

PARENT/STUDENT INFORMATION

Avella Area School District
Jr. Sr. High School

2022-2023



Avella Jr. Sr. High School 1000 Avella
Road
Avella PA 15312
724-356-2216
School Office Hours: 7:00am-3:00pm
www.avellasd.org

Follow us on twitter@AvellaArea

Principal: Mrs. Sheryl Wright-Brown
Superintendent: Mr. Cyril Walther

MISSION

STATEMENT:

The Avella Area School District, in collaboration with students, parents and the community is committed to developing 21st century learning and thinking skills through a rigorous, relevant, and comprehensive curriculum, while preparing students to be innovative, productive citizens in an interconnected world.”

“Home of the Eagles”

This handbook may be amended from time to time and the district reserves the right to revise its policies in accordance with the law. Each time a revised and updated handbook is issued, the current handbook replaces all prior versions.

The Avella Area School District does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. For more information or to report allegations of discrimination, please contact the Compliance Officer, Mr. Cyril Walther, Superintendent, 1000 Avella Road, Avella, PA 15312. The Superintendent can be contacted by telephone at 724-356-2218, or by email at waltherc@avellasd.org. If the complaint is about the

Compliance Officer, then please contact the School Board Secretary, Debra Bentz, at the same address or phone number as above, or email at bentzd@avellasd.org.

COVID-19 GUIDANCE AND REQUIREMENTS

Due to the COVID-19 Pandemic, the following are guidance and regulations put into place to ensure the safety of our students, faculty and staff. The situation surrounding the pandemic is fluid and all guidance or requirements issued by state, federal or other sources. The District reserves the right to change its guidance and requirements without amending this Handbook.

COVID 19 PROTOCOLS

IF YOU TEST POSITIVE FOR COVID-19	
Everyone, regardless of vaccination status.	<ul style="list-style-type: none"> Stay home for 5 days If you have no symptoms or your symptoms are resolving after 5 days, you can return to work/school Continue to wear a mask around others for 5 additional days <p><i>If you have a fever, continue to stay home until your fever resolves.</i></p>
IF YOU WERE EXPOSED TO SOMEONE WITH COVID-19	
<p>If you were exposed to someone with COVID-19 and display <u>NO</u> symptoms:</p> <ul style="list-style-type: none"> Notified by the district your child has been exposed May participate in a voluntary quarantine Test on day 5, if possible Recommended masking for 10 days <p><i>If you develop symptoms get a test and stay home.</i></p> <p>Individuals who are fully vaccinated:</p> <ul style="list-style-type: none"> Do not need to quarantine, but it is recommended to wear a mask for 5 days 	<p>If you were exposed to someone with COVID-19 and <u>HAVE</u> symptoms:</p> <ul style="list-style-type: none"> Stay at home for 5 days No symptoms after 5 days = Return to school Test on day 5, if possible Wear a mask for 5 days upon return to school/work <p><i>If you develop symptoms get a test and stay home.</i></p>

STUDENT ILLNESS

Families are encouraged to keep their children at home if their child has a fever. Students must be fever free for 24 hours before returning to school.

Parents are encouraged to contact the school if their child is staying home due to sickness. If it is determined the child will be out of school for an extended period, the district will place the student on the Google Classroom (when appropriate) so the student can continue their education and truancy is avoided.

GUIDANCE AND SCHOOL SUPPORTS

SCHOOL COUNSELOR

The school counselor assists all students to promote academic, career and social/emotional development. Students are to contact the school counselor for academic and career goal needs, as well as, concerns or problems they may experience throughout the school year.

Avella Jr. Sr. High School Counselor: Mrs. Samantha Adams
Phone: 724-356-2216 ext. 3305
Email: adamss@avellasd.org

Except in cases of crisis or emergency students are to complete a “*Request to see the School Counselor Form*” in the office and return to class. Students will be called down to the school counselor’s office when it will be least disruptive to their daily schedule.

STUDENT ASSISTANCE PROGRAM (SAP)

For over 25 years, the Student Assistance Program has worked in Pennsylvania to help troubled students. We are in some situations a first line of support for students dealing with any family issues, drug & alcohol issues, suicidal issues, sadness issues, peer drama or bullying issues. We work to not only support students in school but also connect students and families to the much-needed resources to help them succeed in negotiating some of life’s most tumultuous storms.

The core of the program is a professionally trained team, including school staff and liaisons from community drug & alcohol and mental health agencies. When the problem lies beyond the scope of the school, the SAP Team will assist the parent and student so they may access services within the community. The SAP members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

SAP TEAM MEMBERS	
Sheryl Wright-Brown, Principal	Samantha Adams, School Counselor
Erika Bakaitis, School Nurse	Carrie Struth
Dennis O’Neil	Samantha Jacobs

How do you make a referral? Anyone can refer a student when he/she is concerned about a student’s behavior, attitude, or academic performance. The student can go directly to the SAP team member to ask for help. A member of the SAP team may then contact a parent for permission to proceed with the SAP process. If you would like more information, please contact the school counselor, Mrs. Samantha Adams @ 724-356-2216 ext. 3305 or adamss@avellasd.org

*(For more information, see the district policy on the **Student Assistance Program Policy #236**, available for review on the District Webpage.)*

SCHOOL NURSE

The School Nurse’s Office is located in the Avella Elementary School. Before reporting to the school nurse, a student **must be excused by the classroom teacher with a signed pass** (except in the case of an emergency where first aid is required) and report to the high school office. The nurse will be notified that a student is reporting to the office by a high school secretary and the student will sign out using the nurse’s log in the high school office. At the discretion of the nurse, the parents/guardians will be notified to take the student home. All students who are ill or experiencing a medical condition must see the school nurse before a parent is contacted for dismissal. The only exception will be in the case of a medical emergency in which administration, faculty and staff will follow the District’s emergency procedures.

Students who take medication during the school day are to secure a copy of the form, “*Authorization for Prescription and Non-prescription Medication during School Hours*” from the high school office or the nurse. This form must be signed by the student’s physician and returned to the school before the student is permitted to bring medication to school. All medication is kept in the nurse’s office and obtained by the student when needed. No medication is to be kept in student lockers or carried around the building.

A student is permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized.

*(For more information, see the district policy on **Medications #210** available for review on the District Webpage.)*

BULLY PREVENTION

The Avella Area School District recognizes that a student's ability to learn, and the District's ability to safely educate its students, is adversely affected by bullying. The school district seeks to avoid these adverse effects and maintain the safety of the school environment.

Students who are experiencing the effects of bullying are to report incidents to the high school office. Students and parents/guardians can also review the Bullying Policy on the District Webpage. Included with this policy are forms to report a bullying incident.

*(For more information, see the district policy on **Bullying/Cyberbullying #249** available for review on the District Webpage.)*

SAFE2SAY SOMETHING

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it is easy and confidential to report safety concerns to help prevent violence and tragedies.

Here is how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

Students can report concerns using Safe2Say Something in three ways:

- Use the Mobile App
- Call 1-844-SAF2SAY (723-2729)
- Online @ SAFE2SAYPA.ORG

ATTENDANCE

In Pennsylvania, students are required by state and federal law to attend school from the time the child enters school, which can be no later than eight years old, until the child is 17 years old or graduates from high school.

The following are reasons that constitute an excused absence:

- Student illness
- Death in the family
- Vacation encompassing 5 days or fewer (Trip must be educational; Prior approval needed)
- Quarantine
- Required court appearance
- Emergencies
- College or technical school visits (Juniors are allotted 2 visits and seniors 3 visits)
- Professional health care or therapy services, including doctor or dentist appointments
- Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group (Prior approval through written request)
- Religious instruction/Religious holidays

Following an absence, students must bring in a note signed by a parent/guardian or doctor indicating the date of absence and reason. The exception will be absences that require prior approval. Notes must be submitted to the high school office within **3 days** of returning to school. Notes submitted after **3 days** will not be accepted. Failure to submit an excuse will result in the absence being recorded as unexcused. Students with unexcused absences will **receive zeros** for any work missed during the absence.

Absences of five (5) or more consecutive school days or 10 or more cumulative school days because of illness require a doctor's excuse within 5 school days of returning to school. If a doctor's note is not provided the student will be marked as unexcused.

Students participating in extracurricular or athletic activities are required to be in school for ½ of the day of the scheduled event. Students must arrive at school no later than **11:00 am**.

Excessive absences may result in removal from extra-curricular activities, loss of driving privileges, and/or removal as a student from Western Area Career and Technology Center.

*(For more information, see the district policy on **Attendance #204** available for review on the District Webpage.)*

TARDINESS

The West End doors of the high school open at 7:30 am for all students. Students are considered tardy to school if they are not present in their homeroom by **7:45 am**. Students not present in homeroom by 7:45 am will be required to sign-in at the high school office.

The following constitutes an acceptable excuse for tardiness:

- Illness/Doctor's excuse
- Death in the family
- Quarantine
- Required court appearance
- College or technical school visits (Juniors are allotted 2 visits and seniors 3 visits)
- Professional health care or therapy services, including doctor or dentist appointments
- Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA

- group (Prior approval through written request)
- Religious instruction/Religious holidays
- Emergencies (as determined by school administration)
- Impassable Roads (as determined by school administration)

Students that report late must sign-in at the high school office. At this time, an excuse must be presented to the high school secretary. If a student's tardiness is not excused, the student's teacher will be notified and they will receive a zero for any work missed. For a student that accumulates three (3) or more unexcused tardies during the school semester discipline will be issued accordingly (i.e. suspension from extracurricular activities, detention, loss of driving privileges, etc).

EARLY DISMISSAL

A student who wishes to be dismissed early from school must bring a note to the office prior to or during homeroom. All excuses must be written by a parent/guardian, indicate the reason for the dismissal and include the time requested for the dismissal. A student who is dismissed for a doctor's appointment must bring a form from the doctor's office upon his/her return to school. If a doctor's note is not provided the student will be considered absent for the time missed. Early dismissals are considered absences from school and will only be excused for the reasons stipulated in the **attendance section** of this document.

All students who are ill or experiencing a medical condition must see the school nurse before a parent is contacted for dismissal. All dismissals due to illness must be excused through the nurses office.

A student that is dismissed early from school due to illness is not permitted to participate any extracurricular activities during the day of the dismissal. Students that receive an early dismissal before 11:00 am will be recorded for a full day's absence.

Students are not permitted to leave school property for any reason during school hours without the permission of the principal. This includes students that are 18 years and older.

SPECIAL ABSENCE/VACATION FORM

Students may be released from school upon the written request of a parent or guardian provided certain conditions of the school district policy are met.

Avella Jr. Sr. High School requirements for approval of special absences/vacations:

The trip, tour or vacation must be educational. The student is required to secure prior approval of the building principal by providing a written statement indicating the duration of the anticipated absence and the purpose of the trip.

The excused period of special absence/vacation shall not exceed (5) days per school year.

Students are required to keep a daily journal of their daily activities. This journal must be submitted within (5) days of returning to school. If a journal is not returned to the High School Principal all days absent will be marked as unexcused and the student will receive a zero for any work missed.

Students are responsible to notify teachers 2-3 days prior to the scheduled absence to receive any work missed. Failure to make up assignments missed will result in a lower grade.

Special Absence/Vacation Forms can be found on the district website or in the high school office.

ACADEMICS

GRADUATION REQUIREMENTS

Students must earn 26 credits in grades 9 through 12 to graduate from Avella High School. In addition, students must

also successfully complete the Avella Jr. Sr. High School Graduation project, Career and Readiness portfolio and demonstrate postsecondary readiness successfully completing the statewide graduation requirement.

Information regarding the Pennsylvania Department of Education’s statewide graduation requirement can be found on the Pennsylvania Department of Education website @ www.educatoin.pa.gov.

In order for a student to be promoted to the next grade level, a total of 4 credits or the equivalent must be passed. At least 3 of these credits must be in major subjects.

Course Discipline	Credits	WACTC Students Credits
English	4	4
Social Studies	4	3
Mathematics	4	3
Sciences	3	3
Arts or Humanities	2	1
Physical Education	2	.5
Health	.5	.5
Electives	5.5	0
Graduation Project	1 (.25 each year)	1 (.25 each year)
TOTAL	26	16 at Avella High School

Additional information pertaining to graduation requirements can be found in the **Program of Studies Booklet** on the school’s website or in the High School office.

GRADUATION PROJECT

The E.A.G.L.E. (*Education And Graduation Learning Experience*) Project will help students contribute to their community, obtain work experience in various careers, and explore multiple post-secondary options. Below is general information regarding the project:

Each student is mandated to complete the Avella Graduation project as a graduation requirement.

Students earn .25 credits each year, culminating to 1 full credit. Students earn an “A” if the requirements are fulfilled and an “F” if they are not. If not completed, additional requirements are added the following year.

Graduation Project paperwork is provided to students at the beginning of the school year. Extra paperwork is available in the office. A deadline for paperwork is set each year.

Specific details about each requirement can be found within the paperwork provided to students.

9 th Grade Requirements	10 th Grade Requirements	11 th Grade Requirements	12 th Grade Requirements
10 hours of Community Service	2 Job Shadow Experiences	2 College/School Visits, College/Career Fairs or Military Visits and 1 Job Shadow Experience	2 Page Reflective Paper
		WACTC/VO-AG Students ONLY: 3 College/School Visits, College/Career Fairs or Military visits	

WESTERN AREA CAREER AND TECHNOLOGY (WACTC)

Students who are interested in areas of career and technology may enroll in one of the programs at WACTC. All programs provide entry-level education to a specific career and are three years in duration (grades 10 - 12); students who attend WACTC are enrolled at Avella High School for one-half day and at WACTC one-half day. Transportation and tuition is provided by Avella Area School District. This is an excellent opportunity for students to get a head start in a fulfilling and productive career. The mission is to:

To provide a quality educational experience which will afford each student the opportunity to develop and expand his or her vocational and academic skills;

To improve each student's life skills, enabling him or her to become successful in the interaction of today's ever-changing society; and

To enable each student to become a responsible graduate and citizen.

Many job-related fields are available upon completion of these programs (*Additional information can be found in the Program of Studies Booklet on the school's website or in the High School officer.*)

Criteria for student participation (selection):

Attendance at Avella Jr. Sr. High School (absences of 10 days or less per year).

Discipline and behavior at Avella Jr. Sr. High School (model student – good rapport).

Grades earned at Avella Jr. Sr. High School (minimum C average).

Student's must attend WACTC five (5) days per week.

DUAL ENROLLMENT PROGRAM

Avella Area School District provides students with the option to enroll in courses outside of high school through the dual enrollment option. This option is for students who advance beyond the coursework offered or is interested in a subject that is not offered at Avella High School.

To enter the Dual Enrollment Program students must meet the following eligibility requirements:

The student must be a high school junior or senior. Juniors who are enrolled in dual enrollment courses are required to take 7 course periods at Avella High School. Seniors may request an educational release if high school graduation requirements have been met during the graduating year.

Students eligible must have a cumulative grade point average of a 3.5 at Avella High School.

In order to remain in this program, the student must maintain a high school cumulative grade point average of 3.5. The student also must maintain a minimum grade of B- in each dual enrollment courses the student is enrolled.

The student must have and maintain satisfactory attendance and behavior as determined by Avella Area School District.

Students taking dual enrollment courses online will still be required to fill their schedule with 7 course periods at Avella High School. Additional periods to complete dual enrollment coursework will not be provided.

Student Credit:

Students are not permitted to take more than **two** approved courses per semester.

In order to successfully complete a course listed, students must earn a minimum grade of a B-.

The School District will award credit for and recognize courses that are successfully completed under this agreement as fulfilling the graduation requirements identified for the district. Credits will not be counted for high school calculation of grade point average or class rank.

All costs associated with college classes or online courses including but not limited to tuition, transportation, related materials and supplies are the responsibility of the student and family.

Students applying for dual enrollment:

Students must complete an enrollment application for each course offered outside of Avella High School. This form can be found on the District website or in the Appendix of this handbook.

When completing the application, list only one requested course per form.

Submit the application to your school counselor. The school counselor, high school principal and the superintendent must approve all course applications.

A+	97-100	4.0	4.5	5.0
A	93-96	3.7	4.2	4.7
A-	90-92	3.5	4.0	4.5
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.8	2.3
D	63-66	1.0	1.5	2
D-	60-62	.07	.57	1.07
F	59 or less	0.0	.5	1

SCHEDULING

Student schedules will be mailed home prior to the start of the school year. Students will be provided with multiple days in August to request changes to his/her schedule. There will be no additional changes made to student schedules after this time. All changes will be subject to administrative approval and course availability.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each quarter, or nine-week session. Progress reports are issued during the 4th week of a nine-week session. Reports cards and progress reports are available via your student's **go.edustar** account. If you would like a paper copy of your child's report card, a written request must be sent to the high school office at the beginning of each year.

GO.EDUSTAR: STUDENT ONLINE GRADEBOOK

Avella Jr. Sr. High School utilizes the online grading system **go.edustar**. To access this portal parents and students are to visit the school website @ www.avellasd.org, select "Parent Links" in the top menu and next select the "go.edustar" tab. This process will take the user to the Parent Login Page. Parents will be prompted to enter their username and password. A **Go.Edustar Parent Online User Guide** is available on the school district website. If there are any issues accessing your account please refer to the above guide or contact the high school office @ 724-356-2216.

NATIONAL HONOR SOCIETY

Sophomore and Junior students who demonstrate academic achievement by obtaining a cumulative GPA of 3.7 meet the academic standard for possible induction into the National Honor Society. Candidates who meet this academic standard are invited to apply for membership to the Avella Chapter of the National Honor Society. In addition to academics, the faculty council also evaluates a student in the areas of service, leadership and character.

Students chosen to become members of the Avella Chapter of the National Honor Society must maintain a minimum GPA of 3.7. Members must also be enrolled in at least 2 Honors courses, 2 AP courses or a combination of these during his/her junior and senior years. NHS members participate in community service projects to provide assistance to the Avella community, as well as, organize and conduct activities on campus.

ACADEMIC INTEGRITY/CHEATING/PLAGIARISM

Avella Jr. Sr. High School adheres to a strict policy of academic integrity. To assist in this teachers and administration use available technology and aids to identify any violations.

Cheating is defined in the following ways:

Plagiarism

Permitting a student to copy your work and submit as his/her own.

Copying another student's work and submitting it as your own.

Providing a student with answers to a test or examination.

Obtaining help from another student during a test or examination.

Use of technology, notes, etc. during an assignment or examination without the teacher's permission.

Violations of this policy will result in the following disciplinary actions:

1st Offense – Student will receive a ZERO on the assignment/examination.

2nd Offense – Student will receive a ZERO and In School Suspension

3rd Offense – Student will receive an "F" in the course and removed from the course.

- *Disciplinary action is subject to change due to the severity of the incident.*

DISCIPLINE

Avella Area School District believes that it is essential for our schools to provide a safe and supportive atmosphere that is conducive to learning. Students must be able to work together and to accept and share responsibilities. While discipline begins in the home, the school provides reinforcement and continued opportunity for students to learn self-discipline and behaviors appropriate for becoming responsible citizens and living productively in our society.

Avella Area School District's approach to student discipline is corrective and intended to modify the inappropriate behavior. Maintaining appropriate standards of discipline in the Avella Area School District is essential to the establishment of a safe and orderly educational environment where students can learn. The Student Code of Conduct will be interpreted by the administration and their designees in a manner, which they deem just, given the circumstances of the individual case. Additionally, students must understand that administrators shall have the authority to enforce other reasonable disciplinary actions which they find warranted by situations not covered specifically (including limiting student participation/attendance in extracurricular school-based events/special assemblies/programs aimed at rewarding positive student effort and performance).

Discipline issues arise for a variety of reasons and in varying degrees of frequency and severity. The general sequence presented here is not intended to be rigidly followed. The actual sequence of disciplinary action may vary depending on the individual case and the process will be initiated at the step deemed appropriate. In general, these steps are followed:

1. Teacher and student address the issue.
2. Teacher and parent/guardian address the issue.
3. Teacher, counselor, parent/guardian and/or student meet to address the issue.
4. Principal, parent/guardian, student and other personnel are involved to address the issue.
5. School officials, parent/guardian, student and social service agencies are involved to address the issue.
6. An administrative review occurs with the principal.
7. A superintendent's review occurs with the administrative staff, the superintendent or designee.
8. School Board hearing.

Misbehaviors and their interventions are categorized across four levels according to degree of seriousness and frequency of occurrence. Each school may have additional guidelines for student behavioral expectations as part of a positive behavior intervention or incentive system.

LEVEL I DISCIPLINE VIOLATIONS/CONSEQUENCES

Level I offenses include minor misbehaviors on the part of the student which are disruptive and impede classroom procedures and learning or that interfere with the orderly and safe operation of the school. These misbehaviors are expected to be addressed by the individual teacher or staff member who observes the incident, but may require the intervention of an administrator. An accurate record of the offense, corrective and intervention supports, and disciplinary action must be maintained by the teacher or staff member. Repeated instances of level I behavior, despite redirection or intervention, may constitute a violation at a higher level with referral to an administrator.

Examples of Level I violation including but not LIMITED to:
<ul style="list-style-type: none"> ● Disrespectful actions or language towards peers, adults, and/or property ● Classroom disruptions and violations of classroom procedures established by the teacher, which may include tardiness to class, disruptive behavior, failure/refusal to follow directives ● Disruptive behavior in common areas (e.g. hallways, cafeteria, playground) ● Minor dress code violations ● Lack of cooperation with staff (verbal/non-verbal) ● Failure or refusal to comply with adult directives ● Inappropriate and/or profane language or gesture not directed at others ● Untruthful or deceptive behavior to school personnel ● Misuse or unauthorized use of electronic devices ● Refusal to engage in academic learning activities ● Inhibiting other students' learning process

Examples of Level I consequences Including but not LIMITED to:	
<ul style="list-style-type: none"> ● Timely parent notification from teacher ● Verbal redirection ● Special assignment ● Behavior contract ● Confiscation of electronic device ● Mediation ● Detention/Lunch Detention 	<ul style="list-style-type: none"> ● Parent/Student /Teacher conference ● Loss of classroom privilege ● Classroom meeting ● Referral to school Counselor ● Change of classroom seating ● Teacher assigned detention ● Student conference

LEVEL II DISCIPLINE VIOLATIONS/CONSEQUENCES

Level II offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school and/or classroom. These infractions can result from the continuation of Level I misbehaviors and/or include new offenses. The educational consequences are serious enough to require disciplinary action taken by administrative personnel. Repeated or more serious instances of misbehavior at this level raise the offense to a higher level.

Examples of Level II violation including but not LIMITED to:

- Repeated Level I violations or Level I with aggravating circumstances
- Failure to complete assigned Level I discipline
- Major dress code violations or repeated violations
- Minor disruption in school such as horse playing, play fighting, verbal altercation, etc.
- Failure to properly identify oneself to teachers and/or staff
- Falsification of documents, statements, and/or misrepresentation of parent/guardian
- Loitering in an unauthorized area
- Failure to attend class, leaving class without authorization, presence in unauthorized areas
- Leaving school without authorization
- Verbal/non-verbal flagrant disrespect toward teachers and staff
- Agitating/instigating comments/fights between students
- Use of obscene language/gestures toward others
- Possession of matches, lighters

Examples of Level II consequences Including but not LIMITED to:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">● Parent notification and possible conference● Detention/Extended Day Detention● In/Out of school suspension● Temporary removal of driving privileges● Verbal and written reprimand | <ul style="list-style-type: none">● Behavior contract● Referral to SAP● Withdrawal of privileges and /or participation in school activities● Loss of driving privileges |
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LEVEL III DISCIPLINE VIOLATIONS/CONSEQUENCES

Level III offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or properties. These misbehaviors could endanger the health and safety of those in the school.

Examples of Level III violation including but not LIMITED to:

- Repeated Level II violations or Level II with aggravating circumstances
- Failure to complete assigned Level II discipline
- Vandalism (Less than \$100) or Petty Theft (Less than \$100)
- Trespassing on school property
- Disorderly conduct
- Major disruption of school
- Fighting, harassment, threatening comments, simple assault, hazing
- Act or acts of discrimination and/or intimidating behaviors intended to demean another person
- Bullying/Cyber Bullying
- Refusal to leave school property when directed to do so
- Sexual misconduct, indecent exposure
- Sexual harassment
- Student demonstrations that result in disruption to the school
- Violation of the Acceptable Use Policy
- Truancy
- Possession of pornography or other illegal material, sexting
- Use/possession of drugs and or alcohol, look-alikes, and/or paraphernalia
- Use/possession of tobacco and/or related products, look alike products

- Use/possession of vapes, vaping materials and/or related products, look alike products

Examples of Level III consequences Including but not LIMITED to:	
<ul style="list-style-type: none"> • Up to 10 day suspension • Law enforcement /charges • Due Process • Restitution • Truancy citation 	<ul style="list-style-type: none"> • Referral to SAP • Parent Conference • Activity Restriction (examples include, but not limited to: school sponsored trips, dances, commencement exercises, sporting events, etc.)

LEVEL IV DISCIPLINE VIOLATIONS/CONSEQUENCES

Level IV offenses disrupt the learning climate of the school by posing a threat to the health, safety and welfare of others in the school. These criminal acts always require administrative actions and may require the removal of the student from school, the intervention of law enforcement and authorities and possible action by the Avella Area School District School Board.

Examples of Level IV violation including but not LIMITED to:
<ul style="list-style-type: none"> • Repeated Level III violations or Level III with aggravating circumstances • Failure to complete assigned Level III discipline • Possession of a weapon or look-alike weapon of any kind on school property including school sponsored events and transportation to or from school. • Bomb threat or causing a false alarm • Arson or attempted arson • Tampering with security/safety equipment and/or technology systems • Terroristic threats or acts • Commission of a criminal felony on school property or at a school sponsored event • Aggravated assault • Sexual assault (a student convicted/adjudicated will not be educated within the same school as the victim of the duration of their educational career) • Distribution of pornography (including by not limited to child pornography) • Use of, distribution and/or intent to sell drugs, alcohol, paraphernalia, or look-alike substances • Vandalism and/or theft over \$100 • Burglary of school property • Possession/use of explosive devices • Misconduct off campus: If any of the above acts occur off campus, a student is subject to expulsion if the victim is a student or school employee and there is a reasonable basis to believe that the continued presence of the student demonstrates a clear threat to the safety of the victims or others in the school environment.

Examples of Level IV consequences Including but not LIMITED to:	
<ul style="list-style-type: none"> • Out of school suspension • Alternative Education Placement • Restitution • Expulsion • Superintendent' hearing 	<ul style="list-style-type: none"> • School Board of Directors' hearing • Involvement of law enforcement with potential for criminal charges

- | | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">• Activity Restriction (examples include, but not limited to: school sponsored trips, dances, commencement exercises, sporting events, etc.) |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

DRESS CODE

The Avella Area School District may impose limitation on dress where the attire causes the disruption of the educational process or constitutes a health or safety hazard. Administration's prerogative will be used in any questionable situation that may arise and is not covered in the board policy.

The following are considered inappropriate school wear and **NOT** permitted:

Hats, sunglasses or hoods are not to be worn in the building.

Coats and outside jackets are not permitted. If a heating problem arises, teacher's discretion will be used.

Slippers or sandals that resemble slippers shall not be worn.

Tank tops, see-through clothing, low necklines or backlines, halter-tops, spaghetti straps, muscle shirts, and shirts which display bare midriffs will not be permitted. Sleeveless shirts must be 2 inches wide and cover undergarments.

Shorts, skirts, and dresses are to be fingertip length or longer, this standard applies to slits in skirts or dresses.

No see-through shorts, spandex, swim shorts, or frayed shorts are to be worn.

No jewelry, clothing, or face coverings may be worn with suggestive, obscene, sexual innuendos, vulgar wording, or graphics that advertise/suggest/promote tobacco, drug, or alcohol products.

Jeans with rips or tears must be fingertip length or below to be worn unless fixed with stitching or a patch.

No pajama pants or outfits may be worn.

No pants may be worn below the waistline.

No undergarments may be visible at any time.

Violations of the dress code will result in the following disciplinary actions:

1st Offense – Student will receive a warning. Student will be asked to change into appropriate attire. If a student refuses, he/she will be sent home and this absence will be counted as an unexcused absence.

2nd Offense – Student will receive After School Detention. Student will be asked to change into appropriate attire. If a student refuses, he/she will be sent home and this absence will be counted as an unexcused absence.

3rd Offense – Student will receive Extended Day Detention. Student will be asked to change into appropriate attire. If a student refuses, he/she will be sent home and this absence will be counted as an unexcused absence.

4th Offense – Student will receive In/Out School Suspension. Student will be asked to change into appropriate attire. If a student refuses, he/she will be sent home and this absence will be counted as an unexcused absence.

*(For a comprehensive list pertaining to the THE SCHOOL DRESS CODE, see the school district policy on **Dress and Grooming #221** available for review on the District Webpage.)*

TRANSPORTATION

Avella Area School District Administration recognizes that safety is paramount in transportation. The administration is committed to working with the Board of Education, parents, students, principals, drivers, and staff to maintain a safe and orderly environment. The following guidelines are in place to ensure positive and safe passage to and from school and school sponsored events.

Transportation to and from school is a privilege. Abuse of this privilege may result in loss of transportation to and from school. When you lose your transportation privileges, you cannot ride a bus owned by the GG & C Bus Company. And contracted by the Avella Area School District during the time of suspension.

Video camera systems with audio capability are installed on the GG & C Transportation School Buses. The information from these tapes can be used to determine disciplinary action. The cameras on buses and vans are to help ensure the safety of all students and staff.

All students will be subject to the same disciplinary procedures including suspensions from riding the bus. If a child has an IEP, the IEP will be reviewed to be sure that there are not any special circumstances that would warrant alternative forms of discipline, especially when a bus suspension is under consideration.

It is to be understood that in the event of a bus suspension, the student is required to attend school and any absence during the suspension without a valid written excuse will result in school officials following the standard school truancy policy.

The following are expectations all drivers are expected to follow in operating a bus in the Avella Area School District:

1. Drivers will greet all students as they enter and exit the bus in a pleasant and welcoming manner.
2. Drivers set expectations for students to sit in assigned areas or seats on the bus and set expectations for students to remain seated in assigned areas or seats.
3. Drivers will maintain focus on student safety and not engage in distracting behavior including but not limited to cell phone usage.
4. Drivers will maintain open lines of communication with teachers, administrators, and the GG & C Bus Company regarding the safety, security and behavior of all students.
5. Drivers will act in a professional manner at all times when interacting with students, parents, staff members and administrators.

The following are expectations all administrators are expected to follow in supporting the safe operations of district transportation:

1. Administrators and GG & C administration will reinforce seating arrangements on all buses.
2. Administrators and GG & C administration will enforce all school and school bus safety rules when made aware of a violation.
3. Administrators will maintain open lines of communication with bus drivers, GG & C administration and District Office Administration in regards to transportation issues.
4. Administrators will request and review video from any bus violation.

The following are expectations all students are expected to adhere to during transportation to and from school.

1. Students will sit in their assigned area or seat and face forward at all times. No standing is permitted while the bus is in motion.
2. Students will keep hands, feet and personal belongings to themselves and out of the bus aisle.
3. Students will wait their turn to enter and exit the bus at the stop for which they are assigned.
4. Students will use appropriate language, tone and volume when speaking on the bus.
5. Students will be respectful of all other students and the driver while on the bus and at the bus stop.
6. Students will not play loud or distracting music on the bus.

Parents can contribute to the efficient and safe transportation of their children in the following ways:

1. Ensure that students are at their designated bus stop at least five (5) minutes prior to bus arrival time. Drivers are not required to wait for children as all children further down the route would then be forced to wait that much longer.
2. Ensure students stay off the roadway at all times while waiting for the bus.
3. Ensure students cross in front of the bus when crossing the road or highway.
4. Ensure students wait until the bus has come to a complete stop and red lights are flashing before attempting to enter or leave the bus.
5. Ensure special items and projects are transported by parents to school rather than on the bus due to space and safety consideration.
6. Ensure students do not chase after a bus.
7. Ensure students are orderly while awaiting the bus.
8. Ensure that the bus stop is safe and maintained.
9. Ensure that if driving students to the bus stop you do not interfere with the traffic patterns of the bus.

NOTE: In case of the need for an emergency bus change, a note from a parent must be submitted to the office for approval. This does not guarantee that approval will be granted. If approval is given, the student will receive a bus pass to give to the bus driver. Students must submit the note to the office first thing in the morning in order to arrange for this change.

Misbehaviors and interventions are categorized across four levels based on the seriousness/frequency of occurrence.

LEVEL I DISCIPLINE VIOLATIONS/CONSEQUENCES

Level I offenses include minor misbehaviors on the part of the student, which are disruptive and impede or interfere with the orderly and safe operation of the school bus. These misbehaviors are expected to be addressed by the bus driver who observes the incident, but may require the intervention of an administrator. An accurate record of the offense, corrective and intervention supports, and disciplinary action must be maintained by the bus driver. Repeated instances of Level I behavior, despite redirection or intervention, may constitute a violation at a higher level with referral to the appropriate building administrator.

Examples of Level I Violations including but not LIMITED to:
<ul style="list-style-type: none">• Disrespectful actions of language towards peers, adults, and/or property• Inappropriate and/or profane language or gesture not directed at others• Not following bus driver directions• Inappropriate tone or volume when speaking on the bus (yelling and screaming)• Standing up or moving seat-to-seat• Unauthorized use of electronic devices• Distracting loud music or noises• Leaving trash on the bus• Students seated out of assigned seat or area

Example of Level I Consequences including but not LIMITED to:
<ul style="list-style-type: none">• Verbal redirection• Special assigned seat• Referral to building administration

- Timely parent notification (by phone & documented in writing)
- Behavior contract

LEVEL II DISCIPLINE VIOLATIONS/CONSEQUENCES

Level II offenses are misbehaviors whose frequency or seriousness disrupt the safe operation of the school bus. These infractions can result from the continuation of Level I misbehaviors and/or include new offenses. The consequences are serious enough to require disciplinary action taken by administrative personnel.

Examples of Level II Violations including but not LIMITED to:

- Repeated Level I violations or Level I with aggravating circumstances
- Verbal/non-verbal flagrant disrespect toward bus drivers or other students
- Agitating/instigating comments between students
- Horseplay
- Use of obscene language/gestures toward others
- Pushing, shoving, or tripping other students in line
- Intentionally distracting the bus driver
- Inappropriate misuse of technology (videotaping other students)
- Intentionally boarding an unassigned bus
- Exiting the bus at an unassigned stop

Examples of Level II consequences including but not LIMITED to:

- Verbal redirection
- Special assigned seat
- Referral to building administration
- Detention
- In-School suspension
- Out-of-School suspension
- 1 to 3 day bus suspension
- Parent notification and conference
- Referral to SAP
- Withdrawal of privileges and/or participation in school activities
- Written reprimand
- Behavior contract

LEVEL III DISCIPLINE VIOLATIONS/CONSEQUENCES

Level III offenses are acts whose frequency or seriousness impact the safety of students and staff and are directed against persons or properties. These misbehaviors could endanger the health and safety of an individual or other individuals.

Examples of Level III violations including but not LIMITED to:

- Repeated Level II violations or Level II with aggravating circumstances
- Vandalism (less than \$100) or Petty theft (less than \$100)
- Disorderly conduct
- Major disruption on the bus
- Fighting, harassment, threatening comments simple assault, hazing
- Act or acts of discrimination and/or intimidating behaviors intended to demean another person

- Bullying/Cyber-bullying
- Sexual harassment
- Possession of pornography or other illegal material, sexting
- Use/possession of drugs and/or alcohol, look-alike, and/or paraphernalia
- Use/possession of tobacco and/or related products, look-alike products (2nd offense)
- Throwing items out of the bus window
- Throwing items at other people on the bus
- Hanging out the bus window

• **Examples of Level III consequences including but not LIMITED to:**

- Up to a 10- day bus suspension
- Up to a 10-day Out-of-School suspension
- Law enforcement/charges
- Restitution
- Referral to SAP
- Parent Conference
- Activity Restriction (example include: school sponsored trips, field trips, dances, classroom parties, commencement, exercises, etc)

LEVEL I DISCIPLINE VIOLATIONS/CONSEQUENCES

Level IV offenses pose a threat to the health, safety and welfare of others. These criminal acts always require administrative actions and may require the removal of the student from district transportation and/or school, the intervention of law enforcement authorities and possible action by the Avella Area School Board.

• **Examples of Level IV consequences including but not LIMITED to:**

- Repeated Level III violations or Level III with aggravating circumstances
- Possession of a weapon or look-alike weapon of any kind on school property including school sponsored event and transportation to or from school
- Arson or attempted arson
- Tampering with security/safety equipment and/or driving instruments
- Commission of criminal felony on the school bus
- Aggravated assault or sexual assault
- Distribution of pornography (including but not limited to child pornography)
- Distribution and/or intent to sell drug, alcohol, paraphernalia, or look-alike substances
- Vandalism and/or theft over \$100
- Possession/use of explosive devices

• **Examples of Level IV consequences including but not LIMITED to:**

- Removal from district transportation
- Out-of-School suspension
- Alternative Education Placement
- Restitution
- Expulsion
- Superintendent's hearing
- School Board of Director's hearing
- Involvement of law enforcement with potential for criminal charges

- Applicable Level III consequences
- Activity restriction (examples include: school sponsored trips, school field trips, classroom parties, dances, commencement exercises, etc.)

GENERAL INFORMATION

ADDRESS/PHONE/EMAIL CHANGES

It is very important that the school maintain a correct address, phone number and email for each student. Any changes of information are to be promptly reported to Mrs. Kathy Adams @ 724-356-2216 ext. 3222.

ALICE DRILLS

A.L.I.C.E. is an acronym for five (5) steps students, faculty and staff can utilize to increase the likelihood of survival if attacked by an Active Shooter or Violent Intruder. These safety drills will be conducted periodically. Parents and students will be notified prior to the district conducting these drills.

ATHLETICS

Avella Jr. Sr. High School offers a variety of opportunities for students to participate in interscholastic sports. To participate in any of the sports offered at Avella the student must have the following:

A physical examination performed by a doctor

Complete the Pre-Participation Player Packet

Parent/guardian and student must read the Athletes Code of Conduct and Rules of Eligibility and turn in to the office the attached signature sheet.

Meet academic and attendance requirements set by the PIAA

Meet PAY-TO-PLAY requirements. Students involved in athletics are required to pay \$100.00 each year for the first sport in which they wish to participate. **This fee must be paid to the high school office prior to the time the student participates in tryouts for this activity.**

Attendance: Students must be present in school for at least half of the school day to be permitted to participate in athletics on the same date. A student-athlete must arrive at school before 11:00 am or an early dismissal time after 11:00 am. Students who are absent from school during a semester for a total of 20 or more school days, will lose their eligibility until they attend school for a total of 45 school days following their 20th day of absence.

Academics: Students must be passing at least 4 full-credit subjects as of each Friday during a grading period. If students fail to meet this requirement, they will lose their eligibility the immediate Sunday through the following Saturday. In addition, students must have passed at least four full-credit subjects or the equivalent during the previous semester. Students failing to meet this requirement will lose their eligibility for 15 school days of the following semester, beginning on the first day that report cards are issued.

*(For more information on PAY-TO-PLAY, see **Policy on Participation in Athletics: Pay-To-Play #252** available for review on the District Webpage.)*

BACKPACKS

Students are not permitted to carry backpacks during the school day. Backpacks must be placed in student lockers prior to homeroom and remain there until student dismissal. Students who need to wear a backpack during the school day for medical reasons must supply the high school office with an excuse from his/her doctor.

BELL SCHEDULES

Daily Bell Schedules can be found on the school website and in the Appendix of this document.

CAFETERIA

The high school cafeteria provides breakfast and lunch services. The high school will begin serving breakfast at 7:30 am. Students may choose to participate in the **Grab-N-Go** option or the traditional cafeteria setting.

Students are expected to keep their account balances positive at all times. Parents may now check their child's current balance by selecting "Cafeteria" on the school district's webpage and then selecting the link for **MY SCHOOL BUCKS**. This application can be used to make payments, check balances, view purchases and more. Parents may also have the student submit a check in the cafeteria drop box to make payments or add money to your student's account.

For information on Free and Reduced Lunch, monthly menus and more please visit the district website and select "Cafeteria" on the main page. Any questions should be directed to **Heather Poirier, Food Service Director** at extension 3312.

*(For more information on FOOD SERVICES, see **Policy on Food Services #808** available for review on the District Webpage.)*

CANCELLATIONS/DELAYS/EARLY DISMISSALS

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time may be delayed. The same conditions may also necessitate early dismissal. School closings, delayed starting times, or early dismissals will be announced over local radio and TV stations and through our School Messenger System via an automated phone call. Please do not call the high school office. Reports in the morning will be given by 6:30 a.m. (If no report is heard, then school is in session.) Because of the inclement weather and road conditions, the time the bus will arrive at each stop will vary. Please allow at least 20 minutes leeway for the arrival of the bus at your stop. Listen to the local radio and TV stations for updated information.

CHROMEBOOKS

Avella Jr. Sr. High School Students are issued a Google Chromebook at the beginning of each new school year for use in school and at home. The Chromebooks are lent to the students for educational purposes only during the academic year. Permission for use of the same may be revoked by the District at any time for a limited time or permanently based on a student's violation of the Student Use Agreement. Students and/or parents/guardians are responsible for any damage done to a student's Chromebook.

Chromebook Insurance is available through the Worth Ave. Group for the 2022-2023 school year for \$28.00. To purchase insurance parent/guardians must fill out the insurance application form and return it to the high school office along with the payment for the policy. Applications can be found on the district website @ www.avellasd.org or in the high school office.

*(For more information, see the school policies on **Student Use of the Internet/School District Network and District-Provided Computer Equipment #815**, **Use of the Internet/School District Network/District-Provided Computer Equipment by Employees and Other Authorized Users #815.1**, **Chromebooks #815.3**, available for review on the District Webpage. The Student Use Agreement and Chromebook Procedures and information can also be found on the school website @ www.avellasd.org or in the high school office.)*

CLOSED CAMPUS

The Avella Area School District operates on a closed campus policy. Students must stay on school grounds from the time they arrive, even if homeroom has not yet started, until the time that they leave officially. Students are considered responsible for all school policies from the time they arrive on school property until the time they leave school property or in accord with state statutes.

CONFIDENTIALITY

With regard to the release of student information, parents are reminded that with few exceptions, information

relative to a student cannot be released without prior consent of the parent or eligible student to anyone outside of educational agencies. Student information, which does not require prior consent and may be disclosed on request, is called "Directory Information." This would include the following: student's name, address, telephone number, date of birth, place of birth, participation in activities and sports conducted by school, dates of attendance, honors, awards, diploma, certificates, parents' name and address. All parents and students are advised that those items listed as "Directory Information" may be withheld at the request of the parent, guardian, or eligible student. This request must be submitted in writing to the High School Principal.

CONTROLLED SUBSTANCES

Avella Area School District prohibits the use, possession, distribution and being under the influence of any controlled substances, tobacco products and/or electronic cigarettes during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school on the bus.

A student found to be under the influence of any controlled substance will be subject to disciplinary action which may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs.

*(For more information see the **School Policy on Controlled Substances/Paraphernalia #227; Electronic Cigarettes #256** available for review on the District Webpage.)*

DRUG TESTING

Avella Area School District maintains a policy on **Drug Testing of Student Athletes**, cheerleaders, and those participating in intramural sports. This policy is meant to assist in the prevention of drug use. It is designed to create a safe, drug free environment for students and to assist those students taking drugs to receive help in locating programs that can provide assistance. The Administration has permission to do dog-sniff searches as part of their policy to ensure drug free and safe schools.

*(For more information see the school district policy on **Drug Testing #227.1** available for review on the District Webpage.)*

ELECTRONIC DEVICES

Use of electronic devices, including music players, beepers, laser instruments, cellular phones, Wi-Fi hotspots, smart watches or any communicative device or other type of sound system or sound recording device is prohibited in school during school hours unless approved in advance by the principal for educational purposes. Electronic devices should be powered off and left in lockers during the school day.

Violation of the Electronic Devices Code will result in the following disciplinary actions:

1st Offense – Student will receive a warning from the building principal. Electronic devices will be left in the office until the end of the school day. Refusal to adhere to the request will result in an out of school suspension.

2nd Offense – Student will receive After School Detention. Electronic devices will be left in the office until the end of the school day. Refusal to adhere to the request will result in an out of school suspension.

3rd Offense – Student will receive Extended Day Detention. Electronic devices will be left in the office to be picked up by a parent. Refusal to adhere to the request will result in an out of school suspension.

4th Offense – Student will receive In/Out School Suspension. Electronic devices will be left in the office to be picked up by a parent. Refusal to adhere to the request will result in an out of school suspension.

*(For more information, see the school district policy on **Electronic Devices #237** available for review on the District Webpage.)*

FIELD TRIPS

A student who has a suspension during their attendance at Avella Jr. Sr. High School will jeopardize the right to go on field trips. If a student cannot conform to rules and regulations in school, sponsors are not expected to take them on field trips. Sponsoring teachers reserve the right to establish their own rules regarding participation in field trips, specifically regarding what can exclude students from participating.

Students and parent/guardians must also realize that trip money is nonrefundable. Reservations for school trips are made in advance and prepaid.

FINES AND OBLIGATIONS

If fines and obligations are owed from a prior or current year, regardless of the amount, the following procedures are to be followed.

Student will not be permitted to participate in sports.

Student will not be permitted to participate in extracurricular activities.

If a senior owes an obligation, it must be paid before graduation or that student will not be permitted to march during graduation ceremony.

All fines and obligations are payable by cash or money order only.

FIRE DRILLS

The purpose of fire drills is to teach students to evacuate the building safely, quickly, orderly, and methodically with a high degree of self-control. Fire drills may be announced or unannounced. Students are not to assist in fire-fighting duties or the handling of fire extinguishers.

The exit route for each room location is displayed in that room and students are urged to make note of the exit route. When the fire alarm sounds students are to leave the room immediately and in an orderly fashion. All belongings should remain in the room. Students will gather in the parking lot behind the high school building. The student's homeroom number has been painted on the pavement to designate the area in which students should gather and role can be taken. Students will be signaled when to return to the classroom.

FOOD AND DRINKS

Food or prepackaged liquids are to be consumed during the breakfast or lunch periods only and are not permitted outside of the cafeteria area except as part of the educational experience of a regularly scheduled class. However, students are permitted to consume water throughout the school day. Acceptable containers are prepackaged water bottles and/or clear water containers. Beverages that are not water or containers that are not clear will be confiscated and appropriate disciplinary action will be taken.

HOMELESS STUDENTS

The Pennsylvania Education for Children and Youth Experiencing Homelessness Program exists to help students who experience homelessness by offering a wide variety of services to help during this time of change and stress. In accordance with McKinley-Vinto Act Avella Area School District provides supports for those students who are determined homeless. If you believe you may be homeless or have any questions, please contact the High School Counselor, Mrs. Samantha Adams @ 724-356-2216 ext. 3305 or adamss@avellasd.org.

INTERNET USAGE POLICY

The *Student Use of the Internet/School District Network and District-Provided Computer Equipment Policy* can be found in the Appendix of this document. Parents/guardians and students are to review the policy and sign the permission form attached. Once signed the permission form is to be returned to the high school office.

SCHOOL LOCKERS

Lockers are assigned to each student at the beginning of the new school year. Students are NOT to share lockers with

another student or use empty lockers. **KEEP YOUR LOCKER LOCKED AND DO NOT LET OTHERS KNOW THE COMBINATION.** The school is not responsible for losses which may occur, however, all losses should be reported to the office. These rules apply to physical education lockers as well.

Students are reminded that lockers are the property of the school and are provided for students' books, clothing, or other items necessary for use in school. The school has a right to check lockers at any time for misuse or reasonable cause.

NEW STUDENT REGISTRATION

The district shall enroll all school age regular education students who are eligible to attend district schools, and special education students through the end of their twenty-first (21st) year of age, provided that any regular or special education student has not already graduated from another school entity, in accordance with district policy and applicable laws and regulations. Eligibility shall be determined in accordance with law and district policy.

Parents/Guardians are to complete a registration packet and provide the following documentation required for enrollment:

- Proof of Student's age
- Immunization Record
- Proof of Residency
- Discipline Statement
- Home Language Survey

The District shall, prior to the registration of any student, obtain from the student's parent/guardian an affidavit detailing any suspensions or expulsions from any school system in the U.S., which were the result of violence or the possession of a weapon.

*(For more information, see the school district policy on **Admission and Enrollment of Students #200** available for review on the District Webpage.)*

POSTING OF MATERIALS

No materials are to be posted on chalkboards, painted walls, acoustical tiles, or plastered walls. Authority to post signs and advertisements must be obtained from the building principal. It is understood that all posted signs will be taken down immediately following the activity.

SEARCHES

An administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule, that the administrator may find as a result of a search of a student's property, clothed body or areas designated for a student's use if the search is proper and reasonable. A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the board for an expulsion hearing.

*(For more information see the school district policy on **Locker Searches #226, Student Searches #226.1 and Motor Vehicle Searches #226.2** available for review on the District Webpage.)*

SCHOOL VISITORS

Visitors must be limited to parents and persons having legitimate business at the school. All visitors must report to the office immediately upon entering the school building. Visitors must sign in, provide a valid driver's license and receive a visitor's pass. Students from other schools will not be permitted to visit when their school is in session. Students are not permitted to bring their children, or have someone else bring their children to school during school hours.

*(For more information see the school district policy on **School Visitors #907** available for review on the District Webpage.)*

SPORTS PASSES

Season sports passes for home games are available in the High School Office. The prices are as follows:

Football - \$15 adults; \$8 students

Volleyball - \$18 adults, \$8 students

Winter Sports (Girls' Basketball, Boys' Basketball) - \$18 adults; \$8 students

Also available in the High School Office are complimentary Senior Citizen passes for sporting events for people over 65 years of age. Parking permits for high school football games can be picked up in the High School Principal's Office for people who are physically in need of one. Security guards will be at the entrance gate and this permit must be presented at the time you enter the game.

STUDENT ARRIVAL AND DISMISSAL

No student is to be in the building prior to 7:30 a.m., unless requested and supervised by a teacher. Parents/guardians and busses will drop off and pick up students at the West End of the high school building. No students are to be dropped off or picked up at the main entrance during morning arrivals or dismissals. After arriving at school, students are not to leave before dismissal time unless permission is granted from the office.

A student arriving after 7:45 am will enter the high school building at the main entrance and will be considered tardy.

No student is to be in the building after school unless requested by a teacher or unless that student is participating in a supervised activity. Students participating in extra-curricular activities after school are not permitted beyond the cafeteria double doors after 2:30 p.m. If practices are not held right after school, students are to leave the school premises and return at the assigned practice time.

STUDENT DRIVING/PARKING REGULATIONS

GG&C Bus Company provides bus transportation to school for students of the Avella Area School District. If a student desires to drive a personal vehicle to school, the student must obtain permission to park on the school campus. Permission will be obtained through a registration process conducted by the Jr. Sr. High School Office.

Students who are interested in parking a vehicle on campus must review and complete the **Student Parking Registration Packet** available on the district website and in the high school office. The provisions of these regulations will be strictly enforced. The following are some of the regulations that student driver's shall follow:

Students/parents must provide the requested documentation prior to receiving permission to park on school campus (valid driver's license, certificate of ownership, valid liability insurance). Copies of all documents are required for school files.

Student may only park registered vehicles in his/her assigned parking space. A student is not permitted to allow others to occupy their assigned parking space. Unregistered vehicles are not permitted on campus without prior approval by the High School Principal.

Unexcused absences and tardiness will not be tolerated. Excessive absences and tardiness will result in the loss of driving privileges.

Observe school zone ten (10) mile per hour speed limit.

Horseplay will not be tolerated. Examples of horseplay include: spinning of wheels, excessive horn activation, unnecessary revving of engines, running around in parking lot, jumping on motor vehicles, racing, etc. Any behavior that results in an unsafe act will result in criminal charges and/or referral to the High School Office for disciplinary action.

Approved vehicles must be parked prior to the tardy bell (7:45 am); vehicles are not to be moved from the assigned space while school is in session without the permission from the High School Principal. Access to approved vehicle is also restricted without permission.

Approved vehicles must travel with the school traffic flow before and after school.

Approved vehicles are permitted to leave the Avella School District Campus prior to the departure of the school vehicles. However, once the school vehicles are in motion, students are required to wait until the last school vehicle has passed prior to leaving the Avella Campus.

All students and parents/guardians are reminded to review the Avella School District's Policies on Motor Vehicle Searches (200 Pupils, Number 226.2), Tobacco Use (200 Pupils, Number 222), Weapons (200 Pupils, Number 218.1), controlled Substances/paraphernalia (200 Pupils, Number 229) seizure of any illegal substance, paraphernalia contraband or weapons will result in criminal charges being filed on the Operator of the vehicle.

In any instance of violation of School Policy, the principal may revoke the driving privileges of the student, impose school suspensions or involve the police. In the instance of a rider's violation, the principal may impose detention or possible suspension if violations continue.

*(For more information on Use of Motor Vehicles, see **Policy on Use of Motor Vehicles #223** available for review on the District Webpage. In addition, for Driving Registration and Regulations please refer to the **Student Parking Registration Packet** available on the district website and in the high school office)*

STUDENT WITHDRAWAL AND TRANSFER

The procedure for withdrawal or transferring is as follows:

- Secure authorization withdrawal or transfer note from your parent or guardian.

- Obtain appropriate forms from the School Counselor's Office.

- Forms are to be completed by the student's teachers. The student must return all textbooks, his/her Chromebook, any school property and pay all fines/fees.

- Completed forms are to be taken to the School Counselor's Office for final approval.

STUDENT WORK PERMIT

Students who wish to obtain employment after school hours or during the summer must have working papers. To get working papers, it is necessary for a parent or guardian to come to the school, sign the necessary forms, and produce the student's birth certificate or other legal documents, which will verify the student's age.

DISCRIMINATION/ TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS

Avella Area School District does not discriminate in any manner, including **Title IX** sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the **title**, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and **Title IX** Coordinator. *(For more information see the school district policy on **Discrimination/Title IX Sexual Harassment Affecting Students Policy 103** available for review on the District Webpage.)*

ZERO TOLERANCE

The Superintendent (or his or her designee), on an individualized case basis, may appeal to the board in writing, requesting that the action called for in the District's policy may be changed or adjusted based on extenuating and mitigating factors of the individual case directly related to the policy.

**Avella Jr. Sr. High School
2022-2023**

I am aware that the Jr. Sr. High School Handbook and School Board Policies are available on the District website, www.avellasd.org. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in policies may supersede, modify, or render obsolete the information summarized in this handbook. As the District provides policy information, I accept responsibility for reading and abiding by the changes.

The preceding rules and regulations of this Parent/Student Handbook for the Jr. Sr. High School have been read and discussed by:

Student Name *(Please Print)*

Homeroom

Student Signature

Date

Parent Signature

Date

Avella Jr. Sr. High School Bell Schedules 2022-2023

Avella HS Daily Bell Schedule		Avella HS <u>ACTIVITY</u> Bell Schedule	
Student Arrival	7:30 am	Student Arrival	7:30 am
Late Bell	7:40 am - 7:45 am	Late Bell	7:40 am - 7:45 am
Homeroom	7:45 am – 7:48 am	Homeroom	7:45 am – 7:48 am
Period 1	7:48 am - 8:31 am	Period 1	7:48 am - 8:19 am
Period 2	8:34 am - 9:17 am	Period 2	8:22 am - 8:53 am
Period 3	9:20 am - 10:03 am	Period 3	8:56 am - 9:27 am
Period 4	10:06 am-10:49 am	Period 4	9:30 am-10:03 am
Period 5A	10:52 am - 11:35 am	ACTIVITY PERIOD	10:06 am – 10:49 am

Lunch A	10:49 am - 11:19 am	Period 5A	10:52 am - 11:35 am
Period 5B	11:22 am - 12:05 pm	Lunch A	10:49 am - 11:19 am
Lunch B	11:35 am - 12:05 pm	Period 5B	11:22 am - 12:05 pm
Period 6	12:08 pm - 12:51 pm	Lunch B	11:35 am - 12:05 pm
Period 7	12:54 pm - 1:37 pm	Period 6	12:08 pm - 12:51 pm
Period 8	1:40 pm - 2:23 pm	Period 7	12:54 pm - 1:37 pm
Dismissal	2:23 pm	Period 8	1:40 pm - 2:23 pm
		Dismissal	2:23 pm

Avella WACTC Bell Daily Bell Schedule		<ul style="list-style-type: none"> ● WACTC Student Drivers: Students are permitted to drive to WACTC with permission from WACTC administration. Dismissal from WACTC is 2:20 pm ● Students using Avella Transportation: The bus will leave Avella at 11:35 am. Students will be dismissed and return to Avella High School for dismissal at 2:30 pm. ● WACTC NOT in Session: If WACTC is not in session attending students will be dismissed at 10:49 am w/ a parent note.
Student Arrival	7:30 am	
Late Bell	7:40 am - 7:45 am	
Homeroom	7:45 am – 7:48 am	
Period 1	7:48 am - 8:31 am	
Period 2	8:34 am - 9:17 am	
Period 3	9:20 am - 10:03 am	
Period 4	10:06 am-10:49 am	
Lunch A	10:49 am – 11:35 am	
Depart for WACTC	11:35 am	
Return to Avella	2:30 pm	

Avella 8th Grade Daily Bell Schedule		Avella 7th Grade Daily Bell Schedule	
Student Arrival	7:30 am	Student Arrival	7:30 am
Late Bell	7:40 am - 7:45 am	Late Bell	7:40 am - 7:45 am
Homeroom	7:45 am – 7:48 am	Homeroom	7:45 am – 7:48 am
Period 1	7:48 am - 8:31 am	Period 1/2	7:48 am - 8:54 am
Period 2	8:34 am - 9:17 am	Period 2/3	8:57 am – 10:03 am
Period 3	9:20 am - 10:03 am	Period 4	10:06 am-10:49 am
Period 4	10:06 am-10:49 am	Lunch A	10:49 am - 11:19 am
Lunch A	10:49 am - 11:19 am	Period 5	11:22 am - 12:05 pm
Period 5/6	11:22 am - 12:28 pm	Period 6	12:08 pm - 12:51 pm
Period 6/7	12:31 pm – 1:37 pm	Period 7	12:54 pm - 1:37 pm
Period 8	1:40 pm - 2:23 pm	Period 8	1:40 pm - 2:23 pm

Dismissal	2:23 pm	Dismissal	2:23 pm
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Avella 8th Grade <u>ACTIVITY</u> Bell Schedule		Avella 7th Grade <u>ACTIVITY</u> Bell Schedule	
Student Arrival	7:30 am	Student Arrival	7:30 am
Late Bell	7:40 am - 7:45 am	Late Bell	7:40 am - 7:45 am
Homeroom	7:45 am – 7:48 am	Homeroom	7:45 am – 7:48 am
Period 1	7:48 am - 8:19 am	Period 1/2	7:48 am - 8:36 am
Period 2	8:22 am - 8:53 am	Period 2/3	8:39 am – 9:27 am
Period 3	8:56 am - 9:27 am	Period 4	9:30 am-10:03 am
Period 4	9:30 am-10:03 am	ACTIVITY PERIOD	10:06 am – 10:49 am
ACTIVITY PERIOD	10:06 am – 10:49 am	Lunch A	10:49 am - 11:19 am
Lunch A	10:49 am - 11:19 am	Period 5	11:22 am - 12:05 pm
Period 5/6	11:22 am - 12:28 pm	Period 6	12:08 pm - 12:51 pm
Period 6/7	12:31 pm – 1:37 pm	Period 7	12:54 pm - 1:37 pm
Period 8	1:40 pm - 2:23 pm	Period 8	1:40 pm - 2:23 pm
Dismissal	2:23 pm	Dismissal	2:23 pm

Avella HS 2 Hour Delay Schedule		Avella WACTC 2 Hour Delay Schedule	
Student Arrival	9:30 am	Student Arrival	9:30 am
Late Bell	9:40 am - 9:45 am	Late Bell	9:40 am - 9:45 am
Homeroom	9:45 am – 9:48 am	Homeroom	9:45 am – 9:48 am
Period 1	9:48 am - 10:16 am	Period 1	9:48 am - 10:16 am
Period 2	10:19 am - 10:47am	Period 2	10:19 am - 10:47am
Period 3	10:50 am - 11:18 am	Period 3	10:50 am - 11:18 am
Period 4	11:21 am-11:49 am	LUNCH	11:18 am – 11:40 am
Period 5A/Lunch A	11:52 am - 12:20 pm	<ul style="list-style-type: none"> • If WACTC remains in session all students will eat lunch between 11:18 – 11:40 am and be dismissed to travel to WACTC. • If WACTC cancels classes when Avella has a 2 hour delay, students will be released from 	
Period 5B/Lunch B	12:23 pm - 12:51 pm		
Period 6	12:54 pm - 1:22 pm		
Period 7	1:25 pm - 1:53 pm		

Period 8	1:56 pm - 2:23 pm	Avella following 4 th period at 11:49 am.
Dismissal	2:23 pm	

Avella 8 th Grade 2 Hour Delay Schedule		Avella 7 th Grade 2 Hour Delay Schedule	
Student Arrival	9:30 am	Student Arrival	9:30 am
Late Bell	9:40 am - 9:45 am	Late Bell	9:40 am - 9:45 am
Homeroom	9:45 am – 9:48 am	Homeroom	9:45 am – 9:48 am
Period 1	9:48 am - 10:16 am	Period 1/2	9:48 am - 10:31 am
Period 2	10:19 am - 10:47am	Period 2/3	10:34 am – 11:18 am
Period 3	10:50 am - 11:18 am	Period 4	11:21 am-11:49 am
Period 4	11:21 am-11:49 am	Lunch A	11:52 am - 12:20 pm
Lunch A	11:52 am - 12:20 pm	Period 5	12:23 pm - 12:51 pm
Period 5/6	12:23 am - 1:06 pm	Period 6	12:54 pm - 1:22 pm
Period 6/7	1:09 pm – 1:53 pm	Period 7	1:25 pm - 1:53 pm
Period 8	1:56 pm - 2:23 pm	Period 8	1:56 pm - 2:23 pm
Dismissal	2:23 pm	Dismissal	2:23 pm