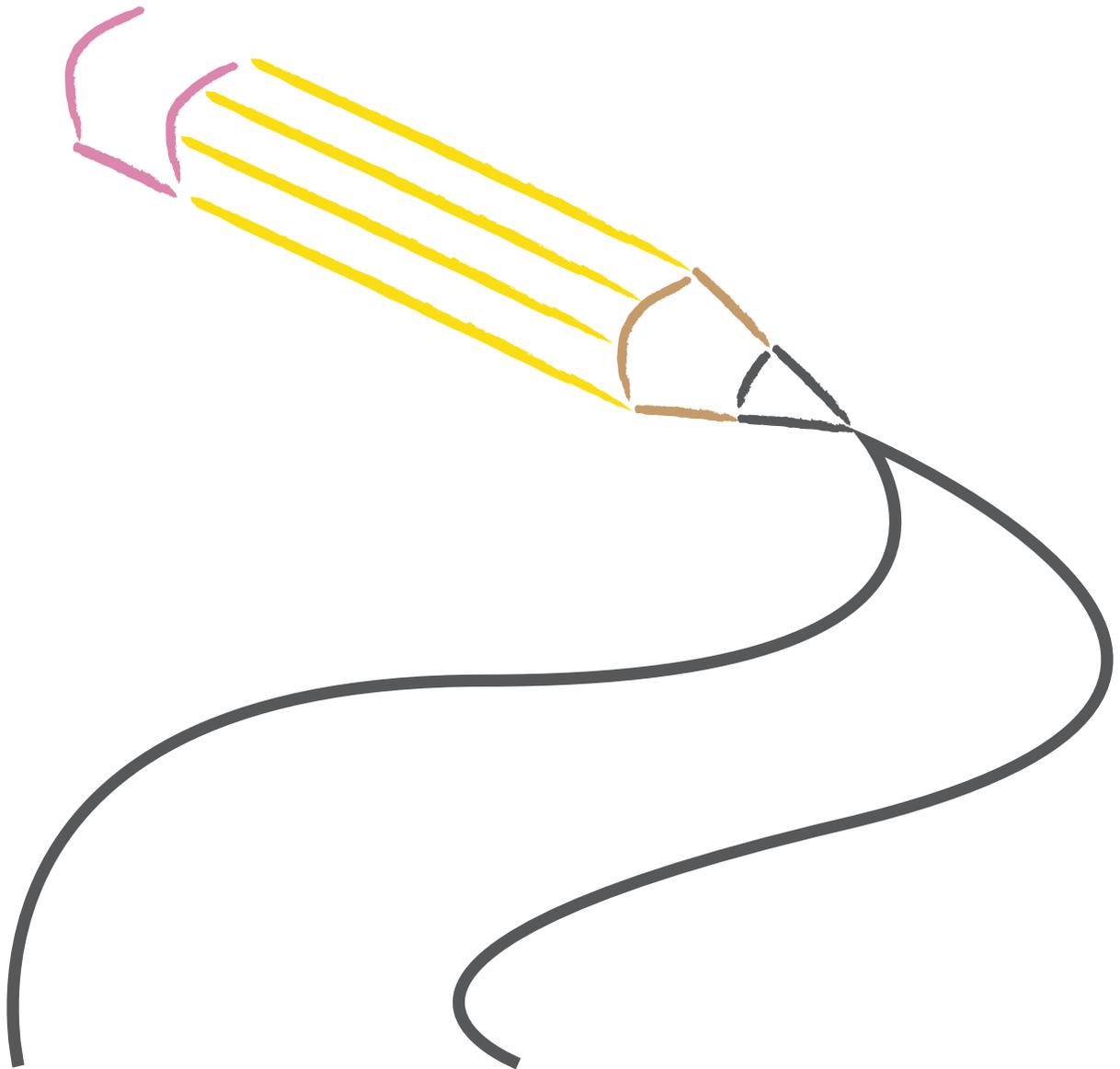




PATHWAYS

TO THE FUTURE

2018-2019 Parent & Public Notices



School Board of Directors

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doberdick@avonworth.k12.pa.us

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Solicitor with Andrews, & Price

Cindy Donovan, *Board Secretary*
cdonovan@avonworth.k12.pa.us

Dear Parents, Guardians, and Community Stakeholders,

I am pleased to present to you the 2018-2019 Annual Public and Parent Notices of the Avonworth School District. Required by state and federal law, the notices afford the opportunity to communicate valuable information regarding services available to children and families. These services are essential to ensure that each child in the Avonworth School District maximizes their potential as a learner.

It is our goal that each and every student has access to programs and receives services to ensure that they grow and thrive. Avonworth has a history of inclusion and affording students a variety of opportunities both during the school day, as well as in the extracurricular setting. These opportunities enable students to not only grow academically, but also socially and emotionally.

Please do not hesitate to contact me or our Director of Student Services, Ms. Jessica Taylor, if you need assistance or guidance with the content of the Annual Notices. These Annual Notices are also available for your review electronically by visiting the District's website at www.avonworth.k12.pa.us.

With kindest regards,

Dr. Thomas W. Ralston, Ed.D. Superintendent Avonworth School District

Mission Statement

The Avonworth School District empowers students through authentic experiences to become creative, innovative thinkers.

Belief Statements

We believe:

- All students should feel safe, supported, nurtured, and engaged in an environment which enhances their strengths and talents.
- Best practices for achievement include collaboration, technology, authentic application, and reflection while inspiring creativity.
- Learning takes place within and beyond school boundaries in dynamic and creative settings which are fostered through partnerships.
- Utilizing 21st century skills will prepare the whole child to persevere through productive struggle in order to be a lifelong learner.

District Statistics

Enrollment: 1765

High School (9-12): 493

Middle School (7-8): 270

Elementary School (3-6): 567

Primary Center (K-2): 435

Employees: 204.5

Professional Staff: 134.5

Administrators: 16

Academic Programs

- Avonworth High School Personal Pathways Program provides hands-on career experience.
- “College in High School” courses are offered as curricular choices.
- 14 Advanced Placement Courses are offered in various content areas
- Technical-vocational, and college bound curriculum are offered by the A.W. Beattie Career Center.
- Title I programming in reading is offered at the Elementary School and Primary Center.
- Gifted and Talented Education (G.A.T.E.), as well as enrichment opportunities are provided in all buildings.

Extracurricular Programs

- 18 Varsity Sports, 11 Junior Varsity Sports, 13 Middle School Sports
- Award-winning theatre productions
- High School, Middle School and Elementary School Student Council
- High School and Middle School student newspapers
- High School and Middle School Technology Student Association

Administration

Thomas Ralston, Ed.D., Superintendent
tralston@avonworth.k12.pa.us

Cindy Donovan,
Confidential Secretary to the Superintendent
cdonovan@avonworth.k12.pa.us

Jeff Hadley, Ed.D., Assistant Superintendent
jhadley@avonworth.k12.pa.us

Bradley Waters, Director of Fiscal Management
bwaters@avonworth.k12.pa.us

**Tracy Eck, Payroll Manager/
Supervisor of Transportation**
teck@avonworth.k12.pa.us

Keera Dwulit, High School Principal
kdwulit@avonworth.k12.pa.us

Michael Hall, Middle School Principal
mhall@avonworth.k12.pa.us

**Kaitlin Remensky, Assistant Middle/
High School Principal**
kremensky@avonworth.k12.pa.us

**William Battistone, Jr., Ph.D.,
Elementary School Principal**
wbattistone@avonworth.k12.pa.us

Scott Miller, Ph.D., Primary Center Principal
smiller@avonworth.k12.pa.us

Tommie Murray, Assistant Elementary/Primary Principal
tmurray@avonworth.k12.pa.us

Jessica Taylor, Director of Student Services
jtaylor@avonworth.k12.pa.us

Tim Giel, Director of Athletics
tguel@avonworth.k12.pa.us

Melissa Schad, Food Services Director
mschad@avonworth.k12.pa.us

Brandon Gary, Director of Technology
bgary@avonworth.k12.pa.us

William Bauer, Supervisor of Buildings and Grounds
wbauer@avonworth.k12.pa.us

Brant Colamarino, Maintenance Supervisor
bcolamarino@avonworth.k12.pa.us

Parent/Guardian Notices

This notice is sent annually to all addresses within the school district, both commercial and residential. All district policies are available in their entirety on the district website: www.avonworth.k12.pa.us.

For additional information regarding any of the information or notices contained in this section of the publication, please contact:

Jessica Taylor, Director of Student Services
Avonworth Primary Center
1310 Roosevelt Road Pittsburgh, PA 15237
(412) 366-7171 ext. 1901
jtaylor@avonworth.k12.pa.us

Collection of Information for Marketing:

The Protection of Pupil Rights Amendment (PPRA) affords parents and guardians certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:**
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological concerns of the student or student's family;
 3. Sexual behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of:**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **Inspect, upon request and before administration or use:**
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18-years-old or an emancipated minor under state law.

The Avonworth School District has developed policies regarding these rights in consultation with parents/guardians, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Avonworth will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes.

Avonworth will also directly notify, such as through U.S. mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation in the specific activity or survey. Avonworth will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt students out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians who believe their rights have been violated may file a complaint with:

Jessica Taylor, Director of Student Services
Avonworth Primary Center
1310 Roosevelt Road Pittsburgh, PA 15237
(412) 366-7171 ext. 1901
jtaylor@avonworth.k12.pa.us

Or

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Disclosure of Student Information:

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Avonworth School District, with certain exceptions, must obtain written consent from parents/guardians prior to the disclosure of personally identifiable information from

their children's education records. However, Avonworth may disclose appropriately designated "directory information" without written consent, unless parents/guardians have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from students' education records in certain school publications.

Examples include:

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents/guardians have advised the LEA they do not want their student's information disclosed without parent/guardian prior written consent.

If a parent/guardian does not want Avonworth to disclose directory information from their child's education records without their prior written consent, they must notify the District in writing by the beginning of the school year. The Avonworth School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Photograph
- Degrees, honors, and awards
- Date and place of birth received
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Screening and Evaluation:

Avonworth School District employs the following procedures for locating, identifying, and evaluating specific needs of school age students requiring special programs and services. These procedures, as required by law, are as follows:

The district, as prescribed by section 1402 of the School Code, routinely conducts screenings of all children's hearing acuity (grades kindergarten - 3, 7, and 11); visual acuity (grades kindergarten - 12); Body Mass Index (BMI) (grades kindergarten – 12);

and speech and language skills (grades kindergarten - 12). Gross motor and fine motor skills, academic skills, and social and emotional skills are assessed by teachers and support staff on an ongoing basis. Screening activities include review of group based data such as cumulative enrollment and health records, report cards, ability, and achievement test scores. Identified needs from these screening sources as well as information obtained from parents/guardians and outside agencies, are assessed, noted within student records, and discussed with parents/guardians. These school records are always open and available to parents/guardians and only to school officials and staff members who have a legitimate "need to know" about the child.

Information from records is released to other persons or agencies only with appropriate authorization, which involves written permission by parents/guardians.

If a parent/guardian or the school team feels more comprehensive assessment of a student is necessary, an evaluation may be recommended. Parental/Guardian consent is required before a comprehensive evaluation may take place. Evaluations may include review of the student's records, classroom observations, gathering of parent/guardian and teacher input, individually administered assessments of achievement and ability, and other assessments as necessary.

After all of the assessments are completed, an Evaluation Report that includes specific recommendations for the types of intervention necessary to address the child's specific needs is prepared and shared with parents/guardians. In accordance with state regulations, a team meeting, with parent/guardian involvement, may be scheduled to develop an appropriate Individualized Education Program (IEP) for the student. Parents/ Guardians are then notified of the proposed placement and services with a Notice of Recommended Educational Placement (NOREP). Parents/Guardians of students who suspect their child is exceptional and in need of special education services may request evaluations of their child through a written request to the building principal or Director of Student Services.

Student Services:

All students in the Avonworth School District have access to the following services, which address students' needs throughout their district enrollment: school counseling, psychological services, health services, home and school visitor services, and social work services to support students in addressing academic, behavioral, health, personal, career, and social development issues.

Services for School Age Exceptional Children:

Avonworth School District provides a free, appropriate, public education (FAPE) to exceptional students according to state and federal mandates, including the Individuals with Disabilities Education Act (IDEA). To be eligible, the child must be of school age, need specially designed instruction, and meet eligibility criteria of one or more of the following disabilities as set forth in Pennsylvania state regulations:

- Autism
- Deaf-blindness
- Deafness
- Developmental delay

- Intellectual disability
- Multiple disabilities
- Orthopedic impairment
- Other health impairment
- Specific learning disability
- Traumatic brain injury
- Emotional disturbance
- Speech or language impairment
- Hearing impairment
- Visual impairment, including blindness

Services designed to meet the needs of eligible students include but are not limited to: annual development of an IEP, multidisciplinary re-evaluations, supportive intervention in the regular class, supplemental intervention in the regular class or in a special education resource program, and placement in a part-time or full-time special education class outside of the regular school. The extent of special education services and the location of such services are determined by the parents/guardians and staff at the IEP team meeting and are based on the student's identified needs and abilities, chronological age, and level of intensity of the needed intervention. The school district also provides related services such as transportation, physical therapy, speech therapy, and occupational therapy that may be required to enable the student to derive educational benefits. Prior to the initiation of services, parents/guardians are presented a "Notice of Recommended Educational Placement" (NOREP) with which they may agree or disagree. If parents/guardians disagree with the program being recommended, they have the right to request a pre-hearing conference, mediation, and/or due process hearing to resolve the issue.

Independent Educational Evaluations:

Parents/guardians have the right to an Independent Educational Evaluation (IEE) at public expense if there is disagreement with an evaluation obtained by a District (34 CFR 300.503). However, the district may initiate a due process hearing to show that its evaluation is appropriate. If the final decision is that the district's evaluation is appropriate, parents/guardians still have the right to an IEE, but not at public expense.

Admission of Service Animals To Schools:

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. However, there is no automatic right to be accompanied by a service animal in the school setting.

Parents/Guardians of students with disabilities who believe the student needs to bring a service animal to school in order to receive a free and appropriate public education, shall notify the building principal or the Section 504 or IEP team. The appropriate team shall evaluate the request to use the service animal in school, gather necessary information and determine whether the student requires the service animal during the school day or at school activities. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in the manner detailed in the student's IEP or Section 504 Service Agreement.

Services for Students in Nonpublic Schools:

Public special education is accessible to resident students attend-

ing nonpublic schools by permitting the nonpublic school student to enroll on a part-time basis in programs operated in the public school. Special education programs are accessible to nonpublic school students through a dual enrollment following evaluations and development of an IEP. Parents/guardians of nonpublic school students who suspect that their child is exceptional and in need of special education may request multidisciplinary evaluations and development of an IEP through a written request to the Director of Student Services, Jessica Taylor at:

Avonworth Primary Center
1310 Roosevelt Road Pittsburgh, PA 15237
(412) 366-7171 ext.1901
jtaylor@avonworth.k12.pa.us

Services for Protected Handicapped Students/504 Plans:

Avonworth School District will provide support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school programs and extracurricular activities to the student's abilities to each protected handicapped student, without discrimination or cost to the student or family. To qualify, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in, or access to, an aspect of the school program. Services and protections for protected handicapped students are different from those applicable to identified eligible students enrolled in special education programs. With questions, please contact the building principal or Jessica Taylor, Director of Student Services, (412) 366-7171 ext. 1901 or jtaylor@avonworth.k12.pa.us.

The Gifted Multidisciplinary Evaluation (GMDE):

A Gifted Multidisciplinary Evaluation is the process to gather the information that will be used to find out if a child qualifies for gifted education and, if so, the types of programs and services needed. Part of this process includes an evaluation by a certified school psychologist.

A child may be referred for a GMDE in several ways:

- Parents/guardians may request the school to give their child a GMDE at any time, but there is a limit of one request per year.
- A child's teacher may recommend having a child evaluated, but parent/guardian permission is still required.

The Gifted Written Report (GWR):

The school psychologist gathers data on the student, including input from teachers, family and other service providers. An individually administered, standardized assessment is given to the student, and information on academic performance via multiple measures is gathered. All team members have the opportunity to provide input into the process. Once the information is gathered, the team, including parents/guardians, meets to determine whether the information indicates giftedness and a need for specially designed instruction. If the student is not gifted, classroom-based differentiation can be discussed. If the student is gifted but his/her needs are being met appropriately, the student may be found "gifted but not in need of services." If the team decides the student is gifted and in need of specially designed instruction, a GIEP will be developed.

The Gifted Individualized Education Program (GIEP):

If the GIEP team decides the student is gifted and in need of gifted education, the team prepares the GIEP. The GIEP is based on the unique needs of the gifted student and enables the gifted student to participate in acceleration or enrichment programs as appropriate, and to receive special services according to the student's intellectual and academic abilities and needs. All students may participate in differentiation and/or enrichment as appropriate to the student's individual needs and teacher recommendations.

Notice of Recommended Assignment (NORA):

Upon completion of the GIEP, the parent will receive a NORA and a Notice of Parental Rights for Gifted Children. The NORA will indicate the proposed educational placement for the student and requires parent/guardian approval before the school district will begin implementation. The Notice of Parental Rights for Gifted Children describes parent/guardian rights and the procedures that safeguard those rights.

Parent/Guardian Rights At all times, a parent/guardian has certain rights with all gifted education services received by their child:

- The right to be notified about a child's program and progress and any changes that take place;
- The right to approve or reject programs and testing;
- The right to privacy

Services for Preschool Age Children:

Act 212, the Early Intervention System Act, entitles all preschool age children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities are eligible for early intervention services. The Pennsylvania Department of Welfare is responsible for providing services to infants and toddlers, defined as children from birth through two years of age. The Pennsylvania Department of Education is responsible for providing services to preschool age children from age three through five. For additional information contact Project DART, Allegheny Intermediate Unit, 475 East Waterfront Drive, Homestead, PA 15120, or call (412) 394-5816.

English as a Second Language Services (ESL):

In accordance with federal law and state regulations, the Avonworth School District must identify all students who are English Learners (ELs). These students typically have a primary language other than English that is used in their homes. Students identified with a limited English proficiency are eligible for ESL instructional services to help them attain proficient skills in their use of the written and spoken English language. All students must have a Home Language Survey completed by their parents prior to admission into the school district. This survey allows the Avonworth School District to identify possible English Learners. The ESL teacher will screen any student identified as possibly having a limited English proficiency and will provide direct services to students based on their level of need and parent/guardian choice. Parents or guardians who feel their child may have a limited English proficiency should contact Jessica Taylor, Director of Student Services, at 412-366-7171 ext. 1901 for more information.

Confidentiality of Student Records:

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Avonworth receives a request for access. Parents/guardians of eligible students should submit a written request that identifies the record(s) they wish to inspect to the building principal or appropriate Avonworth official. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/Guardians or eligible students who wish to ask the district to amend a record should clearly identify the part of the record they want changed and specify why it should be changed in a written request to the principal. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official or staff member has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Avonworth School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202- 8520

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

This amendment to the Annual Notice will be in effect at the start of the 2018-19 school year.

With concerns, any questions, or to register a complaint, please contact:

Jessica Taylor, Director of Student Services
Avonworth Primary Center
1310 Roosevelt Pittsburgh, PA 15237
(412) 366-7171 ext.1901
jtaylor@avonworth.k12.pa.us

Homeless Children:

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Avonworth School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring, and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact Jessica Taylor, Director of Student Services, at (412) 366-7171 or jtaylor@avonworth.k12.pa.us.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

Free and Reduced Price Meals:

Through the National School Lunch Program and in accordance with the Hunger-Free Kids Act of 2010, Avonworth offers both free and reduced price meal plans for qualifying students. Registration forms and information are available from the Director of Student Services, the Director of Food Services, or via the district website. The school wellness policies and information regarding their implementation are also posted on the district website. You may contact Melissa Schad, Director of Food Services, at (412) 366-6360 ext. 1612 for more information.

Avonworth School District Nondiscrimination Statement:

Avonworth School District will not discriminate in its education programs, activities, Boy Scout or youth group access, or employment practices, on the basis of race, color, national origin, gender, gender identification, religion, ancestry, disability, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and sections 503 and 504 of the Rehabilitation Act of 1973. Employees and participants who have an inquiry, complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact:

Jessica Taylor, Director of Student Services
Avonworth Primary Center
1310 Roosevelt Road Pittsburgh, PA 15237
(412) 366-7171 ext. 1901
jtaylor@avonworth.k12.pa.us

Discrimination Policy & Steps to File a Complaint:

The Avonworth School Board of Directors declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools regardless of race, sex, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, pregnancy, or disability. The Avonworth School Board of Directors shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, career information and assessments, athletics, and extracurricular activities.

The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with requirements of federal and state law requirements. The Avonworth School Board of Directors directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of discrimination. In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Avonworth School Board of Directors designates the Director of Student Services as the district's Compliance Officer: Jessica Taylor, Director of Student Services at (412) 366-7171 ext. 1901.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees, and the public. Nondiscrimination state-

ments shall include the position, office address, and telephone number of the Compliance Officer.

Compliance Officer Responsibilities:

The Compliance Officer is responsible for monitoring the implementation of nondiscrimination procedures in the following student areas:

1. **Curriculum and Materials:** Review of curriculum guides, textbooks, and supplemental materials for discriminatory bias;
2. **Training:** Provision of training for students and staff to identify and alleviate problems of discrimination;
3. **Student Access:** Review of programs, activities, and practices to ensure that all students have equal access and are not separated except when permissible by law/regulation;
4. **District Support:** Assurance that like aspects of the school program receive like support in terms of staffing and compensation, facilities, equipment, and related matters; and
5. **Student Evaluation:** Review of tests, procedures, guidance, and counseling materials for possible examples of stereotyping and discrimination.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that he or she may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

The Complaint Procedures are as follows:

1. **Reporting:** A student or third party who believes he or she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. If the building principal is the subject of the complaint, the student or third party shall report the incident directly to the Compliance Officer. The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall also be accepted. The complaint must be filed with the district as a written, signed statement.
2. **Investigation:** Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.
3. **Investigative Report:** The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a

summary of the investigation, a determination of whether the complaint has been substantiated as factual or whether it is a violation of this policy, and a recommended disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

4. District Action: If the investigation results in finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Disciplinary actions shall be consistent with Student Codes of Conduct, Avonworth School Board of Directors policies, district procedures, applicable collective bargaining agreements, and all state and federal laws.

The appeal procedures are as follows:

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigation report, he or she may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigation report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused, and the building principal who conducted the initial investigation.

906 - Public Complaints:

In accordance with School Board Policy 906 and NCLB, the Avonworth School Board welcomes inquiries, suggestions, and constructive criticism regarding the district's programs, personnel, operations and facilities. Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint.

Attempts to resolve public concerns and complaints of district residents shall begin with informal, direct discussions among the affected parties, following the district organizational structure and established guidelines below. Any requests, suggestions or complaints directed to individual Board members and/or the Board shall be referred to the Superintendent for consideration and action.

NCLB Complaint Procedures:

Complaints alleging violations of law in the district's administration of NCLB education programs shall be processed in accordance with the following procedure. The complaint must be filed with the district as a written, signed statement that identifies:

1. Alleged NCLB violation;
2. Facts supporting the alleged violation;
3. Supporting documentation, such as information on discussions, correspondence or meetings with the district regarding the complaint. Complaints shall be referred to the Federal Programs Coordinator, who will notify the Superintendent or designee.

The Federal Programs Coordinator will conduct an independent investigation. When the investigation is completed, the Federal Programs Coordinator will prepare a report with a recommendation for resolving the complaint. The Federal Programs Coordinator will submit the report to the Superintendent or designee, who

will determine whether further investigation is required and/or the district's final response.

The Federal Programs Coordinator will ensure that the resolution of the complaint is implemented. The time period between receipt and resolution of a complaint will not exceed sixty (60) calendar days, unless circumstances require additional time.

Either party may appeal the final resolution to the Pennsylvania Department of Education: Division of Federal Programs, PA Department of Education, 333 Market Street, Harrisburg, PA 17126- 0333.

Federal Programs/Title I:

According to Title I Part A, Avonworth School District will provide the Pennsylvania Department of Education's written complaint procedures and information on the professional qualifications of a student's teachers and paraprofessionals upon request. To request this information, please contact Scott Miller, Primary Center Principal, at (412) 366-7171 ext. 1900.

Right To Know Act:

Request for Public Records of the Avonworth School District must be submitted in writing on the Avonworth Right To Know Request form located on the District website at www.avonworth.k12.pa.us. Requests may be submitted in person, via mail, via fax, or via e-mail to the following individual:

Tracey Eck, Payroll Manager/Supervisor of Transportation
Avonworth School District
258 Josephs Lane, Pittsburgh, PA 15237
(412) 367-0117
(412) 369-8746 fax or
teck@avonworth.k12.pa.us

Information is also available by contacting:

Commonwealth of Pennsylvania Office of Open
Records <http://openrecords.state.pa.us> or (717) 346-9903

Services for Pre-School Children:

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early interventions services including screening, evaluation, individualized education programming planning and provision of appropriate programs and services. Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibilities that a child is an "eligible young child" could include:

- **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not answering "show" or "what" questions; and/or not using utensils to feed self;
- **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children, not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step direc-

tions (e.g., "Pick up the paper and put it in the garbage.")

- **By the age of 5 (all of the above included):** unable to answer "where" questions; unable to recall details from a story not drawing a person with at least 6 parts; immature speech patterns (me instead of I) not able to hop forward with one foot without support.
- **Other warning signs at any age:** little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; little awareness of space (always bumping into other people or things); awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (e.g., watches wheels spin on the car, but does not play with the car).

You may find information regarding the appropriate developmental milestone descriptors for infants and toddlers at the Center for Disease Control (CDC) website:

Checklist for Indicators:

https://www.cdc.gov/ncbddd/actearly/pdf/checklists/all_checklists.pdf

Milestones:

<https://www.cdc.gov/ncbddd/actearly/milestones/index.html>

Signs of Physical, Sensory, Cognitive or Emotional Disabilities:

Some additional indications that your child may be a student with a disability under federal/state law are:

- Difficulty performing tasks that require reading, writing, or mathematics
- Emotional issues over a long period of time which affects your child's ability to learn
- Consistent problems in getting along with other
- Difficulty communicating
- Lack of interest or ability in age-appropriate activities
- Resistance to change
- Difficulty seeing or hearing that interferes with the ability to communicate
- Health problems that affect educational performance, including attention problems

Parents/guardians who have questions about their child's development or potential disability may speak with their family physician or health care provider, school district, or the Allegheny Intermediate Unit's Early Intervention department.

With questions or concerns please contact:

Jessica Taylor, Director of Student Services
Avonworth Primary Center
1310 Roosevelt Road Pittsburgh, PA 15237
(412) 366- 7171 ext. 1901
jtaylor@avonworth.k12.pa

School Safety Update

The Avonworth School District has a positive and collaborative relationship with the Ohio Township Police Department (OTPD) and the Ohio Township Fire Department (OTFD), as well as other local municipality support. The District has a Memorandum of Understanding with the Ohio Township Police Department that formalized this support relationship. Included in the support from the OTPD is a School Resource Officer (SRO). Corporal Chris Simcoviak has served as the SRO for Avonworth for twenty years. He serves on the High School Student Assistance Team and the District's Safety/Security Committee, facilitates the Elementary School DARE program, and provides safety support district-wide.

In the 2018-2019 school budget, the Avonworth Board of Directors set aside additional funds to increase safety measures. These funds will be utilized to increase the School Resource Officer position to full time. The District will also be hiring additional school security and making additional security improvements. One of these improvements that was in place for the start of the 2018-2019 school year was the installation of security gates on both the elementary and primary campuses. These gates will provide additional safety for our younger students when they are utilizing our outdoor play areas.

The Avonworth School District also continues to ensure measures are in place to meet the mental health needs of our students. Each school building has a full-time, highly qualified school counselor on site. Our school counselors provide numerous supports to our students including classroom lessons, individual consultation, and group support. Our counselors are also critical components of each building's Student Assistance Program teams, which seek to connect students and families with additional supports.

Additionally, Avonworth School District staff have participated in a variety of safety-related trainings. Listed below are some of the trainings staff members have received to prepare them to provide a safe environment and respond in case of emergencies:

- Run, Hide, Fight
- A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate)
- Nonviolent Crisis Intervention
- Stop the Bleed
- NARCAN - Opioid Overdose Treatment
- Training from the Association of Threat Assessment Professionals
- Managing Bias in Threat Assessment
- Food Allergies/ Anaphylaxis/Diabetes



Avonworth School District
258 Josephs Lane
Pittsburgh, PA 15237

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Avonworth School District will not discriminate in its education programs, activities, or employment practices, based on race, color, national origin, gender, religion, ancestry, disability, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and sections 503 and 504 of the Rehabilitation Act of 1973. Employees and participants who have an inquiry, complaint of harassment or discrimination, or who need information about accommodations for disabled persons, should contact Jessica Taylor, Director of Student Services, 1310 Roosevelt Road, Pittsburgh, PA 15237, 412-366-7171, jtaylor@avonworth.k12.pa.us.

Avonworth School District, 258 Josephs Lane, Pittsburgh, PA 15237