



AVONWORTH MIDDLE SCHOOL
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August 2, 2023

Dear AMS Families,

Welcome back - I hope your summer has been enjoyable. I am really excited to start our new year. This is a lengthy letter, but one that is filled with useful information and links regarding schedules, cell phones, lunch, arrival and dismissal, and attendance procedures. This will also be emailed to your student's school email account and the parent email we have in our system.

Due to the construction on the secondary campus, there will not be time available to have students walk the building prior to the school year. However, we will be very intentional and patient when helping students navigate the building on the first few days. The hallways and classroom areas look different than they did last year and will continue to change as the construction project moves forward. We plan to have plenty of signs and people helping students navigate it all.

For incoming 7th graders, here is the orientation information sent out last spring regarding the overall program: [7th Grade Orientation](#)

Student schedules will be viewable in ALMA by the end of the day today, Aug. 2nd. I ask for your understanding that scheduling is a complex process, and *we will not be able to change schedules unless there is an error found on the schedule.*

Alma: Alma is our **Student Information System** for the Avonworth School District. You can access Alma from the district website or at <https://avonworthms.getalma.com/>. This is our portal to view end of quarter grade reports, send messages, update student academic/health/athletic information, and house parent/guardian contacts. Please see the attached directions on how to do so. If you are unable to update your email address, please call the MS Office at 412.336.9650 ext. 1702 and Mrs. Bevilacqua can assist you. [Directions for Updating Contact Information in ALMA](#)

Temporary Middle School Office: The MS Office is now inside Door 15 (in the HS traffic circle, near the small parking lot).

Chromebooks: 7th grade students will receive a new chromebook on the first day of school. They must bring their current chromebook and charger in order for the exchange to take place. Students in 8th grade will continue to use their current chromebook.

ECHO: ECHO is our **Learning Management System** for 7th and 8th graders. This is comparable to Google Classroom, however a lot more advanced and transparent. All 7th and 8th grade classes use ECHO. Parents are able to see all assignments, daily activities, student work submissions, teacher feedback, and the most updated grades in real time. ECHO will be the primary way middle school parents keep close tabs on academic progress.

NOTE: If you are new to middle school, our technology department will be emailing you your parent login information at the start of the year. If you already have an account, your login is the same as last year.

CELL PHONES: Please review this information regarding our tightened cell phone regulations with your student. This information will be found in the handbook and reviewed during the first days of school with all students. We will need your assistance in helping students manage this. [Cell Phone Regulations](#)

Lockers:

There are no longer lockers on the secondary campus. Students should have minimal amounts to carry in addition to their chromebook and folders. Students should utilize a backpack for this.

Class Supply List: Grade level supply lists are posted on the AMS website. They are also linked here.

[7th Grade](#)

[8th Grade](#)

Nutrition Services: Breakfast and lunch are available for purchase each day at AMS. The updated prices, menus, and payment options will be available under “Nutrition Services” on the district website beginning August 15th. For questions, contact the Food Services Director, Melissa Schad. She can be reached at mschad@avonworth.k12.pa.us or 412.366.6360 ext. 1612.

Avonworth Safety Information: Overall safety is of the utmost importance. For details to the safety systems we have in place, see this document: [Avonworth Safety Information](#)

Attendance: All attendance notes to include tardy arrivals, early dismissals, doctor excuses, etc. will be processed in the Middle School Office (entrance in the front of the building facing Josephs Lane).

This is a change from previous years. We are working to improve our systems.

If your child is not feeling well or will be arriving late, **NO CALL IS NEEDED**, just email a note to msattendance@avonworth.k12.pa.us.

All students who are absent will receive a call to a parent contact after attendance is processed regardless if we know they were planning to be absent. This is an extra safety precaution.

Any student arriving late must enter through the AMS main entrance and scan a QR code. Staff will be present to assist students at their check-in and adjust to the improved system.

- Excuses for absences should be submitted through this [Excused Absence Form](#) (will be posted on website also) or on paper within 3 days of an absence.
- Early dismissals should be requested using this [Early Dismissal Form](#), emailing the request to msattendance@avonworth.k12.pa.us or a paper request - all students must check out in the office before leaving school grounds.

Daily Schedule: This is a slight change from previous years as well.

7th Grade		8th Grade	
MOD	TIME	MOD	TIME
A/B	8:00-9:25	A/B	8:00-9:25
C(Specials)	9:28-10:09	C/D	9:28-10:53
D(Specials)	10:12-10:53	E(Specials)	10:56-11:36
E/F	10:56-12:19	F(Specials)	11:39-12:19
G- Lunch	12:22-12:52	G- Lunch	12:22-12:52
H- Focus	12:52-1:28	H- Focus	12:52-1:28
I/J	1:31- 2:55	I/J	1:31- 2:55

Drop Off / Pick Up:

AM Drop Off Procedures:

We have designated a specific area in our parking lot for students to be dropped off. Students should exit their cars and utilize a designated walkway to our new temporary entrance. Parents will then follow through the one way traffic pattern and take turns exiting with the flow of bus traffic.

PM Pick Up Procedures:

Cars will be stacked in designated parking areas within our oneway pathway. Cars will remain in this area until the buses exit the campus. After the buses exit at approximately 3:00 PM, cars will be released to exit the campus.

We appreciate your patience and cooperation with the process.

[Video Explanation / Map Link](#) (This is the same video prepared for our trials last year and applies to this year too. We made some adjustments, but the overall concept is the same.)

Students are expected to be in their seats ready for class at 8:00AM. We strongly encourage students riding the bus when possible.

Entering the Building in AM:

All bus riders and students being dropped off by parents will enter door 15. Students will be ushered through the hallway into the cafeterias if they arrive prior to 7:50 AM. Walkers can enter through the middle school cafeteria doors, door 3 or door 15 depending on the direction they are coming.

Exiting the Building in PM:

Students riding buses or getting picked up will all exit door 15 in the afternoon. Walkers will exit door 3 or door 15 depending on the direction they need to travel.

Important Dates *(subject to change):*

- **First Day of School 2023/2024:** Wed., Aug. 23rd 8:00am-2:55pm
- **7th and 8th Grade Open House:** Tues. Sept. 12th 6:30-8:00pm
- **2 Hour Delay:** Wed. Sept. 13th
- **First Parent Network Meeting:** Wed. Sept. 13th 7:00 pm
- **School pictures:**
 - 7th Grade & 8th Grade - Friday, Sep. 8th
- **Parent/Guardian Conferences:** Scheduled per grade level teaching team
- **End of 1st Nine Weeks:** Oct. 25th
- **End of 1st Semester:** January 10th

Enjoy the rest of your summer. We are excited to get started - see you on the 23rd!

Sincerely,

Mike Hall, Ed.D.
Avonworth Middle School Principal