

# Avon Grove Charter School



## Student/Parent Handbook 2019-2020 *Lower School (K-6)*

### **State Road Campus (4-12)**

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

### **Early Learning Center (K-3)**

1769 New London Road  
Landenberg, PA 19350  
610.255.5325 (phone)  
610.255.5380 (fax)

[www.agcharter.org](http://www.agcharter.org)

## **AGCS Leadership Staff**

Mrs. Kristen Bishop: Head of School

Mr. Bryan Brutto: Chief Academic Officer

Dr. Blase Maitland: 7-12 Principal

Mr. Edward Delfin: 7-12 Dean of Students

Ms. Sharon Ray: 4-6 Principal

Mrs. Maggie Johnson: K-3 Principal

Mrs. Kelly Hendrickson: K-3 Assistant Principal

Mrs. Jennifer Weaver: Director of Curriculum and Instruction

Ms. Ryan Wentz: Director of Special Education

Mrs. Tosha Bowers: Human Resources Director

Mrs. Donna Archer: Business Manager

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## **Completing Student Handbook and Code of Conduct Acknowledgement**

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

We encourage all families to complete this process digitally. 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. To complete the Handbook and Code of Conduct Acknowledgement form please [click here](#).

# 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

## Cornerstones of the Avon Grove Charter School Curriculum

*Discovery Learning* creates an environment in which the essential content of what students learn is not given but "discovered" independently by the learner. Teachers provide "scaffolding" in this process, assisting and inspiring students to solve problems and tackle content in new and innovative ways.

## 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).

### 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](http://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:

State Road: 7:30am until 2:15pm

ELC: 8:30am until 2:45pm

### **Excused Absences**

An absence will be excused only in the following circumstances:

- Illness accompanied by physician's note
- 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
- Illness accompanied by parental note (maximum limit of ten days permitted)
- Death in the immediate family
- Observance of major religious holiday
- Court-ordered hearings
- Pre-approved family vacations (maximum limit of ten days permitted)
- Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FF group upon prior written request

In each circumstance, a parent should follow the procedures outlined below for reporting absences in advance and **must turn in 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 letter to the Attendance Office providing a description of the trip **at least three 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, and the AGCS standardized test schedule. 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 trip absences approved during the first two weeks of school, nor shall planned absences be used to shorten the school year by coinciding with either the beginning or end of the school year. It is the responsibility of the parent/guardian of a Lower School 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 a written note 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 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](mailto: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.

Parents must send in a written excuse for each day a student has been absent. If your child may not turn the note in as required, please mail, email or fax the written excuse to the school to the attention of the Attendance Office.

### **Extended Absence**

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

### **Student Work Responsibilities**

In the event that a student is absent, it is expected that all work assigned during the absence will be made up and completed in a timely manner. Students will be given a flexible extension on work missed not to exceed the amount of time absent. For example, if a student is absent on the day that work is due to be turned in, then the work shall be turned in on the day the student returns to school. If work is assigned on the day a student is absent, that student will be given a one-day extension to complete the missed work. Please consult the Family Vacation Requests section above for specific requirements regarding work missed for family vacations.

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



### **Excessive Absences**

An excessive number of absences (excused or unexcused) hampers a student's academic performance. Parents of students who have ten cumulative absences (excused or unexcused) will be notified through the mail 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.

### **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 guidance counselor who will schedule a School Attendance Improvement Conference and develop a School Attendance Improvement Plan (SAIP). This Conference shall occur, and the SAIP shall be developed, even if a parent/guardian declines to participate.

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 the school's Attendance Improvement Program and the initial School Attendance Improvement Plan will 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 explaining 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 to the office 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.** State Road Campus half day will be 11:00 am. ELC half day will be 11:30am. Dismissals before these times will be considered a full day absence.

### **Lateness/Tardiness Procedure**

Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of instruction time.

Any 4-6 students arriving after 7:35 am will be considered late. **The student must report to the attendance office with a parent or guardian who will sign the student.** The reason needs to be recorded, then determined whether or not it is excused or unexcused. If the lateness is due to a doctor's visit, a note from the doctor's office is required. If a student arrives to school after 11:00am at the State Road Campus or 11:30am at the ELC the day will be counted as a full day absence.

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

Without the above mentioned excusal note, tardiness to school will be considered unexcused. The grade appropriate guidance counselor will contact students in K-6<sup>th</sup> Grade who have established a pattern of tardiness.

### **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](http://www.aap.org)) or National Association of School Nurses ([www.nasn.org](http://www.nasn.org)) websites for additional information.
- Fever: Children with an oral temperature above 100 degrees should be kept home from school. Children that become ill at school with a fever above 100 degrees will be sent home. All children should be fever-free **without the use of a fever-reducing medication** (i.e., Tylenol or Advil) for 24 hours before returning to school.
- Pink Eye: Signs, symptoms, and types of Pink Eye vary. A child with active drainage from one or both eyes should be seen by a doctor and may return to school after appropriate treatment has begun and as directed by the doctor (i.e., typically after two doses of antibiotic eye drops when appropriate.)
- Rashes: The nurses are not able to diagnose rashes in the school setting. In the absence of fever or other symptoms, rashes will be treated topically during the school day as deemed appropriate. If the rash has

any drainage coming from it, the rash must be covered with gauze. Any rash that lasts more than 48 hours should be evaluated by a physician.

- Vomiting/Diarrhea: Vomiting or diarrhea may have many causes. A child who has vomited or experienced two or more episodes of diarrhea in the last 24 hours or who has vomiting or diarrhea accompanied by fever must be kept home until s/he can tolerate food and fluids and has not had an episode of vomiting or diarrhea for 24 hours.
- Communicable Diseases: Children that have been diagnosed with any communicable disease must receive appropriate medical treatment before returning to school. Please contact the nurses for illness-specific guidelines. In the event of an outbreak of a communicable disease (Pertussis, Chicken Pox, etc.), unimmunized and under-immunized students will be excluded from attending school based on the guidance of the Pennsylvania Department of Health and Chester County Department of Health.

## Academics

### Report Cards and Grade Distribution

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

### Elementary Grading

Students in grades Kindergarten-Fifth are assessed using a standards-based report card aligned to the PA Common Core Standards. Students receive an M, P, or C (Meets, Progressing, or Area of Concern) in each standard area, which was addressed during its respective trimester. Beginning in grade six, students will receive traditional number/letter grades.

### 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.

### 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.

### 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 6th grade students are required to perform documented Community Service hours.

- All sixth grade students are required to perform documented Community Service hours. Students are required to complete **five** community services hours during their sixth grade school year.

- 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 students 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.

## **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 4 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

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

## **Student Obligations**

Any obligations must be paid in full before any school records will be released. An open obligation will seal a student's records and deny a promotion, progress report, report card, transfer of credits, graduation etc. An obligation may be a textbook, computer, locks, keys, vandalism charges, negative lunch balances, or anything loaned to a student but not satisfied or returned.

## **Care of School Property**

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

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

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

## **Textbooks**

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

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

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

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

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

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

## **Student Activities**

### **Clubs**

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

### **Extra-Curricular Activities**

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

### **AGCS Extra-Curricular Activity Expectations**

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

### **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.

### **Dance/Prom Dress Code**

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 is not appropriate and will be directly addressed.

## **Field Trips**

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

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

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

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

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

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

## **Field Trips/Medication Distribution**

Avon Grove Charter School will do its best to provide all medically required nursing services that would otherwise prevent field trip attendance to students with an active 504 plan or IEP who currently receive daily medication. A school nurse will not accompany students on field trips for the purpose of dispensing generic medications. The only medications a student may self-carry and self-administer are an asthma rescue inhaler and/or an epinephrine auto-injector *if otherwise permitted to do so under applicable Board policy*. If a student will require any of the above medications on any school outing, the parent/guardian must confer with the school nurse in advance of the trip regarding the student's need for and ability to administer said medication. Any medication must be in its original container. Options for families of students requiring medications **not** medically necessary for trip attendance include the student taking his or her medication at an adjusted time, before or after the field trip, skipping the dose, or having a parent accompany the student on the trip and administering any medications. When a parent/guardian is unable to accompany his or her student to aid in medication dispensing, the parent may designate a responsible adult to accompany the student with the following restrictions:

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

## Dress Code Policy

### Bottoms / Pants:

- Bottoms must stay above the hip. No inappropriate images/text or logos. Please note that shorts, skirts, skorts and dresses should come to the student's mid-thigh.
- It is prohibited to display writing or graphics of any kind on the posterior (rear) of any pants, dresses, skirts, or any other bottoms.
- It is prohibited for students to wear bottoms in a manner, which consciously exposes undergarments.
- Jeans - Students may wear jeans of any color; however, these Jeans must be in good condition. Students wearing jeans that are inappropriate or in complete disrepair will need to call their parents to bring in a change of clothing.

### Tops:

- Shirts may bear any appropriate logo. T-shirts, sweatshirts, collared shirts and hoodies are permitted as long as they follow the above guidelines.
- No low cut, spaghetti strap, halter-tops, tube tops, see through shirts, mesh tops or muscle tops or inappropriate logos or wording. Sleeveless blouses are permitted as long as they bear shoulder straps.
- Any top that allows the midriff, cleavage, undergarments or bare back to be exposed is not permitted.

### Dresses:

- Dresses should fall at a student's mid-thigh. The straps of sleeveless dresses must significantly cover the shoulders.

### Hats/Hoods:

- Students are prohibited from wearing hats and/or having the hoods of sweatshirts up while in the buildings.

### Shoes:

- Students must wear closed backed shoes and no heels higher than 2 inches.
- No flip-flops or slippers.

### Dance Class Attire:

- At the teacher's discretion, please be sure to follow the AGCS dress code once you have stepped into the hallway and your class has ended.

### Physical Education Attire:

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

### Accessories:

- Bags/backpacks with inappropriate wording or are not permitted. Hats/hoods are not to be worn in the building unless it is a designated hat day.

### Enforcement

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

Any child out of dress code will be sent to the appropriate Administrator/Counselor, who will then call home and

request that a parent or guardian bring appropriate attire to school for the student. Under most circumstances, students will remain in the main office or designated area until a change of clothes arrives. If AGCS is unable to make contact with the parent or guardian, the student will be provided with clothing from the nurse's office, and asked to return to class.

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

## **Health and Safety**

### **Caffeinated/ Energy Drinks Policy**

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

### **Nut and Food Allergies Policy**

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

The school has limited resources to face the risks presented by peanut or nut food allergies. In order to take advantage of this strength, the school 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**

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

Children may not bring or administer any medication (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 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 returned parental permission cards. 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 doctor 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 doctor's order for medication administration is not provided, a parent must come to school to administer the medicine as necessary. Medication given less than four times each day should be administered at home, unless otherwise ordered by the physician. Prescription medication must be clearly labeled in the original, most current container from a pharmacy and must include: Student's name; Medication; Dosage, Instructions for administration; Physician'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.

## **Epinephrine Opt-Out**

A recent 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 to 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. Please contact your child's school nurse if you wish to complete and sign the "2014 Act 194 Student Exemption Form" as soon as possible.

## **Recess**

At AGCS we will make every attempt to send our elementary school (K-6) 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**

A school administrator may conduct a search of a student's locker, book bag, student possessions or belongings, if they have reasonable suspicion for a search. Reasonable suspicion for a search means circumstances, which would cause a reasonable person to believe the search of a particular person, place or thing will lead to the discovery of:

1. Evidence of a violation of a code or state law; or
2. Anything which represents a danger of physical harm or illness to students; teacher's assistants or others, whether on school property, at a school-sponsored or school-supervised event, or otherwise.

Anything found in the course of a search, which is evidence of a violation of the behavior code, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding.
2. Destroyed if it has no significant value.
3. Turned over to the parent/guardian of the student from whom it was seized; or
4. Turned over to any law enforcement officer.

## **Video Surveillance**

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

For more information regarding video surveillance on the AGCS campus please see the associated board policy

on the school's website.

## Technology

Avon Grove Charter School recognizes that electronic devices such as cell phones, tablets, and MP3 players are becoming an increasingly necessary part of our society, however the overuse of these devices can become a disruption to the learning environment. 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. 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 Phone (Cell Phone) Regulations

- Students who bring 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.
- Personal phones should be silenced before entering the school building.
- Electronic devices should be turned off during class, and are not to be used at any time during lessons, unless the teacher has communicated that the use of such technology is appropriate for the planned academic activity.
- All electronic devices are banned from exam situations. A student seen with a cell phone or electronic device out during an exam situation will have the device confiscated immediately
- On the first occasion of improper use the item confiscated will be held by an administrator (School Administrator, Assistant School Administrator) and returned to the student at the end of the day.
- On any subsequent occasion an administrator will hold the item until a parent is able to collect it.
- Students who argue with a teacher or refuse to follow their instruction regarding a device will be given consequences consistent with the AGCS 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 in 5th and 6th grade, 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 2019-2020 school year.**

### **Schoology (LMS)**

Avon Grove Charter School utilizes Schoology (LMS) for communication and collaboration between teachers and students in grades 4-12. 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. Schoology will replace all previously created and maintained teacher websites in grades 4-12. 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.

#### **AGCS Internet—Terms and Conditions of Use**

**Acceptable Use-** The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of computers must be in support of education and research and consistent with the educational objectives of the Avon Grove Charter School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

**Privileges-** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Avon Grove Charter School may request the system administrator to deny, revoke, or suspend specific user access.

### **Limits of Privacy**

AGCS reserves the right to log and monitor network use, computer network activity, e-mail, electronic communications and files server space utilization by Users. Users shall have no expectation of privacy in any Internet use, computer network activity, email and electronic communications and files stored on or accessed through AGCS servers, computers, network appliances or other technology devices. AGCS further reserves the right to reasonably monitor and regulate the accounts of students and staff in order to ensure compliance with this Policy. This includes, but may not be limited to, physical surveillance of Users as they access the network, interception of electronic messages, and investigation of network logs and activity.

Students and staff have a responsibility to respect and protect the rights of every other user in the school and on the Internet. AGCS shall make every effort to ensure that this network is a resource used responsibly by students and staff. Teachers have a duty to monitor the use of technology by students during classes and to report any instance of suspected abuse to a building administrator. Building administrators shall have the authority to determine what is 'appropriate use' and shall report all incidents of abuse to the network administrator in a timely manner. AGCS reserves the right to remove or restrict any User's account from the network to prevent further unauthorized or illegal activity.

### **Content Filtering and Internet Security**

In accordance with the requirements set forth in the Children's Internet Protection Act (CIPA) and the Protecting Children in the 21st Century Act, AGCS enforces a policy of Internet Safety that includes monitoring online activities and the operation of technology protection measures that prevent access by both adults and students to visual depictions that are obscene, constitute suspected child pornography, or, with respect to use of computers by students, could be considered harmful to minors. Even with a content filter and other technology protection measures in place, AGCS cannot guarantee the filter to be 100% effective. Administrators or other authorized persons may, upon receipt of a proper written request, disable technology protection measures during use by an adult to enable access for bona fide research or other lawful purpose.

AGCS administration or its designee shall be responsible for recommending technology protection measures. The measures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for students and adults to certain visual depictions that are obscene, constitute suspected child pornography, could be considered harmful to minors, or determined inappropriate for use by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of all Users.

### **Security**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be property of AGCS and subject to investigation at any time.

Use of another person's identity and password to access technology and network resources is prohibited.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, the following guidelines shall be followed:

1. Under no conditions shall a User provide his or her password to another person.
2. Users shall not use a computer that has been logged in under another student's or employee's name.
3. Any User identified as a security risk or having a history of problems with other computer systems may

be denied access to the network.

4. Users shall not allow others to access the computer network by sharing account information or passwords.
5. No computer software is to be installed onto any AGCS computer by staff or students. AGCS technology personnel will only install software that has been legally obtained through the official purchasing process of AGCS.

A computer virus is a malicious software program created for the purpose of disrupting computer systems, destroying information, and disrupting operations. These insidious invasions can cost thousands of dollars to undo. Certain safeguards are in place to protect the network; however, there are no guarantees. Anyone who willfully introduces a computer virus onto the network or any equipment owned by AGCS will have their computer privileges restricted, suspended, or revoked. An employee found to have done so may be held liable for damages and subject to corrective action, up to and including dismissal and, if appropriate, prosecution by local or federal authorities.

### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with AGCS policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitation of illegal activity.
2. Commercial or for-profit uses.
3. Non-work or non-school related work.
4. Product advertisement, political and/or religious lobbying.
5. Bullying/cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Access to obscene or pornographic material or child pornography.
9. Access by students or minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Act of intentionally obtaining or modifying files, passwords, and data belonging to other Users.
13. Intentional assumption of false or unknown identity including impersonation of another User, anonymity, or pseudonym.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files or other electronic media.
16. Disruption of the work of other Users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Quoting of personal communications in a public forum without the original author's prior consent.
19. Vandalism- defined as: any malicious attempt to harm or destroy network equipment, data of another user, Internet, or other networks, including but not limited to uploading or creating malicious code and computer viruses; physical destruction of computer equipment; destruction of cabling and network infrastructure; attempts to gain unauthorized access by defeating network security (commonly known as "hacking"); and attempts to gain access by using a different account or password and destruction or alteration of files.
20. Use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, and illegal material.

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

### Clearance Policy for Volunteers

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

Please see our [website](#) for more information related to the Volunteer Requirements at AGCS.

### Raptor Visitor Management System

Each campus is equipped with the Raptor V-Soft Security System, which will provide a high level of security for our students and allow us to better monitor visitors 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. Raptor will then generate a visitor's badge, which will be worn inside of the building.

## **Parent Portal**

### WHAT IS THE PARENT PORTAL?

PowerSchool is the Avon Grove Charter School's electronic student management system where we collect and store student information. The Portal is the "doorway" into our system giving parents access to information about their children. To access the Parent Portal, parents and/or guardians sign in from AGCS's PowerSchool Parent Portal login screen. A link to this screen is provided below. A direct link is located on the AGCS homepage as well.

### WHY VISIT THE PARENT PORTAL?

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

### CREATING YOUR POWERSCHOOL PARENT PORTAL ACCOUNT

Before you can log in to PowerSchool Parent Portal, you will need to create your account and associate students to it. First you will need to fill out the Parent Portal User Agreement and return it to the main office. Then you will receive your student's Access ID and Access Password. These values are needed to attach a student to your account. If you do not have this information or have questions, contact the Main Office at 484-667-5000 for State Road or 610-255-5325 for Kemblesville.

## **Comprehensive School Safety**

As of June 2004, the AGCS Board of Trustees has adopted an "Interim Safety Handbook", which is aligned with PDE and Homeland Security requirements. A taskforce has been assigned to complete a "Safety Planning Response Checklist".

## **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 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 ADA AAA 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 ADA AAA the following major bodily functions include, but are not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

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

### **Extended Care (Before and After School Care)**

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

#### **Hours of Operation:**

**Before Care:** 7:00AM-8:05AM (K-3rd Grade)

**After Care:** End of school day until 6:00PM (K - 6th Grade)

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

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

For questions, contact the Extended Care Coordinator at [agchartercare@agcharter.org](mailto:agchartercare@agcharter.org)

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

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

## **Extended School Year**

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

## **Emergency Drills**

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

## **Lockers, Desks, Chairs**

A locker is assigned to each student in grades 4-6. 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 must have no expectation of privacy while using lockers. The school has the right, randomly and periodically, to inspect lockers, desks and other storage areas at any time. Students do not have the right to be present during such searches. If the building School Administrator has substantial reason to believe that any locker or desk contains any item(s) or substance, the possession of which constitutes a danger to the health, safety, or well-being of any person or the school, he/she or a designee is directed to search for and seize such item(s) or substance. Students are permitted to carry backpacks to and from class. Students who wear hats, sunglasses and coats or jackets to school are required to place them in

their lockers. They may not be worn during the school day.

## **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**

#### ***Policy Revised/Updated June 2019***

Both the State Road and Early Learning Center campuses have full service kitchens which prepare and serve 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](http://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 cafeterias at both State Road and the Early Learning Center use 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 meal.

### **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](http://www.schoolcafe.com). There is a 5% vendor fee to use this service.

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

### **Negative Balance Accounts**

Cafeteria staff are not permitted to communicate an account balance to a student. Parents will be notified by email, USPS, and/or telephone call when their child's account has a negative balance. Accounts with a negative balance greater than -\$35.00, will be referred to school administration. Parents can sign up in School Cafe to receive low balance alert emails and automatic payment options.

Students at all grade levels may charge any of the breakfast or lunch meals. The student is allowed to charge a breakfast and lunch each school day until the matter is resolved. No student will be denied a meal. A meal can only be denied if the student's parent or guardian has directed the school, in writing, to withhold meals from the student. If it is determined that the student's negative balance will not be satisfied, the student's negative balance will be paid with non federal funds. Students with a negative balance will not be stigmatized, required to perform chores or other work or be required to take an alternate meal as a result of the negative balance.

### **End of Year Balances**

Account balances will be carried over to the next school year. When any student leaves AGCS or graduates the school, we 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 must receive a refund. Families who are not approved for free/reduced meals may donate the funds remaining in their account rather than receive a refund when their child leaves the school. AGCS will attempt to contact all graduates in regard to their positive cafeteria balances.

### **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](http://www.agcharter.org) and follow the link for [www.schoolcafe.com](http://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 Administrative Assistant, 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 meal.

### **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.

## **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](http://www.kyw.com) [www.wpyi.com](http://www.wpyi.com) [www.nbc10.com](http://www.nbc10.com) [www.fox29.com](http://www.fox29.com)

Social Media: Facebook/Twitter/Instagram

In the case of any emergency situation, AGCS will send an emergency message through the automated

emergency call system to the contact phone number(s) provided/Parent Reach. If you wish to update those numbers, please contact AGCS as soon as possible.

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

## School Hours

Office hours during the school year are: 7:15am-3:30pm for the State Road Campus and 8:00am-4:00pm for the Kemblesville Campus. The office will remain locked until it is time to open and phones will only be answered during office hours.

*Instructional hours are:*

ELC (K-3) Grade: 8:30am-2:45pm

State Road 4-12 Grade: 7:35am-2:15pm

**Morning Carline-** Morning carline- Students may not be dropped off before 7:20am at the State Road Campus and before 8:05am at the ELC (Early Learning Center).

The first morning bell at the State Road Campus is 7:30am and the second bell will be at 7:35am. All students must report to their assigned homeroom by the second bell. At ELC, all students must be in their classrooms by 8:30. Failure to report to their assigned homeroom by the required time will require a late pass from the main office.

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

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

If your child is picked up before 11:00 am or arrives after 11:00 at the State Road Campus, and 11:30 at ELC, your child will be marked absent. To ensure that you make your appointments on time, please allow an extra few minutes for us to locate your students and for them to collect their belongings. **At State Road, early dismissals should be done before 1:30 otherwise you may pick your child up in car line starting at 2:15.** No students will be released between 1:30 and 2:15 to ensure the safety of your child. Buses begin entering the main parking lot at 1:30, which prevent 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* **7:15am- 7:30am**  
2 hour delays 9:15 am – 9:30 am  
*Early Learning Center between* **8:05am- 8:25am**  
2 hour delays 10:05 am- 10:25 am

**Afternoon pick-up times:** *State Road Campus* **2:20pm**  
*Early Learning Center* **2:45 pm (buses) carline to follow**

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

**Busing Information**

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

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

**Bus Suspension**

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

**Bus Passes**

- **BUS PASSES CANNOT BE ISSUED ACROSS DISTRICTS AND NOT ALL DISTRICTS ALLOW BUS PASSES. PLEASE CHECK WITH THE MAIN OFFICE BEFORE MAKING ARRANGEMENTS.**
- BOTH STUDENTS NEED NOTES FOR BUS PASSES.
- Transportation changes are only accepted until **10:00 a.m.** in the morning.
- Do not leave transportation changes on the school voice mail, a note is required.
- Request a bus pass by submitting a note from parent(s) or both parties involved. (Ex: Person driving you must write a letter in agreement with 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 State Road Campus:**

- Due to safety concerns, please do not pull in the parking spots at the end of the carline loop this causes a back up and a delay in the morning and afternoon carline process.
- Please do not pull in any parking spots in the school parking lot other than the spots designated for visitors.
- 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.

#### **For the ELC Campus:**

- Please have your child ready to be dropped off as you approach the drop off area.
- Please drop off and pick up your child using the passenger's side doors.
- Morning carline ends promptly at 8:25 AM. For students arriving after 8:25, vehicles must be parked and students walked to the front of the building to be signed in at the main office.
- **Under NO circumstances** should students be let out of the vehicle unattended to enter the building.
- As you pull up for afternoon pick up, please have your child's name visible on the dashboard of your vehicle. The name must be visible for the first two (2) weeks of school. Afternoon carline runs from 2:45 pm to 3:15 pm, with the heaviest traffic occurring from 2:45 pm - 3:00 pm. We ask that you take this into consideration when planning your afternoon carline pickup.
- Please talk to your child about the safety and importance of waiting for the assistance from a staff member to exit or board the vehicle.
- Please discuss these procedures with your child. Following this process will ensure the safety and well being of all our children.

### **Transportation Changes**

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

## **Updating Records**

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

For AGCS students changing their physical residence during the academic year, the school must be contacted within 24 hours and a transportation form submitted within three school days of taking up residence. 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 and Agreement**

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 and Agreement 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. 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. To complete the Handbook and Code of Conduct Acknowledgement and Agreement form please [click here](#).



Avon Grove Charter School  
2019-2020  
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 2018-2019 AGCS Parent/Student Handbook and AGCS Code of Conduct on our website at [www.agcharter.org](http://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.

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

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

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

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

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

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* Please either return this sheet or complete the online acknowledgement survey, found on our website, by Friday, September 6th, 2019.**