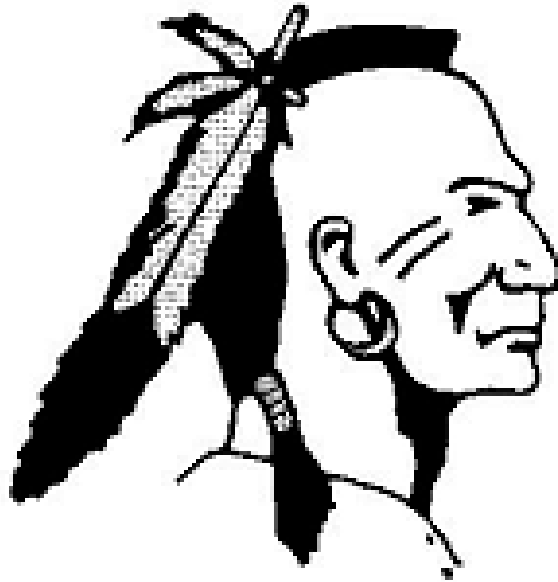


# Avon Central School Student Handbook 2020-2021



Avon High School  
245 Clinton Street  
Avon, New York 14414

[www.avoncsd.org](http://www.avoncsd.org)  
585-226-2455, ext 1781  
Ryan Wagner, HS Principal

*Alma Mater*

**Circled 'round by fertile valleys,  
O'relooked by fruitful trees,  
Mirrored in the Genesee River  
Blessed by nature's soothing breeze  
Stands our dear old Alma Mater  
Rising high 'neath skies of blue,  
Loved by all her children loyal,  
Who forever will be true.**

**While our lives are fleeting onward,  
And the days pass all too fast  
In this home of cherished memories,  
Come back echoes of the past  
Here we've learned to face the future,  
And the problems we may meet,  
Learning to go ever forward,  
And to never know defeat.**

**When the evening shadows gather,  
And life's day ebbs to its end,  
Will our idle fancies hover  
To our school, our lifelong friend,  
An exile homeward turning,  
Will our longing memories fly,  
To the dear old days in Avon,  
And the friends of days gone by.**

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**AVON HIGH SCHOOL  
BELL SCHEDULE  
2020-2021**

| A/C or B/C Day<br>(Lunch 5)           | A/C or B/C Day<br>(Lunch 7)           |
|---------------------------------------|---------------------------------------|
| Warning Bell 7:53                     | Warning Bell 7:53                     |
| 1 <sup>st</sup> Period 7:56 – 8:35    | 1 <sup>st</sup> Period 7:56 – 8:35    |
| 2 <sup>nd</sup> Period 8:40 – 9:12    | 2 <sup>nd</sup> Period 8:40 – 9:12    |
| 3 <sup>rd</sup> Period 9:16 – 9:48    | 3 <sup>rd</sup> Period 9:16 – 9:48    |
| 4 <sup>th</sup> Period 9:52 – 10:24   | 4 <sup>th</sup> Period 9:52 – 10:24   |
| Lunch 5 10:28 – 10:55                 | 5/6 Period 10:28 – 11:02              |
| 6/7 Period 10:59 – 11:33              | Lunch 7 11:06 – 11:33                 |
| 8/9 Period 11:37 – 12:11              | 8/9 Period 11:37 – 12:11              |
| 10 <sup>th</sup> Period 12:15 – 12:47 | 10 <sup>th</sup> Period 12:15 – 12:47 |
| 11 <sup>th</sup> Period 12:51 – 1:23  | 11 <sup>th</sup> Period 12:51 – 1:23  |

## **Equal Opportunity**

The Avon Central School District does not discriminate on the basis of age, color, creed, disability, marital status, orientation, veteran status, national origin, race, or gender in the educational programs and activities, which it operates.

Inquiries concerning this policy may be referred to the Superintendent of Schools, Avon Central School, 191 Clinton St., Avon, New York 14414

## **Mission Statement**

Develop life-long learners and responsible citizens equipped to prosper in the global society

## **District Vision Statement**

Avon Central School District will foster an environment where all students will compete globally through the collaborative efforts of the Board of Education, school personnel, parents, community members and students.

### **School Improvement Team**

A committee of students, parents, teachers, and administrators meets throughout the year to assess and evaluate our school environment. This School Improvement Team reviews the rules and procedures that govern our school. The SIT Team membership changes yearly. Please check with the main office for current membership list.

### **Avon Central School District Board of Education**

Mr. Rodney George  
Mr. James Cole  
Mr. Robert DeBruycker  
Mrs. Beth Peck  
Mrs. Julie Welch

### **District Administration**

Dr. Ryan Pacatte, Superintendent  
Mrs. Kristin Murphy, Business Administrator  
Ms. Jacqueline Simpson, Director of Pupil Services, Curriculum and Instruction  
Mr. Ryan Wagner, High School Principal  
Mr. Thomas LaGrou, Director of Building and Grounds

### **High School Administration**

Mr. Ryan Wagner, High School Principal  
Mr. Andrew Englert, Athletic Director, School Security Aide

## High School Staff

| <b>Department</b>         | <b>Staff Name</b>  | <b>Title</b>                           |
|---------------------------|--------------------|--|
| Buildings & Grounds       | Ms. Kingston       | Cleaner                                |
| HS Personnel              | Mr. Englert        | Athletic Director/School Security Aide |
| Counseling (Students A-L) | Mrs. Palmer        | School Counselor, Dept Chair           |
| Counseling (Students M-Z) | Ms. Cooke-Megliore | School Counselor                       |
| District Personnel        | Officer McFadden   | School Resource Officer                |
| District Personnel        | Mr. Ellis          | Tech Coordinator                       |
| Counseling                | Mrs. Lawrence      | School Psychologist                    |
| English                   | Mr. Kennell        | Teacher/Dept. Chair                    |
| English                   | Mrs. Kennell       | Teacher                                |
| English                   | Mr. Tsang          | Teacher                                |
| English                   | Mrs. Englert       | Teacher                                |
| Fine Arts - Art           | Ms. Patteson       | Teacher                                |
| Fine Arts – Instrumental  | Mrs. Laurier       | Teacher/Dept. Chair                    |
| Fine Arts – Choral        | Mrs. Towler        | Teacher                                |
| Food Service              | Ms. Popp           | Director                               |
| Language                  | Mrs. Hoskins       | Teacher/Dept. Chair                    |
| Language                  | Ms. Dziekonski     | Teacher                                |
| Language                  | Ms. Hernandez      | Teacher                                |
| Library                   | Mrs. Freeman       | Library Media Specialist               |
| Math                      | Mr. Krupka         | Teacher/Dept. Chair                    |
| Math                      | Mrs. Tiede         | Teacher                                |
| Math                      | Mrs. French        | Teacher                                |
| Math                      | Mrs. Terry         | Teacher                                |
| Math                      | Mrs. Dendieval     | Teacher                                |
| Occupational Ed           | Mr. Dale           | Teacher                                |
| Occupational Ed           | Mrs. Major         | Teacher/Dept. Chair                    |
| Occupational Ed           | Ms. D'Amato        | Teacher                                |
| Occupational Ed           | Mr. DiOrazio       | Teacher                                |
| Occupational Ed           | Mrs. Harvey        | Teacher                                |
| Clerical                  | Mrs. Hallidy       | Principal's Secretary                  |
| Clerical                  | Mrs. Giambra       | Counseling Secretary                   |
| Clerical                  | Mrs. Rio           | T. Aide: AD Secretary/ISS Monitor      |
| Clerical                  | Mrs. Coleman       | Door Monitor/Attendance                |
| Nurse                     | Ms. Conroy         | MS/HS Nurse                            |
| Physical Ed./Health       | Mr. Zarzycki       | Teacher/Dept Chair                     |
| Physical Ed.              | Mr. Cole           | Teacher                                |
| Physical Ed./Health       | Mr. Parina         | Teacher                                |
| Physical Ed.              | Mrs. Herrera       | Teacher                                |
| Science                   | Mr. Heimburger     | Teacher                                |
| Science                   | Mrs. McLaughlin    | Teacher                                |
| Science                   | Mrs. Keymel        | Teacher/Dept Chair                     |
| Science                   | Mr. Schneider      | Teacher                                |
| Social Studies            | Mr. Pollock        | Teacher                                |
| Social Studies            | Mr. Fries          | Teacher/Dept Chair                     |
| Social Studies            | Mrs. Dunham        | Teacher                                |
| Social Studies            | Ms. E. Schroeder   | Teacher                                |

|            |                |                                     |
|------------|----------------|-------------------------------------|
| Special Ed | Ms. Kolokouris | Teacher                             |
| Special Ed | Mrs. Button    | Teacher                             |
| Special Ed | Mrs. Henderson | Teacher                             |
| Special Ed | Mrs. Miron     | Teacher/Dept. Chair                 |
| Special Ed | Ms. Swanson    | Teacher                             |
| Special Ed | Mrs. Donegan   | Teacher Assistant                   |
| Special Ed | Mrs. Hawkins   | Teacher Assistant (Learning Center) |
|            |                |                                     |

## Academic Requirements and Graduation Requirements

### Curriculum

Students at Avon Central are required to carry 5.5 credits plus physical education. Exceptions will be considered for students with serious extenuating circumstances (e.g., health condition, personal, or family welfare, etc.). Each year a program of studies booklet is published for use by parents, students, and staff. This booklet contains a list of courses available, explanations of each course and patterns of courses that students may follow in grades nine through twelve. The booklet is available in the counseling office.

### Special Course Offerings

#### Advanced Placement Courses

Avon High School offers advanced placement (AP) courses as follows: English Literature, English Language, Calculus AB, Biology, World History, American History, and Macroeconomics. There is a fee of approximately \$85.00 (2019-2020) per exam. Numerous colleges and universities grant credit and advanced placement to students presenting advanced placement examination grades of 3 or higher.

#### Project Lead The Way

Courses offered through this program are: Design and Drawing for Production, Digital Electronics, Principles of Engineering, Computer Integrated Manufacturing and Engineering Design and Development. At the end of the year, students must take and earn a passing score on a final exam developed by the Rochester Institute of Technology and are awarded college credit through RIT. Upon passing the exam, students must pay a fee of approximately **\$225.00 if they wish to receive the college credit.**

#### Genesee Community College Enrichment Program

Registration for GCC college credit is optional. ACS courses accepted for college credit are pending GCC approval.

Courses accepted for college credit:

|                           |                          |                              |                             |
|---------------------------|--------------------------|------------------------------|-----------------------------|
| AP Biology (6 Credits)    | Alg. 2/Trig. (3 Credits) | Sociology (3 credits)        | Computer 1.0 (6 credits)    |
| AP US History (6 Credits) | Spanish III (3 Credits)  | AP World History (3 credits) | Web Site design (3 credits) |

|                            |                             |                                |  |
|----------------------------|-----------------------------|--------------------------------|--|
| AP Calculus (4 Credits)    | Spanish IV (3 Credits)      | Intro to Business (3 credits)  | AP World History (6 credits)               |
| Mathematics IV (4 Credits) | Adv. Comp. App. (3 credits) | Business Finance 1 (3 credits) | AP Computer Science Principals (3 credits) |
| Statistics (3 Credits)     | Psychology (3 credits)      | AP English Lang. (6 credits)   |  |

The cost for these courses is approximately \$60.00 per credit hour (19-20). A GCC representative will come to campus in September to register interested students and collect checks for tuition fees. Registration for spring courses will be handled directly by the college by mail.

### **Dropping/Adding a Course**

Students have until ten school days after the close of the second marking period to finalize any course drops for the year. By that date they must have a note on file from a parent approving the change and have had their schedule changes processed through their school counselor. All drops after that deadline can only be requested through the high school principal. In the case of half-year courses, students can process drops until ten school days after the first marking period ends in the case of a fall course, and ten days after the end of the third marking period in the case of a spring course. Any course dropped after the student has received a marking period grade will remain on the student's transcript. The grade received will be part of the student's overall average and his/her overall grade point average for that marking period. The following marking period, the grade(s) received will be removed from the overall grade point average and the course will remain on the transcript with a "DR" (drop) indicated in the "final average" column.

### **Schedule for Interims and Report Cards\*\***

|  |   |
|--|---|
| October - Interim Reports                        | March - Interim Reports                       |
| November - End of 1 <sup>st</sup> Marking Period | April - End of 3 <sup>rd</sup> Marking Period |
| December - Interim Reports                       | May - Interim Reports                         |
| January - End of 2 <sup>nd</sup> Marking Period  | June - End of 4 <sup>th</sup> Marking Period  |

\*\* See school calendar and/or high school website for specific dates

### **Final Exams and Grades**

The final average for courses is determined by the following:

Half year course:  $(1^{\text{st}} \text{ Quarter} \times 2) + (2^{\text{nd}} \text{ Quarter} \times 2) + \text{Final Exam} / 5 = \text{Final Average}$

Full year course:  $(1^{\text{st}} \text{ Quarter} + 2^{\text{nd}} \text{ Quarter} + 3^{\text{rd}} \text{ Quarter} + 4^{\text{th}} \text{ Quarter} + \text{Final Exam}) / 5 = \text{Final average}$



## Grades

For class rank purposes, we will factor in a student's first seven semesters of high school grades. Hence, the first seven semesters of work will determine final class rank and honor graduates. Rank and average will be computed at the conclusion of six semesters for transcripts to be sent to colleges in the fall.

### Report Card Grading Example – Grade 10 Student

|                    | Grade | Averaged in as   | 543.25 divided by<br>6.25 units =<br><b>86.92</b><br>(Rounded to nearest<br>hundredth) |
|--------------------|-------|------------------|--|
| English II         | 94    | 94               |  |
| Global Studies II  | 86    | 86               |  |
| Geometry           | 91    | 91               |  |
| Living Environment | 84    | 84               |  |
| Spanish II         | 76    | 76               |  |
| Health             | 92    | 46(1/2 unit)     |  |
| Comp. .5           | 92    | 46(1/2 unit)     |  |
| PE 9-12            | 85    | 21.25 (1/4 unit) |  |

## Graduation Requirements

### Course Requirements    Regents    Advanced Regents

|                        |    |    |
|------------------------|----|----|
| Total Credits Required | 22 | 22 |
| English                | 4  | 4  |
| Social Studies         | 4  | 4  |
| Math                   | 3  | 3  |
| Science                | 3  | 3  |
| Art and/or Music       | 1  | 1  |
| Physical Education     | 2  | 2  |
| Computer App.          | .5 | .5 |
| Health                 | .5 | .5 |
| LOTE                   | 1  | 3  |
| Electives              | 3  | 1  |

### Regents Exam Requirements

For a Regents diploma, students must pass all Regents examinations, which are given, in required course and sequences.

Students must pass all Regents listed below:

#### Regents

English  
Algebra 1 Common Core  
Global Studies  
US History/Government  
(1) Science  
LOTE  
(Proficiency Exam)

#### Advanced Regents

English  
Algebra 1 Common Core, Algebra II Common Core  
Global Studies  
US History/Government  
(2) Sciences  
LOTE Level III Final Exam

### **Homework After Absence(s)**

Each teacher will develop a policy regarding make-up work, which will be posted in the classroom. It is the student's responsibility to see each teacher **on the day they return** to get missed work assignments and schedule make-up tests where necessary.

**If a student is absent from school three or more consecutive days** due to illness, homework assignments may be requested by calling Mrs. Hallidy in the High School Office at 226-2455 ext. 1781. If the homework is requested before 10 am, it may be picked up in the Main Office by the end of the school day. Otherwise, it will be available the day after the request.

Unless a previous arrangement has been agreed upon with your teacher, assignments are due on the date required.

### **Honor Roll**

Honor Roll is determined by grade point average. (See "Grading").

High Honor Roll: 95.00 – 100.00

Honor Roll: 90.00 – 94.99

Merit Roll: 85.00 – 89.99

Only full time students are eligible for honor roll. Having a grade below 65 or an INC disqualifies a student from obtaining academic recognition status.

### **Eligibility Policy**

In order to participate in extracurricular activities, students in grades 7-12 must maintain satisfactory academic progress. Students who are failing two or more courses on any five or ten-week report will be **ACADEMICALLY INELIGIBLE**. Students who are academically ineligible may be placed on Study Hall or lunch room restrictions and they may not participate in any school sponsored extracurricular event, club, athletic contests, or advisement period open gym. Please see the ACS Code of Conduct for more information.

### **Incompletes**

Students, who fail to complete course requirements by the end of the marking period and are granted an extension by the teacher, must do so as soon as possible. The next interim report must reflect the updated grade. Any deviation from this policy must be by agreement between teacher and student and must be approved by the administration

### **Physical Education**

New York State guidelines require that students must have a complete change of clothing in order to participate in physical activity. For this reason and for class unity and freedom of movement, students are required to have the following uniform: athletic shoes, a T-shirt or sweatshirt, shorts or sweatpants for all indoor and outdoor physical education classes. An extra change of clothes may be kept in your locker for use during outside activities on days when the staff feels these are needed, due to the activity, weather conditions or the conditions of the fields. No student will be allowed to

participate if not properly dressed for class. New York State requires PARTICIPATION in physical education classes in order to receive credit toward graduation. Students, who have any incompletes in physical education during the course of their high school career, are required to make up all incompletes in order to graduate.

### **ACT Testing**

American College Testing Program – standardized test that is used by colleges to evaluate students being considered for admission. The ACT Assessment instrument consists of a battery of four academic tests. These tests are completed during a timed session. The Student Profile Section and interest inventory are completed at the time they register for the ACT assessment. The academic tests cover these subject matters: English, mathematics, social studies and natural science. Additionally, the ACT + Writing is a section we encourage students to take. These tests are constructed to assess each student's general educational development and ability to complete college level work. The test items require that the student demonstrate both problem-solving and reasoning ability.

The Student Profile Section requests admissions/enrollment data, academic and out-of-class information about high school achievements and aspirations, information about high school coursework, biographical data and self-reported high school grades in four general areas.

### **Advanced Placement (AP)**

The Advanced Placement Examinations are offered annually to give high school students the opportunity to demonstrate college level achievement.

Avon High School offers exams in English Literature, English Language, Calculus AB, Biology, American History, World History and Macro Economics. The exams are given in May and the students receive their scores by mail approximately mid-July.

Final grades, based on the student's entire examination are reported on a five-point scale: 5 – extremely well qualified, 4 – well qualified, 3 – qualified, 2 – possibly qualified, 1 – no recommendation. Participating colleges normally honor grades of 3 or higher.

More than a thousand colleges and universities collaborate in the program. They normally grant advanced placement and credit, or one of these, to students presenting AP examination grades of 3 or higher.

Well over 100 such institutes stand ready to grant a year's advanced standing on the strength of four – and in many cases three – full AP course credits, thus offering to students real savings and advancement in their education. Students signing up for AP courses are expected to take AP exams in May. The cost is approximately \$85.00 (17-18) per exam but may prove to be the most inexpensive way to obtain college course credit when one considers the cost of on campus college courses.

Fee reductions for exams are granted each year to students based on family income. To apply, see your counselor.

**PSAT/NMSQT** (Preliminary Scholastic Aptitude Test & National Merit Scholarship Qualifying Test)

The PSAT/NMSQT is a test that measures written expression, verbal and mathematical reasoning abilities important in college work. All juniors at Avon Central School are encouraged to take the PSAT/NMSQT. The test is co-sponsored by the College Board and the National Merit Scholarship Corporation (NMSC) and is developed and administered for them by the Educational Testing Service (ETS). Information from the PSAT/NMSQT can be helpful to students and their counselors in planning a student’s education beyond high school. PSAT/NMSQT scores can be used to estimate a student’s probable performance on the College Board’s Scholastic Aptitude Test (SAT), which is required for admission to many colleges. Such an estimate is possible because the PSAT/NMSQT is a shortened version of the SAT.

**SAT**

Scholastic Aptitude Test – standardized achievement test that is used by colleges to evaluate students being considered for admission. The SAT is a test made up of math, critical reading, and writing skills. Verbal questions measure ability to understand what is read and the extent of one’s vocabulary. Mathematical questions measure ability to solve problems involving arithmetic reasoning, algebra and geometry. These abilities have been shown to be related to successful academic performance in college. The SAT does not measure other kinds of abilities, which may be associated with success in college, such as special talents or motivation. **A student’s high school record is probably the best evidence of preparation for college.**

Because applicants have taken different courses and come from high schools with different grading practices, college admissions officers need a common measure of ability, such as the SAT. However, scores on the SAT are just part of the information used in making an admission decision.

**Activities**

Students should strongly consider participating in extra-curricular activities each school year. The program allows each student to select an activity where he has a special interest and also provides an opportunity for him/her to participate in some areas not typically offered during the regular school day.

The following is a list of some of the opportunities Avon HS offers to students:

| Club                       | Advisor          | Club             | Advisor                |
|----------------------------|------------------|------------------|------------------------|
| Art Club                   | Patteson         | Student Council  | Hoskins/Keymel         |
| Brainstormers              | Dziekonski       | Yearbook         | Patteson               |
| Communications             | A. Schroeder     | Technology       | Dale                   |
| Drama/Chorus               | Towler           | Page Turners     | Freeman                |
| ICE (Eng/Math Competition) | Campbell, Krupka | Library Advisory | Freeman                |
| Intramurals                | Zarzycki, Cole   | Class of 2021    | C. Kennell, M. Englert |
| Mock Trial                 | Dziekonski       | Class of 2022    | Miron, Krupka          |
| Nat. Honor Society         | Ecklund          | Class of 2023    | Swanson, Dendievel     |
| Avant Garde/Lit Mag.       | C. Kennell       | Class of 2024    | Dale, McLaughlin       |
| Senior Band                | Laurier          | Foreign Language | Hoskins                |

### Conferences with Teachers, Counselors, etc.

Teachers and counselors are available for conferences with parents. Counselors are available during the school day as well as before and after school. Parents are encouraged to make appointments if they have questions/concerns about their child by calling the Counseling Office at 226-2455, x1725.

### Extra Help for Students

Teachers are generally available to provide extra help for struggling students from 2:25 – 3:04 p.m. Students should check with their teachers before staying in case the teacher has a meeting after school. National Honor Society (NHS) can also provide peer tutors if scheduling permits. See your guidance counselor if you would like to set up a tutor.

### Parent Visitation

Parents **must** check with the high school greeter, in the reception area of the high school, if visiting during the day. Parents are invited to the school at any time. Many have found it interesting and helpful to visit the school during Open House, assembly programs, athletic contests, scheduling time, PTA programs, meetings with counselors and teachers and for public performances of musical and drama groups. Furthermore, we encourage parents to serve as volunteers if time in their schedule permits.

### Dances

Dances at Avon High School are restricted to AHS students and their guests who are under 21 years of age. Guest passes may be obtained from the main office. The guest pass must be completed and returned to the main office no later than two days prior to the dance. Final approval of a guest pass is made at the discretion of administration. Guests of Avon students will not be admitted at the door if prior arrangements have not been made.

The following rules will be in effect at dances held at Avon High School:

- Only students of Avon High School and their guests may attend.
- Once students and their guests have entered the building, they must stay. Anyone who leaves will NOT be readmitted.
- Everyone, except parents and chaperones, must buy a ticket in order to be admitted.
- Students who are not properly dressed will not be admitted.
- Students who appear to have been drinking or are in possession of alcohol and/or drugs will be subject to strict disciplinary action according to district drug policy.
- All dances are to be chaperoned by at least eight faculty/staff members, an administrator and other adults. Failure of the sponsoring group to arrange adequate supervision may result in cancellation of the dance.
- Students **MUST** enter within an hour of the start of the dance unless previous arrangements have been made with the principal.

### **Detention**

Students who violate the Avon Central School Code of Conduct may be assigned detention after school. Detention is 2:25-3:04 in a designated room. If a student is unable to attend the detention, he/she must see the principal before the detention to reschedule that detention. A student who cuts a detention will be assigned an extra detention. For example: if a student cuts one, they will receive two more. Detentions must be served regardless of any extracurricular activities scheduled.

### **In-School Suspension (ISS) and Out-of-School Suspension (OSS)**

Students who violate the Avon Central School Code of Conduct may be assigned an in-school or out-of-school suspension.

ISS runs from 8:03 A.M. to 2:25 P.M. Students go to homeroom as usual and then report to the I.S.S. Room 707, instead of first period class, where they remain the entire day. Students are expected to finish all assigned class work while on ISS.

Students who are on OSS are not allowed on school property for the duration of the suspension.

### **Drop Off/Pickup of Students**

The buses will be loading and unloading in the high school bus loop. Parents, who are dropping students off in the morning or picking students up in the afternoon, should do so in the middle school bus loop. Parents may pick up students in the appropriate school during the school day (for example, picking up a student for a doctor's appointment).

### **Emergency Cards**

Each student is required to complete and sign an emergency form. It contains telephone numbers of people who will be contacted in the event of an emergency. It is the parent's responsibility to ensure that this information is completely accurate and current. Homeroom teachers will not accept emergency forms that are incomplete. Emergency forms will be on file in the school nurse's office. If you have new emergency information, please contact the nurse.

### **Evacuation Procedure/Sheltering Drill**

If we need to evacuate the building as a result of a bomb scare or any other reason, students will be evacuated according to our Crises Response Plan, which will entail, in poor weather conditions, being boarded onto busses and transported to Hal-Bar Rd. or home, whichever is deemed necessary. Students must stay with their teacher and will not be allowed to go to lockers unless specifically notified by an administrator.

In the event of a situation where a sheltering drill is necessary, students will be taken to the high school gym or the auditorium where they will be provided with further information and instructions.

### **Extended Vacations**

Students who leave with their parents on an extended vacation must notify the school prior to leaving. The student must contact each teacher and will be responsible for assignments and must submit the work to teacher by the date designated by the teacher. If the work is not handed in, no credit will be given. Such vacations are considered an illegal absence. It is important that students miss school as little as possible. Absences affect a student's grades.

### **Fire Evacuation**

The following rules are to be followed when the fire alarm sounds.

- Everyone will leave the building quickly and quietly following your teacher's directions.
- Once outside, move well away from the building keeping the driveways clear for use of fire apparatus.
- Remain quiet and attentive, being alert to further instructions.
- Do not return to the building until the proper instructions have been given.
- Fire exit routes are posted in each room.
- Close all windows and doors.

### **Counseling Services**

The Counseling Office is located next to the main entrance. Counselors provide information or direct services related to academic problems, career planning, college entrance, course selection, discipline problems, drug problems, family problems, graduation, job placement, personal problems, scholarships, and special programs.

In order to reach out to all students, counselors engage in a variety of activities. They provide one on one counseling, group counseling, student/teacher/parent conferences etc. The counselors also coordinate academic programs such as college planning seminars. The Counseling Office maintains an "open door" policy, making themselves readily available to students, parents, and teachers. No problem is too trivial to be discussed; no problem is too complex that the counselors cannot offer assistance, either personally or by referral to specialists.

### **Hall Passes**

The use of a hall pass by students during class to go to the lavatory, get a drink, or retrieve materials from their locker is a privilege. As such, abuse of this by any student who is chronically tardy to class, who has cut a class and/or does not use the pass for its intended purpose, will result in the suspension of this privilege. The duration of this suspension will be at the discretion of the principal. When a student has lost their hall pass privileges, they will not be allowed out of the classroom during class. Students may only move about the building between classes.

## Leaving District

Parents must notify the registrar's office by telephone (585-226-2455, x 1416) or mail if a student is moving out of our district or leaving the school for any reason. Records will not be released unless appropriate forms are completed.

## Library Media Center

The Library Media Center has a large collection of materials to assist students in their class work and provide access to reading. Print materials include books, periodicals, newspapers, and a vertical file. Electronic sources include networked PC stations, an automated card catalog, periodical database, and individual CD-ROM reference section.

The Library Media Center is open from 7:30 AM to 3:04 PM, Monday, Wednesday, and Friday, and from 7:30 AM to 2:24 PM Tuesday and Thursday. Students may come to the library during study hall or lunch periods with a signed pass from the staff or from a subject teacher. Library passes may be obtained in the morning or in between classes as long as the student is not late for their homeroom or next class. No pass is required before or after school. Students who are members of National Honor Society or who have earned a "Privilege Pass" may use their card for admittance to the library in lieu of a pass unless the library is full or classes are expected.

Students may use the library for quiet reading and research and are expected to arrive at the beginning of the period and remain until the end of it. Students disturbing others or misusing their time will be sent back to the class and may face library restriction.

## Lockers

Lockers are the property of Avon High School and are loaned to students during the school year. Periodically, inspections may be made by an administrator. ***Students should not have any expectation of privacy from school personnel.***

- Use only the locker assigned to you
- Students may not put stickers on the outside of their lockers
- Keep lockers locked at all times
- Keep only essential books and outer garments in lockers
- PLAN AHEAD! Use lockers only during the passing periods and before and after school. No lockers should be used during lunchtime.
- Do not use personal locks.
- Do not give your combination to another student.
- Do not tamper with another locker.
- Only students with a teacher signed pass are allowed to quietly open their lockers during a class period.
- Do not keep valuables (money, cell phones, etc.) in lockers. These should be left in the main office.
- Refrain from posting obscene materials within lockers.



## **THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ITEMS LEFT IN LOCKERS**

### **Lunch**

Cafeteria rules are as follows:

- Keep in a straight, orderly line while waiting to be served
- Clear tables of all litter and spills
- Place all waste materials in containers provided
- **DO NOT TAKE FOOD OR DRINK FROM THE CAFETERIA** between classes. Students without an assigned lunch period must obtain a lunch pass from your teacher in order to take food from the cafeteria
- Students are to remain in designated areas. Students may **NOT** go to their lockers during lunch
- Cafeteria monitors are school staff members and their instruction must be followed

### **Nurse's Office**

Students must have a signed pass to go to the nurse's office unless it is an emergency. If it is between periods, students must get a pass from their next class/study hall teacher. If it is during lunch, they must have a pass from the lunch monitor. Students should report to the main office if, for any reason, the nurse is unavailable. Students should immediately report to the nurse any injury that occurs at school. Students who are feeling ill at school are to report to the nurse for evaluation and parent contact. If students are absent for more than one week, a doctor's excuse is needed to return to school. Students who need access to medications (both prescription and over the counter) must have written permission from their parents **and** a physician. All medications must be stored in the nurse's office.

### **Braves' Way Award**

Each quarter teachers will select students from their respective class who exemplify the characteristics of the Avon High School's "Brave's Way", to be the recipient of the Braves Way Award. Brave's Way award winners are invited to a celebration once every quarter. The rubric below shows the expectations of an Avon Brave.

## THE BRAVES' WAY RUBRIC

| Setting<br>→<br>↓<br>Expectations   | Behavior  | Academic  | Social   | Emotional  |
|-------------------------------------|---|---|--|--|
| <b>B</b><br>Be Brave                | <ul style="list-style-type: none"> <li>▪ Treat others as you'd like to be treated.</li> <li>▪ Support others to do the right thing.</li> <li>▪ Don't stand for wrongdoing.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Take risks (stretch yourself beyond what you <b>THINK</b> is your potential).</li> <li>▪ Ask questions.</li> <li>▪ Persevere/tolerate the "discomfort of the struggle", this <b>IS</b> learning</li> </ul>                           | <ul style="list-style-type: none"> <li>▪ Stand up for what's right.</li> <li>▪ Try something new.</li> <li>▪ Be a friend to make a friend.</li> </ul>                          | <ul style="list-style-type: none"> <li>▪ Admit when you're wrong.</li> <li>▪ Ask for help.</li> <li>▪ Learn from mistakes.</li> <li>▪ Be true to yourself.</li> </ul>                      |
| <b>R</b><br>Responsible             | <ul style="list-style-type: none"> <li>▪ Maintain personal space.</li> <li>▪ Dress for success.</li> <li>▪ Take pride in School</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Be Prepared and on time.</li> <li>▪ Complete Assignments.</li> <li>▪ Ask questions/ Participate in class.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Consider other's feelings before making comments.</li> <li>▪ Try "Put-Ups" instead of "Put-Downs"</li> </ul>                          | <ul style="list-style-type: none"> <li>▪ Tell yourself the truth about how you are feeling.</li> <li>▪ Learn to welcome constructive criticism.</li> <li>▪ Ignore rumors/gossip</li> </ul> |
| <b>A</b><br>Actively Involved       | <ul style="list-style-type: none"> <li>▪ Follow the Code of Conduct.</li> <li>▪ Be a role model.</li> <li>▪ Practice personal responsibility.</li> </ul>                              | <ul style="list-style-type: none"> <li>▪ Participate in class.</li> <li>▪ Help others to learn.</li> <li>▪ Seek extra help and practice.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Help others</li> <li>▪ Join school &amp; community groups</li> <li>▪ Chose to lead.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Take pride in your choices.</li> <li>▪ Recognize your strengths, weaknesses, feelings and opinions.</li> </ul>                                    |
| <b>V</b><br>Value Yourself & Others | <ul style="list-style-type: none"> <li>▪ Take care of your mind, body &amp; soul.</li> <li>▪ Be kind and patient.</li> <li>▪ Dress the way you wish to be perceived.</li> </ul>       | <ul style="list-style-type: none"> <li>▪ Be Patient and understanding of other's learning styles.</li> <li>▪ Appreciate that " what is fair is not always equal"</li> <li>▪ Focus on your potential.</li> <li>▪ Know your strengths &amp; build on your weaknesses</li> </ul> | <ul style="list-style-type: none"> <li>▪ Give positive feedback to someone every day.</li> <li>▪ Connect w/ those who are different.</li> <li>▪ Model good behavior</li> </ul> | <ul style="list-style-type: none"> <li>▪ Be honest w/ self &amp; others.</li> <li>▪ Acknowledge different points of view.</li> <li>▪ Show empathy for others.</li> </ul>                   |

|  |  |   |   |  |
|--|--|---|---|--|
| <p style="text-align: center;"><b>E</b><br/>Effort</p> | <ul style="list-style-type: none"> <li>▪ <b>KEEP TRYING.</b></li> <li>▪ Do your best.</li> <li>▪ Practice self control.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Prioritize your obligations.</li> <li>▪ Study</li> <li>▪ Develop a system of organization that works for you.</li> <li>▪ Complete assignments and seek help when you need it.</li> </ul> | <ul style="list-style-type: none"> <li>▪ <b>Encourage</b> others to do their best.</li> <li>▪ Include others.</li> <li>▪ Join clubs.</li> <li>▪ Smile.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Take the time to get to know your strengths' and weaknesses.</li> <li>▪ Discover <b>YOUR</b> edge.</li> <li>▪ Visualize success.</li> </ul> |
| <p style="text-align: center;"><b>S</b><br/>Safe</p>   | <ul style="list-style-type: none"> <li>▪ Keep school clean</li> <li>▪ Follow school procedures appropriately.</li> </ul>           | <ul style="list-style-type: none"> <li>▪ Maintain privacy of computer/ tech passwords</li> <li>▪ Help others learn without cheating.</li> <li>▪ Respect intellectual property</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Seek out healthy relationships.</li> <li>▪ Pursue wellness of mind/body</li> <li>▪ Avoid drugs and alcohol</li> </ul>    | <ul style="list-style-type: none"> <li>▪ Respect the different opinions of others.</li> <li>▪ Understand your rights and responsibilities.</li> </ul>                                |

### Senior Privileges

Seniors who have a GPA of 70 and above in all classes, carry 5.5 credits, AND maintain good behavior each semester may be given the following:

Late Entry – Seniors who begin their day with a study hall may opt to have late entry privilege. Requests must be made through the principal’s office. Students who fail to sign in or do not meet any of the grade requirements at interims or report cards will have this privilege revoked. Parental permission is required to receive privileges.

Early Release – Seniors who end their day with study halls may opt to have early release privilege provided that they meet all of the necessary requirements. Requests will be made through the principal’s office. Note: both late entry and early release are possible. These privileges will be revoked if a student is not meeting the stated requirements. Note: Students may lose either of these privileges if behavior and/or attendance problems occur. Students who lose their privileges due to their grades may get them back when the new interim or report card is disseminated.

### Student Visitors

Visitors must be approved by the high school principal.

## Study Hall Expectations

All students will be assigned to academic study hall when not scheduled for a specific class or lunch. Students assigned to study halls must follow these rules:

1. Be on time.
2. Wait until attendance has been completed to produce your signed pass.
3. Students may not go to the cafeteria for lunch from study hall.
4. Come prepared to work quietly for the entire period.
5. Students may only sign out of study hall to go to the library or computer lab. Students who are signing out to a teacher's room must have a signed pass from that teacher.

## Tutoring

Students interested in peer tutoring through the National Honor Society should see the advisor. Students interested in other types of tutoring should contact the counseling office.

## Student Vehicles

Avon strongly advises that students drive to school **only when absolutely necessary** (i.e., job). However, if a student **MUST** drive to school they need to obtain the necessary paperwork from the monitor at the main door. The following regulations will apply:

- Park on the south end of the parking lot in the Student Parking Section
- DO NOT loiter in or around parked cars
- BOCES students **MUST** ride the school bus unless special permission is obtained from the principal.
- The school district **WILL NOT** be responsible for students **NOT** availing themselves of the provided bus transportation. This includes both **DRIVERS AND RIDERS** of private vehicles.
- During the school day, students are prohibited from leaving campus and driving their own vehicles to school sponsored functions (i.e. BOCES, field trips, etc) unless prior consent has been granted by an administrator.
- Discipline policy for not abiding by rules governing vehicles is up to the discretion of the administration.

## Work Release

Students who have a job which requires their presence before the end of the regular school day may receive a release. Each work release application will be verified by the

high school. Students on work release must leave school grounds at the specified time. Loitering in and around the school, or running errands in town may result in suspension and/or revocation of the work release privilege.

### **Transportation Regulations & Procedures**

NO student will be allowed to ride any bus, other than the regularly assigned bus. This will include buses traveling to BOCES. School buses are NOT public transportation. Therefore, requests to travel to job sites, relatives and friends home cannot be honored. Please contact the transportation supervisor regarding any special circumstances. For obvious reasons, discipline and order must be maintained on school buses AT ALL TIMES. The transportation department has established procedures that will be followed in conjunction with the district code of conduct procedures for handling discipline cases.