Avon Grove Charter School

Student/Parent Handbook
2026-2027
Early Learning Center (K-3)

Early Learning Center (K-3)
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Pending Board Approval

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Completing Student Handbook and Code of Conduct Acknowledgement

Avon Grove Charter School requires that every student and parent/legal guardian review the Student Handbook and Code of Conduct each school year. Every student and parent/legal guardian must also complete the Acknowledgement form to confirm that the document has been reviewed and all provisions, procedures, policies, and expectations are understood.

We encourage all families to complete this process digitally in ParentPortal. A paper copy of the form has been included in this handbook in the event that a family is unable to complete the digital form.

Introduction

Mission

To inspire passion for lifelong learning one student at a time

Vision

To be an accepting community that unlocks every student's ability to discover and reach their full potential

Avon Grove Charter School Coat of Arms

The coat of arms was commissioned in 2002. AGCS students selected its elements. They include: an oak tree (symbolizing growth), ivy (symbolizing knowledge and continuous learning), and two wolves (the school's mascot, symbolizing tenacity, intelligence and determination).

AGCS P.A.C.K. Values

P = Positivity
A = Accountability
C = Confidence
K = Kindness

Core values that support our mission…

Innovation

We promote innovative, project-based learning opportunities for students to exercise their creativity and ingenuity in productive, meaningful and authentic ways

Leadership

We strive to empower all members of our community to play a meaningful role in the decision-making process, encourage professional growth and development

Acceptance

We cultivate a learning environment that is nurturing, safe, accepting, and supportive

Positivity

We foster a positive, participative and creative environment grounded in high standards in teaching and learning

Professionalism

We challenge each individual to work in a creative, cooperative, and collaborative manner while promoting critical thinking

Service

We are committed to the concept that service extends beyond our school walls and that makes a positive impact on the surrounding communities

Partnership

We work collaboratively with community partners to develop our students artistically, academically, and socially

Procedures

Admissions

Enrollment is determined through a lottery process. Please refer to www.agcharter.org for further information.

Attendance Policies

Absentee Policy

Avon Grove Charter School follows the Pennsylvania Public School Code of 1949 and all applicable state regulations. The Charter School is required by Pennsylvania law to track student attendance, monitor truancy and implement interventions, and drop students from enrollment under certain circumstances. Parents should familiarize themselves with this policy and contact the attendance office with any questions. Failure to review this policy will not be considered an excuse for noncompliance.

Attendance is essential for student success at any level of education. Students are expected to be in attendance regularly from 8:30am until 3:15pm.

Excused Absences

An absence will be excused only in the following circumstances:

- Illness supported by physician's note, ***which explicitly states the student should be excused from the school day***
- Illness in which a student is dismissed by designated school staff during school hours for health-related reasons
- Health care visit supported by physician's note, ***which explicitly states the student should be excused from the school day***
- Illness supported by parental note (maximum limit of ten days permitted per school year)
- Quarantine, as directed by a physician or school nurse
- Death in the immediate family
- Observance of major religious holiday
- Court-ordered hearings
- Pre-approved family vacations (maximum limit of ten days permitted per school year)
- Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FF group upon prior written request

In each circumstance, a parent should follow the procedures outlined below for reporting absences in advance and **must submit a written excuse note within three days of the absence**. If a note is not provided to the Attendance Office within three days of the absence, the absence will be converted to unexcused.

Family Vacation Requests

Parents should make every effort to schedule family vacations around the school's instructional schedule. If a family vacation that will interfere with a student's attendance cannot be avoided, the parent shall submit a request to the Attendance Office providing a description of the trip **at least two weeks prior** to the absence for consideration as an excused absence. Each request will be evaluated individually. The decision will be based on the student's attendance, academic status, behavioral infractions, the length of the trip, the number of absences and late arrivals accumulated prior to the scheduled trip, etc. The school will inform the parent of its decision regarding the approval of the request within three school days of receipt of the request. If a student misses school for an unapproved family vacation, each day absent will be considered unexcused.

In accordance with Board policy, there will be no vacation absences approved during the first two weeks of school, nor shall planned vacation absences be used to shorten the school year by coinciding with the end of the school year. Administration will also not approve any vacation requests during the school's published state testing window for affected students. It is the responsibility of the parent/guardian to contact his or her child's teacher(s) a minimum of one week in advance of travel to request assignments that will be missed. All missed work must be completed and submitted to the teacher(s) upon the student's return to school.

Unexcused Absences

Any absence which is not pre-approved or substantiated by written notice provided to the Attendance Office within three days of the absence will be marked unexcused even if a note is later provided. An absence will be considered unexcused if it does not satisfy any of the excused reasons listed above. Please note that once a student has missed ten cumulative days excused by a parent's note(s), any further absences will require a physician's note or will be marked unexcused. Any vacation days not approved in advance by the school will be marked unexcused.

PROCEDURE IN THE EVENT OF ABSENCE

If a student is going to be absent from school, parents are asked to document the absence in the SchoolMessenger Safe Arrivals Platform.

- **Download the SchoolMessenger App** via the Apple App Store or Google Play Store.
- **Verify your email:** Ensure the email address you plan to use is the exact one used for your PowerSchool Parent Portal Account.
- **Sign Up:** Open the app, select **Sign Up**, and create your account using the email address on file.
- **Report an Absence:** Once logged in, select **Attendance** from the menu, tap the plus sign, and choose to report a full day, multiple days, or a late arrival.

If you are having difficulty with the app, please notify the Attendance Office by phone or email by 9:00am. **The dedicated attendance phone line is (484) 667-5000 ext. 380 for K-12 absences. The dedicated attendance email address is** attendance@agcharter.org**.** The attendance email is only to be used for student absences. Any transportation changes must continue to be sent to the Main Office.

When calling to report an absence, please provide your name, your child's name, the reason for the absence, and a number where you can be reached if necessary. An absence call must be followed up with a written notice. If the school does not receive a call or email, a call will be placed to the parent's home or workplace notifying the parent of the absence. **An absence will be deemed unexcused if no written excuse is submitted within three days of the student's return to school**. Any written excuse emailed to the school must be sent to the designated attendance email address above.

Extended Absence

If a student is absent from school for three (3) consecutive days, a note from a physician, which includes the specific dates of all absent days, is required in order for the days to be excused. AGCS will not accept a parent note to excuse an absence of three (3) or more consecutive days.

Student Work Responsibilities

In the event that a student is absent, it is expected that all work assigned during the absence will be made up and completed in a timely manner. Students will be given a flexible extension on work missed not to exceed the amount of time absent. For example, if a student is absent on the day that work is due to be turned in, then the work shall be turned in on the day the student returns to school. If work is assigned on the day a student is

absent, that student will have a reasonable extension in accordance with the late guidelines. Please consult the Family Vacation Requests section above for specific requirements regarding work missed for family vacations.

Students should contact classmates or individual teachers regarding work they miss. In the event a student is absent for three or more consecutive days, the parent/guardian may call in to request work. Please allow 24 hours before pickup to ensure all teachers have adequate time to compile the missed work.

Excessive Absences
An excessive number of absences (excused or unexcused) hampers a student's academic performance. Parents of students who have ten cumulative absences (excused or unexcused) will be notified by AGCS concerning the student's attendance. As explained below, three or more unexcused absences will require the school to report the student as truant.

Medical Absences Exceeding Ten Cumulative School Days
When a student has accumulated more than 10 absences deemed excused based upon a written excuse from a licensed practitioner of the healing arts, any future absences with written excuses from a licensed practitioner of the healing arts may be deemed unexcused/unlawful unless the Charter School receives a release from the person in parental relation authorizing the Charter School to communicate with the licensed practitioner and/or a meeting is held with the person in parental relation to consider if a health plan or 504 plan is appropriate for the student.

Truancy and Other Legal Consequences
Under Pennsylvania law, truancy occurs when a student is absent from school for three or more total days in the current school year without a valid excuse. The Charter School is obligated to take steps and implement interventions to combat habitual truancy and absence from school.

The school will issue an initial warning letter to the parent and student when a student accumulates three unexcused absences. At the time of the next subsequent unexcused absence additional contact with the parents will be initiated by the divisional school counselor or member of the student services support team who will schedule a School Attendance Improvement Conference and develop a School Attendance Improvement Plan (SAIP) as required by PA state law. This Conference shall occur, and the SAIP shall be developed, even if a parent/guardian declines to participate or does not respond to the request.

A student shall be considered "habitually truant" upon accruing six or more school days of unexcused absences during the school year. Upon the 6th unexcused absence, the student will be referred to an attendance improvement program and the initial School Attendance Improvement Plan may be reviewed/revised. Upon the 10th unexcused absence, a parent/guardian of a student may be referred to the local magistrate for prosecution. Consequences of prosecution may include fines, court costs, and imprisonment. AGCS will comply with all current state laws and regulations at all times in enforcing this Attendance Policy.

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations, and Board policy. For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations, and Board policy.

Pennsylvania law requires that a student who has missed ten or more consecutive days without valid excuse be

removed from the school's enrollment. Therefore, any student who is absent for ten or more days in a row shall be dropped from the active school rolls unless the school receives written evidence justifying the absence. **Any student dropped from the active school rolls will have to re-enter the lottery for readmission and is not guaranteed re-enrollment at the Charter School.**

Early Dismissal Procedures – Attendance only
Parents who wish to have a student dismissed early should send a signed note or email to the office (not a student's teacher) requesting an early dismissal. **The Main Office should receive notes at the beginning of the school day.** Students will not be dismissed from the classroom on a verbal request from the student or parent. **Parents must come into the office to sign their child out**. ELC half day will be 11:30am. Dismissals before this time will be considered a full day absence.

Due to bus transportation and carline congestion, early dismissals must occur prior to 2:30pm at ELC. Parents attempting to pick up their children after this established time may be redirected to carline to wait for the child after normal dismissal.

Lateness/Tardiness Procedure
Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of instruction time. The student should be accompanied by the parent to the greeter desk to sign them into school. The reason for the lateness needs to be recorded, then determined whether or not it is excused or unexcused. If a student arrives at school after 11:30am the day will be counted as a full day absence. If the lateness is due to a doctor's visit, a note from the doctor's office is required.

Late Arrival Policy
Tardiness to school will be labeled excused or unexcused. For a tardy to be labeled excused, the attendance office must receive one following within three (3) days of the tardy:

- Illness supported by physician's note which explicitly states the student should be excused
- Health care visit supported by physician's note which explicitly states the student should be excused
- Illness accompanied by parental note (maximum limit of three (3) permitted)
- Death in the immediate family
- Observance of major religious holiday
- Court-ordered hearings
- Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FF group upon prior written request

Without the above mentioned excusal note, tardiness to school will be considered unexcused. The grade appropriate school counselor or designee will contact students in K-3rd Grade who have established a pattern of tardiness and consequences may be administered according to the school's Code of Conduct.

Sick Children Policy
Common illnesses are unavoidable and always present in the community. The guidelines below regarding specific situations or illnesses will help you understand when your child(ren) may need to stay home from school or may be sent home sick from school. Please contact the nurses if you have any questions. AGCS nurses shall follow the current best practices of their profession in determining whether a student must be dismissed from school for health-related reasons.

- Lice: AGCS does not support a "no nit" lice policy and children may return to school immediately upon appropriate treatment. Head lice are managed in the school setting based on guidelines from the

American Academy of Pediatrics and the National Association of School Nurses. Please contact the nurses for support and visit the American Academy of Pediatrics (www.aap.org) or National Association of School Nurses (www.nasn.org) websites for additional information.

- Fever: Children with a temperature above 100 degrees should be kept home from school. Children that become ill at school with a fever above 100 degrees will be sent home. All children should be fever-free **without the use of a fever-reducing medication** (i.e., Tylenol or Advil) for 24 hours before returning to school.
- Pink Eye: Signs, symptoms, and types of Pink Eye vary. A child with active drainage from one or both eyes should be seen by a doctor and may return to school after appropriate treatment has begun and as directed by the doctor (i.e., typically after two doses of antibiotic eye drops when appropriate.)
- Rashes: The nurses are not able to diagnose rashes in the school setting. In the absence of fever or other symptoms, rashes will be treated topically during the school day as deemed appropriate. If the rash has any drainage coming from it, the rash must be covered with gauze. Any rash that lasts more than 48 hours should be evaluated by a physician.
- Vomiting/Diarrhea: Vomiting or diarrhea may have many causes. A child who has vomited or experienced two or more episodes of diarrhea in the last 24 hours or who has vomiting or diarrhea accompanied by fever must be kept home until s/he can tolerate food and fluids and has not had an episode of vomiting or diarrhea for 24 hours.
- Communicable Diseases: Children that have been diagnosed with any communicable disease must receive appropriate medical treatment before returning to school. Please contact the nurses for illness-specific guidelines. In the event of an outbreak of a communicable disease (Pertussis, Chicken Pox, etc.), unimmunized and under-immunized students will be excluded from attending school based on the guidance of the Pennsylvania Department of Health and Chester County Department of Health.

Academics

Report Cards and Grade Distribution

The school year will be broken into trimesters, resulting in three report card periods. Report grades will be emailed through the Parent Portal after each trimester. At the midpoint of each grading period, students and parents will be encouraged to check their overall grade via the ParentPortal.

Elementary Grading

Students in grades Kindergarten-3rd Grade are assessed using a standards-based report card aligned to the PA Common Core Standards. Students receive an M, P, or C (Meets, Progressing, or Area of Concern) in each standard area, which was addressed during its respective trimester.

Review of Instructional Materials

Upon request by a parent/guardian or student, AGCS will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. Please contact your child's Principal for more information regarding this process.

Parent-Teacher Conferences

Parent-teacher conferences are held during fall and spring semesters. Teachers are available to meet with you by appointment then and outside the normal school hours to discuss your child's progress. Many times parents make arrangements to speak with the teacher by phone. Pre-arranged conferences may be scheduled with the teacher directly. Interpreters will be available for conference upon request.

Physical Education Excuses

A written excuse from a parent/guardian is necessary if a student needs to be excused from Physical Education (PE). The note should be given to the teacher during class time and is valid for one PE class. In the event that a student needs a longer excuse from PE class, a medical doctor's note must be presented to the school nurse.

State Mandated Testing Information

Avon Grove Charter School, as a Pennsylvania public school, must follow the laws set by the Pennsylvania Department of Education with regard to state mandated testing requirements.
Testing Requirements:

- All public school students enrolled in grades 3 through 8 are required to participate in the ELA and Mathematics PSSA or PASA.
- All students currently enrolled in a Keystone content related course must participate in Keystone Testing

Additional information regarding state testing will be released throughout the year.

Exemption from Instruction

Per AGCS Policy 1005.2 The Charter School shall excuse any student from specific instruction, subject to the following conditions:

- The request must be made in writing and must detail the specific instruction from which the student is to be excused, including the reason(s) for the request.
- The written request to be excused shall be sent by the parent/guardian or student to the building administrator and teacher.
- The written request must contain a statement that the specific instruction described conflicts with the sincerely held religious and/or moral beliefs of the student or of the parents/guardians.
- The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activities for this purpose shall be substantially similar instruction that is consistent with the learning objectives set for the course and does not require the provision of any extra resources by the Charter School.
- The Charter School shall determine where the student shall report during the time the student is excused.
- All students excused from specific instruction shall be required to achieve the academic standards established by the Charter School.[3]

A copy of the request shall be retained in the student's permanent school records, along with a copy kept by the administration, and a copy submitted to the teacher from whose instruction the student is to be excused.

Exemption from Dissection Activities

Students have the right to decline to participate in an education project involving dissection, vivisection, incubation, capture or other harm or destruction of an animal or any part of an animal. The charter school must notify students and parents/guardians of their right to decline participation in such activities at least three (3) weeks prior to the start of the education project. Students who do not participate in such activities will be assigned an alternative education project.

Student Obligations

Any obligations must be paid in full before any school records will be released. An open obligation will seal a

student's records and deny a promotion, progress report, report card, transfer of credits, graduation etc. An obligation may be a textbook, computer, locks, keys, vandalism charges, negative lunch balances, or anything loaned to a student but not satisfied or returned.

Care of School Property

The Board charges each student with responsibility for the proper care, maintenance, and timely return of AGCS property and the textbooks, supplies, equipment, and technology entrusted to his/her use.

Students and/or their parents will be assessed penalties for lost or damaged textbooks, equipment, technology, or other AGCS property. Imposition of one or more of the following penalties is permitted: a charge for replacement of the item(s); requiring the student to perform a prescribed number of hours of school service; withholding of a report card; and/or loss of privileges such as participation in sports or other extra-curricular activities, proms, and other special events or graduation-related activities.

Students who willfully cause damage to AGCS property shall be subject to disciplinary measures up to and including suspension or expulsion. Students and others who damage or deface AGCS property may be prosecuted and punished under the law.

Textbooks

AGCS loans books and other materials to students for use during the school year. Students have the responsibility to care for all books and materials assigned to them.

Students should make sure that their name appears in the textbook along with the name of the school and grade level. **All issued textbooks should be covered to prevent damage and wear**. The school will assess damages for abuse, misuse, or loss of textbooks and other materials.

Textbooks are to be returned at the end of the term/year directly to the subject teacher of the class in which they are issued for proper documentation. Textbooks and other materials should not be turned in to any other department, office, or individual other than the content teacher.

Textbooks or other materials loaned for student use left in lockers, on the floor, in the hallway, etc are NOT considered as property returned and students will have an obligation placed on their records.

Claims of textbooks being turned into the school with no record will also NOT be considered as property returned and students will have an obligation placed on their records.

Failure to follow these procedures will result in an obligation being placed on the student's records.

Student Activities

Clubs

Various clubs are offered during the school year. These clubs may meet during lunch, before or after school. Clubs will be announced throughout the school year.

Extra-Curricular Activities

Such activities are offered throughout the year by both staff members and outside agencies. Communication regarding after-school activities will be communicated throughout the year via weekly mailings.

AGCS Extra-Curricular Activity Expectations

Attendance at school-sponsored extracurricular activities is encouraged. Please keep in mind, however, that appropriate dress and behavior is expected. Failure to comply with the reasonable expectations of the activity can result in removal from the activity or event and further disciplinary consequences. The ability to participate in extracurricular activities (clubs, teams, special events including dances, field trips, etc) may be revoked in cases where the student is not in good academic standing or has failed to meet the expectations established by the school code of conduct. Administration will determine when a student is not eligible to participate in an extracurricular activity. Students who participate in after-school events must be present during the school day.

Field Trips

Field trips for educational purposes will be offered during the school year. When a teacher plans a field trip, a permission slip must be signed by a parent or guardian and returned **by the deadline**, or the student will not be allowed to go on the trip. School rules apply at all times during field trips and the student's conduct must represent Avon Grove Charter School in a positive way.

It is not required that a student attend a field trip. The teachers and administration reserve the right to deny any student from going on a field trip. If the school denies a child permission to go on a field trip, an alternate in-school educational program will be offered.

All students on field trips remain under the supervision and responsibility of Avon Grove Charter School and must adhere to the established rules, regulations and expectations. Students attending the field trip must ride the means of transportation that is offered and must come home on that same transportation. If a student has to leave early from a field trip, for any reason, a parent or guardian must notify the school prior to the field trip date to discuss whether the accommodation can be made. Requests for alternate transportation are not guaranteed to be granted.

Field trips are nonrefundable unless the student does not attend as a result of illness substantiated by a physician's note, family emergency or disciplinary action taken by the administration. In some cases, a refund cannot be made as a result of previous commitments.

For field trips that extend beyond the school day, it is the responsibility of the parent/guardian to plan for transportation home. Parents or guardians are requested to pick up within 15 minutes of the expected return time to school.

Please contact your child's School Counselor if your family is experiencing financial hardship and unable to finance the costs of a school related field trip.

Field Trips/Medication Distribution

Avon Grove Charter School will do its best to provide all medically required nursing services that would otherwise prevent field trip attendance to students with an active 504 plan or IEP who currently receive daily

medication. A school nurse will not accompany students on field trips for the purpose of dispensing generic medications. The only medications a student may self-carry and self-administer are an asthma rescue inhaler and/or an epinephrine auto-injector *if otherwise permitted to do so under applicable Board policy*. If a student will require any of the above medications on any school outing, the parent/guardian must confer with the school nurse in advance of the trip regarding the student's need for and ability to administer said medication. Any medication must be in its original container. Options for families of students requiring medications ***not*** medically necessary for trip attendance include the student taking his or her medication at an adjusted time, before or after the field trip, skipping the dose, or having a parent accompany the student on the trip and administering any medications. When a parent/guardian is unable to accompany his or her student to aid in medication dispensing, the parent may designate a responsible adult to accompany the student with the following restrictions:

- The parent must provide the supplies and training if the parent delegates treatment or medication administration to a responsible adult. The school nurse may not provide training, supplies, or medications, and must not be involved in the delegation process per the Pennsylvania Nurse Practice Act.
- The parent may not delegate responsibility for administering treatments or medications to any school staff member and/or student.

Dress Code Guidelines

Bottoms:

- Bottoms must stay above the hip. No inappropriate images/text or logos.
- Skirts, skorts and dresses should come to the student's mid-thigh.
- Shorts should have a minimum of a 3 inch inseam and should not contain holes.
- It is prohibited to display inappropriate writing or graphics of any kind on the posterior (rear) of any pants, dresses, skirts, or any other bottoms.
- It is prohibited for students to wear bottoms in a manner, which consciously exposes undergarments.
- Jeans - Students may wear jeans of any color; however, these jeans must be in good condition. Students wearing jeans that are inappropriate, contain holes above the mid thigh, or in complete disrepair, will need to call their parents to bring in a change of clothing.

Tops:

- Shirts may bear any appropriate logo. T-shirts, sweatshirts, collared shirts and hoodies are permitted as long as they follow the above guidelines.
- Tops should not contain references to drugs, alcohol, profanity, or references to illegal activities.
- No low cut, halter-tops, tube tops, see through shirts, mesh tops or muscle tops or inappropriate logos or wording. Sleeveless blouses are permitted as long as they bear shoulder straps.
- Tops must have straps and may not reveal students' midriffs, exposed backs below the shoulder blades, or expose cleavage.
- Undergarments should not be exposed.

Hats/Hoods:

- Students must remove hats and hoods while in the school building.

Shoes:

- Students must wear shoes at all times. Students are not permitted to be barefoot in school.
- Evening/night time footwear (i.e. slippers) are not permitted.
- Students may not wear heels higher than 2 inches.

- Slides and flip-flops are not permitted.

Physical Education Attire:

- Students must wear athletic shoes (sneakers), a shirt and shorts/sweatpants that conform to the above guidelines.

Accessories:

- Bags/backpacks and/or other accessories with inappropriate wording or are not permitted.
- Blankets, flags, and capes are not considered accessories and are not permitted during the school day.

Enforcement

AGCS defines inappropriate as images or text containing obscene, sexually suggestive, profane, threateningly occult / gory, insensitive, provocative, or containing mature themes or language.

Any child out of dress code will receive consequences outlined in the school's Code of Conduct.

AGCS reserves the right to determine whether a student's attire is within the limits of decency, modesty and appropriateness for our school setting.

Student ID/Lanyards

At the beginning of every school year students will be provided AGCS Student IDs, PBIS cards, and lanyards. Students will wear their lanyards to lunch. Lanyards contain student's lunch pin numbers, therefore when students do not have their pin memorized and do not have their lanyard the lunch line is slowed down. Continued failure to have a lanyard will result in consequences outlined in the school's Code of Conduct.

Health and Safety

Caffeinated/ Energy Drinks Policy

Elementary school students are not permitted to possess caffeinated/energy drinks or coffee while on campus. Students seen with such drinks will be asked to discard them. Failure to comply with these requests will result in consequences consistent with the Code of Conduct.

Nut and Food Allergies Policy

The Avon Grove Charter School Board of Trustees recognizes that several students attending the Avon Grove Charter School have allergies to peanuts and peanut products. Peanut allergies are the most common type of food allergy, and are frequently associated with other nut allergies. Exposure to even a small amount of peanut or nut foods can cause a potentially life-threatening allergic (LTA) reaction in those students who are allergic to peanut or nut foods. Moreover, when a student eats a peanut or nut food, there is a chance that residue of the peanut or nut food will remain on the hands, body, or clothing of the student. This leads to a risk that the peanut or nut food residue may be transferred into other areas of the school where the residue may come into contact with students with allergies to peanut or nut foods.

The school has limited resources to face the risks presented by peanut or nut food allergies and thus wishes to discourage the use of peanut products in the school while recognizing that there are instances in which concerned parents choose to include peanut products in their children's lunches. This policy is designed to

balance the imperative of student safety with practicality of implementation and recognition of each student's individual needs, while creating an appropriate level of awareness and concern amongst the entire school population.

The school recognizes that a complete ban on peanut products may create a false sense of security. While the risk of exposure to peanut or nut foods cannot be eliminated, Avon Grove Charter School's goal is to provide a low-risk environment for students with life-threatening allergies to peanut and nut foods. The school will strive to meet this goal by limiting the use of peanut and nut foods at the school and by educating and training staff, students, and parents. While AGCS endeavors to minimize the potential for the ingestion of allergy-inducing foods, the Board of Trustees, the Administration, the staff and the school and community of AGCS cannot guarantee an environment that is completely free from allergy-inducing foods and will not be held legally or otherwise responsible for the ingestion of allergy-inducing foods, exposure to allergy-inducing foods or any injuries, illnesses, fatalities or other claims resulting from the ingestion of or contact with allergy-inducing foods. It is understood that the Board of Trustees, the staff and the school and community of AGCS assume no legal or financial responsibility related to the matters at issue in this handbook.

For more information regarding food and nut allergies please see the associated board policy on the school's website.

Medication/School Nurse

Avon Grove Charter School nurses provide the following health services in accordance with Pennsylvania State Law:

- Administers first aid and illness care
- Administers medication per physician orders
- Maintains student school health records
- Conducts mandatory screenings
- Monitors physical exams required in grades K-6-11
- Monitors dental exams required in grades K-3-7
- Monitors immunization compliance

Children may not bring or administer any medication or supplements/vitamins (including cough drops, ibuprofen, Tylenol, etc.) on their own. All medication must be brought to the health office by a parent or guardian and administered under the supervision of the school nurse. The only medications a student may self-carry and self-administer are an asthma rescue inhaler and/or an epinephrine auto-injector. The student must have a medical provider's written order and parent/guardian permission to both self-carry AND self-administer the medication. The student must demonstrate to the school nurse that the student is responsible to safely self-carry and self-administer the medication. It is recommended a backup supply of medication is kept in the nursing office should the student forget his or her medication.

The school nurse must hold and administer all other student medications. The handling and administration of medication in a school setting is guided by state and federal regulations. No medications may be in a student's possession during the school day except as otherwise stated in this section. Students who are found possessing or attempting to self-administer any type of medicine (except those listed in this section) will be immediately sent to the Main Office and may face disciplinary consequences according to the Student Code of Conduct.

Written parental approval is required for administration of all medications. Under standing orders from a physician, nurses may dispense Tylenol, ibuprofen, and antacids to students who have current parental permission on file. All other medications will be administered only under the direction of the child's physician.

In order to administer any prescription or over-the-counter medication other than Tylenol, ibuprofen, and antacids at school, a student's medical provider must provide a signed order detailing the necessary requirements for administration, including the name of the child, the date of the order, the name of the medicine, appropriate dosage, route, and frequency. If a medical provider's order for medication administration is not provided, a parent must come to school to administer the medicine as necessary. Medication given less than four times each day should be administered at home, unless otherwise ordered by the physician. Prescription medication must be clearly labeled in the original, most current container from a pharmacy and must include: Student's name; Medication; Dosage, Instructions for administration; medical provider's name; and Pharmacy telephone number. Over-the-counter (OTC) medications also require a written confirmation by a qualified healthcare provider to be administered during school hours. Written parental approval is required for all medications. Over-the-counter medication must be in the original manufacturer's container with directions for use intact on the label or box. The expiration date must be evident. Expired medication will not be administered.

All medication orders shall expire at the end of the school year. A new order must be on file for each school year.

A medication that is a controlled substance must be brought to the school by an adult so that it can be counted, recorded, and signed for.

Non-FDA approved products (herbal supplements, CBD products, etc) will not be administered during the school day and are not permitted to be on students posession. Please see the attached letter regarding pre-workout supplements.

Students needing to see the nurse, for any reason, must obtain a hall pass from his/her teacher.

Concussion Protocols

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells. Students who are diagnosed with a concussion are supported by Avon Grove Charter School's Concussion Management Team. Please contact your child's grade level school counselor and the school nurse for more information on concussion management and return to learning. Additional information on concussion is available through the Centers for Disease Control, Pennsylvania Department of Health, and BrainSTEPS of Pennsylvania.

Epinephrine Opt-Out

Pennsylvania law allows for schools to house and administer emergency epinephrine if needed for a student who has a life-threatening allergic reaction (anaphylaxis). This law was passed in order to help improve access to this life-saving medication. This is not intended to replace epinephrine provided by a physician for students who

have a known diagnosis of severe allergy to such things as bees, latex, peanuts, tree nuts, shellfish and various other foods. The law provides that parents be permitted to "opt out" if they do not wish for their child to be given epinephrine in the event of a (previously unknown) life-threatening allergic reaction.

Toileting

Students are expected to be toilet trained upon entering Kindergarten unless the student has a documented medical condition. Parents/guardians of students who are not toilet trained are required to communicate their child's toileting needs with the school administration and school nurse at the beginning of the school year or upon enrollment. Any changes or updates to the child's toileting routine should be promptly communicated to the school.

It is not unusual for students, especially younger children, to experience bathroom accidents (incontinence) during the school day. These accidents can happen for many reasons-medical conditions, anxiety, or simply not making it to the bathroom in time. Although accidents will occur, repeated accidents are something we need to address quickly, carefully, and with sensitivity. In these circumstances the schools will work with families to develop a toileting plan for that individual student.

School Elevators & Lifts

The use of school elevators or lifts is restricted to students who require these accessibility accommodations under the Americans with Disabilities Act (ADA). Students requiring the use of an elevator or lift under this act must have a documented necessity that is approved by AGCS Nursing Department and Administration and must have a completed Elevator Fob Agreement Form on file. Inappropriate use of school equipment including elevators or lifts may result in disciplinary action.

Recess

At AGCS we will make every attempt to send our elementary school students out for daily recess, as we know exercise increases a student's capacity for learning. As the seasons change, please plan for outdoor recess by sending in the appropriate clothing. Please label all coats and hats.

We will use the following guidelines to determine indoor/outdoor recess:

- **Below 20 degrees- Indoor recess**
- **Below 25 degrees- Shortened recess (5 to 10 minutes)**
- **Below 32 degrees- Gloves and hats to go outside**
- **Below 50 degrees- Coat and long pants are recommended**
- **Below 60 degrees- Jackets or long sleeves suggested**

Shadowing

The Avon Grove Charter School offers a day of "student shadowing" experience for potential students. Those students who wish to "shadow" another student for a day must have a current enrollment form on file with the enrollment office. Potential students who are interested in shadowing another student for the day must contact the appropriate AGCS counselor to schedule a day and time.

Search and Seizure

Charter School officials have the authority to lawfully search students or their belongings, including lockers or

storage spaces, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when on Charter School property or when otherwise under Charter School supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the Charter School population, or evidence that there has been a violation of the law, Board policy, or Charter School rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

For more information regarding searches on the AGCS campus please see the associated board policy on the school's website.

Video Surveillance

Portions of the campus are under video surveillance for the safety of the student body. Any information obtained through video surveillance systems may only be used for the purposes set out in the video surveillance policy and must relate to the protection of students, staff and the public, including the discipline and/or consequences that arise from that, or it must assist in the detection and deterrence of criminal activity and vandalism. Information will not be retained or used for purposes other than those described in the policy.

For more information regarding video surveillance on the AGCS campus please see the associated board policy on the school's website.

Technology

In an effort to recognize the right of students to use such devices while still maintaining an effective learning environment Avon Grove Charter School has the following policy on electronic devices.

Telephone Use

Students are not permitted to make phone calls during the day using their personal cell phones and/or smartwatches. A phone is available in the main office if a student needs to make a phone call. Students are to request permission to use the office phone. Parents needing to get messages to their children should continue to do so through the front office.

Personal Electronic Device Policy

- The school prohibits use of personal electronic devices by students during the school day in Charter School buildings; on Charter School property; and during the time students are under the supervision of the Charter School. Use of personal electronic devices on transportation is the discretion of the bus driver.
- Personal electronic devices shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet. This includes wearable devices that connect to another electronic device or directly to the internet. Examples of these electronic devices include, but shall not be limited to, ***cell/smart phones***, iPods, MP3 players, DVD players, handheld gaming consoles, ***smart watches***, non-approved laptop computers (BYOD) and tablets, wireless headphones, earbuds, airpods, as well as any new technology developed with similar capabilities.
- Students who bring personal electronic devices to school do so at their own risk. The school cannot be held liable for the loss of these devices, and will not investigate the circumstances associated with their disappearance.

- Personal phones should be silenced before entering the school building and remain in students' backpacks or lockers. They are not permitted to be out during the school day.
- Improper use of personal devices will result in consequences outlined in the school's Code of Conduct.
- The use of text messages or social media to harass other students or videoing incidents are inappropriate and will merit consequences in line with the AGCS Code of Conduct.

AGCS 1:1 Chromebook Program

Avon Grove Charter School is committed to preparing students to be successful citizens in a globalized and technical world. By putting a computer in the hands of every student while at school and at home learning can become flexible and personalized for staff and students through connected integration of technology in the learning process.

The program's goals and objectives are aimed at expanding learning opportunities for our students and developing responsible digital citizens. The Avon Grove Charter School's 1:1 initiative will integrate technology in the classroom to:

- Increase and provide equal access to technology
- Promote student engagement and an enthusiasm for learning
- Provide 24/7 access to digital content to promote learning
- Encourage a customized learning approach
- Encourage communication and collaboration among students, teachers, and parents
- Provide students opportunities to connect to their learning in a meaningful and purposeful way
- Differentiate and individualize learning
- Establish a sense of ownership and responsibility
- Reduce the use of printed textbooks, workbooks, worksheets, and paper copies
- Nurture a sense of digital responsibility and citizenship
- Prepare students for postsecondary success

The review of the 1:1 Program Handbook, Acceptable Use Policy, and completion of all required forms are necessary in order for students to be issued devices during the Fall of the 2025-2026 school year.

Acceptable Use Policy

Internet access is available to students and teachers at the Avon Grove Charter School. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Avon Grove Charter School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (Avon Grove Charter School) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of our school.

CONSEQUENCES FOR COMPUTER MISBEHAVIOR

The Board establishes that network use is a privilege, not a right. Violations of this Policy will result in limitation or cancellation of those privileges and appropriate disciplinary action. Violations of this Policy by a student shall

result in disciplinary action, including the range of penalties provided for in the Student Code of Conduct and Student Handbook. Users shall be responsible for damages to the equipment, systems, and software resulting from exercising poor judgment and engaging in deliberate or willful acts.

Google Apps for Education Acceptable Use

Google Apps for Education may be utilized for educational purposes. Student accounts are limited to AGCS communication only and may not be used for:

1. Unlawful activities.
2. Inappropriate sexual or other offensive content.
3. Threatening another person.
4. Misrepresentation of AGCS, staff or students.

Students should have no expectation of privacy on the Google Apps for Education system

General Information

Campus Visitors

All visitors entering the building of AGCS will need a picture ID. If someone other than the Parent/Guardian is picking up a child for early dismissal or from the Nurse's office, please contact or send a note with the person's name and relationship to the student to the Main Office.

Visitors arriving at the ELC campus must enter through the main entrance, by pressing the button on the intercom system by the left side door. Visitors will sign in with the Greeter and obtain a visitor's pass. **NO ONE WILL BE PERMITTED to visit classrooms without permission during school hours and without the proper clearances.**

Clearance Policy for Volunteers

To provide a high level of safety to our students and staff, we require clearances for certain types of volunteers. Avon Grove Charter School (AGCS) welcomes any member of the student's family, caring adults in the student's life, as well as members of our local community to volunteer. All volunteers responsible for the care, supervision, guidance or control of children and routine interaction with children are required to have their background clearances and fingerprinting results on file at the main offices of AGCS.

Navigate 360 Management System

Each campus is equipped with the Navigate 360 Security System, which will provide a high level of security for our students and allow us to better monitor visitors and volunteers inside of our schools.

All visitors will be required to present a valid driver's license, which will be scanned and compared to a registered sexual offender database in all 50 fifty states. Navigate 360 will then generate a visitor's badge, which will be worn inside of the building.

Parent Portal

WHAT IS THE PARENT PORTAL?

PowerSchool is the Avon Grove Charter School's electronic student management system where we collect and store student information. The Portal is the "doorway" into our system giving parents access to information about their children. To access the Parent Portal, parents and/or guardians sign in from AGCS's PowerSchool

Parent Portal login screen. A link to this screen is provided below. A direct link is located on the AGCS homepage as well.

WHY VISIT THE PARENT PORTAL?

The PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades, and detailed assignment descriptions and teacher comments. Everyone stays connected. Students can stay on top of assignments, parents are able to participate in their student's progress, and teachers can share information with parents and students

CREATING YOUR POWERSCHOOL PARENT PORTAL ACCOUNT

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. First you will need to fill out the Parent Portal User Agreement and return it to the main office. Then you will receive your student's Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact the Main Office at 610-255-5325.

Family Education Rights and Privacy Act (FERPA)

AGCS maintains records concerning all children enrolled, including students with disabilities. Records containing personally identifiable information about or related to children with disabilities could include, but are not limited to, cumulative grade reports, discipline records, enrollment and attendance records, health records, individualized education programs, notices of recommended assignment, notices of intent to evaluate and to reevaluate, comprehensive evaluation reports, other evaluation reports by public school staff and by outside evaluators, work samples, test data, data entered into PDE data collection systems, correspondence between school staff and home, instructional support team documents, referral data, memoranda and other education-related documents. Records can be maintained electronically, on paper, microfiche, audio and videotape. Records can be located in the central administrative offices of AGCS, electronic storage systems and in the secure possession of teachers, school administrators, specialists, psychologists, counselors and other school staff with a legitimate educational interest in the information contained therein. All records are maintained in the strictest confidentiality. Records are maintained as long as they remain educationally relevant.

Non-Discrimination Equal Educational Opportunity Policy

Avon Grove Charter School shall not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. Information relative to special accommodations and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school.

Homeless Students (McKinney-Vento Act)

The federal McKinney-Vento Act guarantees school enrollment for anyone who, due to a lack of housing, does not have a fixed, regular, and adequate nighttime residence.

Who is considered homeless?

Title IX, Part A of the Every Student Succeeds Act (P.L. 114-95) defines homelessness as living in the following places due to lack of a fixed, regular, and adequate nighttime residence:

- In an emergency or transitional shelter
- In a motel, hotel, or campground

- In a car, park, public place, bus or train station, or abandoned building
- Doubled up with relatives or friends due to loss of housing, economic hardship, or similar reason
- In a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- In the above conditions and is a migratory child or youth

The definition of homelessness applies to children and youth with:

- Uncertain housing
- A temporary address
- No permanent physical address

Children and youth living in these settings meet criteria for the McKinney-Vento definition of homelessness and have special educational rights. They can attend the school they attended before becoming homeless or the school in the attendance area where they are currently living.

If you are in one of the above-mentioned situations, please contact your school counselor and/or the homeless liaison immediately for assistance.

Child Find

The Avon Grove Charter School provides special educational services to students with disabilities as provided in the Individuals with Disabilities Education Act, 2004. The school has the duty to identify, refer, evaluate, and if the child is eligible, provide a free, appropriate public education to students who are disabled. If a child is experiencing learning difficulties, the parent may contact the school to learn about the school's overall general education referral or screening system for support options, including referral for a special education evaluation. Students having difficulty in the general education classroom should first be considered for tutorial, remedial, and other support services that are available to all students. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the school must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the school receives the written consent. The district must give a copy of the report to the parent. If the school determines that the evaluation is not needed, the school will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the school. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities.

Chapter 15/Section 504 Service Agreement

Under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Amendments Act of 2008, some school-age children are entitled to such protections, adaptations, and accommodations if they have a documented mental or physical disability that substantially limits one or more major life activities or bodily functions. A Section 504 Service Agreement will be developed if these limitations prohibit the student's participation in, or access to, an aspect of the school program. The need for a Service Agreement is determined upon thorough review of all student data related to the documented disability or limitation as outlined above.

As outlined in ADAAA the following major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

As outlined in ADAAA the following major bodily functions include, but are not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Please contact your child's guidance counselor if you have questions concerning a 504 Service Agreement.

Extended Care (Before and After School Care)

Extended Care (Before and After School Care) is available to all students grades K-6 and will be held at the Kemblesville Campus. Extended Care follows the AGCS academic calendar. Extended Care is available on scheduled ½ days.

Hours of Operation:
Before Care: 7:00AM-8:05AM (K-3rd Grade)
After Care: End of school day until 6:00PM (K - 6th Grade)

All communication will be linked through regular school communications, i.e. school website, school messenger, and social media.

All students in after care must be picked up no later than 6:00PM. Tardy pickup is subject to a late fee. Payment will be due monthly on an agreed upon date. Failure to adhere to the payment policy may result in additional fees or termination from the program.

For questions, contact the Extended Care Coordinator at agchartercare@agcharter.org

Children who are registered for other after-school programs MUST also be picked up on time. You will only be allowed two (2) "late-pickups" before they will be excused from the after-school program. Registration fees are non- refundable.

If you believe you will be late, call the administration office immediately. If late pick-up becomes a persistent problem, we will ask that other arrangements be made.

Extended School Year

ESY is a program of special education and/or related services provided outside of the regular 180-day school calendar. ESY is not "summer school" and is designed around the individual needs of eligible students. Please contact the Special Education Department for more information regarding Extended School Year and student eligibility.

Emergency Drills

It is essential that when the school's emergency alarms sound that all students are to be immediately quiet and listen to the teacher's directions. Students will move quickly through the hallway in line, heading out the exit door assigned to their classroom. After lining up outside attendance will be taken by the teacher. All students must remain in line silently and listen for further instructions. Throughout the school year staff and students will participate in monthly fire drills as well as severe weather and lockdown drills. During the first few days of school, teachers will review the emergency drill regulations and procedures with students.

Cubbies, Desks, Chairs

A cubby is assigned to each student in grades K-3. Students are to use only the cubby assigned. Students are not to tamper with another cubby, write on any cubby. The school suggests that no valuable items be brought to school and left in a student's cubby. If students bring such items to school, they do so at their own risk. The school is not responsible for any loss from theft, damage, or otherwise. Items left is a cubby at any time are the student's responsibility.

Student lockers are school property. Students must have no expectation of privacy while using lockers. The school has the right, randomly and periodically, to inspect lockers, desks and other storage areas at any time. Students do not have the right to be present during such searches. If the building School Administrator has substantial reason to believe that any locker or desk contains any item(s) or substance, the possession of which constitutes a danger to the health, safety, or well-being of any person or the school, he/she or a designee is directed to search for and seize such item(s) or substance. Students are permitted to carry backpacks to and from class. Students who wear hats, sunglasses and coats or jackets to school should place them in their lockers. They should not be worn during the school day unless necessary.

Lost and Found

There is a Lost and Found bin within the campus. **Please make sure your child's personal belongings are clearly labeled.** All electronics and valuables that are turned in will be held in the main office. Missing lunch boxes can be claimed in the lunchroom. Once a month any unclaimed belongings will be donated to a local charity.

Food Services

Meal Policy

Early Learning Center campus has a full service kitchen which prepares and serves the National School Breakfast and Lunch program compliant meals each school day. Students are allowed ample space and time to eat their meals.

Families may choose to send in money on a daily basis or add money to their child's cafeteria account. Monthly food service menus are posted on the school's website to assist with planning your meals. Please refer to the website for more information, www.agcharter.org, and select the Food Services tab.

Breakfast and lunch are available for purchase for every student and faculty member. The food service staff will presume that every student that enters the cafeteria line has parental consent to purchase or charge a meal to their respective account. If a student charges or purchases a meal or an a la carte item without parental consent, the respective parent or guardian will remain the responsible payee for the accrued charges as the food service department will not have knowledge of household agreements, of all AGCS families.

The AGCS cafeteria uses a computerized Point of Sale system. Upon enrollment every student is assigned a unique PIN number which stays with the student throughout the student's tenure with AGCS. All students must either enter the number on the keypad or use their student ID badge at the end of the serving line. The system provides complete confidentiality to those students receiving free or reduced price meals.

Cafeteria Account Prepayments

The cafeteria cannot run efficiently when student accounts run a negative balance. It is the responsibility of the parent/guardian to ensure there is sufficient money in the cafeteria account to cover purchases.

A parent/guardian may add money to the cafeteria account via online payment, or send in cash or check made

payable to AGCS. If sending cash or check, place payment in an envelope labeled “Cafeteria” with your child’s name on the envelope. Print your child’s name in the memo section of the check. One check may be written for siblings with directions on allocating the funds. Separate checks are not required if siblings attend different campuses.

Online Payment/Deposit
Online deposits/payments can be made by visiting www.schoolcafe.com. There is a 5% vendor fee to use this service.

Parents can view meal transactions daily by logging into their School Café Account. There is a $20.00 minimum and $1,000 maximum amount that can be deposited into a student’s account.

Negative Balance Accounts
Cafeteria staff are not permitted to communicate an account balance to a student. Parents will be notified by email, USPS, and/or telephone call when their child’s account has a negative balance. Accounts with a negative balance greater than -$75.00 will only be allowed to charge cold meal options and will be referred to school administration. Parents can sign up in School Cafe to receive low balance alert emails and automatic payment options.

Students at all grade levels may charge any of the breakfast or lunch meals. The student is allowed to charge a breakfast and lunch each school day until the matter is resolved. No student will be denied a meal. A meal can only be denied if the student’s parent or guardian has directed the school, in writing, to withhold meals from the student. If it is determined that the student's negative balance will not be satisfied, the student's negative balance will be paid with non federal funds. Students with a negative balance will not be stigmatized, required to perform chores or other work as a result of the negative balance. Schools may restrict privileges or activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.

End of Year Balances
Account balances will be carried over to the next school year.

Graduation or Transfer
When a student leaves AGCS or graduates from the school, Food Service will attempt to contact the child’s household to return any funds remaining in the student’s account. Households approved for free/ reduced price meal benefits will receive a refund. Families who are not approved for free/reduced meals have two options for refunds. They may transfer the balance to a sibling or donate the funds remaining in their cafeteria account. AGCS will attempt to contact all graduates and withdrawn students in regard to their positive cafeteria balances. If no response is received 30 days after graduation or withdrawal any balance of $0.01 or more will be sent to the US Department of Treasury as unclaimed funds.

Free and Reduced Price School Meal Benefit Form
Families are offered the opportunity to apply for federal assistance, which may result in free or reduced price meals. Families need to apply each year after July 1 for the following school year unless they receive a letter of Direct Certification. Applications may be completed online by visiting the Food Service page on the school’s website, www.agcharter.org and follow the link for www.schoolcafe.com or you may print the application from the website. Applications are available in the school office at both campuses. Students can return the completed forms to the school office to the attention of the Food Service Manager at either campus. You will receive notification of your approval or denial into the meal benefit program. The Point of Sale system provides

complete confidentiality to those students receiving free or reduced price meals.

Pledge of Allegiance

Out of respect, ALL students MUST remain silent during the Pledge of Allegiance. Those who do not participate or request to be moved to an alternate setting will be accommodated. Inappropriate or disrespectful behavior will not be tolerated.

Federal Programs

A school wide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on state academic achievement standards. This school wide reform strategy requires that a school do the following:

- Create a planning committee;
- Conduct a comprehensive needs assessment;
- Identify and commit to specific goals and strategies that address those needs;
- Create a comprehensive plan; and
- Conduct an annual review of the effectiveness of the school wide program and revise the plan as necessary.

The AGCS Title I School-wide Plan is updated annually and can be located on our school's website.

Homeless Students (McKinney-Vento Act)

The federal McKinney-Vento Act guarantees school enrollment for anyone who, due to a lack of housing, does not have a fixed, regular, and adequate nighttime residence.

Who is considered homeless?

Title IX, Part A of the Every Student Succeeds Act (P.L. 114-95) defines homelessness as living in the following places due to lack of a fixed, regular, and adequate nighttime residence:

- In an emergency or transitional shelter
- In a motel, hotel, or campground
- In a car, park, public place, bus or train station, or abandoned building
- Doubled up with relatives or friends due to loss of housing, economic hardship, or similar reason
- In a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- In the above conditions and is a migratory child or youth

The definition of homelessness applies to children and youth with:

- Uncertain housing
- A temporary address
- No permanent physical address

Children and youth living in these settings meet criteria for the McKinney-Vento definition of homelessness and have special educational rights. They can attend the school they attended before becoming homeless or the school in the attendance area where they are currently living.

If you are in one of the above-mentioned situations, please contact your school counselor and/or the homeless

liaison immediately for assistance. For additional information you can review the AGCS McKinney Vento Handbook.

School Closure Information

If weather conditions cause school to be canceled, the "Emergency Automated Call System" will be activated and well as through the following media:
Television: Channel 3 (CBS) Channel 6 (ABC) Channel 10 (ABC) Channel 29(FOX)
Internet: www.kyw.com www.wpvi.com www.nbc10.com www.fox29.com
Social Media: Facebook/Twitter/Instagram

In the case of any emergency situation, AGCS will send an emergency message through the automated emergency call system to the contact phone number(s) provided/Parent Reach. If you wish to update those numbers, please contact AGCS as soon as possible.

The building School Administrator will also contact all previously mentioned media. Parents/guardians are responsible for checking these stations.

School Hours

Office hours during the school year are 8:00am-4:00pm for the Kemblesville Campus. The office will remain locked until it is time to open and phones will only be answered during office hours.

Instructional hours are:
ELC (K-3) Grade: 8:30am-3:15pm

Morning Carline- Morning carline- Students may not be dropped off before 8:05am at the ELC (Early Learning Center). All students must be in their classrooms by 8:30. Failure to report to their assigned homeroom by the required time will require a late pass from the main office.

Early Dismissal— Parents/Guardians seeking early dismissal for their children must sign the "Early Dismissal Log" at the Greeter's desk. Parents/Guardians will be asked to present identification when picking up children. Please send in a note or call the main office to alert the school about an early dismissal. **Please do not e-mail your child's teacher this information, as there is no guarantee they will see it before the end of the day.**

Only parents/guardians or authorized emergency contacts can pick up children. If the names of the authorized emergency contacts have changed, you must inform the front office in writing. Also, please inform the front office if your phone number or address changes.

If your child is picked up before 11:30 at ELC, your child will be marked absent. To ensure that you make your appointments on time, please allow an extra few minutes for us to locate your students and for them to collect their belongings. **At ELC, early dismissals should be done before 2:30 otherwise you may pick your child up in a car line starting at 3:15.** No students will be released between 2:30 and 3:15 to ensure the safety of your child. Buses begin entering the main parking lot at 2:30, which prevents parents from parking in the visitor's lot. In addition, parents run the risk of being blocked in by the school buses.

Emergencies

In the event of an emergency and you need to pick up your child early, please contact the main office so that we can have your child waiting for you at the Greeter's desk upon your arrival.

Transportation

All students are strongly encouraged to ride the bus to and from school. In the event that they must be dropped off or picked-up, please follow the guidelines set forth by the administration to expedite the process.

Carline Pick-up/Drop-off
Morning arrival times:

	Early Learning Center between	**8:05am- 8:25am**
	2 hour delays	10:05 am- 10:25 am
Afternoon pick-up times:		***Early Learning Center*** **3:15pm**

Please be mindful and prompt when picking up in carline, excessive lateness and early dismissals will be addressed by the school administration.

Busing Information
In accordance with law, Charter School students shall be provided free transportation to the Charter School by their school district of residence on such dates and periods when the Charter School is in session, when the school district of residence is a chartering school district, or the Charter School is located within ten miles of the school district's boundary by the nearest public highway.

Parents/Guardians are required to fill out and submit a transportation form for the school district of residence on a yearly basis. Failure to complete the transportation form will result in your child not being provided transportation to and from school.

Bus Suspension
The Chief Executive Officer or designee, in coordination with the school district of residence, may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.

Bus Passes

- **BUS PASSES CANNOT BE ISSUED ACROSS DISTRICTS AND NOT ALL DISTRICTS ALLOW BUS PASSES. PLEASE CHECK WITH THE MAIN OFFICE BEFORE MAKING ARRANGEMENTS.**
- BOTH STUDENTS NEED NOTES FOR BUS PASSES.
- Transportation changes are only accepted until **10:00 a.m.** in the morning.
- Do not leave transportation changes on the school voice mail, a note is required.
- Request a bus pass by submitting a note from parent(s) or both parties involved. (Ex: Person driving must write a letter in agreement with the student's parent letter indicating the change of travel [with someone other than the bus] to or from school.)
- Parents please discuss with your child the importance of following bus safety rules. This is a serious safety concern for all of our students who ride the bus.

Bus Safety

- Students should understand that the school discipline code is to be followed while riding the bus to and from school.
- The bus driver is responsible for the safety and well being of the students on the bus.

- The Students are to listen and respect the instructions given by the bus driver.
- A student's behavior should never distract the bus driver.
- A Student should never leave his or her seat while the bus is moving.
- Students should never throw anything out of the bus window.
- Students are expected to remain seated at all times while riding on the bus.
- Students are responsible to report directly to their bus.
- Students who do not follow bus rules and/or the discipline code will face the appropriate disciplinary consequences.

Carline Safety

- Please have your child ready to be dropped off as you approach the drop off area.
- Please drop off and pick up your child using the passenger's side doors.
- Morning carline ends promptly at 8:30 AM. For students arriving after 8:25, vehicles must be parked and students walked to the front of the building to be signed in at the main office.
- **Under NO circumstances** should students be let out of the vehicle unattended to enter the building.
- As you pull up for afternoon pick up, please have your child's name visible on the dashboard of your vehicle. The name must be visible for the first two (2) weeks of school.
- Please talk to your child about the safety and importance of waiting for the assistance from a staff member to exit or board the vehicle.
- Please discuss these procedures with your child. Following this process will ensure the safety and well being of all our children.

Transportation Changes
Using a Note To School will give us all the information needed for a transportation change or you can call the Main office by **10:00 am** (do not leave a message) to ensure that the changes can be made. Please do not email your teachers the changes as their schedules are very hectic and they may not be able to check their emails before the end of the day.

Updating Records

It is important that our records are maintained for the safety of your child. If you change your place of employment, phone extensions, home address and phone number and/or cell phone number, please notify the main, nursing and attendance offices soon after the changes are made. Again, your child's safety is a priority for AGCS and we need your help to maintain the records.

For AGCS students changing their physical residence during the academic year, the school must be contacted within 24 hours and a transportation form submitted within three school days of taking up residence. We recommend you contact the enrollment office at enrollment@agcharter.org as soon as possible. Early notification of any residence change is preferred. Any transportation changes will be implemented once documentation is received and processed by the school district of residence.

Again, your child's safety is a priority for AGCS and we need your help to maintain the records.

Completing Student Handbook and Code of Conduct Acknowledgement

Avon Grove Charter School requires that every student and parent/legal guardian review the Student Handbook and Code of Conduct each school year. Every student and parent/legal guardian must also complete the Acknowledgement form to confirm that the document has been reviewed and all provisions, procedures, policies, and expectations are understood.

We encourage all families to complete this process digitally in ParentPortal. A paper copy of the form has been included in this handbook in the event that a family is unable to complete the digital form.

Avon Grove Charter School
2025-2026
Handbook & Code of Conduct
Confirmation and Acknowledgement

The AGCS Parent/Student Handbook is a document designed to provide rules, expectations and guidelines for AGCS Families. There are various policies and procedures outlined in the Handbook for your family to review. We ask that you review the Parent/Student Handbook, as well as the Code of Conduct, with your child(ren) and have a discussion regarding school expectations. There have been some clarifications, adjustments and/or changes to this year's handbook, so we ask you to please go over the handbook carefully. **Annual updates and necessary revisions have been made for this year.**

Parents please view the 2025-2026 AGCS Parent/Student Handbook and AGCS Code of Conduct on our website at www.agcharter.org. If you are unable to access the Internet please call the main office at 484-667-5000.

We encourage families to complete the digital version of this acknowledgement form. However, if you do not have access to the internet, please print and sign in the spaces provided to confirm that you and your student have received/reviewed the Avon Grove Charter School Handbook and Code of Conduct.

Avon Grove Charter School
Confirmation and Acknowledgement
Please fill out a signature page for each student

_____ We have read and understand the Avon Grove Charter School Parent/Student Handbook. Our signatures further acknowledge our understanding that Avon Grove Charter School policies will be utilized, applied, and enforced by the school to ensure the efficient operation of the school.

_____ We have read and understand the Avon Grove Charter School Code of Conduct. Our signatures further acknowledge our understanding that Avon Grove Charter School's policies and procedures for dealing with student discipline will be utilized, applied, and enforced by the school to ensure the efficient operation of the school.

Print Student Name: _____ Grade: _____
(COMPLETE NAME-FIRST & LAST)

Student Signature: _____ Date: _____
(If child is unable to sign name, please make sure printed name is legible.)

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____Date:_____

***** Please either return this sheet or complete the online acknowledgement in your Back to School Forms by Friday, September 12th, 2026.**