Avon Grove Charter School

Student/Parent Handbook
2026-2027
Upper School (7-12)

State Road Campus
110. East State Road
West Grove, PA 19380
484.667.5000 (phone)
610.869.5892 (fax)
www.agcharter.org

Pending Board Approval

AGCS Leadership Staff

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Mr. Matthew Messick: 9-12 Principal
Mrs. GeriAnn Lambert: 7-8 Principal
Mr. Mark Miller: 7-12 Assistant Principal
Mrs. Sharon Ray: 4-6 Principal
Mrs. Tara Delgado: 4-6 Assistant Principal
Mrs. Kelly Hendrickson: K-3 Principal
Mr. Kristopher Stevenson: K-3 Assistant Principal
Mrs. Jennifer Weaver: Director of Teaching and Learning
Dr. Ryan Taylor: Director of Student Services
Mr. Alex Bove: Director of Special Education
Mrs. Tosha Bowers: Chief Personnel Officer
Mrs. Donna Archer: Chief Financial Officer

Table of Contents

Introduction **6**

Mission 6

Vision 6

Procedures **7**

Admissions 7

Attendance Policies 7

Academics **11**

Report Cards and Grade Distribution 11

GPA Calculation 12

High School Honor Roll (GPA based) 12

Middle School Honor Roll (% based) 12

High School Promotion Requirements 12

Graduation Requirements 13

College and Career Portfolio 13

Academic Integrity 14

Physical Education Excuses 14

Summer School 14

Course Recommendation Overrides 14

Review of Instructional Materials 15

Senior Privilege 15

Class Rank 15

Parent-Teacher Conferences 15

Middle School (7-8) Awards 15

Middle School Community Service 16

State Mandated Testing Information 16

Exemption from Instruction 17

Student Obligations 17

Study Hall Procedures 18

Student Activities **19**

Clubs 19

AGCS Athletic Department 19

Athletic Eligibility 19

AGCS Extra-Curricular Activity Expectations 20

National Honor Society 20

Dances 20

Student Council (High School) 21

High School Class Officers 21

Field Trips 21
Field Trips/Medication Distribution 22
Student ID/Lanyards/KeyCards 22
Dress Code Guidelines 22
Health and Safety 23
Nut and Food Allergies Policy 24
Medication/School Nurse 24
Concussion Protocols 25
Epinephrine Opt-Out 26
School Elevators & Lifts 26
Recess 26
Search and Seizure 26
Video Surveillance 27
Student Parking 27
Technology 27
Personal Electronic Device Policy 7-8 28
Personal Electronic Device Policy 9-12 28
AGCS 1:1 Chromebook Program 28
Schoology (LMS) 29
Acceptable Use Policy 29
Google Apps for Education Acceptable Use 30
General Information 30
Campus Visitors 30
Clearance Policy for Volunteers 30
Navigate 360 Management System 30
Parent Portal 30
Family Education Rights and Privacy Act (FERPA) 31
Non-Discrimination Equal Educational Opportunity Policy 31
Child Find 31
Chapter 15/Section 504 Service Agreement 32
Extended School Year 32
Emergency Drills 32
Food Services 33
Meal Policy 33
Federal Programs 35
Homeless Students (McKinney-Vento Act) 35
School Closure Information 36
School Hours 36
Transportation 37

Updating Records **38**

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 7:35am until 2:20pm.

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 accompanied 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
- College or postsecondary institution visit with **prior** approval (maximum limit of ten days permitted)

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 either the beginning or 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 student 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 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. 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 for any reason, 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 consult Schoology, 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 10 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 student, who is 15 years of age or older, or a parent/guardian of a student who is under 15 years of age 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 unless they are a student driver and have been given permission to sign themselves out**. State Road Campus half day will be 11:00 am. Dismissals before this time will be considered a full day absence.

Due to bus transportation and carline congestion, early dismissals must occur prior to 1:30pm at State Road. Parents attempting to pick up their children after these established times may be redirected to the 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. Any 7-12 students arriving after 7:35 am will be considered late. **The student should report to the attendance office with a parent or guardian who will sign the student in unless they are a student driver who has been given permission to sign themselves in.** The reason needs to be recorded, then determined whether or not it is excused or unexcused. If a student arrives to school after 11:00am at the State Road Campus, 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. Consequences will be administered for excessive tardiness as outlined in the school's Code of Conduct.

Tardiness to Class
Students in grades 7-12 who accumulate four (4) instances of being tardy to class without a valid reason may face disciplinary consequences per the student code of conduct.

Closed Campus
Once students arrive on campus they must remain on campus until dismissal. Students may not leave school

grounds prior to dismissal without a legal written excuse from a parent or guardian. They must also sign out at the main office. Students who leave campus without submitting a written excuse or without signing out will be assigned an unexcused absence as well as disciplinary action if appropriate.

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 quarters/semesters, resulting in four report card periods. At the midpoint of each grading period, students and parents will be encouraged to check their overall grade via the ParentPortal. All report cards will be available digitally in Parent Portal at the end of each grading term.

Upper School Grade Scale

Grade	Percent	Rank Value High School Only	Honors Weighted Value High School Only	AP Weighted Value High School Only
A+	**98-100**	**4.5**	**5.0**	**5.5**

A	**94-97**	**4.0**	**4.5**	**5.0**
A-	**91-93**	**3.8**	**4.3**	**4.8**
B+	**88-90**	**3.5**	**4.0**	**4.5**
B	**84-87**	**3.0**	**3.5**	**4.0**
B-	**81-83**	**2.8**	**3.3**	**3.8**
C+	**78-80**	**2.5**	**3.0**	**3.5**
C	**74-77**	**2.0**	**2.5**	**3.0**
C-	**71-73**	**1.8**	**2.3**	**2.8**
D+	**68-70**	**1.5**		
D	**64-67**	**1.0**		
D-	**60-63**	**0.8**		
F	**59 and below**	**0.0**		

GPA Calculation

In order to calculate a student's GPA, AGCS utilizes a quality points system. To calculate a GPA score, AGCS multiplies the GPA point value of the letter grade received (see scale above) by the number of credit hours (typically 1 or 0.5). The result is the grade points (quality points) earned. AGCS then divides the total quality points received by the total credit hours attempted.

High School Honor Roll (GPA based)

Avon Grove Charter School will designate Honor Roll awards at the conclusion of the academic year. Honor Roll will be based on final grades.

Distinguished Honors- is awarded to students achieving a grade point average of 4.0 and above at the conclusion of the academic year.

High Honors- is awarded to students achieving a grade point average of 3.75 to 3.99 at the conclusion of the academic year.

Honors - is awarded to students achieving a grade point average of 3.0 to 3.74 at the conclusion of the academic year.

Middle School Honor Roll (% based)

Middle School honor roll designation will be reported on each quarterly report card.

Distinguished Honors- is awarded to students achieving an average class percentage of 95%-100% in all courses

High Honors- is awarded to students achieving an average class percentage of 91%-94%% in all courses

Honors- is awarded to students achieving an average class percentage of 85%-90% in all courses

Course Credit and Attendance

Avon Grove Charter School recognizes the importance of daily attendance in a student's academic courses and the correlation between attendance and student performance. Students who exhibit excessive absenteeism from specific courses may forfeit the potential to earn credit for the course. Course credit and attendance will be discussed with the student upon the 10th unexcused absence from a course within a semester.

High School Promotion Requirements

Students must meet the following **minimum** academic standards to be promoted from one grade level to the next. A student's grade level for the academic year will be based on the total number of credits a student has accumulated **at the beginning** of the academic year. Grade level promotion will not occur during the academic year.

To become a…	You must have earned a minimum of…
Sophomore	5.5 credits
Junior	11.5 credits
Senior	17.5 credits
To Graduate	23 credits

Graduation Requirements

In order to qualify for a diploma from Avon Grove Charter High School all students must meet the following requirements:

- Successful completion of required academic credits.

Curricular Area	**Number of Credits**
English	4
Math	3
Social Studies/History	4
Science	3
Humanities	4
Health	0.5
Physical Education	0.5
Electives	4
Total Credit Requirement	23

- Only courses that are taken and completed in high school (grade 9+) will be considered with respect to eligibility for graduation and be displayed on a student's high school transcript. All other graduating classes should consult with their school counselor related to their HS Transcript and courses required for graduation.
- Students shall also be required to comply with the Keystone Exam requirements set forth herein in order to be eligible to graduate.
- All AGCS students must complete a comprehensive College and Career Portfolio showcasing her/his exploration, awareness, learning, growth, and readiness for continuing education or employment upon graduation in addition to satisfactorily completing the credits set forth above and the Keystone Exam requirements. Part of a student's culminating portfolio will be the completion of an experiential Work-Based Learning experience completed during their high school career.

A student will not be permitted to participate in the graduation ceremony if he/she has not successfully completed all of the above requirements and cleared all outstanding fees/balances applied to their school account. The deadline for completion is determined on a yearly basis depending on the graduation ceremony date.

College and Career Portfolio

AGCS students will be required to complete a comprehensive College and Career Portfolio which will serve as a

core graduation requirement. This College and Career Portfolio will showcase her/his exploration, awareness, learning, growth, and readiness for continuing education or employment upon graduation. This is a requirement for graduation no matter a student's enrollment date/grade with AGCS. Part of a student's culminating portfolio will be an experiential Work-Based Learning experience completed during their high school career. Additional information related to the College and Career Portfolio can be obtained via the School Counseling office.

Academic Integrity

Avon Grove Charter School prides itself on its responsibility for the intellectual and ethical development of all of its students. The goal of each AGCS staff member is to teach each student to assume personal responsibility for their learning and their work while developing responsible citizens. That being said, it is our expectation that students assume the ethical responsibility and consequences associated with cheating and plagiarism.

Avon Grove Charter School does not condone, tolerate, or accept cheating and plagiarism and will hold students accountable in such instances where there are questions related to the integrity of their academic work.

- Any student who copies another student's assignment/work or part of an assignment/work, or copies from another student during an assessment, or is caught cheating during an assessment, will receive a grade of zero (0) on the assignment or assessment.
- Any student who provides an assignment to or permits another student to copy/cheat will also receive a zero (0) on the assignment or assessment.
- Any student who provides an assessment to or permits another student to copy/cheat who is not in that student's class/grade will receive disciplinary consequences per our Student Code of Conduct
- Any student who plagiarizes will receive a grade of zero (0) on the assignment or assessment.

Note: Instances of plagiarism are cumulative across all student's courses, assignments, and assessments.

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.

Summer School

Students who do not meet the minimum academic standards for grade level promotion or graduation from AGCS are encouraged to pursue summer school courses during the summer. AGCS does not offer an in-house summer school program. Students should request a meeting with their school counselor to investigate summer school options if necessary. All costs related to summer school programs or credits attempted/obtained are incurred by the student/parent.

Course Recommendation Overrides

Avon Grove Charter School creates student placement recommendations based upon multiple sources of data that are designed to accurately determine the appropriate academic courses for each student to be challenged and academically successful.

As a school, we believe that our placement process results in recommendations that provide students with a developmentally appropriate educational plan.

Specific course prerequisites will not be waived when considering course placement for students. However, if a student has been recommended for a specific course, **but** meets the prerequisites for a different course level,

AGCS parents may contact the Guidance Department and request a course level change.

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.

Senior Privilege

A senior who has met all graduation requirements to date and is scheduled for a study hall at the beginning and/or at the end of the school day may request to participate in the senior privilege opportunity. Students must submit Senior Privilege paperwork to the counseling office in order to be reviewed. **Submission of Senior Privilege paperwork does not guarantee that request will be granted.** Course requirements take precedence over privilege requests.

If granted by Administration, senior privileges provide students the opportunity to sign in to school late or leave early in lieu of staying at school in a study hall period. Students on senior privilege are not permitted to remain on campus unsupervised and, if deciding to stay at school, must report to the designated study hall for that period. School Administration reserves the right to rescind senior privilege if necessary and parents have the right to rescind permission at any time.

Class Rank

Due to the fluidity of Avon Grove Charter School's enrollment, class rank is not something that is regularly calculated and/or adjusted. Class rank is also not reported on the official transcript. If a student needs their particular class rank, they should make a formal request to the Counselor's office.

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.

Middle School (7-8) Awards

PACK Values Award

This award is presented to the students who exemplify our four PACK values - positive, accountable, confident, and kind. Students were voted on by their peers to earn this award

HOS Award

Selection is based upon Educational Achievement (based on citizenship, high level of community service, outstanding commitment to learning, and effort) and Educational Excellence (based on 90% or higher in grades, plus activities, motivation, intellectual depth, leadership qualities, initiative, integrity, and/or exceptional judgment).

American Legion Award

The award is given to an 8th grader who exemplifies six qualities that define character: courage, honor, leadership, patriotism, scholarship and service.

Community Service Award
This award is presented to an 8th grader who has accumulated the most community service hours.

Terry Idleson Award
This award was established in 2010 in memory of Terry Idleson, one of the original stakeholders who played a vital role in the success of AGCS. This will be awarded to an 8th grade student who, like Mrs. Idelson, demonstrates outstanding character and compassion.

Middle School Community Service

We make a living by what we do, but we make a life by what we give. --*Winston Churchill*
Community Service is any service activity that contributes to the well-being of the community and/or school for which there is no compensation for the individual.

Avon Grove Charter School embraces a culture of community involvement and service to others. This deep commitment is also expected of all AGCS students. All Upper School students are required to perform documented Community Service hours.

- Middle School (7-8) students 5 hours **for each year** they attend Avon Grove Charter School.
- Service hours performed prior to admittance to AGCS are permitted with proper documentation.
- Hours can be acquired through school based opportunities or those opportunities found by the student themselves. Summer hours count with proper documentation.
- **Court mandated community service cannot be used towards graduation service hours.**
- Acceptance of documentation in regards to service hours is at the discretion of the administration. Hours can be rejected if proper paperwork is not submitted with all of the required signatures.
- Students may not receive compensation of any kind in return for their service.
- Failure to complete required community service house may result in a student being ineligible to participate in end of the year events.

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 public school students enrolled in grades 5 and 8 are required to participate in the Science PSSA or PASA.
- All students currently enrolled in a Keystone content related course must participate in Keystone Testing.
- Any student in grades 9 through 11 who have completed but not demonstrated proficiency on a specific Keystone Exam will be required to retest.
- All 11th graders who have not demonstrated proficiency or have yet to complete the Keystone Exams, whether they have previously completed or are currently enrolled in the course, will be required to test.
- Students who did not demonstrate proficiency on the Keystone Exams may be required to complete a Pennsylvania state approved alternative assessment pathway.

Except as may be otherwise permitted by law, students will be required to participate in the Keystone Exams areas of Algebra I, Biology, and Literature with the goal of demonstrating proficiency in each of the content areas listed above in order to be eligible for graduation. Students will be offered multiple opportunities to complete the Keystone Exams throughout their high school career in an effort to demonstrate proficiency.

If a student required to sit for the Keystone Exams does not obtain proficient scores, then the student will be required to demonstrate proficiency as permitted by law or regulations as set forth by the Department of Education in order to be eligible for graduation. The requirements of the alternative pathways will be shared with students and parents on a yearly basis.

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 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.

Study Hall Procedures

The below regulations and procedures are to be followed in ALL study halls:

- Students must report/sign in to the study hall on time for attendance, even if they have a pass to leave the study hall.
- After attendance is taken, upperclassmen (11th and 12th) with passes will be permitted to sign out to other areas. Upperclassmen must have a "C" or better in each content area in order to be eligible for this upperclassmen privilege.
- Passes must be obtained prior to the study hall period. Students will not be permitted to leave the study hall to see a teacher or other area of the building without a pass.
- Study hall periods are **quiet areas**. Students creating excessive noise will be given consequences consistent with the AGCS Code of Conduct.
- Students may be assigned seats in the study hall.
- Periodically, teachers will be provided a list of upperclassmen who did not meet the minimum grade requirements for study hall privileges. Students will continue to be ineligible for this privilege until administration has verified they have met the requirement..

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.

AGCS Athletic Department

The athletic program of the Avon Grove Charter School is committed to the pursuit of excellence. We strive to be an accepting community that unlocks every student's ability to discover and reach his or her full potential through sports and exercise.

The program is designed to:

- Promote the intellectual, physical, social, and emotional development of the individual student
- Maintain the tradition of togetherness and unity among our student-athletes as we build a stronger sense of school pride
- Foster parental and community support

We believe our success stems from the cooperation of all members of the athletic community. The Avon Grove Charter School interscholastic athletic program includes coordinated programs in the 6th through 12th grades. These programs provide students with the opportunity to:

- Experience a feeling of self-worth and to develop self confidence through individual and team achievements
- Develop leadership, self-discipline, self-motivation, and a sense of commitment
- Experience working as a member of a team
- Engage in competitive activities
- Demonstrate good sportsmanship
- Hone problem solving and decision-making strategies
- Understand and practice the principles of sound health, safety, and physical fitness
- Engage in organized activities that generate unity among students, faculty, and community which provide a positive rallying point for school spirit
- Practice and compete using facilities that promote a safe, competitive program, and that generate school and community pride
- Receive coaching in the rules and skills of interscholastic sports from knowledgeable individuals who exemplify high standards of professionalism and support AGCS's educational mission

Athletic Eligibility

Pennsylvania Public School Code (24 P.S. § 17-1719A- 14) requires that students be permitted to participate in athletic and extracurricular activities offered by their home school district, provided that they are not offered by AGCS. To participate in athletics, whether at Avon Grove Charter School or at a student's home district, students must comply with policies and meet the specific eligibility criteria set forth by both school entities. Student athletes must also satisfy eligibility requirements established by the Pennsylvania Interscholastic Athletic Association. Student members of a sports team with AGCS or their home school district must continue to meet grade requirements to be part of the team. The Avon Grove Charter School sends weekly grade reports to its internal coaches and home districts during each season. Whenever possible, AGCS will assist students and parents to secure the opportunity to participate in the athletic and extracurricular activities at their home school district. For more information related to Avon Grove Charter School's athletic program and requirements please see the Athletic Handbook.

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 or athletics must be present during the school day. Attendance is expected on the last school day of the week to participate in any weekend activities or events.

National Honor Society

Selection for the Honor Society (NHS) is based on student performance in the categories of scholarship, character, leadership, and service. NHS membership is limited to juniors and seniors. For high school students, the scholarship component is the beginning criteria for selection into the NHS. Students who meet this criterion will be notified and must then complete and submit the appropriate paperwork to the NHS advisor. A faculty council will then evaluate each student on the remaining areas of character, leadership, and service.

Dances

To be eligible to participate in dances throughout the year students must be in good standing with school regulations and expectations. The administration will determine student eligibility prior to scheduled ticket sales. Students must also be present for the academic school day on which a dance is scheduled. Students are expected to be picked up at the conclusion of the dance. Please make prior arrangements so that students are picked up on time. Attendance is expected on the last school day of the week to participate in any weekend activities or events.

Prom

To be eligible to participate in the Junior/Senior Prom students must be in good standing with school regulations and expectations. The administration will determine student eligibility prior to scheduled ticket sales. Freshmen and sophomores may only attend the prom as guests of Juniors or Seniors. Any outside guests must be approved by the administration, and they must submit a picture ID the night of the prom. In addition, parent permission slips for guests must be submitted no later than the day prior to the prom. No guest will be admitted who is 21 years or older at the time of prom. Students are expected to be picked up at the conclusion of the prom. Please make prior arrangements so that students are picked up on time. Attendance is expected on the last school day of the week to participate in any weekend activities or events.

Dance/Prom Dress Guidelines

Dances and proms are special events and students should be dressed accordingly. School administration will directly address concerns related to inappropriate dress at all school functions.

Inappropriate Dancing

Students are expected to conduct themselves appropriately at dances/prom. Inappropriate behavior and/or dancing that is inappropriate and will be directly addressed.

Student Council (High School)

The purpose of the Avon Grove Charter High School student council is to offer students the opportunity to participate in self-government within the establishment of the High School. The student council will coordinate and support high school student activities and serve as a means of communication among students, faculty, staff, and the community. It is an opportunity for students to develop leadership and service qualities.
Elections are held for the positions of President, Vice President, Secretary, and Treasurer. The offices of President, Vice President, Secretary, and Treasurer make up the Executive Council. Criteria for student council participation include good academic standing (a grade point average of 74% or higher) and exemplary character (following school rules, and being respectful and getting along with fellow students and staff). Students interested in running for a student council office must complete an application and run for a position during the spring election window. Students who are interested and do not receive officer positions through the spring election window, can run for a Homeroom Representative position in the fall. Homeroom Representatives must meet the same criteria as the Executive Council.

High School Class Officers

The purpose of AGCS grade level student class officers is to provide grade level opportunities for AGCS students. Opportunities to socialize and grow as a class. Officers will coordinate and support grade level activities in coordination with the Class Advisor. Criteria for class officers include good academic standing (a grade point average of 74% or higher) and exemplary character (following school rules, and being respectful and getting along with fellow students and staff) Students who are interested in running for class officer positions must complete an application during the spring election window.

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 you will not be allowed to go on the trip. School rules apply at all times during field trips and your 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 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 or student.

Dress Code Guidelines

Dress Code Vision: At AGCS, our dress code reflects who we are — a community built on positivity, accountability, confidence, and kindness. We set a clear, simple standard that respects individual expression while keeping every student safe, equitable, and prepared for the world beyond our walls.

Dress Code Expectations and Rules aligned to PACK values

- Positivity: Focus on learning while maintaining a sense of self-expression
    - Expectation: Students dress in a way that showcases their individuality while understanding that their choice in self-expression should not disrupt or distract from the learning environment.
    - Rules:
        - Students should not intentionally expose undergarments or areas where undergarments are typically worn.
        - Tops must cover students' stomach just above or below the navel and have straps.
        - Bottoms must cover students' buttocks.
- Accountability: Maintaining Safety and Security
    - Expectation: Students take personal responsibility for following safety expectations that protect themselves and their school community, understanding that their choices directly impact the safety of everyone in the building.
    - Rules:
        - Students must have IDs visible at all times unless directed otherwise by the teacher due to classroom safety standards.
        - Blankets or capes are not permitted unless designated by the teacher as part of the

school curriculum.
    - Footwear must have hard soles and be worn at all times.
    - Students must follow additional safety standards posted in certain building areas (i.e., chemistry labs, fitness center, microfarm, P.E. class).
- Confidence: Professionalism and Future Readiness
    - Expectation: Students demonstrate confidence and professionalism by adapting their dress to the context of various school experiences, understanding that different situations call for different standards of dress.
    - Rules:
        - Teachers and administrators will communicate specific dress expectations in advance for presentations, career day, field trips, and other events where a higher or different standard applies.
- Kindness: Respect and Unity
    - Expectation: Students dress conveys respect for themselves and the school. Students will dress in a way that minimizes the potential for disruption, conflict, or negative representation of the school.
    - Rules:
        - Student clothing or accessories will not contain references to drugs, alcohol, obscenities, or any otherwise offensive images, text, or logos that cause a disruption to learning. AGCS defines “offensive” as images or text containing obscene, sexually suggestive, profane, threateningly occult / gory, insensitive, provocative, or containing mature themes or language.
        - Student dress or accessories that distract the student from their own learning or the learning of peers is prohibited.

Dress Code Examples of Allowable/Prohibited Items and Example of Consequences

	*Required/~Allowable	Prohibited	Consequence
Tops	*Coverage of bare skin from chest to bellybutton *Straps on tops	-Tube Tops, Open Back Shirts, Intentionally exposed undergarments, cropped shirts above bellybutton	• 1st and 2nd offense: Referral to school nurse for change of clothes or parent pickup. • 3rd offense: Admin conference with parent
Bottoms	*Shorts/Skirts/Pants that have full bottom coverage	-Any bottom that expose a students buttocks	
Shoes	*Shoes that have hard soles *PE/Gym: Shoes with backs	-Bare feet -Slippers without hard soles	
Hats/Hoods	~Allowable at teacher discretion	-Hats that are disruptive or block the view of learning	• Teacher Managed Consequence
Accessories	~Accessories that are not on the list of prohibited items and/or do not distract or disrupt from students learning	-Blankets, Capes/Flags, or other wearable Items that distract from learning	• Student will be prompted to put item away. • Refusal will result in referral to Administration
Student IDs	*Student IDs must be **visible** (on person) at all times		• Student will be sent to security desk to print new ID for a fee
Phones	~HS only: Allowable during lunch and Study Hall	-All: In class, hallways. -MS: Prohibited in all locations in building	• 1st and 2nd: Teacher Confiscation- student pickup end of day • 3rd : Confiscate and Parent pickup
Headphones	~Wired Headphones or earplugs	*Wireless Headphones	
Any clothing or items that bear any images, logos, or references to illegal drugs, violence, or obscenities is stictly prohibited as is any item that causes disruption or distraction from the learning environment or has the likelihood of doing so.			

Student ID/Lanyards/KeyCards

At the beginning of every school year students will be provided AGCS Student IDs, PBIS cards, and lanyards as well as KeyCards that allow access to the building. Students are ***required*** to have their school ID **visible** at all times while on campus. Failure to wear ID and/or loss of any of these items may result in a replacement fee.

Health and Safety

Caffeinated/ Energy Drinks Policy

Middle School students are not permitted to possess caffeinated/energy drinks or coffee while on campus. Middle school 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. There are no caffeine restrictions for students in grades 9-12.

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 parent 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 medical provider. 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.

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 middle school (7-8) 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.

Student Parking

Due to the school's limited parking area, driving to school and parking on campus or off-campus at designated parking lots is a privilege that is extended to upperclassmen who are in good academic standing, who are not excessively absent from school or tardy to school or class, who do not exhibit behavior problems, who have a specific need for self-transportation, and who possess a valid driver's license.

No student should drive and park at AGCS, or one of its designated off-site parking lots, until all documentation has been submitted, reviewed, and an official parking pass has been issued. This includes the beginning of the school year. There are no exceptions to this rule. Students may not share or transfer their parking spaces to/with other students. **Students who park on campus or at an off-site lot without a proper parking pass will risk being issued a parking citation with a monetary fine and/or being towed at the owner's expense.**

Those students who are seeking parking privileges must complete and submit all related student driving/parking forms.

Please keep in mind that space is **extremely** limited and parking is awarded based on a hierarchy of needs.

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 7-8

- Students in grades 7-8 must turn their phone in to designated teachers upon arrival and are not permitted to use personal electronic devices during the school day.
- 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.
- If a student needs to call a parent/guardian they should do so from the main office.
- Students who possess a personal electronic device should not contact their parents requesting to be picked up due to illness. We ask that students first be evaluated by the School Nurse. If a student needs to call a parent/guardian they should do so from the main office.
- 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.

Personal Electronic Device Policy 9-12

- Students in grades 9-12 are not permitted to use personal electronic devices during the school day with the exception of general study hall periods and in designated lunch areas during the student's scheduled lunch time. Students are not permitted to utilize personal electronic devices during instructional periods, transitions, and/or in the hallways.
- 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, headphones, earbuds, airpods, as well as any new technology developed with similar capabilities.
- Students who bring personal cell 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.

- Students who possess a personal electronic device should not contact their parents requesting to be picked up due to illness. We ask that students first be evaluated by the School Nurse. If a student needs to call a parent/guardian they should do so from the main office.
- 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.

Schoology (LMS)

Avon Grove Charter School utilizes Schoology (LMS) for communication and collaboration between teachers and students in grades 7-12. Students are expected to check their individual Schoology accounts on a daily basis for information, assignments, and communication. Failure to check a student's email or Schoology account will not be an accepted excuse for missing important school information, dates, and/or deadlines. Each parent/guardian will also receive a Schoology account in which to access student course expectations, class assignment schedules, assessment information etc. This account is different, separate, and does not replace the need for a PowerSchool Parent Portal Account.

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 to the **State Road** campus must enter ***through the main entrance in the front of the building,** by pressing the button on the intercom system by the 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 students 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 484-667-5000.

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.

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 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.

Lockers, Desks, Chairs

A locker is assigned to each student. It is the student's responsibility to provide their own combination lock. Students are to use only the locker assigned and are to keep it locked at all times. Students are not to tamper with another locker, write on any locker, or give his/her combination to another person. The school suggests that no valuable items be brought to school and left in a student's locker. 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 in a locker at any time are the student's responsibility.

Student lockers are school property. Students should 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 personal belongings are clearly labeled. All electronics and valuables that are turned in will be held in the respective 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

The State Roach 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 students in grades 7-8. 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.

Cafeteria staff may have direct communications with students in grades 9-12 regarding low balance or money owed. Communication with the student is made individually and discreetly. This is in addition to the communication with the parent or guardian.

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. Students with a negative balance will not be stigmatized, required to perform chores or other work as a result of the negative balance. All debts must be paid before the end of the school year. 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.Please contact the Food Service Department to inquire about payment arrangements.

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 a refund. 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. 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 7:15am-3:15pm for the State Road Campus. The office will remain locked until it is time to open and phones will only be answered during office hours. Instructional hours for grades 7-12 are 7:38am-2:20pm.

Morning Carline

Morning carline opens at 7:05 am when a designated staff member directs your child to exit their vehicle. Students may be required to wait in a designated area until the official start of the school day. The first morning bell at the State Road Campus is 7:35am and the second bell will be at 7:38am. All students must report to their assigned class by the second bell. Failure to do so 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 11:00 am or arrives after 11:00 at the State Road Campus 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.

Early dismissals should be done before 1:30 otherwise you may pick your child up in car line. No students will be released between 1:30 and 2:20 to ensure the safety of your child. Buses begin entering the main parking lot at 1:30, 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: ***State Road Campus between*** 7:05 am- 7:35 am
2 hour delays 9:05 am – 9:35 am
Afternoon pick-up times: ***State Road Campus*** 2:30 pm

Please be mindful and prompt when picking up in the 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 you 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

- **For the 2025-2026 school year, as building construction progresses, it is imperative that parents follow all carline and transportation procedure updates sent from AGCS Administration.**
- Due to safety concerns, please do not pull into any parking spots to drop off a student.
- Please do not allow students to exit their vehicles other than at the designated drop off zone and after the car has come to a complete stop.
- As you pull up to drop off or pick up your child off, please pull all the way up to the end of the drop off area. This will speed up the morning and afternoon process.
- 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.
- As you pull up for afternoon pick up, please have your child's name visible on the dashboard of your vehicle.
- Please talk to your child about the safety and importance of waiting for all cars to come to a complete stop before boarding and/or heading to their vehicle.
- Please discuss these procedures with your child. Following this process will ensure the safety and well being of all our children.
- Do NOT drop students off in front of the building.

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.

Early Dismissals

Due to bus transportation and carline congestion, early dismissals must occur prior to 1:30 pm at State Road. Parents attempting to pick up their children after these established times may be redirected to carline to wait for the child after normal dismissal.

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.

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 Back to School Forms by Friday, September 12th, 2026.**