



# **Apple Grove Unified School District**

## **Parent and Student Handbook**

### **VISION & MISSION**

#### **VISION**

To provide a top shelf, innovative, public education opportunity of choice for our area's K through 12th grade children in a safe, sound environment which:

- Has as its foundation a solid, core academic curriculum
- Offers curricular emphasis on life sciences and biotechnology
- Attracts families to live in Apple Grove and our surrounding communities
- Employs talented and passionate teachers and administrators
- Utilizes technology tools conducive to advanced learning
- Substantially involves parents, community and corporate partners
- Provides a full spectrum of extracurricular activities
- Instills a sense of community service and pride
- Prepares our students for college and a fulfilling and meaningful career

#### **MISSION**

The mission of the Apple Grove School District is to provide a college preparatory educational environment with a curricular emphasis on biotechnology and life sciences that furthers the philosophy of respect and high expectations for all, enabling students to become confident, self-directed, and responsible lifelong learners.

### **ATTENDANCE PROCEDURES**

#### **STUDENT ARRIVAL AND DEPARTURE TIMES:**

##### **School Hours**

**Monday, Tuesday, Thursday, Friday**

- **K-5:** 8:00 A.M-2:35 P.M
- **6-12:** 7:45 A.M -2:45 P.M

### Wednesday

- **K-5:** 8:00 A.M-1:35 P.M
- **6-12:** 7:45 A.M -1:45 P.M

### 6-12 MS/HS Bell Schedule (M, T, Th, F)

Monday, Tuesday, Thursday, and Friday: 7:45AM - 2:45PM.

- 1st Period: 7:45 AM – 8:37 AM (52 min)
- 2nd Period: 8:42 AM – 9:34 AM (52 min)
- 3rd Period: 9:39 AM – 10:31 AM (52 min)
- 4th Period: 10:36 AM – 11:29 AM (53 min)
- 5th Period: 11:33 AM – 12:25 PM (52 min)
- 6th Period: 12:30 PM – 1:48 PM (78 min)
- A lunch: 12:30 PM – 12:51 PM (21 min)
- A class: 12:56 PM – 1:48 PM (52 min)
- B class: 12:30 PM – 1:22 PM (52 min)
- B lunch: 1:22 PM – 1:48 PM (26 min)
- 7th Period: 1:53 PM – 2:45 PM (52 min)

### 6-12 MS/HS Bell Schedule (W) Wednesday

7:45AM - 1:45PM.

- 1st Period: 7:45 AM – 8:30 AM (45 min)
- 2nd Period: 8:35 AM – 9:17 AM (42 min)
- 3rd Period: 9:22 AM – 10:05 AM (43 min)
- 4th Period: 10:10 AM – 10:53 AM (43 min)
- 5th Period: 10:58 AM – 11:40 AM (42 min)
- 6th Period: 11:45 AM – 12:57 PM (72 min)
- A lunch: 11:45 AM – 12:10 PM (25 min)
- A class: 12:15 PM – 12:57 PM (42 min)
- B lunch: 12:27 PM – 12:57 PM (30 min)
- B class: 11:45 AM – 12:27 PM (42 min)
- 7th Period: 1:02 PM – 1:45 PM (43 min)

According to State state law, the school is responsible for students only 30 minutes prior to and 30 minutes after a school activity. Due to these supervision restrictions, all students must **ARRIVE ON SCHOOL CAMPUS AFTER 7:15 A.M. AND TO BE OFF CAMPUS BY 3:15 PM (2:15 P.M. for Wednesday schedule) for 6-12, and 7:30 A.M. AND 3:00 P.M (2:00 P.M. for Wednesday schedule)** unless the student is attending a school-sponsored activity.

Students that are dropped off prior to 7:30am will be charged a \$10.00 weekly before care fee. Students who stay after school must be under the strict supervision of a faculty or staff member and must remain in their designated areas for tutoring, school clubs, practices, detentions, and or rehearsals. Elementary students will NOT be released to any pick-up service (i.e. Uber, Lyft, etc).

NOTE: K-8 students not picked up within 30 minutes of dismissal, will be escorted to the aftercare program and will be assessed late pick-up penalties of \$25.00 for the first 15 minutes and an additional \$2.00 per minute for every minute thereafter. This fee shall be due no later than 3:00pm on the next school day. Please be aware that all charges must be resolved in full by the last day of school or loss of re-enrollment privileges will result.

High school students may not remain on campus for more than 30 minutes after dismissal. The school reserves the right to apply sanctions to students who are on-campus after 3:15 PM (2:15 PM on Wednesday) and who do not participate in school approved after school activities. These students will be asked to leave school property and the school waives all responsibility for said students after school hours. If students are on campus after hours this will be considered trespassing.

Parent drop off and pick up procedures MUST be followed for the safety of our students and staff. Traffic patterns for drop off and dismissal must be strictly followed. Violation / non-adherence to designated traffic patterns will be documented by license plate. Failure to adhere three times may lead to PASS for the student(s) associated with the documented vehicle. More than three times may result in out of school suspension (OSS) of the student(s) associated with the documented vehicle. More than ten instances of violation / non-adherence to designated traffic patterns may result in the loss of re-enrollment privileges for the student(s) associated with the documented vehicle.

## **COMPULSORY SCHOOL ATTENDANCE**

1. All children who have attained the age of six years or who will have attained the age of six years by February 1 of any school year, or who are older than six years of age but who have not yet attained the age of 16 years or age specified by state statute, whichever is older, except as hereinafter provided, are required to attend school regularly during the entire 180-day school term.
2. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the child and parent.
3. A student who attains the age of 18 years during the school year is not subject to the legal sanctions for compulsory school attendance.
4. Compulsory school attendance requirements may be met by attendance in an approved home education program, although 180 days is the standard requirement for compulsory school attendance.

## **DRIVING PRIVILEGES AND ATTENDANCE**

State Statute 322.091 requires school districts to report to the Division of Highway Safety and Motor Vehicles (DHSMV) the names, dates of birth, sex and social security numbers of students ages 14-18 who accumulate 15 unexcused absences in any consecutive 90 calendar day period. Students who lose their license due to attendance problems can get their driver's license reinstated by attending school with no unexcused absences for 30 consecutive school days. Any unexcused absence begins the count again- back to day 1. Any excused absences add to the length of the count, until 30 days of attendance are reached. When a student has previously had a license suspended and cannot meet the 30 school days attendance period required for reinstatement within the current attendance year, the balance of days required shall be carried forward for completion in the next attendance year or summer session. Districts are also required to hold hardship hearings if requested by a student whose license has been suspended. Apple Grove School District requires the Student Parking Registration Packet to be completed and filed with the registrar in order for the student to drive to and from school.

## **DELIVERY/DROP-OFF**

No deliveries will be accepted. The only exception will be for medical reasons and laptops/school devices.

## **PARKING ON CAMPUS**

Students who have 10 or more unexcused absences or excessive tardies will have their parking decal revoked for the remainder of the semester, and, if permitted, will have to purchase a new parking decal.

## **CONSEQUENCES RELATED TO TRUANCY**

1. A child who is found to be truant may be taken to the Juvenile Assessment Center or other locations that are established by the school district to receive students who are absent from school. It is the responsibility of the Law Enforcement Officer to call the school to determine if the child is legitimately out of school.
2. Students 14-18 years of age who have 15 unexcused absences within 90 calendar days and have a driver's license will have their driver's license suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license if they apply for one.

## **ABSENCE/TARDY POLICY**

Punctuality and attendance are expected behaviors of Apple Grove School District students. Students are expected to take this responsibility seriously and do their best to attend school, unless they are sick. Also, as they prepared to be valued members of society it is essential that they practice this by arriving on time for school. In order to reduce the number of unexcused

absences and student tardiness to school, Apple Grove School District is implementing a more strict policy regarding these issues. We have a committee at Apple Grove called the Attendance Child Study Team (ACST), whose purpose is to keep track of students who are frequently absent from school or who chronically arrive to school late. We have adopted the current AGPS policy to place more emphasis on the importance of attending school regularly and arriving to school on time. Please note below our absence and tardy policies for both the upper school and lower school:

### **Tardiness (lower school):**

- 5 tardy arrivals to school will result in a warning letter sent home to parents
- 6 or more tardy arrivals to school will result in a meeting scheduled with parents and our ACST members
- 5 unexcused tardies to school or early departures = 1 unexcused absence

### **Tardiness (lower and upper school):**

- 3 tardy arrivals to school will result in a warning letter to parents
- 4 or more tardy arrivals to school will result in lunch/administrative detentions.
- Students who are repeatedly tardy to school due to car trouble will be required to find other reliable transportation. Students who are repeatedly tardy due to “early morning sickness” will be required to provide a physician’s note in order for the tardy to be considered excused. A physician’s note is only required when a pattern of chronic lateness occurs.

### **Absence Procedure (lower and upper schools):**

- 5 unexcused absences tied to truancy in a 1-month period will result in a warning letter sent home to parents, noting the days of missed school.
- 10 unexcused absences tied to truancy in a 3-month period will result in a scheduled meeting with the parent/guardian and ACST members.
- Habitual truant means a student has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian. Such a student is subject to compulsory school attendance at Apple Grove School District.
- Parents must fill out the “Online AGPS Excused Absence Form” in order to excuse a student from school. Emails, phone calls and printed excuse forms (other than doctor’s notes) will no longer be an acceptable medium for excusing a student's absence. Forms submitted more than 48 hours after your child’s return to school will not be accepted and the absence(s) will be deemed unexcused. There is a maximum of 10 days that will be excused by only “Online AGPS Excused Absence Form.” Should you exceed the 10 day maximum, the online excuse form and a physician’s note will be required to excuse all other absences. Should you fail to provide a physician's note the absence will remain unexcused.

- Students who are absent for three or more consecutive days or who request more than five non-consecutive absences for medical reasons must bring in a signed doctor's note.
- Acceptable excused absences include:
  - Medical appointments with a signed Dr.'s note
  - Illness or injury of the child
  - Counseling
  - Legal appointments
  - Funeral of family member or closely related friend
  - Family emergency (school may determine if valid)
  - Recognized religious holidays
- An absence is NOT excused for the following reasons:
  - Truancy
  - Shopping
  - Recreational activities
  - Birthdays or other celebrations
  - Vacation
  - Going on doctor visits with siblings
  - Guests or family visiting from out of town
  - Senior "skip" day
  - Day(s) preceding or following a scheduled school holiday unless a doctor's note is received.
- It is imperative that the school has the correct contact number, so we can reach parents when needed. The principal has the ultimate authority to decide whether an absence shall be excused. If a student is repeatedly absent or tardy from school due to illness, the school is authorized to require the parent or guardian to provide a written physician's statement for each subsequent absent or tardy to be considered excused. Important: The school administration reserves the right to stop receiving parental excuses when necessary for academic learning of the student.

## **ATHLETICS/ EXTRA-CURRICULAR**

Students, who participate in athletic or extracurricular programs, including cheerleading and class officers, are expected to lead by example not only while participating in the sport but as students/class leaders throughout the day. Therefore, anyone participating in a program will need to maintain a 2.0 GPA, follow all school policies and encourage other students to do so, arrive at school on time each day and have good attendance record (not counting illness). Failure to follow any of these guidelines may result in the student being removed from participating in the activity. If a participant receives detention, he/she may NOT be excused from detention to attend a practice or event. Students who wish to participate in athletics/extra-curricular events need to understand that their actions and consequences are a reflection of their maturity and can affect the privilege of participation. On game days, team members (including cheerleaders) must attend all classes in order to participate in the athletic event. Consideration will be given to a player who arrives before 5th period with a legitimate written excuse.

## **EARLY SIGNOUTS**

1. No students shall be released within the final 60 minutes of the school day. Unless the Administration determines it is an emergency. There are NO EXCEPTIONS to this policy.
2. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of nonattendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
3. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. A student driver will only be allowed to sign out when they call a parent from the main office phone in the presence of an administration staff member or the parent emails permission to the front desk accompanied by a copy of his/her driver's license.
4. In order to preserve the testing environment and the continuation of our educational programs / activities, students cannot be signed out during state assessments, semester exams, or school special programs / activities. Please plan medical, dental or other commitments away from these dates. In case of extreme emergency, parents will be required to come in person and administrative approval will be necessary in order to remove the student from school.

## **Delayed Weather Dismissal**

Apple Grove School District follows a delayed weather dismissal plan if severe weather conditions that include lightning are within 6 miles of a school near dismissal time. Students may be held inside for their safety until the weather clears. Car riders, bikers, and walkers will not be released. Families will be notified via the automated phone system. Apple Grove Administration monitors lightning in the area with the WeatherBug app. If families wish to sign out their child they must park in the AGPS parking lot and walk to the Main Office. Parents must have a Driver's License or State Issued ID and Student Car Tag for K-5 students. Only 3 parents will be allowed in the Main Office at one time. Once the student is called out of class, family members will need to wait outside of the building for their students. Cars may not block traffic.

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

1. Students have a responsibility to ask their parents to notify the school when they are absent.
2. Students have a responsibility to ask teachers for, and to complete, make-up assignments. Students are given two days to make-up any assignments which were missed during an excused absence.
3. Students must maintain current assignments and are responsible for turning in their daily work while serving in school suspension.

## **PARENTS' RIGHTS AND RESPONSIBILITIES**

1. Parents have a right to be informed of the attendance responsibilities and consequences for truancy for both parents and students as described in the Code of Student Conduct. Receipt of this handbook fulfills the schools' responsibility to inform the parents.
2. Each parent of a child of compulsory school attendance age is responsible for the child's school attendance as required by law.
3. Parents must report their child's absence in accordance with our policies.
4. Parents have the right to request a hearing, with the Apple Grove ACST committee, if they refuse to participate in the intervention developed by the ACST if they believe that the intervention is unnecessary or inappropriate.
5. The parents of a student expected to miss at least 15 consecutive school days due to illness, medical condition, or social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons, and could benefit from instruction should notify the school guidance counselor and request contact information for the Hospital/Homebound referral program.
6. Parents have a right to be notified if their child misses school and the parents have not reported the absence to the school. The school will use AGPS procedures to notify parents in this case.

## **APPLE GROVE SCHOOL DISTRICT UNIFORM POLICY**

We believe that all students have the right to a safe, healthy school environment. We believe that all students have the responsibility to dress appropriately and uphold basic standards of cleanliness and proper grooming, including all uniforms must be clean and pressed at all times. A student's dress and appearance should not cause disruption or distraction from the educational process at Apple Grove School District. The appearance of the members of the Apple Grove School District family is of paramount importance as we believe that pride in our appearance is fundamental to good character development and success.

The following is the uniform policy that is endorsed by the Board of Directors and will be strictly enforced by the administration and faculty of Apple Grove School District. Students are required to follow this policy, and failure to do so will result in administrative action taken against all uniform violations. All school clothing (tops, bottoms, outerwear, and PE clothing) must be purchased from the Apple Grove School District official uniform vendor which is All Uniform Wear. All bottoms must be worn at the waist (not below). PE uniforms are encouraged, but optional for the 2024-2025 school year. Students who violate the uniform policy will receive consequences in addition to their parents being called to bring appropriate clothing.

Please Note: Apple Grove School District is a uniform school, therefore appropriate uniforms must be purchased for both the school day and for PE from the school adopted uniform vendor. Students and parents must follow the uniform guidelines outlined in the student and parent handbook each and every day. Parents must understand that they may be called to pick up their child from school should their child not wear his or her uniform to school.

1. All students are allowed to wear Khaki or dark blue All Uniform Wear uniform shorts or pants. K-5 only may also wear skorts. Faded shorts are not permitted. Inappropriately rolling or altering the length of the shorts in any way is in direct violation of the dress code. The shorts or skorts cannot be more than two inches above the top of the knee cap nor below the bottom of the knee cap.
2. Students must wear polo shirts from All Uniform Wear. Polo shirts must be royal blue, navy, green, white, or navy and white rugby bearing the embroidered Apple Grove School District logo. All shirts must properly fit the size of the student as determined by the Apple Grove School District Administration on a case by case basis.
3. If a student chooses or needs to wear outerwear due to cold weather, it must be official Apple Grove School District apparel. A polo must be worn under all outerwear, with the collar visible. Coats, jackets, sweaters, sweater vests and sweatshirts are considered as outerwear and can be worn to school, but may not be worn inside the building during the school day. Outerwear items must be placed inside the student's backpack. ONLY outerwear from All Uniform Wear with Apple Grove School District logos will be permitted inside the building.
4. During cooler weather, a plain white, navy blue, grey or black long sleeved t-shirt may be worn underneath polo shirts. Hooded sweatshirts and other hooded tops that were purchased from AGPS are the only permitted hoodies.
5. Any attire, including back packs, displaying gang related paraphernalia or symbols, profanity or any inappropriate logos or displays, as determined by Administration, are not allowed on campus or at offsite official Apple Grove events and will result in an immediate referral to the Dean of Discipline.
6. Clothing, jewelry, buttons, haircuts, or other items or markings which are suggestive, revealing, or indecent, associated with gangs or cults, the use of drugs, alcohol, or violence, or support discrimination are not allowed on campus or at offsite official Apple Grove events and will result in an immediate referral to the Dean of Discipline.
7. Any articles of clothing or jewelry that may cause injury including, but not limited to: items with spikes or sharp objects, wallet chains, and heavy link chains are not allowed on campus or at offsite official Apple Grove events, and will result in an immediate referral to the Dean of Discipline.
8. Good grooming of hair, skin and fingernails is required at all times. Facial hair is strictly not allowed.
9. Hair that becomes unsightly because of length, height, volume or being ungroomed will be addressed by necessitating an appropriate haircut or style, at the discretion of the administration. Student's hair should be at all times clean and neat.
  - All students hair color should be a naturally occurring color. No extremes will be allowed.
  - Extreme hairstyles are inappropriate. If students comes to school with an inappropriate hair color or style, they will be sent home. If students are considering a style or color change and are unsure of acceptability, they may bring a picture to administration for approval. Extreme haircuts include, but are not limited to shaved portions of the head, shaved designs on the head. Hair must be out of the face at all times.

- Hair “adornments” are to be plain and simple headbands and hair ties. No belts, ties, 3-cornered kerchiefs, altered headbands (with animal ears, etc.) should be used to keep hair in place.
  - Mohawks, Mohawk fades and faux hawks are not permitted. If any of these issues become a distraction, the administration will require the student to choose another style.
  - The administration, at its discretion, will send students home whose hair is unacceptable in color, condition, length, height or volume, and that decision is FINAL.
10. Jewelry should be modest and should not be excessive in either quantity or style.
- Earrings must be limited to two in each ear lobe, no gages at any time. Studs and hoops should be the size of a quarter or less.
  - Two bracelets and one watch are allowed.
  - Students may wear one loose chain/necklace under their polo shirt.
  - If jewelry is distracting or inappropriate, the student will be asked to remove it.
  - No other body piercings or tattoos are allowed.
11. All students must have their Apple Grove School District’s Student ID card at all times. The ID card must be worn on a school-approved breakaway lanyard around the neck and visible at all times while on campus. ID cards are considered part of the uniform and therefore students must have them during the day.
12. Socks must be plain white, khaki, brown, black or navy blue. Socks may have a manufacturer symbol (ex. Nike symbol). The contrasting color must be an approved sock color.
13. Shoes must be closed toed, neutral colored (tan, white, grey, black, brown) shoes. White soles are acceptable. Laces must match the shoes or the white soles and must be worn and fastened tightly at all times. Shoes must be flat with no heels and no visible boots. Shoes may have a manufacturer symbol with a color from the approved list, including white. Footwear must be worn at all times. Parents should ensure that the footwear their students wear to school does not impede their safety.
14. Clear or mesh backpacks, totes or messenger bags, are the only backpacks that are permitted on campus.
15. Clothing normally worn when participating in a school sponsored extracurricular or sports activity may be worn to school when approved by the principal. Examples would be cheerleader, band uniforms, team shirts, etc.
16. JEANS DAY ATTIRE (On Designated Days, if applicable)
- Blue or black jeans only - no other color
  - Long jeans-must be able to see shoes, no capris, no shorts, no skirts, no cuffs
  - No holes, rips, tears or bleach marks
  - No excessively baggy, tight or low-rise jeans. All jeans must fit appropriately.
  - No embellishments at all
  - Belts must be worn only if jeans are too baggy in the waist.
  - Jeans are NOT allowed on cold days, uniform pants are available for purchase at All Uniform Wear.

## **DRESS CODE VIOLATION INTERVENTION/DISCIPLINARY ACTION**

Dress code violations:

- Students that are out of dress code will receive disciplinary action. Upper school students may be placed in PASS if their uniform issue can not be immediately rectified.
- **\*\*All Dress Code violations and disciplinary actions will be approached with Administrators' discretion.\*\***
- **\*\*Any dress code violation that cannot be corrected immediately will result in a call home and the student will not be admitted to class until the violation is corrected.\*\***

## **AGPS & AGPS STUDENT CODE OF CONDUCT**

We believe that a safe and orderly school is required in order for academic excellence to prevail. When children behave in a respectful, responsible and safe manner, they learn more and develop into responsible adults, the essence of our purpose. The Apple Grove School District Code of Conduct is a school wide plan that clearly outlines student expectations. In addition, all Apple Grove School District students are required to adhere to the rules and regulations outlined by the Apple Grove Public Schools' Code of Conduct: hence, Apple Grove School District is fully committed to enhance the value of discipline, respect, honor and integrity. Our student body has the responsibility to abide by a dual system of conduct, both AGPS Code of Conduct and our school's Code of Conduct. Each parent and student must take an active role in supporting both AGPS' Code of Student Conduct and our Code of Conduct. We thrive on producing responsible citizens. It is our school's intent to foster a spirit of respect for lifelong learning as well as the community's (parents, students, and staff) best interest to work together to ensure a pleasant, safe and maximum learning experience.

Satisfactory Academic Progress: Students need to have a minimum Grade Point Average (GPA) of 2.0 to graduate from high school in the State of State and for participation in sports and activities at Apple Grove School District. As part of our Honor Code we will enforce strict standards. Any student failing to achieve this minimum requirement at the end of any semester will be placed on Academic Probation. Parents are responsible for the implementation of all aspects of the plan. If there is proof of non-compliance with the requirements of the probation period, it will be considered a breach of contract between Apple Grove School District and the parents and students.

### **AGPS Honor Code**

The Apple Grove School District Honor Code provides for a strong bond of trust among all members of the school community. The Honor Code instills in all students a mutual respect and understanding for the ideal of honorable behavior. Honor is a complex and multidimensional principle – a moral aspiration that defies simple characterizations (UVA, Honor System, 2010). The Honor Code at Apple Grove School District defines that students must refrain from lying, cheating, and stealing or face severe sanctions by the school. Lying is defined as any action, appearance, or statement, which an individual knows, or should know, to be untrue, given with

intention to deceive. Examples of lying include, but are not limited to: making a false statement in an attempt to gain an unfair advantage; giving false excuses and explanations for being absent or tardy; bending the truth or pretending not to understand information that one is expected to know; lying by omission – leaving out pertinent information in order to gain an unfair advantage or to improperly protect others; receiving permission from a teacher to go one place and going someplace else; forgery, etc. Stealing is defined as the taking or attempt to take property, whether physical or intellectual, without right or permission. Examples of stealing include, but are not limited to: taking something without permission of the owner even if the intention is to return whatever is taken; borrowing something without permission even if the intention is to return whatever is borrowed; finding something and making little or no effort to locate the rightful owner; unauthorized removal of academic materials from a teacher.

## **Cheating**

Cheating is defined as using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others. Examples of cheating include, but are not limited to: turning in work that was not entirely done by the student and giving the impression that the work was done by the student; copying homework without the consent or approval of the teacher; using translation sites off the internet or software in foreign language classes; using workbooks from a previous year with answers already written in; working with others on any assignment which is intended to be an independent effort; dividing up work among group members that was intended to be done together; using a similar assignment from a past class (book report, essay, etc.); allowing one's academic work to be used in place of another's; having notes or textbooks visible during tests or quizzes; giving or receiving information about a test, quiz, or other assignment prior to starting the assignment; this includes receiving from someone unauthorized specific test questions or information about topics included in the assignment; glancing at someone else's test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz; using a calculator when instructed not to use it; not telling your teacher that the score on your test is added wrong; not telling your teacher when a wrong answer was not marked wrong; instead of reading the original book or original literary work; reading a condensed version; seeing the film or video; using Cliff's Notes or similar summaries; reading an English version of a work assigned in a foreign language.

## **Plagiarism**

Plagiarism is defined as literary theft, misrepresentation, and falsification. Explanations of plagiarism include, but are not limited to: to plagiarize is to steal someone's ideas or thoughts or to borrow dishonestly from another; to sign one's name to a daily assignment or major work is to declare that work totally one's own. By not clearly marking the source of the information, thoughts or ideas, a student commits plagiarism; to copy directly, paraphrase, or summarize with premeditation and without documentation is to deliberately plagiarize. Inadvertent documentation mistakes that allow another's words, thoughts, or ideas to be credited as one's own due to improper referencing is considered plagiarism. Plagiarism is prevented when the proper form of documentation is followed.

## **AGPS Severe Clause**

A Severe Clause can be enacted automatically when the student performs one of the following Severe Clause Violations – fighting, drugs, weapons, bullying, disrespect or defiance of school personnel, assault upon a staff member, the violation of a no-contact or behavior contract. In such instance, the Parents/Guardians will be called to immediately pick up the student(s). Any infraction with the Severe Clause will result in immediate Out-Of-School (OSS) Suspension. It is essential for all stakeholders to understand that Apple Grove School District’s student academic and behavioral expectations supersede that of Orange County Public School System.

## **ZERO TOLERANCE POLICY**

Apple Grove School District is committed to the mental and physical welfare of each student. Violence, i.e. fighting, weapon possession, drug use, and racially insensitive acts of bigotry, condescending and/or racially inflammatory remarks, intimidation/bullying from one student or groups against another student or group, are detrimental to the student’s welfare, and detract from the educational environment of Apple Grove School District. Apple Grove School District has a Zero-Tolerance Policy for violence, drugs, alcohol, weapons brought on campus, or hateful related acts of racism, anti-Semitism, bullying and/or bigotry from one person or group to another. All students have the right to attend a safe, drug and violent free, and culturally-diverse school where respect for others is paramount. The school will employ any reasonable methods to ensure that the Zero-Tolerance violence/drug/weapon/cultural respectful policy is not violated. To this end, the school and law enforcement reserves the right to conduct random electronic scans as well as probable cause searches by authorized school personnel, trained canines, or authorized third parties. This right to scan or search will extend to any item brought to school property or school-sponsored activity. Searches may include but are not limited to book bags, purses, vehicles, clothing, and other personal property.

## **EXPECTED STUDENT BEHAVIOR**

1. Treat your peers and authority with respect.
2. Be honest and fair.
3. Be responsible for your actions.
4. Obey all school rules.
5. Always be prepared for class (i.e., homework assignments, class materials on hand).
6. Be on time to school and to all of your classes.
7. Complete all assigned work.
8. Treat school property with respect.
9. Adhere to school uniform policy.
10. Be a positive role model at Apple Grove School District.

These behavioral expectations extend to our after school programs and to AGPS aftercare. The same consequences that are given throughout the school day will be given for behavioral infractions after school as well.

## **ATHLETES/EXTRA CURRICULAR ACTIVITIES & DISCIPLINE**

- If a student receives a level 2 referral, the coach/sponsor will determine any individual consequences.
- If a student receives a level 3 referral, the student will miss any games/practices/rehearsals that occur during a suspension (O.S.S.) The coach/sponsor will determine any additional consequences.
- If a student receives a level 4 referral, the student will be removed from all athletics/extracurricular activities for the remainder of the season/event with the potential loss of all athletics/extracurricular activities for the year left to administrative discretion.
- If a student receives a second referral during a school year, with both being a level 3 or higher, they will be removed from all athletics/extracurricular activities for the remainder of the year.
- Students will have grades checked once a week by guidance or AD. Students will be notified of any grades below a C. The student athlete will have 2 weeks to bring all failing grades up to a 70% or higher. Failure to do so will result in the student not able to practice or participate in games or extracurricular activities until that threshold is met. Any variations of this policy are at administration's discretion.

## **PRIOR DISCIPLINARY ISSUES**

If a new student enters Apple Grove School District with one or more level 3 referrals from the previous academic school year, the student will begin the current school year on a Behavior Contract. The Apple Grove administration has the authority to look at previous years' discipline and make individual decisions. This contract must be signed by the student and parent and will hold the student to attendance and behavior guidelines as stated in the contract.

## **ACCUMULATED DISCIPLINARY ISSUES**

If any student at Apple Grove School District accumulates one level three or level four referral you will be placed on a Behavior Contract for the remainder of the school year, and possibly the following year. This contract must be signed by the student and parent and will hold the student to attendance and behavior guidelines as stated in the contract.

## **CELL PHONE & ELECTRONIC DEVICE POLICY**

A student may possess a cell phone on Board property, on school transportation and at school activities, provided that during school hours, the cell phone is silenced and concealed. Pursuant to Section 1006.07, State Statutes, "a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time." For purposes of this section, the designated area will be in the student's

backpack or purse, except when expressly directed by a teacher solely for educational purposes. Violations of the cell phone policy will be handled in accordance with the Code and may result in confiscation of said device. If the cell phone is used in a criminal act (such as sexting as outlined in State Statutes and the Code), the cell phone will be provided to law enforcement and the student may face criminal penalties. The use of wireless communication devices is always prohibited during the school day (from the first morning bell to dismissal) unless expressly directed by a teacher solely for educational purposes. Wireless communication devices include but are not limited to, cell phones and/or auxiliary/ancillary devices such as watches and ear buds. Students may not receive discipline if they use their cellphone and/or ancillary device(s) to monitor a health condition that is documented through medical records provided to the school including, but not limited to, an IEP, a Section 504 Plan or a Health Plan. At no time shall AGPS be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property. These standards apply to all students in the public schools of Orange County.

## **PROGRESSIVE DISCIPLINARY PLAN**

Apple Grove has adopted a progressive disciplinary plan to ensure there is consistency in our school wide disciplinary procedures. Every teacher will take steps to ensure students are held accountable for their behavior within the classroom and within the school community. We at Apple Grove School District believe when students are engaged in the curriculum, the management of the students remain reasonable. Our teachers must be prepared to teach and engage their students in the process of higher order and critical thinking skills. Unacceptable behaviors leading to disciplinary action include the following but are not limited to:

- Acting in a manner that interferes with the educational process
- Classroom tardiness
- Lying
- Abusive language between or among students
- Failure to follow directions
- Failure to comply with the dress code
- Disrespect to teachers, administrators, or any adult on campus
- Unauthorized use of any electronic device(s) in classrooms, buildings or anywhere else on campus during school hours
- Acts of violence or the threat of violence

Note: Students are not allowed to bring any playing cards, games, toys, or electronic devices into the classroom. The teacher will confiscate any unauthorized items that a child may bring into the school. Confiscated items will only be returned to parents after 2:50 pm the same school day. Notwithstanding the aforementioned, the school may keep any such unauthorized items until the end of the school year. While the school will take every measure to protect such confiscated items, we cannot be responsible for lost or damaged items. We strongly recommend that parents ensure students do not bring such items to school. After (3) three violations of this policy, the student will be issued a referral form that will be placed in the student's permanent record.

## **REPORTING SUSPICIOUS ACTIVITY**

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. (Getfortifyfl.com)

## **GRADING PERFORMANCE SCALE**

### **K-1 POINTS**

S - Satisfactory 80-100  
W - Working on Skill 70-79  
N - Needs Improvement 70-69  
U - Unsatisfactory 0-59

### **2-5 POINTS**

A - Outstanding 90-100  
B - Above Average 80-89  
C - Average 70-79  
D - Lowest Acceptable 60-69  
F - Failure 0-59

### **16 K-5 Specials POINTS**

O - Outstanding 90-100  
S - Satisfactory 80-89  
N - Needs Improvement 70-79  
U - Unsatisfactory 60-69

### **6-12 POINTS**

A - 90-100 (4.0)  
B - 80-89 (3.0)  
C - 70-79 (2.0)  
D - 60-69 (1.0)  
F - 0-59 (0.0)  
I - Incomplete 0.0

## **TEACHER RESPONSIBILITIES**

1. Communicate with students, parents and administration how the grades for each class are computed.
2. Compute numerically and report a grade for each student for each of the four nine-week grading periods (See official school calendar).
3. Complete and send home a progress report for each student by the fourth to fifth week of each nine week grading period. Same will be available on Skyward Family Access.

4. Keep an updated and well maintained parent log on all students and specific documentation of parent communication

## **STUDENT RESPONSIBILITIES**

1. Be proactive in giving their best effort to attain proficient grades in each class at all times.
2. Take interim/progress reports home.
3. Take report cards home.
4. Periodically check Colegia to review grades.
5. Maintain assignments for each class in your Apple Grove School District Planner (K-5).

## **PARENT RESPONSIBILITIES**

1. Receive and review progress reports during each nine-week grading period.
2. When a concern about the child's performance or behavior arises follow the Apple Grove Communication Procedure for appointments:
  - 1st – Contact the teacher directly
  - 2nd – Guidance Counselor/Dean of Discipline
  - 3rd – Assistant Principal
  - 4th - Principal
3. Review the Apple Grove School District website to access Skyward Family Access and Colegia on a weekly basis to assess your child's grade. Also access the calendar and announcement for updated school events and information.
4. Review Teacher's Colegia page on a weekly basis to understand your child's instructional assignments.
5. Sign parent contract acknowledging the receipt of and compliance with this manual.

## **MEDICATIONS**

This medication policy is in full compliance with the state of State Nurse Practice Act, Chapter 464; the Department of Education Policy 232.46 Administration of Medication by School Personnel, and Orange County School Board Student Health Policy 514(a). As per above-referenced Policy, students with special health conditions, e.g., asthma, diabetes and hypersensitivity, regardless of grade, may carry medication on self, only if approved by their physician and noted on the Medication/Treatment Authorization form. A student is permitted to possess and use medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription. The medication must be regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.

## **TEXTBOOKS**

The school will provide students a textbook or equivalent as the guide and framework of the curriculum and the student will be responsible for maintaining the material in good condition. The student will pay a fine or full cost of the textbook should the textbook be lost, stolen or returned in unacceptable condition.

## **MEDIA CENTER**

The Apple Grove School District media center was established to support the curriculum of the school. All students, grades K through twelve, are serviced. The media center exists to implement, enrich and support the educational program of the school. It is the intent of the media center to serve as the hub of intellectual activity at the school. It is therefore the media center's mission to ensure that all students and staff are effective users of ideas and information.

The Apple Grove School District Media Center lends materials to faculty, staff, and its students. The loan period is two weeks for students and four weeks for teachers. Materials may be renewed for an additional two weeks, provided there is not a hold on the material. Fines are assessed for overdue materials. Fines are assessed at a rate of \$.15 per day up to \$2.00 maximum. When media center materials are overdue, a notice will be sent to the borrower and borrowing privileges will be suspended for not returning recalled materials. If the materials are lost, the borrower will receive a bill with the exact cost of replacement for similar items. Charges for damaged materials will be determined on a case-by-case basis and may include the actual cost of replacing the item. Fines and bills are generated by the media center and payable in the media center. The media center accepts payment via cash or check. There is a \$1.00 fee charge per page for copies of student records. There will be a 48 hour turn around time.

## **SCHOOL PAYMENTS & RETURNED CHECKS POLICIES**

In the event that you might provide a check as payment, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid. Up to 5 electronic attempts will be made to collect on a returned check before the school is notified. Apple Grove School District is not responsible for any bank charges the check writer incurs. If after all electronic attempts to collect on the check are exhausted and the check is returned to the school, the check amount plus a returned check fee will be charged to the student(s) for whom the check was submitted, as a financial obligation and must be paid in cash or money order within 30 days. If the price of the service or item purchased with the returned check has changed, the higher price will be charged along with any applicable fees. Checks will not be accepted as payment for returned checks.

**Device & Accessory Incident Fees:** AGPS is pleased to provide digital devices to all of our students. AGPS Code of Student Conduct outlines that students must NOT damage school property. School issued devices are the property of Apple Grove School District. When a device is damaged, an incident fee is assessed. Damage is defined as any material change, through

negligence, accident, or intent, that prohibits full functionality, or cosmetic changes in the appearance, of a device. Each damage incident or lost accessory will result in a fee of \$25 applied to the student's AgaveX account. If there are repeat incidents of negligence or intent then the student may also receive disciplinary action per the student code of conduct.

Returned Check Fees: Check Face Value: Up to \$500.00 Fee: \$25.00 Check Face Value: over \$500.00 Fee: 5% of the check face value. In the event a dishonored check is not paid within the specified time appropriate legal action may be filed for the full amount of the returned check(s) and owing together with service charges, court costs and reasonable attorney's fees as provided by law. When a customer/family issues three (3) returned checks on any Apple Grove School District account (Internal, Lunch,) during the most recent twelve (12) months, the family's check privileges at Apple Grove School District will be suspended for a period of six (6) months. Subsequent returned checks received after the reinstatement of check writing privileges will result in additional six (6) month suspension of check privileges. Furthermore, dishonored checks not reimbursed to the school AND any Financial Obligations owed to Apple Grove School District including, but not limited to, Athletic Fees may result in any or all of the following:

- Students will be denied participation in extra-curricular activities such as field trips, prom, graduation/promotion ceremony, homecoming, sporting events, parking privileges, senior activities, or any other privilege at school.
- Records and/or transcripts will be withheld until all outstanding monies owed are paid as prescribed by the school.
- Revocation of re-enrollment privileges for the following school year.
- Families are responsible for lunch payments. All lunch payments will be made online. Payments made online will post to the student's account the following school day. No student will ever be denied a school lunch for financial reasons.

## **Before & After Care**

Past due accounts without satisfactory arrangements with the site supervisor shall result in your child not being able to attend the program until your account is brought current. School Payment and Returned Check policies are subject to change.

## **FINANCIAL OBLIGATIONS**

A Financial Obligation is issued when a student, or his/her family, owes a financial or material debt to the school (missing textbook, returned check, unpaid class fees, overdue library books, restitution, etc). Once a financial obligation is issued the student's participation in extracurricular activities (athletics, fieldtrips, etc) will be restricted until the entire obligation is satisfied. These restrictions may also extend to any siblings in the school.

## **FUNDRAISERS**

At no time may a student or club conduct sales on school grounds, or using the school's name or logo, crest or brand, which have not been pre-approved by the administration. All sales are conducted by official school organizations for the benefit of the school. Consequences for such actions will range from confiscation of items and money involved in the sales as well as suspension of the student(s) involved as well as further consequences at the administration's discretion.

## **PARENT VOLUNTEER'S/VISITOR'S RESPONSIBILITIES**

1. Prearrange the visit.
2. Upon arrival for the visit, all parent/guardian volunteers/visitors are to report to the main high school office to sign in and must provide a valid Driver's License in order to receive a Visitor's Pass. Please visit only the area to which you are assigned.
3. All volunteer hours must be logged into the school's computer system in order to be counted toward the requirement.

## **CAFETERIA PROCEDURES**

Students will eat in the designated lunch area and are expected to stay in the designated lunch area for the entire time assigned to eat. Students are not to roam freely around campus during lunch time. Parents may not deliver outside food (ie: McDonald's, Subway, Taco Bell, etc.) to their child at the child's lunch time. Students are not allowed to order food to be delivered by local restaurants or Uber Eats, etc. School authorities will confiscate the unauthorized food brought on campus by either parents or vendors. Students may either bring their lunch or purchase breakfast for \$2.75 and lunch for \$3.75. Free and reduced lunches are available through the district for qualified individuals.

## **BOARD MEETING DATES**

For a current list of Board of Director Members, meeting dates, and how to address the Board of Directors, please visit our school website or contact the main office.

## **ACADEMIC GUIDANCE DEPARTMENT**

1. Schedule students for appropriate classes.
2. Conduct counseling/guidance in the areas of academics and career orientation.
3. Facilitate registration and approval of online courses.
4. Refer any social or emotional counseling needs to the licensed mental health counselor.

## **IDENTIFICATION CARDS**

Every student will receive an identification card during the beginning of the school year at no cost. The ID card must be worn on a school-approved breakaway lanyard around the neck and visible at all times while on campus. Should a K-5 student lose an ID card, the student will be charged a \$5.00 fee for each additional ID. Should a 6-12 student lose an ID card, the student will be charged a \$10.00 fee for each additional ID. ID cards must be kept in its original form. Any altered or obstructed ID cards will be confiscated and student will be required to purchase a new ID card. Replacement lanyard cost is \$1.00.

## **INSURANCE POLICY**

All students participating in extra-curricular activities must have proof of insurance before participating in tryouts or school related activities.

## **PARENT/COMMUNITY INVOLVEMENT**

Apple Grove School District welcomes and encourages the involvement of parents and the community in creating a positive and successful school environment. As a parent of a child registered at Apple Grove School District you are required to volunteer 15 hours each academic year. There are several ways in which parents and members of the community can be involved:

1. All volunteers must be AGPS Additions approved.
2. School Advisory Committee (SAC) Board Members
3. Parent/Teacher/Student Association (PTSA) Board and Committee Members
4. Parents who join PTSA (up to 2 per family) may earn 2 volunteer hours for attending each general membership meeting. Parent/Guardians must be members in order to receive volunteer credit for attendance. Parents must sign in on the roll and attend the meeting in order to receive volunteer hours. It is the parent/guardian responsibility to ensure their PTSA hours are accurately reflected in the Apple Grove Academy official computer tracking system for volunteer hours (ADDitions).
5. Volunteering for school organized improvement projects such as landscaping/mulching, painting, pressure washing, assisting with summer move in (furniture move in, etc.).
6. Volunteering at school related events must be pre-approved by Administration and staff at Apple Grove School District. Parents can find further volunteer opportunities on the Apple Grove School District website. \*Please note: Payments, membership dues, athletic fees, or other monetary equivalents will not be accepted towards volunteer hours. Volunteer Hours must be physically completed through approved volunteer opportunities available throughout the year.

## **STUDENT ENROLLMENT/LOTTERY**

1. Effective immediately, Apple Grove School District will set and advertise a registration / lottery date.
2. If the number of applicants is less than or equal to the number of available slots each qualified applicant will be accepted and enrolled.

3. If the number of applicants meeting the established criteria of the charter exceeds the stated capacity of the school, or individual classroom or program, each child will be placed in a random lottery (the “Lottery”).
4. Each application will be given a number, and all numbers for each classroom/program will be placed in a database. Numbers will be drawn on a random basis and all slots available per grade will be filled based on the rank order of their drawing. The remaining numbers will be used to create the waiting list (the list will be developed based on the rank order in which the remaining assigned lottery numbers are randomly drawn).
5. After the Lottery is completed, students will be contacted in the rank order in which names were randomly drawn and established on the waiting list.
6. As openings arise throughout the year, the next child on the waiting list for that classroom will be offered the “space.” If the school accepts applications during the school year and already has a waiting list from a previous lottery, the school may either re-draw all names to date (less those accepted/withdrawn/removed by request) or conduct periodic subsequent lotteries and add the names in the rank order drawn to the initial list created via a random lottery.
7. The parent has 48 hours to accept/refuse the space and complete all required documentation for admission into program. If the parent is not able to do so, the space will go to the next child on the waiting list. Applicant names for parents who do not respond within 48 hours or who do not accept the available space will be removed from the list and requested to reapply in the future if they would like to be considered later.
8. If there are more spaces than applications, the school may accept all students after the registration period has ended. If the school continues to accept applications after the initial registration period, the school will:
  - A. Conduct subsequent registration periods with advertised due dates and determine whether a lottery is necessary at the end of that period; or,
  - B. Conduct a “rolling” registration weekly. At the end of each week, determine whether a lottery is necessary.
9. If the school receives more applications that week than the available seats, the school will:
  - a. Conduct a lottery;
  - b. Notify families that received available spaces, and
  - c. Put remaining applications on a waiting list in the rank order their numbers are randomly drawn OR let families know they will be included in the next lottery when spaces become available.
10. If no lottery is necessary at the end of the week because the school has more space than applications received, all applicants may be accepted.
11. Repeat steps a and b above at the end of each week or if the school continues to accept applications for each school year.
12. The school may implement limited enrollment periods to target specified student populations in accordance with State Statute, Section 1002.33(10)(e).

## **Before & After Care**

Past due accounts without satisfactory arrangements with the site supervisor shall result in your child not being able to attend the program until your account is brought current. Payment Policies for Apple Grove School District are subject to change.

## **Student Technology Acceptable & Responsible Use Agreement**

AGPS is committed to providing a safe, positive, productive and nurturing educational environment. AGPS believes that all students should have access to technology (e.g. software, internet and network access) when they act in a responsible, efficient, courteous and legal manner. Educational Purpose Technology access has been established for educational purposes and will be consistent with the school's curriculum and the State Standards. The term "educational purpose" includes academic activities that directly improve upon 21st century skills such as creativity, innovation, critical thinking, problem solving, communication and collaboration.

As a student, I will:

- Use technology for educational purposes
- Follow the Code of Student Conduct rules
- Follow local and state laws

**Student Internet Access:** All students will have school-supervised access to the internet through the classroom, media center, or computer lab. In accordance with Children's Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), all AGPS web access is filtered. However, this does not preclude the possibility that inappropriate sites are not blocked.

As a student, I will:

- Use AGPS internet access for educational purposes

As a student, I will NOT:

- Use AGPS internet to access profane or obscene pornographic material
- Use AGPS internet to advocate illegal acts
- Use AGPS internet to advocate violence or discrimination towards people

**Responsible Uses:**

In order to ensure a safe, positive, productive, and nurturing educational environment for all, students are expected to demonstrate the following responsible technology uses.

**Personal Safety:** As a student I will:

- Keep private information, such as my address, phone number, birthday, and other identifiable information private.
- Keep my password secure and not provide it to another student
- Report anyone who tries to use technology to hurt or harass me to a teacher or other AGPS employee
- Tell a teacher or other AGPS employee when someone or something makes me uncomfortable

As a student I will NOT:

- Log in to any account other than my own
- Use AGPS technology to engage in any illegal acts. For example, arranging for a drug sale, the purchase of alcohol, engaging in criminal gang activity or threatening the safety of another person.
- Cyber-stalk or cyberbully another person
- Coerce or extort another person
- Make threats of violence or harm against another person

Inappropriate Language: As a student, I will:

- Treat others with respect
- Use appropriate language
- Offer constructive criticism when appropriate

As a student, I will NOT:

- Use obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language
- Harass another person
- Knowingly or recklessly communicate false or defamatory information about a person or organization
- Share a privately sent message without permission of the person who sent the message
- Share private information about another person
- Participate in sexting
- Use discriminatory language

System Security: As a student, I will:

- Allow any teacher, administrator or AGPS IT staff to review my work and activities created on a school device or AGPS network at any time.

As a student, I will NOT:

- Download unauthorized software, apps, extensions, or plug-ins on a school device
- Intentionally spread computer viruses
- Bypass, destruct, disrupt, modify or abuse AGPS network access

Plagiarism and Copyright: As a student, I will:

- Credit my sources when I am using other people’s files, information, images, or other material
- Respect the work of other students and people

As a student, I will NOT:

- Submit another person’s files, information, images, or material and claim it as my own
- Assist another student in plagiarizing
- Illegally download and/or share files online
- Copy, damage, or delete the work of other students

Student Rights: Free Speech

Student rights to free speech, as set forth in the Code of Student Conduct, also apply to communication on the internet and World Wide Web. The internet is considered a limited forum, similar to a school newspaper, and therefore AGPS may restrict speech for valid educational reasons. However, speech will not be restricted based on a disagreement with the opinions a student expresses.

Search and Seizure: Parents and legal guardians have the right to request to see the contents of their student’s files residing on any school owned storage. AGPS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on the AGPS network. An individual search will be conducted if there is reasonable suspicion that students have violated this agreement, AGPS policies, the Code of Student Conduct, or the law. The investigation will be reasonable and related to the suspected violation.

Due Process: Administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through AGPS network access. If the violation also involves a violation of the Code of Student Conduct, it will be handled in a manner described in that document.

Violation: Violation or abuse of electronic and internet or communication devices or any school board adopted policy related to the use of telecommunication or electronic devices may result in discipline in accordance with the Code and may result in disciplinary action. AGPS administrators have sole discretion to determine whether any electronic communication, image, or illustration violates this agreement and the Code of Student Conduct.

## **2024-2025 PARENT/STUDENT AGREEMENT SIGNATURE PAGE**

Print Student Last Name \_\_\_\_\_

Print Student First Name \_\_\_\_\_

Grade level: \_\_\_\_\_

Use of Photos and Videos - Initial ONE of the statements below:

\_\_\_\_\_ (parent initials) I give permission for my child to be photographed and/or video recorded and for those images to be used for educational or promotional purposes on Apple Grove School District's social media platforms. My student will also be included in the AGPS yearbook.

\_\_\_\_\_ (parent initials) I only give permission for my child's image to appear in the Apple Grove School District yearbook. However, no other images or videos of my child will be distributed.

\_\_\_\_\_ (parent initials) I do NOT give permission for my child to be photographed and/or video recorded. My child will NOT have their image in the AGPS yearbook.

Acknowledgement of AGPS Handbook

We have read the Apple Grove School District Student Parent Handbook. My child and I understand and agree to cooperate with all of the policies contained therein. As a parent of a AGPS Student, I understand the importance of the Apple Grove School District Student Parent Handbook and I have explained it to my child in detail. My child and I agree to adhere to the policies and regulations of the Student Parent Handbook. I understand that failure to follow school regulations, policies, i.e. maintaining a 2.0 GPA and satisfactory disciplinary standing may jeopardize my child's eligibility to register for the following academic year.

\_\_\_\_\_ (Signature of Student) (Date)

\_\_\_\_\_ (Print Name of Parent/Guardian) (Signature of Parent/Guardian)

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