



Parent/Student Handbook

2023-2024

Avon High School



Avon Middle School



Thompson Brook



Roaring Brook School



Pine Grove School



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MISSION STATEMENT

Our mission is to inspire in each student a joy and passion for learning and a commitment to excellence, personal integrity, and social responsibility.

Avon Public School does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, ancestry, status as a veteran, status as a victim of domestic violence, or familial status in providing education services. Roberto Medic has been designated to coordinate compliance with the nondiscrimination requirements of the Title IX of the Education Amendments of 1972, as amended. Tiffany Fox has been designated to coordinate compliance with the nondiscrimination of Section 504 of the Rehabilitation Act of 1973, as amended.

Avon Public School does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Tiffany Fox, Director of Pupil Personnel at tfox@avon.k12.ct.us

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice. Consult the district's website or the individual school's website for any significant changes.

This booklet is written for our students and their parents/guardians. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents/guardians need to be familiar with the District's Student Code of Conduct and school safety and security plans which are intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

EQUAL OPPORTUNITY and NON-DISCRIMINATION (POLICY 0521)

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

Mr. Roberto Medic is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

EQUALITY OF OPPORTUNITY STATEMENT

District schools recognize and accept the need to prepare students to live and work productively in an increasingly diverse society. This is an integral part of the school system's commitment to offer an educational program of excellence, which includes teaching student's awareness and understanding of the diverse cultures and heritages that form our society.

The school will not tolerate student behavior which insults, degrades or stereotypes any race, religion, gender, sexual orientation, disability, physical or mental condition or ethnic group.



AVON PUBLIC SCHOOLS 2023-2024 CALENDAR

August – 3 Days					September – 19 Days					October – 21 Days					November – 18 Days				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4					1	2	3	4	5	6			1	2	3
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
28	29	30	31		25	26	27	28	29	30	31				27	28	29	30	
December – 16 Days					January – 21 Days					February – 19 Days					March – 19 Days				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	1	2	3	4	5				1	2					1
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
25	26	27	28	29	29	30	31			26	27	28	29		25	26	27	28	29
April – 17 Days					May – 22 Days					June – 5 Days					180 Instructional Days 185 Staff Days				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F					
1	2	3	4	5			1	2	3	3	4	5	6	7	KEY				
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14		In-service – No School			
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21		Important School Event			
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28		Holiday/Vacation – No School			
29	30				27	28	29	30	31							Half Day – Early Dismissal			

*Please be aware that this calendar is subject to change if needed due to changes in state or local regulations.
Any unexpected school closings will be made up following the scheduled last day of school.*

8/17-18, 21-23	New Staff Orientation	11/30	TBS Half Day/Afternoon & Evening Conferences
8/24 & 25	Professional Development	12/1	TBS Half Day/Afternoon Conferences
8/28	Teacher Work Day	12/13	Half Day- Professional Development
8/29	First Day of School	12/22	Half Day
8/31	PGS & RBS Open House	12/25-1/1	Winter Recess – no school
9/4	Labor Day – no school	1/10	Half Day-Professional Development
9/6	TBS Grade 5 Open House	1/15	Martin Luther King Day – no school
9/7	TBS Grade 6 Open House	2/19-20	Presidents’ Day Recess– no school
9/14	AMS Grade 7 & 8 Open House	2/29	AHS Half Day/Afternoon & Evening Conferences
9/21	AHS Open House	3/1	AHS Half Day/Afternoon Conferences
9/25	Yom Kippur – no school	3/7	PGS & RBS Half Day/Afternoon & Evening Conferences
10/9	Columbus Day – no school	3/8	PGS & RBS Half Day/Afternoon Conferences
10/18	Half Day- Professional Development	3/15	Professional Development – no school
11/7	Professional Development/Election Day – no school	3/21	TBS Half Day/Afternoon & Evening Conferences
11/9	AMS Half Day/Afternoon & Evening Conferences	3/22	TBS Half Day/Afternoon Conferences
11/10	AMS Half Day/Afternoon Conferences	3/27	AMS Half Day/Afternoon & Evening Conferences
11/16	PGS & RBS Half Day/Afternoon & Evening Conferences	3/28	AMS Half Day/Afternoon Conferences
11/17	PGS & RBS Half Day/Afternoon Conferences	3/29	Good Friday– no school
11/20	AHS Half Day/Afternoon & Evening Conferences	4/8-12	Spring Recess – no School
11/21	AHS Half Day/Afternoon Conferences	5/22	Half Day-Professional Development
11/22-24	Thanksgiving Recess – no school	5/27	Memorial Day – no school
		6/7	Tentative Last Day of School – half day

FACILITY	ADDRESS	PHONE	HOURS	ADMINISTRATOR
Avon Board of Education	34 Simsbury Road	860-404-4700	7:30-4:00	Dr. Bridget Carnemolla, Superintendent
Avon High School	510 West Avon Road	860-404-4740	7:40-2:15	Dr. Stephanie Lockhart, Principal
Avon Middle School	375 West Avon Road	860-404-4770	8:10-2:45	Kristina Wallace, Principal
Thompson Brook School	150 Thompson Road	860-404-4870	8:10-2:45	William Duffy, Principal
Pine Grove School	151 Scoville Road	860-404-4790	8:50-3:25	Amy Borio, Principal
Roaring Brook School	30 Old Wheeler Lane	860-404-4810	8:50-3:25	Noam Sturm, Principal
Avon Public School Pre-K	30 Old Wheeler Lane	860-404-4710	9:00-3:00	Tiffany Fox, Director of Pupil Services

School Hours & Contact Information

School Office	Grades	Regular Hours	2-Hour Delay	Early Dismissal	Office Hours
District Office		8-4 pm			
Avon High School Principal: Dr. Stephanie Lockhart 510 West Avon Road Phone: 860-404-4740 FAX: 860-404-4743	9-12	7:40 AM 2:15 PM	9:40 AM 2:15 PM	7:40 AM 10:30 AM	6:45 AM 3:00 PM
Avon Middle School Principal: Kristina Wallace 375 West Avon Road Phone: 860-404-4770 FAXL 860-404-4773	7-8	8:10 AM 2:45 PM	10:10 AM 2:45 PM	8:10 AM 11:15 AM	7:30 AM 3:30 PM
Thompson Brook School Principal: Noam Strum 150 Thompson Road Phone: 860-404-4870 FAX: 860-404-4873	5-6	8:10 AM 2:45 PM	10:10 AM 2:45 PM	8:10 AM 11:15 AM	7:30 AM 3:30 PM
Pine Grove School Principal: Amy Borio 151 Scoville Road Phone: 860-404-4790 Fax: 860-404-4793	K-4	8:50 AM 3:25 PM	10: 50 AM 3:25 PM	8:50 AM 11: 50 AM	8:00 AM 4:00 PM
Roaring Brook School Principal: Susan Horvath 30 Old Wheeler Road Phone: 860-404-4810 Fax: 860-404-4813	PreK-4	8:50 AM 3:25 PM	10: 50 AM 3:25 PM	8:50 AM 11: 50 AM	8:00 AM 4:00 PM
Preschool 3 & 4 year olds	PreK	9:00 AM 3:00 PM	11:00 AM 3:00 PM	9:00 AM 11:30 AM	

ADMISSION/PLACEMENT

Parents/guardians of preschool students who will be five (5) years of age by January 1, 2023 or earlier are expected to register their child for kindergarten. Parents/guardians of kindergarten- aged children who plan on holding their child back from entering kindergarten must contact their school's principal to complete a "Kindergarten Opt-Out Form".

Completion of immunization and health assessments are required prior to a child's attendance in school, but are not prerequisites for enrolling a child who resides in the District and is of appropriate age to attend school.

In order to determine a child's eligibility for ESL or bilingual programs, parents/guardians of all new students enrolling for the first term and all re-enrolling students who have not previously attended public school in Connecticut must complete a Home Language Survey. The student, after enrollment, may also take a screening exam.

ADVERTISING

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973 (Policy 5145)

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

It is the intent of the District to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity after enrollment, may also take a screening exam.

All individuals who are disabled or "handicapped" are protected under Section 504. However, individuals who have been determined to be "handicapped" under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized

Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504-accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students’ strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

Students with disabilities, pursuant to Section 504 and/or ADA will be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments.

Should you have any questions regarding Section 504, please call either your child’s school principal or the Civil Rights Coordinator, Ms. Tiffany Fox, Director of Pupil Personnel for the Avon Public School District at tfox@avon.k12.ct.us

Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability may submit a written complaint to the district’s designated Section 504 Coordinator, Ms. Tiffany Fox, within 30 days of the alleged occurrence.

ASBESTOS (Policy 3516.12)

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building’s occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

ATTENDANCE (Policy 5113)

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. * Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. Students are required to attend school on a regular basis both in-person and virtually. *Absence means an excused absence or an unexcused absence.*

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

All children attending district schools must obtain the required immunizations unless they have medical contraindications or religious objections. This obligation may be waived for homeless students.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

Absence

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to utilize *School Pass*.

This assures the school that your child is safe at home. Parents/guardians will be contacted if the school does not see the absence posted. Please be sure your contact information is up-to-date in our files. **In addition, a student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within ten (10) school days of the student's absence (please see "Excused Absence" below).**

If it is not possible to put the absence in *School Pass* on the day of the absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office.

Excused Absence

A student's absence from school shall be considered "excused" only if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.

- B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:
 1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
 2. Students observance of a religious holiday.
 3. Death in the student's family or other emergency beyond the control of the student's family.
 4. Court appearances which are mandated. (Documentation required)
 5. The lack of transportation that is normally provided by the district other than the one the student attends.
 6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
 7. Additional 10 days for children of military service members.

A phone call with no written follow-up within 10 days, will automatically be coded as an unexcused absence. The responsibility for makeup of work lies with the student, not the teacher.

Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student's final grade.

Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards when issued. Parents are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

Chronic Absenteeism

A student whose total number of absences at any time during a school year is equal to or greater than the percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a

“chronically absent child,” Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education. The District will also collect and analyze data on student attendance, truancy and chronic absenteeism for students with disabilities.

Leaving School Grounds/Release of Students from School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should utilize *School Pass*. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator on the parent or guardian to pick up the student in the school office. No student may be released in the custody of any individual, not the parent or guardian of the student, unless the individual’s name appears on the list maintained by the school’s principal as authorized to obtain the release of students.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian. The Board of Education does not condone/approve students leaving a school campus in third-party ride sharing vehicles; especially such service (Uber, Lyft) whose own policies explicitly prohibit minors from using them unless accompanied by an adult.

Tardiness

Students who are not in their homeroom/classroom:

Avon High School: by 7:40 a.m.

Avon Middle school: by 8:10 a.m.

Thompson Brook School: by 8:10 a.m.

Roaring Brook School: by 8:50 a.m.

Pine Grove School: by 8:50 a.m.

are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including in-school suspension if the principal determines that tardiness is excessive.

*Students are late to school if they are not in their seats at the bell signaling the start of the first period class.

Truancy

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student age five to eighteen** inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Disciplinary action may include after school detention for each class/study period missed. Tests and academic work missed in class that day will be recorded as a failing grade.

Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern.

Information about truancy will also be posted in the annual district report cards required by Every Student Succeeds Act (ESSA).

AUTOMATED PHONE MESSAGING SYSTEMS

The Avon Public School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed. The system allows the District to program up to three numbers for each parent/guardian of a District student. (home phone, work phone, cell). Such calls are permitted without prior consent if limited to notice of emergency items, such as weather-related closures, issues of student safety and health, and threats of imminent danger. Parental consent will be sought when the messaging system will be used for other informational items.

BACKPACKS AND BOOK BAGS

Students find it useful to carry book bags, duffel bags and knapsacks. Students are allowed to carry/use these items to and from school only. Students do not need to carry all of their books and notebooks during the entire school day. Lockers should be used. Safety and comfort of both students and adults must be considered.

BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Avon Board of Education are: (list names)

Chairperson: Ms. Debra Chute

Vice-Chairperson: Ms. Thej Singh

Secretary: Mr. Jeffrey Fleischman

Members: Ms. Jaqueline Blea, Ms. Lynn Katz, Ms. Nicole Russo, Ms. Liz Sommerkorn, Ms. Sarah Thompson, Ms. Laura Young.

In order to perform its duties in an open and public manner and in accordance with state law, the Avon Board of Education holds regular business meetings on the third Tuesday of each month at 7:00 PM in the Avon High School Library. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 5 minutes in length, or to express a viewpoint. In

addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

BOARD OF EDUCATION POLICY

Board of Education policies are available on the district's website at www.avon.k12.ct.us The policies are subject to modifications by the Board at any time.

BULLYING (Policy 5131.911)

Bullying of a student by another student is prohibited. Such behavior is defined as an act that is direct or indirect and severe, persistent or pervasive which:

- A. causes physical or emotional harm to an individual,
- B. places an individual in reasonable fear of physical or emotional harm, or his or her property,
- C. infringes on the rights and opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethically-based or gender-based verbal put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
7. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents/guardians of the alleged perpetrator of the bullying act and the parents/guardians of the student against whom such alleged act was directed will receive prompt notification that such investigation has begun. The results of the investigation will be provided not later than 48 hours after its completion, verbally and by electronic mail. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school. Safe School Climate Specialists are required to receive mental health first aid training.

Bullying Statement

Bullying behavior by any student in the Avon Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means an act that is direct or indirect and severe, persistent or pervasive which:

- A. Causes physical or emotional harm to an individual,*
- B. Places an individual in reasonable fear of physical or emotional harm, or*
- C. Infringes on the rights and opportunities of an individual at school.*

Bullying shall include, but need not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Teen dating violence means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

Students who engage in any act of bullying or teen dating violence, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the victim,*
- B. Infringes on the rights of the victim at school, or*
- C. Substantially disrupts the education process or the orderly operation of a school.*

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior or teen dating violence behavior, and students shall be permitted to anonymously report acts of bullying or teen dating violence to school employees. Any report of suspected bullying behavior or teen dating violence will be promptly reviewed. If acts of bullying and/or teen dating violence are verified, prompt disciplinary action may be taken against the perpetrator, consistent with

his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

BUS CONDUCT

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

CAFETERIA

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the School Breakfast Program and the National School Lunch Program and offers to students nutritionally balanced meals daily. Free and reduced-price lunches are available based on financial need. Information on this program can be obtained from the District/School website.

The District complies with the professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs.

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal. Board of Education policy establishes the conditions under which students may charge a meal and the means of repayment.

CHANNELS OF COMMUNICATIONS

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) board of education.

CHEATING/PLAGIARISM (Academic Dishonesty)

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism, including by electronic means, are not acceptable. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidents require disciplinary action. Consequences for cheating will consider the grade level of the student and the severity of the misrepresentation.

CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, school counselors, paraprofessionals, social workers, psychologists, licensed nurses, physicians, licensed behavior analysts, and substitute teachers are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use, as required by state law.

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

The Board of Education will post in each school the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

COMPUTER RESOURCES

The District utilizes computer technology to broaden instruction and to prepare students for a computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action could result in a better outcome. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately. *
4. Showing respect toward others, engaging in civil discourse.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Possessing prescription drugs which are given to a person other than to whom the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Cheating, plagiarizing, including by electronic means.
25. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.

26. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
27. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.
28. Damaging in a willful manner school electronic equipment and/or software.

Students are urged to participate in efforts to build a positive school climate as well as alternatives to exclusionary discipline such as restorative practices.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is “seriously disruptive of the education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

Dangerous Weapons and Instruments

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Dress Code (Policy 5132)

In order to maintain an environment conducive to the educational process, the Avon Board of Education prohibits the following from wear during the academic school day:

- a. Footwear which may cause a safety hazard.
- b. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any articles of attire which present a safety hazard to the student, or other students or staff such as oversized metal belt buckles and all metal belts.

- c. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- d. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute “fighting words.”
- e. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- f. Shorts, skirts, or pants which reveal undergarments.
- g. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board’s policy on student discipline.

Smoking (Policy 5131.6)

Students shall not possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on all school property both inside and outside, or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

Substance Abuse

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to the following disciplinary actions: *

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Students are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under federal laws.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages may result in a recommendation for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived at jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

As required by statute, instruction will be provided regarding the “knowledge, skills and attitudes required to understand and avoid the effects of alcohol, of nicotine, of tobacco, and of drugs.”

CYBERBULLYING (Policy 5131.911)

The District’s computer network and the Internet, and the personal electronic devices of students, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyberbullying, are unacceptable, a violation of District policy and of the District’s acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

DEFIBRILLATORS IN SCHOOLS (AED'S)/SUDDEN CARDIAC ARREST

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardiopulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life-threatening emergencies. Coaches, as required by law, review before beginning his/her assignment the State's sudden cardiac awareness education plan. Parents of participating students will be provided with a copy of the State-adopted informed consent form authorizing their child to participate in the intramural or interscholastic athletics.

DISCIPLINE (Policy 5144)

A student who violates the district's code of conduct shall be subject to disciplinary action. The (DISTRICT'S) disciplinary actions may include using one or more discipline management techniques, such as a restorative justice model, detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time. The school district believes that exclusionary discipline practices (suspension, expulsion) limit students' access to classroom instruction and fail to improve student outcomes and school climate. These practices will be used as a last resort.

Detention

A student may be detained outside of school hours for not more than 3/4 hours on one or more days for violation of the code of conduct. The detention shall not begin, however, until the students' parents have been notified of the reason for the detention (and can decide for the student's transportation on the day(s) of the detention).

Expulsion

A teacher may remove a student from class when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Prior to an expulsion hearing, parents will be given notice of at least five (5) business days before such hearing. It will contain information about the legal rights of the student and parent and information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearings shall be held as soon as possible after the expulsion.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the conduct of the student to be both (1) a violation of a Board policy; and (2) either seriously disruptive of the educational process or endangering persons or property. Students who have been expelled for the first time may be eligible for an alternative educational program, as defined in accordance with State Board of Education standards.

Expulsion from school will result in the loss of all extra-curricular and social privileges during the period of expulsion.

For any student under 16 years old who are expelled and students between 16 and 18 expelled for the first time and who have never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board-specified program does not require the student or the parent/guardian of the student to pay for participation in the program. Such students must be offered an alternative educational opportunity that complies with the State Board of Education's "Standards for Alternative Educational Opportunities."

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in grades kindergarten through grade 12 inclusive, who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If students expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

Expelled students, under age 16, will be offered an individualized learning plan as part of an alternative education. Students between ages 16 and 18 who are expelled, even for conduct that endangers others, will be offered an alternative educational opportunity if it is the students first expulsion (PA 16-147). Once a student is admitted to an alternative educational placement, an Individualized Learning Plan (ILP) will be developed to govern the programming for the student during the period of expulsion.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

Suspension

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the students conduct on school grounds is of a violent or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to

explain the situation, unless circumstances surrounding the incident require immediate removal. In such instances the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

DISTRIBUTION OF MATERIALS (Policy 1140)

Printed materials may be distributed to parents by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbooks.

DISTRICT-PROVIDED PERSONAL LEARNING DEVICES

All students will be provided with a DISTRICT DEVICE. Parents and students must sign and agree to the student device sign-out sheet and guidelines provided by their school. Parents are financially responsible for damages, loss or theft of the device. An optional Technology Protection Plan is available for purchase for student Chrome Books. Students leaving the District must return their devices, with accessories, on the day of departure.

ELECTRONIC DEVICES AND GAMES (Radios, CD Players, Cell-Phones)

The school strives to maintain a safe and respectful learning environment while providing students with opportunities for reasonable access to cell phones and other electronic devices. This policy also recognizes the use of electronic devices for educational purposes with administrative permission or with teacher approval within the classroom. The possession and use of electronic devices at Avon Public schools is a privilege and a responsibility, not a right. Inappropriate use will result in the loss of privileges.

Students are solely responsible for any electronic devices brought to school. Do not leave them unattended. The school is not responsible for lost, damaged or stolen devices.

The devices are not allowed in classes, unless their use is part of the teacher's lesson plan. Teachers have discretion concerning how the devices may be used for learning.

No recording, video or audio, or photographs may be taken in school unless it is part of a lesson and all appropriate privacy protections, such as contained in FERPA, are honored.

The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting.

EMERGENCY MESSAGES FOR STUDENTS

We try to avoid interrupting classroom learning to deliver messages to students. If there is an emergency where a student must be contacted, please contact the main office administrative assistant.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed because of bad weather or another emergency, announcements will be made on television and radio stations (WTNH-ABC, WFSB-CBS, WVIT-NBC, WTIC- FOX,) Emergency closings will also be posted on the district's website, www.avon.k12.ct.us , Facebook and an email will be sent to all parents if the schools are closed.

If an early dismissal from school is warranted (i.e. school is in session and it is determined school needs to be closed early due to the weather developing; facility issue where students can't stay in building etc.) announcements will be made on the above tv stations as well as Schoology, Facebook and a phone call and email will go out to alert parents of the early, unplanned, dismissal.

New for the 23-24 School Year: Parents/Guardians will now have the option to sign up for text messages from Avon Public Schools for emergency closings. Please visit our website www.avon.k12.ct.us to sign up.

ENGLISH LANGUAGE LEARNERS (ELL) (Policy 6141.31)

Parents of English Learners participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the English Learners program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services, which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

EXEMPTION FROM INSTRUCTION (POLICY 6144.1)

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

EXTRACURRICULAR ACTIVITIES

Athletics

Athletics, including e-sports, are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Student athletes may not participate in any or interscholastic activity unless the student athlete and his/her parent/guardian complete the concussion education plan and sign the informed consent form.

Beginning with the 2022-23 school year, parents/guardians and students must also comply with heat illness awareness education requirements, which includes prohibiting a student from participating in intramural or interscholastic athletics unless the student and the parent/guardian reads or views the training material, or attends an in-person training. The parent or guardian must sign an informed consent form that acknowledges compliance with the requirement.

Student interscholastic activities, including e-sports, are governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is determined by ability and scholarship and is governed by state law as well as the regulations of the CIAC. Any student athlete who has not reported to school by noon will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the principal or designee. **

Student Publications

Student newspapers/magazines provide an instructional device in the teaching of writing and other journalistic skills. It also provides a forum for the opinion of students, school staff and members of the community, as well as to serve the entire school by reporting school activities.

The (newspaper/magazine advisor) shall have the primary responsibility of reviewing each article prior to its publication. The school principal or his/her designated representative other than the newspaper/magazine advisor may also review copy prior to its publication. However, such copy must be returned to the student editors within 72 hours* after it is submitted for review. No copy may be censored except for reasons listed in board policy.

FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissal and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

FEES

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. Club dues.
2. Security deposits.
3. The materials for a class project that the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
6. Student accident insurance.
7. Insurance on school-owned instruments, instrument rental and uniform maintenance.
8. Parking fees and student identification cards.
9. Fees for damaged library books and school-owned equipment. *
10. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
11. Fees for driver training courses, if offered.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board realizes that, on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles.

The District does not endorse, sanction, sponsor or approve student travel to foreign countries by teacher-sponsored private trips/tours. Such programs are sponsored by outside agencies, not the Board of Education.

FINANCIAL ASSISTANCE

Students will not be denied the opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

FIRE DRILLS AND EMERGENCY PREPAREDNESS (Policy 6114.1)

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such a crisis response drill will be planned and conducted with the local law enforcement agency. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

FOOD ALLERGIES (policy 5145.25)

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

The District's specific plan for managing students with life-threatening food allergies will be posted on the District website.

A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day. A student with an allergic condition may retain possession of an EpiPen or similar device while receiving school transportation services.

FUNDRAISING (Policy 3281)

The Superintendent of Schools, or his/her designee, must approve all fund-raising and fund-solicitation activities, including Crowdfunding (e.g. GoFundMe, Donors Chose), that any employee or District-controlled student group conducts in the name of the Avon Public Schools or any individual school within the District. Fund-raising refers to the raising of non-appropriated funds for the educational benefit of students and their school funds. Fund-raising shall be approved under conditions that do not conflict with instructional programs. Fund-raising activities shall be permitted by students, provided such activities are approved in writing by the Superintendent of Schools or designee, and carefully monitored and regulated by a school's Principal or a designee. Students may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in door-to-door solicitation.

All fundraising proceeds, donations or gifts that are requested in the District's name or requested on behalf of or for the benefit of the students specifically or in general are considered District property.

Any fund-raising activities must comply with all applicable state and federal laws and regulations, including those provisions relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events. The Avon Board of Education will not be responsible for any fundraising activities that are not approved in accordance with this policy. The Avon Board of Education authorizes the Superintendent or his/her designee to develop and implement administrative regulations in accordance with this policy.

GRADING SYSTEM

The primary purpose of grading shall be to keep parents and students fully informed of student progress and to provide continuous and accurate records of each student's achievement for use in instruction.

Report Cards

Report cards are one vehicle we use to communicate with you about your child's progress and mastery of the curriculum. Report cards are issued at different times according to your child's grade level.

Grades K-4- 3 times a year

Grades 5-6- 3 times a year

Grades 7-8 – 4 times a year

Grades 9-12 – 4 times a year

Grades given to students are determined by the teacher of the course, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.

Grades arrived at by a teacher will be considered final and will be changed only (1) by the teacher, with the consent of the principal after a re-evaluation of the student's work or (2) by an appeal made to the school principal and then to the superintendent or designee.

GREEN CLEANING PROGRAMS (Policy 3524.2)

A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information. Green Cleaning information can also be found on Avon Public School's website, www.avon.k12.ct.us

"No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect" (a required statement by law).

GUIDANCE AND COUNSELING

The school's counseling department is committed to a program of comprehensive developmental services structured to anticipate and nurture the personal, social, career, and educational growth of all students as they pass through specific developmental stages. This complete program incorporates a school counseling curriculum, individual planning, responsive services and program management. Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the [social workers] and guidance/school counselors include helping the student function more successfully within the school environment.

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. Guidance/School Counselors are encouraged to issue appointment request forms to students. Appointments can also

be arranged by filling out a Guidance Appointment request form in the office or by stopping by the guidance office before school, between classes or after school.

Educational and career planning guidance is available along with information to develop a plan for the student's future. This may include a long-range plan of studies for grades 9-12 and selecting student's subjects year by year in keeping with the student's career interests and special skills or talents. Parents notification and involvement will be solicited.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, sexual orientation, gender identity or expression, or any disability they may have. The District prohibits harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if they are harassed or sees harassment happening to someone else that they should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes they have been harassed is encouraged to report the incident to the principal, assistant principal, teacher or guidance counselor. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Vision and hearing tests are administered to students in grades K, 1, 3, 4 and 5. Postural screening will be done in grades 5 and 7 for female students and grade 8 or 9 for male students. The results are provided to the parents. An annual written notification of when these screenings, at no cost to parents, will be provided. Parents wishing to have these screenings conducted by their private physician are required to report the screening results to the school nurse.

Parents are encouraged to have oral health assessments for their child(ren) prior to school enrollment, in grade 6 or 7, and in grade 9 or 10. Such assessment may be conducted by a dentist, dental hygienist, physician, physician assistant (PA) or an advanced practice registered nurse (APRN) trained in conducting such assessments. The results are to be provided to the school district's designated representative (school nurse).

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Administration of Medication (Policy 5141.21)

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse and on the school's website. All medication must be in the original container with proper labels.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an EpiPen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A school nurse, or in the absence of the nurse, a "qualified/school employee" may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with

the student's individual seizure action plan. Written parental permission and written order from a physician is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physician are required. *Please see policy 5141.25, Management Plan and Guidelines for the Management of Food Allergies, Glycogen Storage Disease and/or Diabetes for more information.*

School bus drivers are trained to administer epinephrine in a life-threatening anaphylactic reaction to a student who needs emergency care due to a medically diagnosed allergic reaction.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

Communicable/Infectious Diseases

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such a condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Disabilities

School districts will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

Health Records

School nurses maintain health records using the Connecticut “Health Assessment and Record Form.” These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent when a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

Homeless Students (Policy 5118.1)

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Ms. Tiffany Fox, Director of Pupil Services. The District has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youths are defined as “individuals who lack a fixed, regular and adequate nighttime residence”. Homeless children have the right to attend the school of origin “to the extent feasible,” unless doing so is contrary to the request of such student’s parent/guardian or unaccompanied youth.

Any homeless child or youth denied school accommodations shall continue in attendance or will be immediately enrolled in the school selected by the child in the school district. A written explanation of the reasons for denial of school accommodations in a manner understandable to such homeless children or youth, or parent/guardian, will be provided. Information will also be provided regarding the right to appeal the decision of the denial of accommodations. The homeless child or youth is entitled to continue in attendance during all available appeals.

A homeless student who is not in the physical custody of a parent/guardian, shall have full access to his/her educational and medical records in the Board’s possession.

Illness

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and

Haemophilus Influenza Type B.* Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade and ninth or tenth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact your child's school nurse.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K and grades 1, 3, 4, 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1, 3, 4, and 5. Postural screening will be conducted for all female students in grades 5 and 7 and for male students in grade 8 or 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

HOMEWORK (Policy 6154)

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents. Without this partnership in support of learning, students will not achieve their full potential.

INSURANCE

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers and the Avon Public School assumes no liability from disputes arising from such contract.

ITEMS NOT PERMITTED IN SCHOOL

In order to ensure student safety and the protection of personal property, parents/guardians are encouraged to monitor closely those items that are brought or worn to school by students. The following items are specifically prohibited on school grounds: weapons, including martial arts (real or fake), knives, razor blades, sharp items, skate boards, roller skates, roller blades, sneakers with wheels, baseball bats, lacrosse sticks, matches, caps, fireworks, laser pointers and portable game systems.

LASER POINTERS

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under a staff member's supervision and in the contest of instruction. Laser pointers will be confiscated, and students will be disciplined.

LIBRARY/MEDIA CENTER

Students are invited to use the books, magazines, newspapers, videos, CD's and other materials, including computers, located in the (media center). Students are responsible for any material they sign out. Materials must be returned to the (librarian or the assistant) at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all students must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian (**Policy 5131.71**).

LOCK DOWN PROCEDURE

In the event of a critical emergency, all school personnel, including students, will follow the "Lock Down Procedures". Students will be informed of specific actions they should take when a Lock Down Procedure is put into effect. Lock down drills, like fire drills, will occur periodically during the school year.

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the (main office). Unclaimed articles will be disposed of (at the end of the school year). Loss or suspected theft of personal or school property should be reported to the main office. Whenever practical, items brought to school should have a name placed on them to assure return to the rightful owner.

MAGNET SCHOOLS (Policy 6172.12)

It is recognized that some students may benefit from attendance at a magnet school not limited by school district boundaries. District students may enroll directly into a magnet school, with which the District does not have a

participation agreement, on a space available basis. The District will be responsible for any tuition for such enrollment, but not for transportation, unless the magnet school is within the boundaries of the school district. Tuition will not be paid by the district for students placed by their parents/guardians in a pre-school (PK) magnet program. Parents/Guardians are required, not later than two weeks following an enrollment lottery for an interdistrict magnet school, to notify the district of their child's enrollment or placement on a waiting list for enrollment in the coming school year.

MENSTRUAL PRODUCTS AVAILABLE IN STUDENT BATHROOMS

The district will provide free menstrual products in women's restrooms, all-gender restrooms, and at least one men's restroom, in accordance with State of Connecticut law. Such restrooms will be accessible to students in grades three through twelve, in each school under the jurisdiction of the board. The provision of these products will be done in a manner that does not stigmatize any student seeking menstrual products, pursuant to guidelines that need to be established by the Commissioner of Public Health and posted on the DPH's website. The Board may accept donations of menstrual products and grants from any source for the purpose of purchasing such products, and may partner with a nonprofit or community-based organization.

MIGRANT STUDENTS (Policy 6141.312)

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

ON-CAMPUS RECRUITMENT (Policy 5145.14)

Students at the middle and high school level will be informed of the availability of (1) vocational, technical and technological education and training of technical high schools and (2) agricultural sciences and technology education at regional agricultural science and technology education centers. Full access for the recruitment of students by technical high schools, regional agricultural science and technology education centers, magnet schools, and charter schools will be provided. Military recruiters and institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings unless the student's parents/guardians submit a written request that such information not be released without their prior written consent.

OUT OF SCHOOL MISCONDUCT

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

PARENT CONFERENCES

Parents are encouraged to partner with the school to ensure their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications, interactions and engagement. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PARENT PORTAL INFORMATION SYSTEM (CLASSLINK)

The Board of Education has enhanced its student information system to include a parent portal. The parent portal will allow a parent/guardian of students in grades K to 12 to access parent/guardian resources.

PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

PTO is a vital link between the school, community and the parents it serves. Its aim is to support the school and coordinate efforts of parents/guardians to develop a closer relationship between home and school. Thus, parents are urged to join and take an active part in the PTO.

Announcements of booster organization events will clearly indicate that they are sponsored by the group and not the school or District.

PESTICIDE APPLICATION (Policy 3524.1)

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law (Schools without an integrated pest -management plan must send prior notice by mail.) Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Director of Operations, Myles Altimus, maltimus@avon.k12.ct.us

Note: If the district is implementing the Integrated Pest Management (IPM) concept, similar requirements as above must be met. Notice will be provided at least 24 hours in advance of the application of a pesticide either on the school's homepage or on the school or district's primary social media account.

PHOTOGRAPHS

From time-to-time during the school year, school personnel and/or the media take photographs. If a parent/guardian does not want their child to be photographed for school use, school website use or for media purposes, the school office must be alerted in writing. Photos of individual and classroom groups are taken annually, which may be purchased by parents/guardians, but they are not obligated to do so.

PHYSICAL EXERCISE (Policy 6142.61)

All students in elementary school shall have in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, students in all grades, K-12, cannot be assigned physical activity as a form of punishment.

School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

POSTERS

Signs and posters that students wish to display must be approved by the Superintendent. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

PROPERTY, LOCKERS, AND EQUIPMENT

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned a (desk), (hall locker) and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, and should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the (main office) immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students (may/may not) bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

PSYCHOTROPIC DRUG USE (Policy 5141.231)

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

RIDESHARING SERVICES

The Board of Education does not allow students leaving the school campus in third-party ride sharing vehicles (e.g. Uber, Lyft) and will prohibit minors from using them unless accompanied by an adult. If parents/guardians allow their child(ren) to be dropped off or picked up at school by a ridesharing service, it is with the express acknowledgment that the District and its employees have no responsibility for their decision to use such a service and have no responsibility of liability to such parents/guardians or their child(ren) related to the ridesharing service.

SAFETY/ACCIDENT PREVENTION

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.

- Follow the school’s code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

SCHOOL CLIMATE

School climate means the quality and character of school life based on patterns of students’ parents’ and guardians’ and school employees’ experiences of school life, including, but not limited to, norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.

In order for teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity.

SCHOOL PARTIES

The District encourages the use of nutrient-dense food for all school functions and activities. Nutrient-dense foods are those foods that provide substantial amounts of vitamins and minerals and relatively few calories. At any function (parties, celebrations, feasts, etc.) healthy food choices should be made available. Questions about food that is acceptable and safe for school events can be directed to the Principal, classroom teacher, or school nurse.

SCHOOL SECURITY AND SAFETY (Policy 3516)

Each school in the District will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school’s security and safety plan. Each district school will conduct a security and vulnerability assessment every two years and develop a school security and safety plan based upon the standards developed by DESPP.

The District has developed, maintains, an emergency disaster preparedness and response plan for implementation as needed (“School Security and Safety Plan”). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

SEARCH AND SEIZURE (Policy 5145.12)

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student’s locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

SECLUSION/RESTRAINT/EXCLUSIONARY TIME OUT, USE OF (POLICY 5144.1)

List in this section the District's position pertaining to the use of physical restraints, seclusion and exclusionary time outs as specified in PA 15-141 and PA18-51 and the revised policy and administrative regulations required by statute. Indicate when they may be used and the applicable guidelines and reporting requirements. The use of restraint or seclusion will be used only by trained school staff as an emergency intervention only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

Seclusion will not be used as a planned intervention in a student's behavioral intervention plan, IEP or 504 plans. Seclusion involves the involuntary confinement of a student in a room from which he/she is physically prevented from leaving. Physical restraint includes, among other things, carrying or forcibly moving a person from one location to another. Exclusionary time out is a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or de-escalating such student's behavior. It may be used as a planned intervention. However, exclusionary time out may not be used as a form of discipline.

SELECTIVE SERVICE SYSTEM REGISTRAR PROGRAM

Male students ages 18-25 are required under Federal law to register with the Selective Service System. Failure to register could result in a fine and also may cause men to permanently lose eligibility for student college financial aid, grants, government employment, job training and U.S. citizenship for male immigrants. Registration can be done online (www.sss.gov), at any U.S. Post Office or through the school's guidance department.

SERVICE ANIMALS

The Board of Education, in compliance with state and federal laws, allows service animals to accompany persons with disabilities on the District campus. A service animal is usually a dog that has been individually trained to do work or perform tasks for the benefit of a person with a disability. This does not include animals whose sole function is to provide emotional support, well-being, comfort, companionship, or therapeutic benefits, or to act as a crime deterrent.

SEXUAL ABUSE PREVENTION AND EDUCATION PROGRAM (Policy 5145.511)

Students in grades K-12 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

SEXUAL HARASSMENT (Policy 5145.5)

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following:

- Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
- Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
- Touching of a sexual nature or telling sexual or dirty jokes.
- Transmitting or displaying emails or websites of a sexual nature.
- Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by the Board's Policy regarding Title IX of the Education Amendments of 1972-Prohibition of Sex Discrimination and Sexual Harassment (Students).

Any student who believes they have been subjected to sexual harassment should report the alleged misconduct immediately to the Title IX Coordinator, Nondiscrimination Coordinator, his/her teacher, social worker, guidance counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either

informally or through the filing of a formal complaint. The administration will take action to investigate the allegations.

The district will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Mr. Roberto Medic, Assistant Superintendent, rmedic@avon.k12.ct.us

SOCIAL AND EMOTIONAL LEARNING

The District believes children's social and emotional development are essential underpinnings/foundations to school readiness and academic success. Therefore, the District's educational program has included social and emotional learning and development to support the learning of skills needed to prepare students for careers, college and life. SEL teaches the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. The key characteristics of the SEL program include self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

SOCIAL NETWORKING SITES

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites such as, but not limited to, Facebook, TikTok, You Tube, Flickr and Twitter.

The District will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment. For safety purposes, the district employs both Internet filters and firewalls.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact Mr. Roberto Medic, Assistant Superintendent, remedic@avon.k12.ct.us.

A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with Ms. Tiffany Fox, Director of Pupil Services, tfox@avon.k12.ct.us

STUDENT DATA PRIVACY

Connecticut legislation, PA 16-189, (C.G.S. 10-234bb (a)) An Act Concerning Student Data Privacy, as amended by PA 17-200 and PA 18-125, restricts how student information may be used by (1) entities that contract to provide educational software and electronic storage of student records (“contractors”) and (2) operators of websites, online services or mobile applications (i.e., apps). Not later than five (5) business days after executing a contract with such contractors, the contract will be posted on the District’s website. The notice will include a brief description of the content and the purpose of the contract and will state what student information, student records or student-generated content may be collected as a result of the contract. Student information will be deleted by operators of websites, online services, or mobile apps upon student, parent, guardian or board of education request. Such operators may not create student profiles for use in targeted advertising and for purposes unrelated to school. Parents and students will be notified of data breaches. Students and parents/guardians will be notified not later than two business days upon notice of a breach of security by a contractor to the Board of Education.

STUDENT PUBLICATIONS

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, also statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech which it feels is inconsistent with the district's basic educational mission.

Distribution of Literature

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Building Principal.

STUDENT RECORDS (Policy 5125)

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principals or superintendent's office.

Copies of student records are available at a cost of \$0.25 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District will release to the Parent Teacher Association the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPAA Privacy Officer is Roberto Medic, Assistant Superintendent.

SURVEYS/STUDENT PRIVACY (Policy 5125.1)

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex attitudes or behaviors;
4. illegal, antisocial, self-incriminating and demeaning behavior;
5. critical appraisals of other individual with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. income; or
8. religious practices, affiliations, or beliefs of the student or the student's parents.

In addition, parents have the right to inspect, upon request, a survey that is to be administered by a school to a student, prior to its use. Parents will be notified at least two weeks in advance of any survey that will be given to their children.

Parents will be notified of any non-emergency, invasive physical examination that is required as a condition of attendance administered by the school and which is not necessary to protect the immediate health and safety of students. Parents will be given an opportunity to opt their child out of the exam. Hearing, vision and scoliosis screening are not subject to prior notifications.

The District will not collect, disclose or use personal information gathered from students for the purpose of marketing or selling that information or providing it to others for that purpose.

TARDY PROCEDURE

If a student arrives after the start of the official starting time, he/she is to report directly to the office for check-in. All tardy arrivals will be considered unexcused unless accompanied by a doctor's note for illness and be signed by a parent. All unexcused tardy arrivals are subject to school disciplinary consequences.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS (Policy 4222)

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether the child is provided service by paraprofessionals and their qualifications.

TESTING

All students in grades 3 through 8 inclusive shall annually take the Smarter Balanced Assessment in Literacy and Mathematics. Students in grades 5, 8 and 11 shall annually take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. Grades 9 & 10 take the PSAT and Grades 11 & 12 take the SAT. All English learners are required to participate in all content areas of the state summative assessment.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will assess damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

TITLE I COMPARABILITY OF SERVICES (Policy 6161.3)

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

TITLE I PARENT AND FAMILY ENGAGEMENT (POLICY 6172.4)

Parents of a child in a Title 1 funded program will receive a copy of the district's parental and family engagement involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and

implementation of Title 1 programs and opportunities for parents and family members to participate in the education of their children.

TRANSFERS AND WITHDRAWALS

Students withdrawing from school must notify the guidance office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

TRANSPORTATION (Policy 3541)

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

Students will be notified of their bus stop and times for pick-up and drop-off via the website prior to the start of school. Students and parents are asked to wait safely at their bus stop. *Mr. Myles Altimus* is the District's Transportation Coordinator.

Parents should park in the designated area at each school. Cars should not be parked in undesignated areas which include on the grass, in fire lanes, on the curb, etc. at any time.

Parents who choose to drive their children to school and drop them off should drive into the designated drop off area with their vehicles, remain in the vehicle, and drop off their child.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Passengers shall not eat on the bus.

9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. Students must ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules and has parental permission.

Students are not allowed to go to their cars during school hours. In case of emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privilege or any such discipline which is appropriate for the circumstances.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES (POLICY 3541.5)

All complaints concerning school transportation safety are to be made to the Transportation Coordinator. A written record of all complaints will be maintained and an investigation of the allegations will take place.

VACATIONS

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session may be considered "unexcused absences," in light of SBE guidelines.

VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS

(for School Security Purposes)

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has

been installed and in use on their bus. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA).

Video equipment is used to enhance the safety and security of all individuals. It is also used to monitor student behavior in common areas or campus. Video surveillance cameras are used in public areas and school buses for security and to assist in maintaining student safety. The principal or his/her designee will review the tapes routinely and document student misconduct. Discipline will be in accordance with the District's discipline policy. Any student, staff member, or visitor to the school is prohibited from tampering with or damaging the school's video surveillance equipment.

VISITORS (Policy 1250)

Parents and other visitors are welcome to visit (district) schools. All visitors must first report to the main office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or uncivil discourse will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

WEBSITES

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page. Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions. The District/School is committed to ensuring accessibility of its website(s) for parents, students and members of the community with disabilities. School website links are listed below.

WELLNESS

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and

beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.

WITHDRAWAL FROM SCHOOL

If a student needs to withdraw from school during the school year, the student's parent/guardian must complete a withdrawal form and obtain all necessary signatures. All books, materials, athletic equipment and other equipment loaned by the school must be returned or paid for by the student or his/her parents/guardians.

Appendix A

Roaring Brook School 2023-2024



Parent Drop off Locations and Directions:

Children may be dropped off in the designated parent drop off location which is marked with signs in the front of the school. There are often many parent drop offs and we ask that children are ready to exit the vehicle and parents move along safely when it is their turn in the drop off line. To facilitate a safe and efficient drop off, we ask that children exit only on the passenger side of the vehicle and step directly onto the sidewalk. We also ask that children exit their parent's vehicle at all locations within the parent drop off zone and parents do not wait to pull up closer to the school to drop their children off. This slows the process down tremendously. Parents who must exit their vehicle to assist a child may not remain in the drop off lane, but should park in a designated parking spot and escort their child on foot.

Who to call When You Have a Question:

Your student's teacher is a wonderful resource and we encourage you to reach out directly to him/her with any questions that arise. If he/she is unavailable or you have further questions, please reach out to our main office (860) 404-4810 to contact one of our Administrative Assistants (Becca Fausel and Lori Noble).

Roaring Brook School Goals & Strategic Actions

Goal I: Culture

We will:

- Model and maintain a safe and healthy learning environment.
- Provide a positive school climate that respects the dignity and diversity of all individuals.
- Cultivate and celebrate excellence and innovation.

Goal II: Achievement

We will:

- Increase individual student achievement with the Avon curriculum.
- Identify and use a variety of highly effective teaching techniques.

Goal III: Communication

We will:

- Promote opportunities for parents and community members to become active teaching partners.
- Enhance communication opportunities with the use of technology.

Appendix B

Pine Grove School 2023-2024



Parent Drop off Locations and Directions:

Please click on the link to view Pine Grove School's arrival and departure routines. This will give you information about dropping off and picking up your student, in addition to a map of our traffic plan.

[☰ Traffic Plan 2023-2024](#)

Who to call When You Have a Question:

Your student's teacher is a wonderful resource and we encourage you to reach out directly to him/her with any questions that arise. If you have a general question about the school day or need to speak to someone in our main office, please contact one of our administrative assistants, Dianne Anderson or Brandi Wilcox.

Pine Grove School Goals & Strategic Actions

Goal I: Culture

We will:

- Model and maintain a safe and healthy learning environment.
- Provide a positive school climate that respects the dignity and diversity of all individuals.
- Cultivate and celebrate excellence and innovation.

Goal II: Achievement

We will:

- Increase individual student achievement with the Avon curriculum.
- Identify and use a variety of highly effective teaching techniques.

Goal III: Communication

We will:

- Promote opportunities for parents and community members to become active teaching partners.
- Enhance communication opportunities with the use of technology.

Appendix C

Thompson Brook School Parent & Student Handbook



T B S

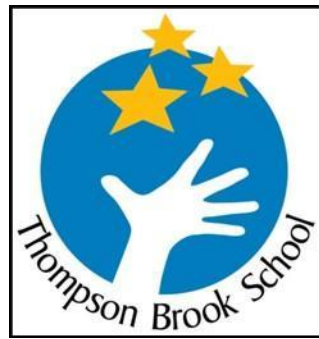


The Best Students
+ The Best Staff

The Best School

Thompson Brook School
“A place to wonder; a wonderful place to learn.”

All Thompson Brook students have the right to a safe, respectful, and quality education. Their major responsibility is to come to school ready to learn. To accomplish this, students should have a good night's sleep and a healthy breakfast. Students should have completed their homework and be appropriately dressed for school.



TBS Students demonstrate:

Care
Acceptance
Respect
Empathy
Safety

Avon Public School Mission Statement

Our mission is to inspire in each student a joy and passion for learning and a commitment to excellence, personal integrity, and social responsibility.

Avon Public Schools Statement of Beliefs

We educate students intellectually, socially, emotionally, and physically to acquire knowledge and skills, to develop creativity and character, and to pursue their interests, realize their potential, and meet the challenges in a constantly changing world.

We believe that...

- A high quality education is fundamental to create a life with purpose, meaning, and happiness.
- Educated people of good character are essential to democracy.
- Public education is a responsibility shared by students, parents, school personnel, and community members.
- Trust and respect are prerequisites for sustaining and improving safe and successful schools.
- Critical thinking, intellectual curiosity, and innovation are essential.
- All people should be treated with dignity and respect.

We are committed to...

- Clear communication and transparent processes.
- Rigorous, comprehensive, and innovative programs.
- Meeting the needs of all students.
- Collaboration, professional development, and ethical practice.
- Continuous improvement through systematically assessing our actions and outcomes.
- Using all resources efficiently and effectively to the greatest advantage of all students.

ARRIVAL

The school day begins at 8:10 AM and ends at 2:45 PM. Students may enter the building when the signal sounds at 7:55 AM. At this time students will go directly to their classrooms where they will be supervised by their regular classroom teachers. There is no supervision prior to 7:55 AM therefore students are not allowed on school grounds without parental supervision or unless previously arranged by a teacher.

Families are encouraged to use the bus transportation provided by the district. Parents who choose to drive their children to school will use the south entrance (facing Thompson Road) parking lot. The south entrance will be supervised by a staff member from 8:00 AM to 8:15 AM only. After 8:15 AM students are required to enter through the main doors. Students who arrive after 8:15 AM are late and must be signed in by a parent through the main entrance in the front of the building.

CELEBRATIONS

TBS recognizes the importance of celebrations. Occasional celebrations help our students maintain a healthy balance of learning and fun. An important part of our role is to ensure that celebrations do not disrupt the learning process. Additionally, TBS adheres to Avon's wellness policy that recognizes the importance of wellness, good nutrition and an active lifestyle in the overall health of our students. The following guidelines are designed to allow for successful celebrations without infringing upon academic time.

Celebrations should align with the needs of the classroom and be approved by the teacher. Recognition of a student's birthday will be included in the morning announcements. Classroom parties for birthdays are not allowed. A parent who wishes to further recognize his/her child's birthday at school has several options:

1. Make a non-perishable food donation at TBS that will be brought to the Avon Food Bank.
2. Contact the school librarian to purchase a book for the TBS library collection. The parent chooses if they wish to have a book template on the inside of the book's cover and/or his/her child's name on the Birthday Book chart.
3. Make a donation to the PTO in the child's name, or anonymously.

CLUBS AND ACTIVITIES

There are many opportunities for students to explore their special interests through clubs and activities. These opportunities are organized by the PTO and/or teachers and may be held before or after school. Activities change from year to year. Students are informed of these activities through PTO posting on the website, announcements, signups, and/or flyers distributed to students in homeroom.

DELAYED OPENING/EMERGENCY CLOSING INFORMATION

In the event school has a delayed opening (two hours is the standard time) or is closed because of bad weather or another emergency, announcements will be made. Information regarding school cancellation will be delivered automatically to parents through our automated messaging service. This service relies on the accuracy of the information provided by the parent at the time of their child's enrollment. This information can be updated. For assistance, contact the school's secretary who can assist you with this process. School closing information is also shared through local radio, television, or by accessing the school's website. Please do not call the radio stations, police, schools or the superintendent.

DISMISSAL

Dismissal begins with announcements at 2:45 PM. Names are posted on a shared document or announced over the PA system for students whose parents called during the school day to change dismissal plans from the bus to parent pick up. All students should remain quiet while buses are called.

Parents who choose to pick up their children at the end of the school day will use the south entrance (facing Thompson Road) parking lot. Parents who plan to pick up their child at the end of a specific day are asked to write a brief note or call the main office before 2:00 PM in order for the child's name to be added to the dismissal list. If anyone other than a parent/guardian is picking up a student, a permission note is required prior to dismissal.

HOMEWORK and DAILY INDEPENDENT READING Guidelines for Effective Elementary Homework Assignments for Grades 5 & 6

Homework will be separated into three main categories: ongoing practice, written assignments, and long range assignments. Homework will be consistent with Board of Education Policy [6115.1](#) regarding religious holidays.

A. Ongoing Practice: Students at the elementary level are expected to read, practice their math facts, and prepare for upcoming assessments through ongoing practice. General recommendations for ongoing practice will be provided by teachers at each grade level.

B. Written Assignments: Written assignments require a student to complete a given task. Examples of this could be responding to text, completing math problems, or writing observations in a journal. In elementary school, written assignments will not be assigned to students in Kindergarten through second grade. Beginning in grade 3, students may begin to be assigned written homework in accordance with the guidelines below. Written homework will be clearly defined and able to be completed in a reasonable timeframe. In grades 3-6, homework will not impact a child's grade in a given subject, but will determine his or her mark in the homework section of the report card.

Written assignments may be assigned within the guidelines presented below:

- Grade 5: Up to three written assignments per week
- Grade 6: Up to four written assignments per week

C. Long Range Assignments: Long range assignments are completed over multiple weeks. No more than one long range assignment will be given per marking period. In elementary school, long range assignments can be given by teachers in grades 1-6. These assignments will be accompanied by clear directions and guidelines. When a long range project is given, the teacher will reduce the assigned written homework by at least one night per week until the project reaches its due date.

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the (main office). Unclaimed articles will be disposed of at the end December and March parent conferences and the end of school year. Loss or suspected theft of personal or school property should be reported to the main office. "Lost and Found" is located in the cafeteria. Small personal items like jewelry are kept in the office. Students may check the lost and found before and after school, during lunch and recess, and with their teacher's permission during the day.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Scheduled conferences occur twice per year, upon completion of the first and second marking periods. These conferences take place during the day, between 12:10 PM and 3:10 PM and in the evening, between 6:30 PM and 8:00 PM to accommodate parent schedules. Additional conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

SOCIAL EMOTIONAL LEARNING & TBS CARES

TBS has five core values that support/frame its goals of increasing social skills and academic engagement, establishing positive classroom and school climate, increasing learner investment and independence, and keeping disruptive behavior to a minimum. These values are encompassed in the acronym CARES:

- Care
- Acceptance
- Respect
- Empathy
- Safety

TBS also utilizes the Second Step curriculum for Social Emotional Learning (SEL).

Consequences:

TBS students who make poor choices and do not follow the four basic school tenets will first be spoken to by the adult in charge, who may assign a logical consequence. Should behaviors become a pattern, teachers will notify the office. The assistant principal or principal may remove the student from a class.

At this point, the student may be subjected to one of more of the following:

1. Discuss the event with the assistant principal or principal.
2. Receive appropriate discipline – loss of privileges, community service for the school, write an apology, lunch detention, after school detention, etc.
3. Have parents contacted by phone or email.

Continued misbehavior and significant misconduct may lead to an in-school suspension. Please see the "Student and School Safety" section for additional information on student expectations, conduct, and levels of discipline.

STUDENT ACADEMIC AND BEHAVIORAL SUPPORT

Avon Public Schools employs a tiered support model to ensure that all students are performing to their full potential by closely monitoring student academic and social emotional development. To assist in the identification of students at risk for meeting grade level expectations, universal assessments are used systematically throughout the school year. Once identified, areas of concern are targeted using a tiered support model that begins with our district's core curriculum differentiated to meet student need and advances as needed through tiers of intervention.

For students in need of Special Education programs, a Planning and Placement Team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning and Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement.

PROCEDURES FOR RESOURCE ASSISTANCE

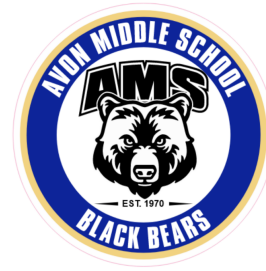
If a teacher thinks there is a need for reading or math resource help for a student, the following steps will be followed:

1. All students participate in Tier 1 instruction that follows the district curricula. Students benefit from well-planned instruction that includes the use of effective teaching strategies, differentiation of presentation, material and activities as needed and the application of learning in meaningful, real world problems.
2. Teachers monitor student progress using formative and summative assessments, as well as universal screenings given to all students throughout the year.
3. If a student is unable to maintain adequate progress and meet grade level benchmarks, teachers will attend to the area of weakness by providing short term interventions, known as Tier 1 Interventions, targeted to specific student needs and monitor student response to the interventions. At this time, teachers can consult their grade level team, building specialists or department coordinators to develop an individual intervention plan or access additional resources. Student achievement levels and areas of concern are also communicated to parents.
4. A student not making sufficient progress in identified areas noted on progress monitoring assessments, district and/or diagnostic assessments will be provided the next level of support. Tier 2 interventions are designed to remediate the root cause preventing a student from achieving through the use of a more intense intervention plan. This plan is often implemented by a building specialist or intervention tutor. To access this support, teachers would provide this information to the designated building administrator, specialists and/or department coordinators responsible for scheduling interventions. This communication can take place during a universal screening cycle, at a Student Assistance Team meeting or at the request of a teacher. The need to make changes to a student's intervention plans and the reason are communicated to parents by the classroom teacher.
5. If a student is not making sufficient progress in a Tier 2 Intervention the student's intervention plan is reviewed and changed as needed. The result may indicate the need to increase the level of support once again by decreasing group size, increasing the frequency of intervention, and/or altering the instructional materials or approach. These students will move to Tier 3 when needed. The primary difference between Tier 2 and 3 interventions is the ratio of students to interventionists as well as the frequency and intensity of intervention. Tier 3 intervention students continue to receive strong Tier 1 instruction and all aspects of Tier 2 intervention that were effective with the addition of more prescriptive, targeted instruction. Again, the need for changes are communicated and discussed with the designated building administrator, specialists, department coordinators and parents.

WHO DO I GO TO?

Question or Problem	Go speak with, First	Second	Third
Playground	Adult on duty	Your classroom teacher and/or parent	Counselor, assistant principal, or principal
Cafeteria	Adult on duty	Your classroom teacher and/or parent	Counselor, assistant principal, or principal
Bus problem	Bus driver*	Your classroom teacher and/or parent	Counselor, assistant principal, or principal
School rules	Your classroom teacher	Counselor	Assistant principal or principal
Teacher	The teacher	Counselor	Counselor, assistant principal, or principal
Suggestions for school	Your classroom teacher	Counselor	Assistant principal or principal

*Unless the problem is about the bus driver, then skip this step.



Appendix D

Avon Middle School

Avon Middle School Mission Statement:

- Our mission is to inspire, challenge, and empower students to develop compassion, curiosity, responsibility, and resilience.

Avon Middle School Four Pillars:

- Compassion
- Curiosity
- Resilience
- Responsibility

Electronics at AMS

Cell phones, air pods and smart watches will be off and away for the school day at AMS. Please note that if a staff member takes your phone you will have to come back and pick it up at the end of the day.

Transportation

Buses

AMS and TBS students will continue to share buses.

Parent Drop Off/Pick Up and Daily Start Time

Critical to our success this year will be a smooth start to our school day. This year it will be essential that all students are in class by 8:10 AM. A map displaying our traffic pattern can be found below.

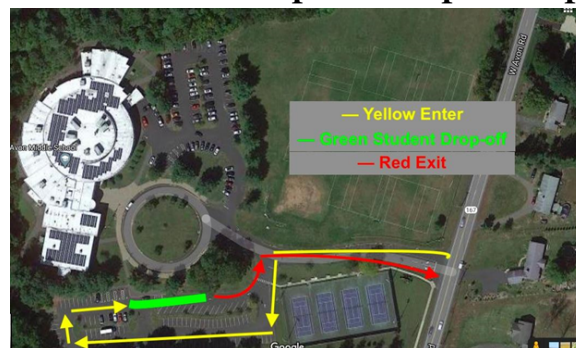
- Parent Drop Off Start Time: 7:55 AM (please do not release students from vehicles until then)
- Parent Pick Up Start Time: 2:45 PM

Parent Drop Off/Pick Up

We will continue to follow our same drop off and pick up times procedure as last year. A reminder to please:

- Drive slowly in the parking lot (**Yellow Arrows In** & **Red Arrows Out**)
- Follow the directions of our staff (**Be Ready to Drop Off in Designated Areas Only**)
- Stay in line unless directed to do otherwise by a staff member

AMS Parent Pick up and Drop off Map



Avon Middle School Directory of Student Resources

“Where to Go and Who to See”

Who Can Help Me?	School Counselors	Principal/ Assistant Principal	Nurse	Classroom Teacher	Main Office Secretary	School Psychologist	School Social Worker
Questions about school rules	✓	😊		😊	✓		
Attendance Issues	😊	😊	✓		😊		😊
Scheduling Issues	😊	✓					
Worried about friends, family, self	😊	✓	😊	✓		😊	😊
Feeling Ill			😊	✓			
Disagreements with Family	😊	✓				😊	😊
Problems with friends or other students	😊	😊	✓	✓			😊
Issues involving drugs/alcohol with you or someone you know	😊	😊	😊	✓		✓	😊
Homework help	✓			😊			
Questions about grades	✓			😊			
Having difficulty with academic work	😊			😊			
Feeling stressed about academic work	😊	✓	✓	😊		✓	✓
Extracurricular activities and clubs	😊	✓		✓	😊		✓



Try these people first

(✓) These people may also be helpful

Appendix E

Avon High School



ADVANCED PLACEMENT/ COLLEGE EXPERIENCE INFORMATION

Advanced Placement (Ap) Course Listing

English

- AP English Language
- AP English Literature

Social Studies

- AP Psychology
- AP Economics

Art

- AP Studio Art I

Music

- AP Music Theory

Mathematics

- AP Calculus AB
- AP Calculus BC
- AP Statistics

- AP Computer Science A
- AP Computer Science Principles

Science

- AP Biology
- AP Chemistry
- AP Environmental Science
- AP Physics I
- AP Physics

World Languages

- AP French Language and Culture
- AP Latin
- AP Spanish Language and Culture

University Of Connecticut Early College Experience (ECE) Course Listing

At AHS, ECE courses may be taught in conjunction with an AP course. AHS course names appear in parenthesis after the UConn course name.

English:

Seminar in Academic Writing (AP English Language/Literature)
Memory of Conflict*
Post 9/11 American Culture*
Writing Through Humor: Satire and Comedy*
True Crime*
Unheard Voices*
Utopias and Dystopias*

*For senior year English credit, must take two of the semester AHS courses. May be taken as a senior year elective. If enrolled as an elective in junior year, it does not count toward senior year requirement.

Mathematics:

Elementary Discrete Mathematics
Elementary Concepts of Statistics (AP Statistics)
Calculus I & II (AP Calculus BC)

Science:

Environmental Science
General Chemistry I & II (AP Chemistry)
General Physics with Calculus (AP Physics C)
General Physics (AP Physics I)

Social Studies:

Human Rights

World Language:

French Global Culture I (Francophone Languages and Culture)
French Grammar and Composition
Intermediate Spanish Composition and Spanish Conversation and Cultural Topics (AP Spanish Language & Culture)

Spanish Conversation and Cultural Topics (Spanish Conversation and Culture Topics)
Topics in Advanced Latin (Latin 4H and AP Latin)

Tunxis Community College Course Listing**Business:**

Accounting I
Advanced Accounting

Introduction to Business
Personal Finance

COURSE SELECTION AND REGISTRATION

The student's class schedule results from thoughtful collaboration among the student, teachers, counselor, and parents. In February, students meet with each teacher to discuss the teacher's recommendation. Students will complete their course requests using PowerSchool. When entering requests, the student will select the teacher's recommendation for the course. By default, electives are requested at the College Preparatory level. Once the course begins, you can discuss with your teacher the opportunity to contract for Honors Level. Honors contracts are due no later than October 1 for semester one and March 1 for semester two.

Course sections are scheduled based on requests in the spring. Requests to change teachers or sections within a course are not permitted.

Course Level Override Process

Students who choose to override the recommendation will need to complete the process outlined in the recommendation override form. When the override is granted to a level different from what was originally recommended, be aware that you may not be able to change levels at a future date.

Course Changes

When a schedule change is requested, the process begins with a discussion involving the student, family, teacher and counselor. Students follow the original schedule until all steps in the process have been completed and the school counselor has generated a new schedule. Please review the sections that follow for more specific information.

Level Changes

Requests for change in level should be avoided during the first few weeks of school. A quick decision to drop a level may not be in the student's long-term best interest. Establishing consistent communication with teachers from the outset will help a student adapt to various teaching styles and teacher guidelines. Most often, a student will be successful in their level if it has been chosen thoughtfully and if the student takes advantage of opportunities for extra help when needed. Students who ultimately decide to change a level are advised that their schedule may be impacted in various ways and a change may not always be possible. Retention of appropriate class sizes in the core classes will be a primary consideration, with elective choices taking a secondary role. Specific teacher requests are not permitted.

When a course level is changed, the grade from the previous course will transfer to the new course. The percent of time spent in each course will determine the percent of weight for the grade for that quarter. Level changes should be requested by October 1, for full year and first semester courses, and by March 1 for second semester courses. Level change requests beyond these dates will require a meeting with the sending teacher, potential receiving teacher, school counselor, and an administrator.

Adding or Dropping a Course

- Students have eight school days (4 class meetings) after the beginning of the semester within which to add a new course. Beyond that, teacher permission is required.
- Students may drop a course without academic penalty (i.e. grade of W/P or W/F for the course for the semester) by October 1, for full year and first semester courses, and by March 1 for second semester courses. Beyond this date, a grade of W/P or W/F is recorded on the transcript.
- Academic load requirements must be maintained.

Courses are designated as year-long courses and semester courses. Courses designated as year-long courses are meant to present a body of knowledge beginning in August and ending in June. Students are urged not to withdraw from any year-long course at the end of the first semester. Students/parents requesting a change in a year-long course at the end of the semester will require approval by meeting with the teacher and the counselor, with final approval from administration. Course credit will be given for the first semester if the student earns a passing grade.

Requesting for Pass/Fail Option

Seniors only, may designate one elective course per semester to be taken on a pass/fail basis. All requests for the Pass/Fail Option must be approved by October 1, for full year and first semester courses, and by March 1 for second semester courses. Pass/Fail Option is not available for courses required for graduation, or courses at the Advanced Placement or Honors Level. Two weeks prior to grades being stored students can discuss with their teacher and counselor the option of publishing their grade.

Contracting for Honors Credit

Students enrolling in designated elective courses may choose to earn either College Prep or Honors credit. The decision to choose the Honors option requires a written contract with the teacher and must be made by October 1 for full year and first semester courses, and by March 1 for second semester courses. Criteria for honors credit is individualized for the course and students can access that information directly through the teacher during the honors contract enrollment period.

ABSENCE/ TARDY PROCEDURES

Absence Procedure

1. In the event that a child is absent from school, a parent/guardian (regardless of student's age) should notify the school by phoning the absence line before 9:00 a.m. and state the reason for the absence.
2. To excuse a child from school, the following procedure should be utilized:
 - a. call the absence line at 860-404-4740, press option 1
 - b. Leave a detailed message to include:
 - i. the date
 - ii. the child's first and last name spelled out
 - iii. the reason for their absence
 - iv. if the child will be returning to school the same day once dismissed.
 - c. If you call the main office, you will be transferred to the attendance line.
3. Written confirmation of the absence must then be submitted to the attendance office upon

student returning to school.

- a. If written notification from a parent/guardian has not been received, the absence will remain noted as “unverified.” Parent/Guardian notes must include the student’s full name, grade, date of absence/tardy or dismissal, the specific reason for the absence, the signature of the parent/guardian, and a daytime phone number where a parent/guardian can be reached to verify the note.
 - b. All notes should be brought to the Attendance Office located in the main office on the first floor of the high school.
4. Students who are truant or cut class will not receive credit for missed work and/or assessments.

Tardies

Students are required to be punctual for all classes(including study halls, and advisory). Tardiness to classes, study halls, and homerooms will be dealt with by the teacher in charge. Chronic problems in tardiness will be referred to the school administration. The following regulations apply:

1. A student arriving at school after the beginning of the first class of the day is considered tardy. Any such student must immediately report to the Main Office to be recorded as tardy to school and obtain a pass to class.
2. Arrival after the beginning of the first period of the day **will be excused only** if a late arrival has been **previously arranged** by a parent/guardian or a majority student by telephone, letter, or personal conference with the student’s assistant principal on a previous school day or, in an emergency, on the day of the occurrence.
3. Parent/guardian calls or notes to secretaries regarding tardy arrivals are not “excused” tardies.
4. All other tardies will be unexcused.
5. On the event of the fourth unexcused tardy in any marking period, an office detention will be assigned.

Tardiness to Class

1. Individual classroom teachers will determine whether or not students have arrived tardy to their classes.
2. Arrival 40 minutes or later to a class without permission from a teacher or administrator is considered to be a class cut.
3. Individual teachers will impose consequences for tardiness to class.
4. After the fourth tardy arrival to a class, the classroom teacher may refer a student to administration for more severe consequences.

Class Cuts

Class cuts refer to unexcused absences from class or instances where a student is tardy for more than 40 minutes of class; students who choose not to attend class without permission will be subject to the appropriate discipline. Parents/guardians will be notified of all class cuts via our automated phone system. Students who are truant or cut class will not receive credit for missed work and/or assessments.

Truancy is defined as an unexcused absence from all or most classes on a given day; students who are habitually truant may be referred to the School Resource Officer and/or Family with Service Needs/DCF. Saturday School may be assigned by the AP for truancy.

Early Dismissal

We discourage students from leaving school early due to our belief that all classes are important. We also believe that a very valuable part of a student's educational experience (extracurricular activities, individual extra help with teachers, etc.) takes place at the conclusion of the school day. In addition, leaving school early may preclude a student's use of the Library Media Center and other resources during non-class periods, resources which often contribute significantly to academic success. Therefore Parents/guardians are asked to limit requests for early dismissal during the school day to medical or dental emergencies. All other requests for early dismissal must be approved by an administrator. When it is necessary, the following procedure should be followed:

1. Families should call the absence line at 860-404-4740, press option 1.
2. Leave a detailed message to include:
 - a. the date
 - b. the child's first and last name spelled out
 - c. the reason for their early dismissal
 - d. if the child will be returning to school the same day once dismissed.
3. If you call the main office, you will be transferred to the attendance line.
4. Additionally, a written request from the parent/guardian must be submitted to the attendance clerk by 7:40 a.m., stating the reason for the dismissal.
 - a. The note must also include the date and time of the dismissal. The absentee list will contain the names of all students to be dismissed.
 - b. At the time of dismissal, the student must sign out in the Main Office.
5. Students dismissed early due to illness will not be able to participate in any co-curricular or other school activities on that day.

ATHLETICS

At AHS, students can compete in any of the following sports at a level equal to their own abilities.

Fall	Winter	Spring
Cross Country	Basketball	Baseball
Cheerleading	Ice Hockey	Crew
Crew	Indoor Track	Girls Golf
Field Hockey	Swimming	Lacrosse
Football	Wrestling	Outdoor Track
Boys Golf	Unified Basketball	Softball
Soccer		Tennis
Unified Soccer		Ultimate Frisbee
Volleyball (girls)		

Pay to Participate Guidelines:

- There is a \$175.00 fee per sport for students who want to participate in Athletics.
- The maximum participation fee is two sports per student and/or four sports per family, per school year.
 - The maximum cost is \$350 for the student and \$700 per family.
- The fee applies to all levels of play, including varsity, junior varsity and developmental teams.
 - If a cap was met, those individual athletes can state that on their registration form.
- Students who need financial assistance must submit a Financial Aid request form to the office of Nutrition Services 3 weeks before a sport begins.
 - The form can be found on the Athletics Website.

Athletic Equipment

All equipment and clothing issued to participants are on loan. Equipment and clothing not returned will be paid for by the participant at face value.

Athletic Physical Exams

All students who participate in interscholastic and club sports must have an annual sports physical examination performed by a licensed physician (BOE Policy # 5141(c) or a "State of Connecticut Department of Education Health Assessment Record" prior to the start of a try-out and/or first practice session. Failure to submit the "Authorization for Participation in Interscholastic Sports" form will result in the exclusion from participation in all sports activities.

Athletic Travel

- Transportation to and from athletic contests will be provided by the school (with few exceptions). **Athletes are permitted to drive themselves to and from practices or home games at any time. Students must have a valid driver's license and cannot have any passengers outside of their own siblings while traveling to and from practice/games. Also, travel is limited to athletic sites within the town of Avon.**
- Students must ride the team bus to and from away contests unless they are transported by a parent or guardian. Students are not allowed to drive themselves or other teammates to an away contest. A Request to transport form must be filled out and submitted to the athletic director and coach 24 hours prior to the day of the event, if students will not be taking the team bus. The form can be found on the athletic website.

AHS Eligibility

Students must be passing (at least 60%) four of the five core academic courses to be considered eligible for extracurricular activities. Students lacking the required grades in their classes are considered automatically ineligible as of the school's report card issue date unless and until their appeal is granted. Eligibility appeals required to play a fall sport (i.e. as a result of Semester two grades the prior year,) must be sought and granted in order to begin practice/play in August. Each appeal will be considered on an individual basis (i.e. documentation of prolonged illness, completion of credit prior to the first day of practice in August).

Activities are to supplement the curriculum and participation in such activities is a privilege, not part of the right to school accommodations. The administration reserves the right to establish conditions for participation in such activities.

CIAC Athletic Eligibility

- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition. Date of entry is defined as the first date of enrollment as a grade 9 student taking four (4) or more high school subjects.
- Students who are not eligible or elect to not participate do not preserve additional semesters for use at a later time. That is, there is no fifth year of eligibility per se.
- A student who has attended 15 days or more may apply through the member school for consideration of a hardship waiver. Hardships involve serious documented medical situations where students are not able to attend school at all or become incapacitated. Injuries sustained in playing a sport do not constitute grounds for a medical hardship grant of an additional semester. Hardships will also be granted for a student who has been absent one or more semesters because of required military service. If a waiver is granted, the semester granted must be the same as the semester waived. Fall for fall, spring for spring.
- The fact that a student has not participated for four seasons will not justify allowing such student to participate in interscholastic sports beyond the eighth semester after his or her entrance into the ninth grade.
- This is an eight semester attendance rule, i.e., eight semesters of time not eight semesters of participation or competition rule.
- Exception: A student who interrupts his/her school career in order to participate in a CSIET approved foreign study program may have his/her eligibility extended for up to two semesters, provided the student does not participate out-of-country in sports he/she wishes to play upon his/her return, subject to approval by the CIAC.

No student presently enrolled in grade 12, shall participate in the same branch of athletics for more than three (3) seasons at any school. Student eligibility will be determined for all students on the date that report cards are issued or on the fourteenth calendar date following the end of the marking period, whichever comes first.

To be eligible for fall sports, a pupil must have received credit toward graduation at the close of the school year preceding the contest in at least four (4) Carnegie Units of work or its equivalent for which he or she has not previously received credit. "Equivalent" is any number of courses which are equal to one Carnegie Unit. Credit must be earned during the same academic year. Students requiring additional information should contact the Athletic Director.

Rules and Regulations

Students and parents are encouraged to become familiar with all [C.I.A.C](#) rules and regulations, as well as the [Avon High School Student Athletic Handbook](#).

CLASS RANK/ WEIGHTED GRADING

Avon High School uses a weighted grade point average system. GPA is determined at the end of each semester. All courses taken at Avon High School, as well as Advanced Placement Virtual High School classes and GHAMAS/GHAA, are included in the calculation of the weighted GPA. A weighted grade calculation determines a student's grade point average. Each grade has an associated quality point value depending upon the phase level of the course as follows:

Grade	Percent	College Experience	Honors	College Preparatory
A+	97-100	5.33	5.00	4.33
A	93-96	5.00	4.67	4.00
A-	90-92	4.67	4.34	3.67
B+	87-89	4.33	4.00	3.33
B	83-86	4.00	3.67	3.00
B-	80-82	3.67	3.34	2.67
C+	77-79	3.33	3.00	2.33
C	73-76	3.00	2.67	2.00
C-	70-72	2.67	2.34	1.67
D+	67-69	2.34	2.00	1.34
D	63-66	2.00	1.67	1.00
D-	60-62	1.67	1.34	0.67
F	0-59	0.00	0.00	0.00
P/F; WP; WF; I; AU		Not included	Not included	Not included

P/F = Pass Fail; WP = Withdraw Pass; WF = Withdraw Fail; I = Incomplete; AU = Audit

Incompletes

A grade of incomplete must be resolved within **10 school days** of the closing date of the marking period unless an administrator has approved an extension. Work not completed in the designated period will be calculated as a zero and the resulting grade may affect co-curricular eligibility.

Honor Roll

At the conclusion of each quarter, the administration will publish a list of students who have attained scholastic honors. A simple grade point average (A=4 points; B=3 points; C=2 points; D=1 point) is computed with honors equivalent as outlined below. Incompletes disqualify students from attaining Honor Roll.

- Honors 3.00 – 3.59
- High Honors 3.60 – 3.79
- Highest Honors 3.80 – 4.00

Valedictorian and Salutatorian

The Avon Board of Education recognizes graduating students who have attained the first and second highest cumulative weighted grade point average for seven semesters by designating these students as class valedictorian and salutatorian. In addition to the weighted grade point average, eligibility for this recognition requires the following:

1. The senior student must be enrolled in a minimum of five and a half credits for the senior year, four of which must be in the core academic areas of English, mathematics, social studies, science and world language.
2. A transfer student must be enrolled at Avon High School no later than the start of their sophomore year in which case their grade point average would be determined by five consecutive semesters at Avon High School.

GRADUATION REQUIREMENTS

All students will be required to earn **25** credits in order to qualify for an Avon High School diploma. A student earns credit for a course with a passing grade. The total number of credits **MUST INCLUDE**:

Subject	Credits	Notes
Elective Courses	3.5	
English	4.0	
Fine Arts	1.0	Electives
Health & Safety Education	1.0	
Humanities	0.5	
Mastery Based Learning/ Capstone	1.0	Capstone Must be completed by all students
Mathematics	3.0	
Personal Finance	0.5	
Science	3.0	Must include 1.0 credit in Life Science (Biology) and 1.0 credit in Physical Science (Chemistry or Physics) and 1.0 credit in Environmental Science
Social Studies	3.5	Must include 1.0 credit in US History, 2.0 credits in World History and 0.5 credit in Civics
STEM	2.5	Electives
Wellness	1.0	
World Language	1.0	

Individual courses may not be used to fulfill more than one graduation requirement.

Academic Minimum Course Requirement

All high school students in grades 9-11 are required to take a minimum of six and a half (6.5) credits each year. All students in grade 12 are required to take a minimum of five and a half (5.5) credits, including senior capstone. Mastery Based Credit (MBL) can count towards the credit requirement. Seniors may designate up to .5 credit each semester on a pass/fail basis as long as the course is not required for graduation and the credit for the course exceeds the total number of course credits required for graduation.

Early Graduation

Seniors may be eligible to graduate at the conclusion of the first semester providing:

- They meet all academic requirements as specified in the graduation policy;
- They declare their intentions to graduate early by the end of the second full week of the school year in September. (An application form should be filed with the student's

counselor)

- They can be programmed to meet all academic requirements with a course load not to exceed six major subjects;
- There are available spaces in which to place the student.
- Final approval must be obtained from the high school principal.
- Seniors who request in September to complete their program after the first semester will be considered graduated as of February and their diplomas will be printed using the corresponding date. An informal graduation ceremony will be held in February; the student may elect to participate in the formal graduation held in June if they notify the administration prior to April 1.

Juniors may be eligible to graduate early, providing:

- They meet all academic requirements as specified in Board Policy #6146(b-d);
- They file a formal application with their individual school counselor by the end of the first full week of the second semester of their junior year;
- There are available class spaces in which to place the student.

PORTRAIT OF A GRADUATE

Avon's Portrait of the Graduate Skills & Dispositions

Communication & Expression

An effective communicator demonstrates the ability to:

- understand audience and adjust when appropriate
- purposefully organize ideas and information
- interpret information through a variety of mediums and respond appropriately
- articulate ideas through speaking, writing, or other media on a variety of topics
- appropriately engage in verbal, non-verbal, written, and/or visual communication

Collaboration

A collaborative individual is one who:

- is individually accountable while contributing to the group task
- demonstrates the ability to be flexible and compromise
- demonstrates the ability to track progress and utilize constructive feedback
- expresses ideas, while listening to, and accepting others' viewpoints
- understands their role and responsibility within the group
- demonstrates the ability to communicate effectively

Critical and Creative Thinking

A critical and creative thinker is one who:

- engages in problem solving, inquiry, and design of innovative solutions to synthesize, overcome obstacles, and improve outcomes
- uses information in novel and creative ways to strengthen comprehension and deepen awareness
- demonstrates independent and divergent thinking (e.g., aware of bias) to enhance the creative process
- evaluates, analyzes, and synthesizes ideas, information, and evidence for validity, relevance, and impact
- validates ideas of others and remains open-minded while considering multiple possibilities and approaches

Culturally Competent

Culture is the experiences, knowledge, skills, beliefs, values, and interests represented by an individual or group. A culturally competent student has an awareness of one's own identity and the impact on others. They understand and appreciate the differences of other cultures and possess the ability to learn and build on this awareness and understanding, embarking on a lifelong journey of learning, appreciation, and respect for all people. Students will:

- create and organize opportunities to identify and share their culture
- engage in opportunities to learn and appreciate others' identities and cultures
- articulate their norms and values
- share about their family's culture
- demonstrate acceptance and embrace and value cultural differences through use of culturally appropriate vocabulary
- engage in community service clubs/activities
- engage in restorative practices, as appropriate
- demonstrate an understanding that learning about cultures is a lifelong journey

Independent & Adaptable

A successful Avon student will be an independent and adaptable learner. Students will initiate tasks to collect and critique information to make informed decisions. They advocate to improve their understanding and their ability to achieve academic and personal success. Students are willing to take on a variety of roles and responsibilities, and use feedback to better their lives and the lives of others. They handle setbacks and work through adversity in order to achieve their goals. Students will:

- be accountable and responsible for individual learning
- take initiative
- gather, process, respond, and reflect on information
- be self-motivated and demonstrate growth mindset
- adjust to new situations and seek support as needed
- be flexible
- effectively use feedback

ONLINE COURSE CREDIT

Transfer Credit

Students who have attended another high school and transferred to Avon High School will have credits listed on the official transcript as "Transfer Credit" with a "P/F" for a grade. Transfer credit will be reviewed by a school counselor and/or director of school counseling, and applied to graduation requirements as appropriate. External transcripts may be included with the Avon High School transcript as part of the college application process upon request. Transfer credit is not calculated in the AHS GPA, but will be recorded on the official transcript as a pass/fail.

Students who transfer to Avon High School following their sophomore year may be allowed to graduate with less than the number of required credits provided that they were meeting the promotion requirements at the school they were attending in grades 9 and 10. However, the students must meet the graduation requirements specified by Connecticut General Statutes and the course and credit requirements for grades 11 and 12 at Avon High School.

Summer School

Students who need to make up credit for a failed course may choose to attend summer school in an accredited summer school program, such as those provided in West Hartford, Simsbury, and Plainville. Students wishing to take a class through an accredited summer school program must **see their counselor prior** to registering for the class and obtain the External Credit Form. Grades earned in summer school are not calculated in the GPA, and no letter grade will appear, only "P" or "F".

College Credit Programs

Avon High School Students can apply to take a class at a college and earn both high school and college credit. College credit programs are available at the high school level for the student who has the skill and motivation to do college level work. College fees may apply and are the responsibility of the student. Each college has its own admission requirements, which may include a minimum GPA or prerequisites. To be eligible to receive transfer credit, students must complete the External Credit Form prior to enrollment in a college. Resulting grades are not calculated as part of the weighted GPA and will appear only as “P” or “F” on a student’s transcript. See the school counselor for details.

Examples of area schools:

- The University of Hartford “College Now”
- University of St. Joseph “Project Challenge Program”
- Tunxis Community College “High School Partnership”
- Trinity College
- Wesleyan University

Interactive Distance Learning Courses

Learning through accredited Interactive Distance Learning courses is an effective means of alternative instruction for students. A virtual school is an educational organization that offers courses at various grade levels through electronic and optical means, such as Internet or Web Based methods. These schools can offer courses to enrich, supplement or enhance the existing curriculum and can also provide an alternative means of instruction. Interactive distance learning does not require the student to be physically present in the same location as the instructor or other students.

Interactive distance learning courses are part of the District’s educational offerings to increase accessibility and flexibility in the delivery of instruction. In addition to regular classroom-based instruction, students in the District may earn credit through Interactive Distance Learning courses.

All Interactive Distance Learning courses will be consistent with District instructional goals and aligned with Connecticut’s academic standards, frameworks, and assessments. The administration shall periodically review instructional materials of Interactive Distance Learning courses to ensure they meet program and district instructional standards. The District will not use Interactive Distance Learning courses as the sole medium for instruction in any required subject area for students in grades K-6.

The District will make every effort to integrate Interactive Distance Learning courses as part of the regular instruction program for grades Pre-K-12.

Credit from Interactive Distance learning may be earned in the following circumstances:

1. The course is not offered at the District’s high school;
2. The high school does offer the course, but the student is unable to take it due to an unavoidable conflict or because the class is full;
3. The course will serve as a supplement to extended homebound instruction;
4. The district has expelled the student from the regular school setting, but educational services are to be continued;
5. The Principal, with agreement from the student’s teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment; or

6. High School students may earn academic credit to be applied toward graduation requirements by completing Interactive Distance Learning courses through agencies approved by the Avon Board of Education.

Students shall apply for permission to take interactive Distance Learning courses by doing the following:

1. Complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity and skill level needed to function effectively in an Interactive Distance Learning course; 6172.6(b) Instruction Interactive Distance Learning Courses (continued)
2. Obtain the written approval of the Principal or his/her designee before a student enrolls in an Interactive Distance Learning course;
3. Adhere to District policies regarding the use of technology and the Internet (to the extent applicable); and
4. Adhere to attendance requirements of the District.

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved Interactive Distance Learning courses shall be posted on student transcripts. With prior approval of the administration, the tuition fee for an Interactive Distance Learning course may be borne by the District for students enrolled full-time.

The school shall be responsible for providing appropriate supervision and monitoring of students taking Interactive Distance Learning courses.

SCHOLARSHIP/FINANCIAL AID AND AWARDS

In the Spring, students who have achieved outstanding honors in academic or leadership arenas will be invited to participate in a scholastic awards ceremony. Juniors are nominated for and receive Book awards from various colleges and universities/ Seniors may receive awards for the following:

- Valedictorian- Student in the Senior class with the highest GPA
- Salutatorian- Student in the Senior class with the second highest GPA
- National Merit Scholarship winner, finalists
- CAS Awards
- Capstone Honors
- Various Department Awards
- Various Scholarships
- Military Awards
- Seal of Biliteracy

Students in Nationally recognized service societies can receive cords that may be worn at graduation. The following are the only cords that will be allowed to be worn by students at the graduation ceremony.

- Capstone Honors- Pass with Distinction
- Excellence in Business- 2 Credits in Business Courses earning a B or higher (does not include Personal Finance)
- French Honor Society
- JROTC
- Latin Honor Society
- National Honor Society
- Spanish Honor Society

STUDENT AUTOMOBILE USE

Requests for parking will be accepted at Avon High School. These permits are for Seniors or Juniors who will be driving a vehicle registered to them or their families and not for a friend's car. Seniors will be assigned parking spaces first and Juniors as space is available on a first come first serve basis. Parking Stickers can be obtained through the year based on availability.

The following items are required for a parking permit:

- ✓ Completed Parking Agreement (available on-line August 11, 2023)
- ✓ Proof of a current operator's license. ***ONLY A VALID CONNECTICUT DRIVER'S LICENSE WILL BE ACCEPTED. PERMITS WILL NOT BE ACCEPTED.*** Students must show they have an operator's license before a parking permit will be issued.
- ✓ Proof of vehicle registration. Present a current registration for the vehicle to be driven to school.
- ✓ A check for \$150.00 payable to **Avon High School. Cash will NOT be accepted.**
- ✓ Applicants may not have any outstanding obligations (textbooks, athletic uniforms, ensemble apparel, etc.).

Students will be given a sticker and are allowed to park ONLY in areas designated STUDENT PARKING. Please note that specific parking space numbers WILL NOT be assigned to students. Students are NOT permitted to park in Visitor, Staff or Admin areas or in a designated "Reserved Spot."

Please be sure to read all the rules listed on the Parking Agreement and know what you are signing. To be accepted, A Parking Agreement **MUST** be complete and signed by BOTH the student and the parent/guardian. Remember this Parking Permit is a PRIVILEGE, and it may be suspended at any time for violating any of these rules.