatment services for Chester County residents. This office, a department of County Government, subcontracts with private agencies to provide these services.

FOR INFORMATION OR GUIDANCE ON ANY PROBLEM REFERRING TO DRUGS OR ALCOHOL CALL:

Department of Drug and Alcohol Services

601 Westtown Road, Suite 325
West Chester, PA 19380
610-344-6620

Chester County Council on Addictive Diseases (COAD)

930 E Lancaster Avenue
Exton, PA 19341
610-363-6164

Alcoholics Anonymous (AA)

(215) 932- 7900
(877) 9 Dial AA
<http://www.alcoholics-anonymous.org/>

Because I Love You- Support group for parents/family member of a child with drug and alcohol or mental health concerns

1-888-443-4481
www.becauseiloveyou.org

Websites for Students:

www.freevibe.com
www.checkyourself.org

FOR ADDITIONAL EMERGENCY HELP AND INFORMATION:

Crisis Intervention

222 N Walnut Street
West Chester, PA 19380
Toll free 1 877-918-2100 or 610-918-2100

Chester County CARES- Prescription Assistance, housing information, utility assistance, food assistance

540 East Union Street, Suite L
West Chester, PA 19382
610-436-4040 (M-F 9:00-4:30)
www.csccares.org

Crime Victims Center

236 West Market Street
West Chester, PA 19382
610-692-4959

Domestic Violence Center

800-799-7233 or 610-431-3546

La Comunidad Hispana

610-268-3365

Community Volunteers In Medicine- health service/clinic

(610) 836- 5990

A PERSON IN MEDICAL DANGER

Any person in medical danger should be taken to a hospital emergency room.

LICENSED DRUG AND ALCOHOL AGENCIES

Center for Addictive Diseases

Exton, PA 19341
610-524-2680

Open Door
Newark, DE
302-731-1504

Crossroads of Delaware
Wilmington, DE
302-652-1405

LICENSED MENTAL HEALTH AGENCIES

Holcomb Behavioral Health Systems
Kennett Square, PA
610-388-7400

Human Services
Oxford, PA
610-932-8557

RESIDENTIAL DRUG AND ALCOHOL TREATMENT CENTERS

Caron Foundation
800-678-2332

Renewal Center
800-784-7070

Today Inc
215-968-4713

NON-DISCRIMINATION POLICY

NON-DISCRIMINATION POLICY: The Avon Grove School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, creed, national origin, sex, age, religion, ancestry, sexual orientation, handicap/disability, union membership, or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504. All inquiries should be made to Dr. Wendi Lee Foltz, Director of Personnel, Avon Grove School District, 375 South Jennersville Road, West Grove, PA 19390, (610) 869-2441.

DREAM BIG

If there were ever a time to dare, to make a difference,
to embark on something worth doing, it is now.
Not for any grand cause, necessarily -- but for something that tugs at your heart something that's your
dream.

You owe it to yourself to make your days here count.

Have fun.

Dig deep.

Stretch.

Dream big.

Know, though, that things worth doing seldom come easy.

There will be good days.

And there will be bad days.

**There will be days when you want to turn around,
pack it up, and call it quits.**

**Those times tell you that you are pushing yourself,
that you are not afraid to learn by trying.**

Persist.

**Because with an idea, determination,
and the right tools, you can do great things.**

**Let your instincts, your intellect,
and your heart guide you.**

Trust.

Believe in the incredible power of the human mind.

Of doing something that makes a difference.

Of working hard.

Of laughing and hoping.

Of lazy afternoons.

Of lasting friends.

Of all the things that will cross your path this year.

**The start of something new
brings the hope of something great.**

Anything is possible.

There is only you.

And you will only pass this way once.

Do it right.

-Author unknown