

# EVERGREEN CHARTER SCHOOL MANUAL FOR PARENTS



# EVERGREEN CHARTER SCHOOL MANUAL FOR PARENTS - TABLE OF CONTENTS

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## WELCOME LETTER

September

Dear Parents and Students:

Welcome to Evergreen Charter School!

By joining the Evergreen family, you have become part of a network of people who have dedicated their lives to helping children reach their full potential. Our school mission is to prepare students with the academic, intellectual and character skills necessary to succeed in high school, college and the competitive world.

The Evergreen Charter School (ECS) Manual for Parents contains information that students and parents need in order to ensure a successful school year. It is organized in sections by topic, and throughout the manual the term 'the student's parent' means; a parent, legal guardian, or other persons who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Evergreen Charter School Student Discipline Code, which sets out the consequences for inappropriate behavior, and is intended to promote school safety and an atmosphere for learning. The Student Discipline Code may be found in the Appendix at the back of the ECS Manual for Parents.

This manual is designed to assist you in understanding the policies and guidelines used at Evergreen Charter School. Please read it and discuss appropriate items with your child. After reviewing the manual, please complete the final page titled: **Acknowledgment of Review and Agreement** and return them to your child's teacher, either by giving it to them in person (when dropping off or picking up your child) or by dropping it off at the front desk. Please do not send with your child.

We are looking forward to a very rewarding year at Evergreen Charter School working with you and your family in order to provide an environment that will enable students to reach their highest potential in academics, citizenship and life skills.

Should you have any questions regarding anything in the Evergreen Charter School Manual for Parents, please feel free to call us at (516) 292-2060.

Sincerely,

Evergreen Charter School

## THE BOARD OF TRUSTEES

**Gil Bernardino, M.S.**  
President

**Sarah Brewster, Ph.D., J.D., L.M.S.W.**  
Vice President

**Jose Canosa, Esq.**  
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Trustee

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## SCHOOL OVERVIEW

### School Contact

Please refer to our school website at [www.ecsli.org](http://www.ecsli.org) for helpful information such as breakfast and lunch menus, enrichment programs, important dates and special announcements.

Evergreen Charter School  
605 Peninsula Boulevard  
Hempstead, NY 11550  
(516) 292-2060  
[www.ecsli.org](http://www.ecsli.org)

### Hours of Operation

Instruction at Evergreen Charter School begins promptly at **8:00 a.m.**, Monday through Friday. No student will be admitted into the school building before **7:10 a.m.** Children participating in the school breakfast program must arrive before **7:30 a.m.** The school gate closes at **7:50 a.m.**; your child is considered late after this time. Morning assembly is at **7:50 a.m.** announcements are made and after the Evergreen Charter School Pledge, Promise and the Pledge of Allegiance instruction begins promptly at **8:00 a.m.** The school day ends at **4:00 p.m.**

### School Closing and Emergencies

If there are any changes to the school day due to weather and/or other emergencies, a message will be sent by School Messenger System, information will be posted on our website [www.ecsli.org](http://www.ecsli.org) and News 12 will announce school closing or delayed opening information.

### Mission

The mission of the Evergreen Charter School (ECS) is to nurture the intellectual, physical and social development of children, grades K-5, through a comprehensive program that promotes academic excellence and prepares its students for success in school and in life. Evergreen promotes respect for self, respect for others, and respect for the environment.

### Philosophy and Vision

At Evergreen we foster individual student growth and development while connecting individuals to the community and each other to create a school where students:

- Are challenged academically.
- Take responsibility for their actions.
- Are technological and globally minded.
- Communicate effectively and work cooperatively.
- Think critically, solve problems and make informed choices.
- Demonstrate rights and responsibilities of good citizenship.
- Show respect towards themselves and others regardless of differences.
- Develop creative expression and individual talents.
- Are physically and emotionally safe.

## **EDUCATIONAL GOALS**

- To help youth develop a strong academic foundation to be successful as they progress through school and beyond.
- To foster understanding among students and staff about stewardship and service as they relate to the environment and community at large.
- To support students in developing proficiency in Spanish and English and knowledge of world cultures.
- To provide families with a high-quality public education alternative.

## **ROLES AND RESPONSIBILITIES OF PARENTS**

Parents are encouraged to participate fully in the education of their children. The cooperation of parents is vital to helping students reach their full potential. Parents are expected to support the academic learning of their children by maintaining high expectations for both the students and the school. The major role of parents with regard to discipline and character education at the school is to demonstrate consistent interest in the children's progress at school and support for the children's best efforts. Parental support provides an enormous incentive for children to strive for excellence. Parents may be asked to help teach their child specific skills, such as remembering homework, learning to be more independent or managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the student.

If there is a severe or recurring problem, parents will be asked to help staff teach the students an alternative set of behaviors. In such cases, it is important to recognize that teaching student to behave appropriately, as a contributing member of the school community, is in the student's best interests. By working together, parents and staff can help the student acquire the skills that will increase opportunities for success throughout life. Failure to comply with the specifics of the school's plan for teaching appropriate behavior may result in the student's suspension.

Parents who have concerns about their child's adjustment to the school or any aspect of the school's program and policies will be asked to discuss their concerns first with their child's teacher. Every teacher at the school is prepared to work with parents and will respond to parental concerns appropriately and expeditiously. The administrative staff will also be available if there are issues that exceed the scope of a parent-teacher conference.

### **Participation**

- Bring child to school and pick up on time daily.
- Attend all parent-teacher conferences.
- Attend school functions and activities with your child.
- Become an active member of the Parent Association.
- Respond promptly to school requests for information or permission.
- Volunteer in some capacity throughout the school year.

### **Environment**

- Ensure that your child is clean and dressed according to the school's dress code.
- Maintain regular medical and dental checkups for your child. Help your child maintain a healthy lifestyle by leading one yourself.
- Communicate openly with your child in order to help solve any school problems.
- Support school officials in maintaining a safe and orderly school environment.
- Make sure the student understands school rules.
- Ensure that your child understands that possessing or handling any weapon on school property, on the way to or from school, or at any school event is prohibited.

## Education

- Use your library: fill your home with books and read together every night.
- Make certain your child's attendance at school is regular and punctual and that all absences are properly excused and in compliance with school procedures.
- Instill in your child the desire to learn. Plan family visits to museums, libraries, theatres, and science centers.
- Become acquainted with the school, staff, curriculum, and activities.
- Ensure that your child has the necessary materials and supplies needed for school.
- Ensure that your child has a quiet and proper place to study at home.

## Respect

- Be respectful of ECS teachers, administration, staff, and the rules that guide the school. Treat all members of our learning community with the same level of respect and patience that you wish to receive in return.
- Do not smoke while on school grounds.
- Guide your child, from the earliest years of his/her life, to be polite, to exercise self-control, and to be accountable for his/her actions.
- Teach your child, by word and example, respect for themselves, for law, for the authority of the school, and for the rights and property of others.
- Know and understand the rules your child is expected to observe at school, be aware of the consequences for violations of these rules, and accept responsibility for your child's actions.
- Understand that the rulings of the principal reflect the final authority at the school on all matters pertaining to discipline.
- Encourage your child to respect and learn about the different cultures represented by our diverse student body.

## Expression

- Encourage your child to behave himself/herself in an appropriate manner so as to contribute towards the educational progress of his/her classmates.
- Insist that your child never make obscene gestures, libelous, racist or sexist statements, or use intimidating tactics towards others.
- Encourage your child to dress appropriately so that their appearance will not disrupt the educational process or activities.

## ENROLLMENT PROCESS

Parents have the right to choose a school that they believe is appropriate for their child. Evergreen Charter School accepts students from Hempstead School District and the surrounding towns.

Registration forms can be obtained from the school office located at:

Evergreen Charter School  
605 Peninsula Boulevard  
Hempstead, New York 11550  
(516) 292-2060

Registration forms are accepted until 5:00 p.m. on April 1<sup>st</sup> on the school year preceding expected enrollment. Evergreen Charter School has 50 spaces per grade level. If there are more applicants for the spaces available, a lottery will be held. Preference is first given to siblings of students attending Evergreen Charter School (no matter their home district) then to students from the Hempstead School District. Students from Hempstead will be picked first for the lottery followed by students from other districts.



*Evergreen Charter School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.*

*It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletic and other school-administered programs; nor in the hiring of faculty or administrative staff.*

## **Registering with Your Home School District**

**All students** must maintain current registration with their home school district., which means that you must go to the school district office in the district in which you reside and present them with documentation to prove that you live in the school district. Your home school district will then provide you with documentation of proof that you registered with them.

It is very important that all new and returning students, who reside in the district, are registered with their home district by the New York State Department of Education's April 1 (of the school year preceding anticipated enrollment), deadline. If the district is not in receipt of the application by April 1<sup>st</sup>, no transportation will be provided.

Residents need to request transportation by April 1<sup>st</sup>. After this deadline, the district may not honor the request, so you would need to speak with the district regarding specific guidelines.

If you move during the school year, you **MUST** provide the new address information to the home school district and obtain written documentation from home school district verifying new information; failure to do so will jeopardize your child's enrollment at Evergreen.

Hempstead School District (Central Registration Office): 436A Front Street, Hempstead, NY 11550  
(516) 292-7111, extension 3142

Proof of district residency must be provided within two business days of being offered a spot at Evergreen, if there are any residency disputes, the parent has one week to submit the additional documentation. If residency cannot be proven by this time, the child will automatically be un-enrolled. The legal parent must prove district residency. If anyone besides the birth mother or birth father is proving residency, legal documentation must be submitted proving guardianship. ECS may institute a residency investigation upon receiving evidence that a family is not living in the district of residence.

## **Maintaining Current Information**

In order for your child to attend Evergreen Charter School, you must be sure the information your home school district has is current. If you move, please update your address with your home school district.

Throughout the enrollment process (and once your child is attending Evergreen) it is important that we have accurate information for you and anyone who will be interacting with the school on your behalf. Please fill out a *Change of Information* form if ANY of your contact information has changed; address and phone contact numbers must be current.

## **New Student Registration**

To initiate the enrollment process, please complete and submit a *New Student Registration* Form. As part of the Evergreen registration process, you must also register in person with your home school district.

## **Returning Students**

Students ARE NOT automatically enrolled at the Evergreen Charter School each year. In February, Evergreen will mail *Student Registration* forms for the upcoming academic year to all currently enrolled students. The following forms and information are required every year:

- ☑ Complete and submit a *Student Registration* form (and any medical documentation needed).
- ☑ Proof of registration with your home school district.
- ☑ Proof of residence in the form of a current [within three months] lease, cable or utility bill, or a bank statement.

Please return the completed *Student Registration* form as soon as possible to secure a seat for your child. If a parent does not receive a *Student Registration* form, they must contact the school immediately to request one. If a parent does not return a *Student Registration* form (or other required documentation) by the Evergreen's 'current student' registration deadline, the student will then be considered to enroll as a new student provided the April 1<sup>st</sup> registration deadline is met. In this case, the current student may lose his/her seat at the end of June if they are not re-admitted through the lottery process. Open seats become immediately available to students on the waiting list as determined by lottery process.

At the close of the open enrollment period, we will conduct a lottery to establish the order of the wait list. If spots open up, we will call families on the wait list. The order of preference established in Act 22, states that siblings have first priority and regular District residents have second priority. **Sibling applications submitted after the open enrollment period will not be given sibling preference.** All lottery drawings will be witnessed by representative staff, parents, and by an independent auditor. Official records of lottery drawings will be kept on file in the school office.

## WITHDRAWALS AND TRANSFERS

If a student must transfer from Evergreen for any reason, please provide at least two weeks notice (if possible) using the *Disenrollment* Form. This will allow the school to process the necessary transfer paperwork, including transferring the child's records. It will also enable the school to fill the vacant seat with another student from the wait list. Transfer students are subject to the admissions procedures listed previously.

## STUDENT ARRIVAL AND DEPARTURE

Parents should thoroughly familiarize themselves with the designated pick-up (Linden Avenue) and drop-off (Linden or Sycamore) points and visitor parking areas at the school, and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students. Blocking the school entrance or exit is prohibited.

Parents are expected to park legally when dropping off and picking up students; no double parking is permitted, which avoids traffic problems. Faculty and staff members will greet students in the morning and dismiss the children in the afternoon, ensuring that each student exits the school in a safe and orderly fashion.

Children who are not enrolled in the after school program are not permitted on school grounds after 4:00 p.m. If a child is left at the school after-hours, the parent or emergency contact will be called to arrange for pick-up. The school will fine a parent (the daily after-school fee) if the child is under school supervision after 4:15 p.m. **If a parent or authorized adult cannot be reached by 5:30 p.m., the police will be notified.**

## ATTENDANCE POLICY

Evergreen Charter School believes that academic achievement and school attendance go hand in hand. When your child is absent, late or leaves early, not only do he/she miss important instruction, but it disrupts the learning process of others as well. Parents have a responsibility to make sure that children arrive to school on time, are well rested, and ready to learn.

School administration will contact you if your child is not in school and we have not been notified of absence. Excessive absences, tardies and early dismissals are factors in any retention decision. Depending upon the nature of the illness or emergency, children will be responsible for keeping up with their class work. If your child is absent from school, please contact the classroom teacher for assignments they can complete at home.

Students who reach three absences in one marking period, or five absences during the year, will be required to complete an *Attendance Intervention Plan* with the school. Details of the Evergreen attendance policy:

- Every three times a student arrives late and/or is dismissed early, it will be considered an absence.
- If a student has 20 or more unexcused absences, he/she will be automatically un-enrolled.
- If a student has 20 or more excused and unexcused absences (combined), retention will be considered.
- If a student has 10 consecutive, unexcused absences, he/she will be automatically un-enrolled.
- Students exceeding a combination of 20 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges.
- If a student has 10 or more unexcused absences (consecutive or non-consecutive), a report to Child Protective Services will be initiated. We will report the situation again if there are **15 - 20** unexcused absences.

## ARRIVAL

The morning is an important time for students to prepare mentally for the day, greet friends and teachers, and get materials ready as needed. We request your cooperation in getting your child to school on time as this will ensure your child the best chance for a successful day. Students need to learn the importance of regular school attendance.

Arrival time for students who eat breakfast in school begins at **7:10 a.m.**, children will not be allowed into the building before this time. Evergreen provides a breakfast program to ensure that all children have a healthy start to their day. To participate in the breakfast program, your child needs to arrive at the school by **7:30 a.m.** Morning assembly is at **7:50 a.m.**, after the Evergreen Charter School Pledge, Promise and the Pledge of Allegiance, instruction begins promptly at **8:00 a.m.**

## DISMISSAL

Evergreen students are signed out and dismissed at **4:00 p.m.** daily. Teachers are allowed to dismiss children only in the company of the parents or people whose names are listed on the *Emergency Information Card*, which must be submitted to the school at registration. Parents may include as many names as they wish on the *Emergency Information Card* and are advised to update the school periodically with any new contact information.

## LATE ARRIVALS

**Any student reporting to school after 7:50 a.m. must be signed in at the Front Desk by their parent before proceeding to class.** Please refer to information regarding unexcused tardiness for further information on how being late can affect student promotion to the next grade.

## EARLY DISMISSAL

Evergreen student dismissal is at 4:00 p.m., any student leaving school before this time will have an early dismissal logged to their record. If your child has a medical or dental appointment, or there is a family emergency requiring an early dismissal, please write a note to the teacher ahead of time.

Early dismissals for doctor's appointments are considered "excused" only with a note from the doctor. In order to receive an excused early dismissal, a doctor's note must be brought to school the next day. No doctor's notes will be accepted late.

Parents are required to sign-out students from the front desk. Please try to arrange appointments (doctor, dental, etc.) after school hours whenever possible, since early dismissals will be logged into your child's records. Early release for students under the following circumstances may be considered excused with the proper documentation:

- The student's parent has a proven family emergency.
- The student is suffering from an illness or injury that prevents them from fully participating in class activities or their condition requires further attention.

- The student creates a situation in which they are a threat to students, teacher, staff, or to themselves.
- The parent notifies the school beforehand (preferably in writing).
- Parent is required to sign the student out in the *Early Release Book* located at the Front Desk.

Students will not be dismissed from the classroom to a parent. Parents sign their child out at the front desk, and then wait for their child to be released from class.

## LATE PICKUP

Evergreen student dismissal is at 4:00 p.m.; students should be picked up from school on time every day. There is a 15-minute grace period to provide some flexibility to parents. If you pick up your child after 4:15 p.m., **you will be charged a late fee of \$5, and for each 15-minute increment thereafter, you will be charged an additional \$5.**

If your child has not been picked up by that time and we are unable to reach you or an emergency contact, we are required to notify Child Protective Services. Your child may also be taken to the police station if you fail to pick up your child by dismissal time.

In the event of an emergency and a parent is not able to arrive on time for dismissal, please contact the school as soon as possible at 292-2060 to inform the staff of the situation and determine a reasonable plan to have the child picked up from the school premises.

## EMERGENCY INFORMATION CARD CONTACTS

All persons picking up students must be listed on the child's *Emergency Information Card* and photo IDs will be checked if the staff does not recognize the person. Photo identification can be a valid driver's license, passport, or other legal identifying photo document. For the security and safety of children at Evergreen Charter School, please keep the information on the *Emergency Information Card* up to date.

In the event of an emergency that affects a parent's ability to pick up their child from school, and an Emergency Contact is not available, a signed note from the parent granting the school permission to release the child to an individual who is not listed on the *Emergency Information Card* other than the parent will be permitted. The signed note may be sent or faxed to the school prior to or at the time of release.

The note must include the name and phone number of the person being authorized to pick up the child on that day, and the phone number of the parent authorizing the pickup. In order to get consent for release, it is mandatory that a school representative speak with the parent to verify designee's name and identity. These procedures are not negotiable.

## ABSENCES

We look forward to partnering with parents in enforcing consistent attendance, which is critical to the continuity of the learning process and student success. As we uphold standards for student success, we encourage parents to help their children maintain exemplary attendance. In fact, academic testing and report card grades depend on consistent and prompt arrival at school in the morning and full daily attendance. Parents are reminded that it is their legal obligation to make certain their children are in school. Students are expected to make-up their missed work after returning from an absence. Excessive absences may lead to a child being retained in his/her current grade level.

If your child is going to be absent from school, please contact the school nurse (292-2060) as soon as you are aware that the student will miss school and submit an absence note when the child returns to school. If a student is absent three consecutive days a doctor's note is required and a school representative will phone the parent. All attendance records are placed in the child's permanent record.

Additional information will be required for the absence to be excused (see below). If we do not receive notification of the absence in advance, we will call the parents to obtain information regarding the reason for the absence.

## **Excused Absence, Tardiness and Early Dismissal**

Documentation of the following will excuse an absence, tardiness or early dismissal:

- Doctor's note specifying the excused days (a parent's note indicating that the child was sick is helpful, but will not count towards an excused absence).
- Religious holiday.
- Parent's note indicating there is a family funeral – the child will be excused only for the day of the funeral unless extenuating circumstances apply.
- Parent's note indicating there is a family emergency – emergencies include house fires, house floods, or incidents of violence in the home. An emergency is defined by the presence of an emergency response team (fire, ambulance, police, CPS, etc.). Children are expected to be at school as soon as possible after the situation is resolved.
- Court documents mandating a court appearance – the child will be excused only for the day(s) indicated on the court documents.

**Traffic, car problems, family illness, out-of-town family travel, or spending time at home with family members are not valid excusable reasons for missing school.**

## **DIGNITY ACT COORDINATOR**

Evergreen Charter School is committed to maintaining a safe environment for students to learn and express themselves. In accordance with the Dignity Act Policy (see Student Discipline Code). We have a Dignity Act Coordinator who is dedicated to ensure student safety and well-being by:

1. Promoting a safe, orderly and stimulating school environment which supports active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Identifying curricular resources that support infusing civility in classroom instruction and classroom management, and providing guidance to staff as to how to access and implement those resources.
3. Being responsible for monitoring and reporting on the effectiveness of the School's bullying prevention efforts.
4. Addressing issues of harassment or any situation that threatens the emotional or physical health, or safety of any student, District employee, or any person who is on school property or at a school function (whether lawfully or not).

The Dignity Act Coordinator for Evergreen Charter School is Karen Leeper, Assistant Principal, (516) 292-2060, [kleeper@ecsl.org](mailto:kleeper@ecsl.org).

## **STUDENT RECORDS AND CONFIDENTIALITY**

### **REQUIRED FORMS AND RECORDS**

Every student is required to complete and submit the following documentation as part of the application/registration process:

- **Birth Certificate:** An original or a notarized copy of the original birth certificate.
- **Student Registration Form:** is used to record all basic information about the student and family, including home, work, and emergency telephone numbers. It is extremely important that the information on this form be accurate.

- **Medical Forms:** This set of forms must be submitted for all students within the first 30 days of attendance. If you have questions about immunization requirements or other medical issues, please contact your physician. It is the responsibility of each parent to keep their child's medical information, including food allergies, up to date.
- **Health Form:** A current physical is required for the following students: all new entrants (upon entering school in any grade) and all students in grades K, 2; and 4. The date of the physical exam must not be more than 12 months from the first day of school.
- **Record Release:** This form gives the school permission to obtain/release all records pertaining to a given student from his/her previous or future school. Please note the records will only be released to the custodial parent. This form must be completed and should include the telephone number and address of the previous or future school, as well as the signature of a parent.
- **Emergency Contact Information Form:** This form contains information about who is authorized to pick up your child from school.
- **Student Information:** This form provides the school with valuable information about your child's previous education, home language, and background.
- **Free and Reduced Price School/Meals Application:** Information disclosed on these forms will determine a child's eligibility to receive free, reduced or paid meals for the school year. Parents must complete and submit a 1041 lunch application form every year.
- **Media Release Form:** Evergreen is often highlighted in local newspapers and other media outlets where students and staff are photographed, filmed and/or interviewed. The media release forms are referenced when posting photos/videos of children on the school website and other press releases intended for promotional/newsworthy purposes. Parents who do not wish to have their child photographed/filmed, interviewed or mentioned in a newspaper, magazine article, or other press releases must return the *Media Release Form* indicating their desire not to allow their child to participate. If the school does not receive notification indicating exclusion of their child in any of the above mentioned activities, student will participate if media opportunities become available.
- **Neighborhood Walk Permission Form:** Provides permission to walk to nearby areas around the school. These neighborhood walks are usually intended to complete a class science assignment/experiment, collect leaves, or do nature observations. Signing a *Neighborhood Walk Consent* form will give teachers immediate permission to have your child participate in neighborhood class activities on an 'as-needed' basis. These forms cannot be utilized as permission to take a child on a field trip that is more than two blocks from the school.

**It is critical that the school be notified immediately of any changes in a student's name, address, phone number, emergency contact information,** or any other information provided at the time of registration. Please update such changes using the *Change of Information* form. Evergreen complies with all confidentiality laws protecting the privacy of its students and their families. Information regarding a student's progress will be shared only with parents, appropriate members of the school's faculty and staff, and any professional consultants retained for the purpose of measuring and/or improving instructional quality. When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific, individual students.

## **ACCESS TO STUDENT RECORDS**

All student records (hard copy or digital) include educational information which identifies the student either by name, number, or some other way. Records include personal and educational information such as test scores, attendance, and guidance folders. Discipline referrals, notes written by teachers or other school personnel are not included in student records. All student records are confidential and are secured in locked file cabinets or in secure digital locations.

Legal guardians of current Evergreen students may request their children's report cards, attendance records and teacher comments via the school administration. They may view their child's permanent file by requesting access to it at the Front Desk. Parents may view the file at the Front Desk, but the file may not leave the area. Quarterly student report cards and end of year student records will not be released or transferred until all student fees have been paid. Only people indicated in student's file as the parent and/or legal guardian will have access to student records, report cards, attendance records and teacher comments. Only authorized, written requests for student's records will be honored.

- The parent or eligible student is entitled to copies these records; however, original records may not be removed from the school.
- Access to the record will be made possible at the earliest convenient date. In no case will the waiting period be more than forty-five days after the parent or eligible student has made a request for access.
- Parents or eligible students can make notes regarding the records. The record search is completed at no cost to the parent or student. There is a cost to obtaining copies but it will not exceed twenty-five cents per page. If the fee becomes a hardship for the parent or eligible student, consideration to waive the fee will be given.
- The Principal will arrange for a staff representative to explain and interpret the record data to the parent upon request and with reasonable advanced notice.
- Parents who have disabilities or who live outside of the school district are entitled to have copies forwarded to them. The Principal will arrange for a staff member to interpret the record data to the parent upon request and with reasonable advanced notice.
- In the case of estranged, divorced, or separated parents, or in the case of custody issues, requests by the custodial parents or legal custodians to examine the child's records will be honored as outlined previously.
- In the case of requests by non-custodial parents to view the child's records, the custodial parent or legal custodian will be notified of such request, and after forty-five days, if no documents are found which bar the non-custodial parent from viewing these records, the records will then be made available to the non-custodial parent.. If written request is granted by the custodial parent, then the non-custodial parent will have access to records
- If the education records contain information regarding more than one student, the parent or eligible student may inspect and review the information that pertains only to his/her child or the eligible student.

### **EVERGREEN SCHOOL BEHAVIOR PLAN**

In keeping with Evergreen Charter School's promise to respect ourselves, others, and the environment, all students are expected to:

- Follow directions of ALL adults.
- Keep their hands, feet, and objects to themselves.
- Use appropriate language and gestures.
- Do their work every day to the best of their ability.

These four rules will ensure a safe and orderly environment within our school. Each room will use a blue pocket chart that contains colored cards that will be used to monitor student behavior. Each student starts his/her day with a green card, which indicates a great day. If a student chooses not to follow the school rules, he/she will be asked to flip the green card, revealing the next colored card and follow its consequence. The color system works as follows:

- Green: Great Day – Keep up the great work!
- Yellow: Warning – Provides students with an opportunity to think about the mistakes they have made.
- Blue: Time Out – This happens within the classroom or another classroom. Students are given an opportunity to calm down. At this time, they will fill out a *'Think It Through'* sheet or participate in a *'Think It Through'* activity. This will help students think about how they can adjust their behavior.
- Orange: Parent/Guardian Contact – An Administrator and the Social Worker is notified of behavior then a not is sent home explaining what occurred. Once parent reads the note, it must be signed and returned to the teacher. If it is not returned, school administration will contact the parent by telephone.
- Red: Administration – A school administrator will meet with the student and decide on the next course of action.

Additional Information regarding Evergreen's School-wide Behavior Plan:

- School rules are posted in all classrooms.
- Cards do not get flipped back.
- Students record their colors daily either in their agenda or on paper provided.
- Teachers record student's behavior colors daily.
- At the end of each month teachers will be asked to identify those students whose card has consistently been green.
- At the end of each month, students whose card has consistently been green will have their name displayed on a bulletin board. They will be given a small treat during lunch (Chef Joshua will provide further information), and be recognized at special events.
- Evergreen Dollars will be provided to teachers to distribute to students who go above and beyond; students will then be able to purchase items at the school store on given days/times.
- Students whose card has consistently been green for the entire year will be invited to attend a special breakfast with their parents.
- There is zero tolerance for violence, inappropriate language/gestures, and intimidation. If a student exhibits any of these behaviors, they would automatically flip their card to Red.

### **UNIFORM POLICY**

The Evergreen Charter School promotes the academic and social development of all students in their early preparation for the real world and a successful career. In doing so, our dress code represents the standards of excellence that our students are held to and we strictly enforce the uniform policy. Any student not in compliance with the dress code will receive two warnings, followed by phone contact with the parents.

Evergreen requires all students to dress in compliance and in a manner that conforms to standards of decency and modesty. Students found to not be in compliance with the dress code, may be retained in the office until appropriate clothing is brought to the school.

It is suggested that the student's name be written in permanent marker on all clothing being sent to school. If an item is misplaced, it will be returned if labeled. Otherwise, the item will be held for several weeks in *Lost and Found*, which is located by the stage.

All students are expected to come fully dressed (in school uniform) every day regardless of weather. Failure to wear the uniform violates the school's uniform and discipline policy. Uniforms are not required for Saturday School.

Please wash your child's school uniforms as often as needed, it is important that your child report to school looking neat and clean at all times.. If possible, we recommend purchasing two or more uniforms for the week (pants, shirts, ties, jumpers, socks) so that keeping uniforms looking clean and neat does not become a hardship.

#### **Purchasing Uniforms for Evergreen Charter School**

The Evergreen school uniform may be purchased from either *Lobel's School Uniform Company* (store in Massapequa) or *Ideal Uniform Store* (stores in Elmont, Brooklyn and Valley Stream).

#### **Lobel's School Uniform Company:**

1155 Westfield Sunrise Mall (located on the lower level near the fish pond)  
Massapequa, NY 11758  
(516) 795-3838



**Ideal Uniforms:**

Ideal Uniforms – Elmont  
1271 Hempstead Turnpike  
Elmont, NY 11003  
(516) 354-8255

Ideal Uniforms – Brooklyn  
1816 Flatbush Avenue  
Brooklyn, NY 11210  
(718) 252-5090

Ideal Uniforms – Valley Stream  
175 Rockaway Avenue  
Valley Stream, NY 11580  
(516) 354-8255

Evergreen uniforms can also be purchased online at: [www.idealuniform.com/egcsh](http://www.idealuniform.com/egcsh)

**Evergreen reserves the right to change or modify the dress code as issues arise during the year.**

**Evergreen Uniform for Girls:**

- White collar blouse (short/long sleeve)
- White polo with school insignia (short/long sleeve)
- Green plaid criss-cross tie
- Green pants, plaid jumper or skirt
- Green cardigan with school insignia
- White or green knee socks or tights
- Black closed toe shoes or all black sneakers; shoes should be worn on non-gym days.

**Evergreen Uniform for Boys:**

- White button-down collared shirt (short/long sleeve)
- White polo with school insignia (short/long sleeve)
- Green twill pants or shorts
- Green plaid tie
- Green cardigan or sweater vest with school insignia
- Black shoes or all-black sneakers; shoes should be worn on non-gym days.

**Shoes:**

- Shoes must be laced up, with the tongue inside and tied securely.
- High heels, knee high boots and open toed shoes (sandals, flip flops, etc.) may not be worn at Evergreen.
- If you child wears snow boots to school, they must change to regulation footwear upon arrival to school.

**Physical Education and Gym Uniforms**

Evergreen Physical Education (PE) uniforms should be worn to school on scheduled gym days. The gym uniform consists of:

- Green athletic shorts with school insignia
- Grey t-shirt with school insignia
- Green 2-piece sweat suit with school insignia
- Sneakers
- White cotton socks

Students are required to wear their gym uniforms (including sneakers) to participate in all physical education activities. Students may not alter the PE attire in any way. No short-shorts, jeans, jean shorts, cut-offs, lycra or spandex are allowed for PE. Students should only wear their gym uniforms to school on days that they have PE.

## Jewelry

- Earrings must be close to the earlobe and may not be oversized or distracting to the eye. Hoop earrings are not permitted, and all earrings must be smaller than the size of a dime.
- All necklaces must be tucked inside the shirt at all times throughout the day
- Sunglasses and non-prescription glasses may not be worn as an eye accessory
- Jewelry other than simple earrings, bracelets, rings or watches are not permitted.

## Outerwear

- Coats, non-school sweatshirts or any other outerwear, are not permitted to be worn during school hours or taken anywhere in the building (at any time) and must be left in the closet/coat rack until dismissal..

## Head Covering

- No hats or other head coverings are permitted at Evergreen; if worn to school, they must be removed before entering the building. This includes scarves, bandanas, headbands, do-rags, hoodies, or any other type of head covering
- Those who need religious exceptions should notify the school in writing at the beginning of the year.

Students may **not** wear the following:

- Shorts or skirts that are more than two inches above the knees.
- Pants, shorts, skirts or undershirts that have patterns, lace, polka dots, stripes, holes or words.
- Pants that are made of spandex, Lycra or any other stretch material.
- Open toed shoes, flip-flops or shoes or boots with high heels.
- Boots that have excessive fur, laces or other distracting items.
- Any chains – wallet chains or chains worn as jewelry.
- Brightly colored tights, legwarmers, knee-high socks or stockings
- Students are not permitted to wear makeup to school.
- Any apparel, jewelry, accessories, notebooks, books, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute, denotes advocacy of drug and alcohol use, violence, hatred, or disruptive behavior.

## Other Requirements:

- If a long sleeve shirt is worn under a t-shirt, it must be white.
- Belts **must** be worn if there are belt loops on the student's pants, shorts or skirts.
- Shoes and socks must be worn at all times for health and safety reasons.
- All Evergreen shirts must be fully tucked in, with belt or the waist-band visible).
- All pants, skirts and shorts must be an appropriate size and fit.

Furthermore, Evergreen reserves the right to restrict jewelry, makeup or clothing based on its sole discretion.

## SNACKS & MEALS

Evergreen has made a commitment to providing nutritious meals to promote student health. Please take this into consideration when packing lunches and snacks for children. If a child brings junk food (chips, cookies, candies and other sweets), the student will be provided with a healthy alternative, and the junk food will be sent home with them.

Students at Evergreen have snack time in the morning and the afternoon, two healthy snacks per day should be sent from home. If your child will not be eating hot lunch, please send a healthy, bagged lunch with them. **Evergreen is a NUT FREE school.** Please check food labels to be sure that food sent to school, does not contain nuts and was not manufactured in a facility where nuts are processed.

Parents are not to send food to school that requires warming, staff members are not permitted to heat food for students; this practice is prohibited in the school. For students that do not eat school lunch, a cold/bagged lunch is recommended. Please label the child's lunch so that it is not confused with snack. The staff lounge is prohibited to students. Teachers are NOT able to store food in the refrigerator or use the microwave for students.

Students are advised to refrain from sharing food with other students; minimizing exposure to students with food allergies, and the spread of illness caused by germs. Students will practice proper etiquette and hone their clean-up skills during mealtimes.

School aides supervise lunch and recess activities. In good weather, students will have the opportunity to play and enjoy recess time outside on the playground. On rainy days and during cold winter months, students will remain in the multipurpose room to enjoy alternate activities including: movies, learning games, reading, study time and socializing appropriately using indoor voices.

Students may not bring gum, candy, or any non-school related item to school unless they have teacher permission for a special party/event. Candy and gum will be thrown out.

### **SCHOOL BREAKFAST AND LUNCH PROGRAMS**

**Parents must complete and submit a 1041 Lunch Application form every year.** Breakfast and lunch are provided, and the cost is determined by Evergreen based on Free and Reduced Price School/Meals guidelines. Information disclosed on these forms will determine a child's eligibility to receive free, reduced or paid meals for the school year. Students paying for meals (reduced price and full price) must either pre-pay or pay at the time of service.

The School Breakfast and Lunch Programs are federal programs providing free, reduced-price or full-priced breakfast and lunch at participating schools throughout New York State. The meals are the same for all children, and no child is identified as a free/reduced price student, or discriminated against in any way.. All children attending schools that offer these programs can participate. Some children qualify for free/reduced price meals, and others pay for meals, depending on family size and income.

Families fill out applications at the beginning of the school year. Information about family size, income and sources of income are required. Families receiving TANF and/or SNAP benefits do not have to fill out an application if they submit to the school a direct certification letter provided by the State or Local Department of Social Services. SNAP and/or TANF recipients may also complete an application for free and reduced price meals, which only requires them to provide the case number, the names of the children, and an adult household signature. Based on documentation supplied by the family, the school notifies the family as to the child's eligibility status (free, reduced price, full-price). Applications are kept confidential and may be submitted at any time during the school year.

### **HEALTH, MEDICATION & CHILD WELFARE**

Evergreen Charter School employs a full-time nurse. If your child becomes ill during the day, she will call you to pick up your child. An annual health examination is required for grades K, 2 and 4. The *Health Form* must be returned to the school at/or before the beginning of the school year. New York State requires that all students provide proof of required immunizations before they may begin attending classes. A current *Immunization Record* must be on file in the office as students will not be permitted to attend school until all immunizations are properly up to date. Please notify the teacher and the nurse in writing if your child has a chronic illness that may affect his/her performance at school.

Evergreen strongly encourages families to dispense both temporary and maintenance medications outside of school hours, please ask your physician for a medication schedule that will accomplish this. In the event there is no alternative medication schedule, the school nurse can administer medicine. There are medical conditions (asthma, diabetes, etc.), which can be managed during school hours provided that the proper documentation (a doctor's order and properly identified medication with pharmacy labels) is available.

The **Medication Administration Form (MAF)** contains written parental authorization for medication administration in the school as well as the doctor's medication order. The MAF, when completed, must be returned to the nurse together with the medication. The medication must be new and in its original packaging or container. The pharmacy label must be intact, and the dosage instructions must be the same as those on the MAF. Parents must transport all medication to the school; children are prohibited from doing so.

Once this process is completed, the medicine is stored and administered from the school nurse's office and cannot travel back and forth between home and school. It is strongly encouraged that you ask for two separate prescriptions (when at the doctor's office) so as to avoid any medication shortages in school and/or at home.

If a doctor changes the dosages or frequency of medications given at school, these orders must be in writing. The changes will require a note from the doctor (which can be faxed to the school) and a new MAF. Verbal orders CANNOT be accepted.

Students are not permitted to bring over-the-counter medications (aspirin, lozenges, supplements, cough syrup, etc.) to school nor will the school nurse administer over-the-counter medications to students without a doctor's written order. For further information on medications or other health issues, please contact the school nurse.

## Illness

Students may be sent home if they:

- Have a temperature of 100 degrees or higher. The student must be free of fever for 24 hours without the use of fever-reducing medications (Tylenol, Motrin, etc.) before they can return to school.
- Vomit during school due to illness. Please keep your child home if he/she vomits during the night or before school.
- Show signs of an eye infection (thick mucus or pus draining from the eye).
- Show signs of a rash, lice or nits (body rash, especially with a fever or itching).

A child may be sent home if there are other symptoms present, with or without fever, at the nurse's discretion. Such symptoms include inflamed throat, persistent cough, difficulty breathing, injuries and illness of sudden onset, etc. Parents may choose to bring a doctor's note with instructions for the school to follow regarding the illness.

## Counseling

The school social worker is available to assist students with a wide range of personal concerns, including social, family, and/or emotional issues, or substance abuse. The social worker may also provide information about community resources to address these concerns. A student who wishes to meet with the school social worker can notify Evergreen staff in order to make an appointment.

## ACCIDENTS

The nurse will administer initial treatments for minor injuries. A parent or the student's emergency contact will be notified immediately whenever medical treatment is administered to a student, and an incident report will be filed in the student's permanent record. **In such cases, it is crucial that the school has working phone numbers for student's parents and for alternate contacts in the event that a parent is unavailable.** Please be vigilant in keeping your child's school records up to date.

## **PHYSICAL EDUCATION & RECESS**

The purpose of physical education (PE) and recess is to provide your child with a short break, fresh air and informal participation in positive social and physical activities. Parent requests for inside PE and/or recess during cold weather impose a serious supervision problem, as teacher/staff must be outside with the other children. If there is a medical reason your child may not participate, please contact the PE teacher and school nurse.

## **FIRE DRILLS/EMERGENCY PROCEDURES**

The school will have at least ten fire drills per year during the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers will be equipped with instructions, and all drills will be practiced with students on a regular basis. In the event of an emergency that requires school evacuation, the school's official evacuation site is Hempstead High School located at 201 President St., Hempstead, NY 11550. Phone: (516) 292-7014.

## **VISITOR'S PROCEDURES**

To help ensure a safe and secure learning environment for your children, all visitors to Evergreen are required to show photo ID, sign in at the Front Desk, and wear a visitor badge. Faculty and staff have been instructed to escort anyone without a visitor badge, immediately to the Front Desk for identification.

If a person is not an employee and is not wearing a visitor badge, employees will request that person to follow proper procedure and get a visitor badge from the Front Desk. Please sign out and return your visitor badge to the Front Desk when you leave the building.

Refusal to follow procedures and/or show identification will result in denial of access to the school. Visitor's procedures are intended to ensure the security and safety of our children and staff.

### **Visitors, Meetings & Volunteers**

All visitors, including parents, must sign in at the Front Desk and be given a visitor badge before going elsewhere in the building. Given the recent incidence of school violence nation-wide, we are instituting this policy for the safety of your children.

If any visitor(s) (including parents) engage in disruptive, threatening or inappropriate behavior (while on school property, or towards any Evergreen student or staff member off of school property) they can be removed from the building, permanently barred from the building, and/or barred from attending Evergreen events. In addition, the police can be called, and a restraining order can be filed. Disruptive, threatening or inappropriate behavior includes:

- Endangering the physical safety of another by the use of force or the threat of force
- Engaging in behavior that disrupts classroom activity or endangers or threatens to endanger the health, safety, welfare or morals of others
- Intoxication or impairment
- Failure to model and support Evergreen values
- Interrupting a class while in session
- Refusing to leave a classroom when asked to do so by the teacher
- Being rude to any Evergreen staff members
- Speaking to any other student that is not their own
- Using profanity or raising of one's voice
- Making threats of bodily harm, violence, terrorism, bombing, shooting or murder
- Falsely accusing Evergreen members

- Refusing to identify oneself to Evergreen staff members
- Failure to comply with staff instructions
- Trespassing on school property (whether or not school is in session)

## **PARENTAL INVOLVEMENT AND COMMUNICATIONS**

It is one of the distinctions of a charter school education that parents are enthusiastically encouraged to be involved in the educational process. Parents are strongly encouraged to attend scheduled parent-teacher conferences, school board meetings, concerts and events of their child. Notices including details regarding these events will be sent home with the students or via an automated School Messenger message.

Parents are encouraged to maintain an open dialogue with the teacher concerning the progress of their child. Such communication should take place during school hours, not when school is not in session.

## **PARTNERS IN HOME LEARNING**

At the beginning of the year, students receive an agenda to record important information. The agenda will also be used by teachers as a way to communicate with parents on a daily basis. Students will use the book to log in their home learning assignments and to record their daily behavior color from their pocket chart.

Parents are expected to monitor homework to ensure children are completing all required assignments throughout the school year (including homework packets assigned during school breaks and summer vacation).

All students have a Homework Folder to facilitate effective communication between the school and home, ensuring that information is shared in a timely manner.

Teachers use the Homework Folder for school notices, program announcements, important documents, notes to parents, and all other school correspondence in order to ensure that parents are kept informed on a daily basis. Parents are expected to check the Homework Folder on a daily basis as items may require follow-up and/or their signature.

**Please respond to notices as instructed to avoid missing appointments and important deadlines.** Students who are absent on days in which notices are sent home must receive notices/information upon returning to school.

## **HOMEWORK**

A strong correlation between parental support and student success has been documented; parents are responsible for overseeing homework. Homework is an essential component of a good and effective instructional program. Students are expected to do homework on a daily basis (Monday through Friday/including weekends and vacation). Homework will be assigned to students during all school holidays and vacations; this includes Thanksgiving, Christmas, winter, spring, and summer recesses. Activities are intended to provide practice in reading, math, writing and research skills.

Students must complete and submit homework assignments on time. Homework should serve as a follow-up and reinforcement to the day's lesson and/or practice of skills learned previously. Completing homework assignments on a daily basis helps students to develop responsible study habits at an early age.

Homework should not be overwhelming and should always provide instructions that are easy to read and understand. Teachers will not assign homework that is not relevant to topics covered in class. Students should be able to reference notes from their class notebooks that will support them in completing assignments at home. If a student is absent from school, he/she is responsible for making up homework.

In addition to regular homework assignments, students should read at least 20 minutes per day. Here are some suggestions for ways you can help your child gain the most from his/her homework experience:

- Make homework rules together with your child. Decide when and where it will be completed.
- Give your child a healthy snack before he/she begins homework.
- Provide a quiet place for your child to do homework, such as a desk in his/her room or the kitchen table. Make sure there is sufficient lighting, and that distractions are limited.
- Show an interest in your child's homework and ask him/her about it each night.
- Encourage your child to work independently and assist them when needed.

## **TOOLS FOR LEARNING**

A list of basic supplies is mailed home to parents in August. This list may not include some supplies teachers may want their students to have; therefore, parents may receive an additional list of school supplies at the beginning of the school year from the teacher. It is important that students come prepared with all tools for learning every day; this includes pencils, pens (for upper grades), and any other materials necessary to work, study, and learn.

The school has the responsibility to educate your child; we would not be effectively fulfilling our role in serving your child adequately if he/she comes to school unprepared and is missing the materials needed to be successful in school. A meeting with the parent will be requested by the teacher, social worker, and/or principal if a student demonstrates a pattern of coming to school without the necessary tools for learning (e.g. missing textbooks, materials, pens/pencils, notebooks, etc.).

Textbooks that are taken home and assigned to students must be covered. It is recommended that parents cover student workbooks, also. Students should treat the books with care so as to avoid any damage to them. Parents are responsible for reimbursing the school for cost of any textbooks that their child loses or damages. In the event that a parent discharges their child from the school, all school property (including textbooks) must be returned to the school before official records can be released to the new school.

## **STUDENT ORGANIZATIONAL PLANS AND MATERIALS**

Organizational skills are explicitly taught to students. A school-wide system will help students to reinforce the proper organization of a notebook. When a student is absent, he/she will be able to get back on track as quickly as possible and begin making up missed work.

## **FIELD TRIPS**

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent in order for the student to participate in a field trip.

**NO EXCEPTIONS** will be made for any student failing to return a signed permission slip. **Permission by telephone will not be honored.** Students without signed permission slips will remain at the school in another class.

The school will provide all students with a bagged lunch, unless parent informs the teacher that the student will be bringing their own lunch on the trip.

## CURRICULUM

### Math

The Evergreen Charter School Mathematics curriculum is aligned to the Common Core Learning Standards (CCLS). There is a strong focus by teachers to provide engaging lessons, meaningful assessment and data driven instruction.

As its core program, the school uses modules from the New York State Department of Education called *A Story of Units*, and supplements these with *GO Math!*, *Ready*, and other Common Core aligned resources. *A Story of Units* provides a cohesive curriculum from Grades K to 5 that allow students to:

- Develop fluency with facts and procedures.
- Focus on fewer math concepts and develop a deeper understanding of the math that is appropriate for their developmental level.
- Apply their knowledge to real world problem solving.

### Literacy

At Evergreen Charter School our mission is to nurture the intellectual, physical and social development of all of our students. Our overarching literacy belief is that every student can become a competent reader and writer. To that end we have developed a program of balanced literacy instruction that allows students to have meaningful and rigorous literacy experiences. This approach helps students increase their proficiency in the five interrelated processes of reading, writing, speaking, listening and thinking, and integrating these processes within all teaching and learning experiences. Our balanced literacy framework is a flexible organizational and planning model used to engage students in meaningful literacy experiences, which promote the development of reading, writing, speaking and listening skills, as well as the motivation to be a life-long reader. This framework uses current research on evidence-based best practices in literacy.

Classroom teachers use a workshop approach that allows scaffolding and differentiation of instruction based on the student's instructional level. Through skillful questioning techniques, our students are taught to think critically at high and complex levels, regardless of their reading level. Our program of study is aligned to the NYS Common Core Learning Standards and based on NY State curricula guidelines.

Students are immersed in literacy through a daily three-period ELA block that incorporates Reading and Writing Workshop and the integration of literacy skills into the specific content areas. Students are exposed to a wide range of genres and materials that include fiction, non-fiction, narrative, poetry, chapter books, text-books, newspapers, encyclopedias, journals as well as electronic sources. Technology is integrated throughout the literacy program as a support and means of enrichment through the use of smart boards a MAC computer lab and portable computer lab. The focus of our program of study is to teach students to become thoughtful and strategic readers. In order to teach these strategies, we use high-quality children's literature that aligns with the Common Core Standards and that allows students opportunities to apply strategies in contexts that will make them life-long learners. Complex texts are used as anchor and mentor texts for both reading and writing instruction.

Students are informally assessed through a variety of formal as well as informal methods and their progress is charted and analyzed which allows teachers to then use the diagnostic information for scaffolding instruction and group students for focused guided instruction. After the delivery of a lesson, the workshop model in a balanced literacy approach also allows for further reinforcement, support and practice of the skills and strategies. Some of the elements of our balanced literacy program include:

• **Fundations:** A multi-sensory, systematic and sequential word study program that helps develop a foundation of early literacy skills for our youngest learners.



- **Word Study:** Students expand their knowledge of spelling, words and word parts, as well as meaning vocabulary through a variety of challenging and engaging experiences.
- **Guided Reading:** A small group instruction methodology where students' developing reading skills are supported by the teacher or teacher's aide while the students read and problem-solve new text.
- **Read Aloud and Interactive Read Aloud:** The teacher reads a book or a sample of text to the whole group. The purpose for this strategy varies from enjoyment of the language, to provide background knowledge, to teach a strategy lesson or to scaffold instruction for developing readers. When used for a strategy lesson, students will then usually engage in activities related to comprehension of the text.
- **Shared Reading:** Enlarged text such as a big book or text sample is projected on the Smart Board, and the students share the reading of the text together.
- **Literature Circles:** Groups of students gather to engage in discussion groups about the book, text or topic read by all members of the group. The teachers act as facilitators, but the students own the discussion.
- **Independent Reading:** Students select books or text samples to read independently. Time is provided within the school day for students to engage in independent reading, and they are also encouraged to read for a minimum of 20 to 30 minutes each day outside of school.
- **Writing Workshop/Reading Workshop:** The basic frameworks for writing and reading instruction include mini-lessons, anchor and mentor texts, shared, guided, interactive and independent reading and writing, small group and individual conferences, sharing and publishing.

## STUDENT ASSESSMENTS

The right assessment at the right time can help today's educators meet literacy standards by identifying reading difficulties early, monitoring progress, and addressing individual learning needs. Evergreen utilizes *The New York State Identification Test for English Language Learners*, *CTB/McGraw-Hill's Fox in a Box*, the *Iowa Assessments* and the *Fountas & Pinnell Benchmark Assessment System* to assess students. Details on each assessment tool are listed below.

The **New York State Identification Test for English Language Learners (NYSITELL)** is the newly approved means of initially identifying English Language Learners (ELLs) in New York State. It replaces the LAB-R effective February 1, 2014. The purpose of the NYSITELL is to assess the English language proficiency of new entrants whose home language is a language other than English, as indicated on their Home Language Questionnaire. It is used to determine if the student is in need of Bilingual and/or English as a Second Language (ESL) services. Based on NYSITELL results, students will be categorized into one of four levels (Beginning, Intermediate, Advanced, and Proficient), which will determine the number of hours of services each student will receive.

**Fox in a Box:** CTB/McGraw-Hill's **Fox in a Box** is a diagnostic classroom tool that can inform instruction and help teachers build children's reading skills in the critical years from Kindergarten through Grade 2. Fox in a Box is an innovative system that is fun, developmentally appropriate, and easy to use. It gives teachers a precise measure of individual progress toward literacy benchmarks each semester, allowing teachers to target instruction while there is time for students to meet end-of-the-year accomplishments.

**Iowa Assessments:** The Iowa Assessments have been designed, developed, and researched to support a variety of important educational purposes. These purposes require the collection and use of information that describes either the individual student or groups of students. Identifying the testing purposes that are most important to your school or district will provide a focus and help you determine how best to interpret test results. The following examples of appropriate uses of results from the Iowa Assessments show how the tests can support a broad range of educational decisions.

**Identify strengths and weaknesses** - Make relative comparisons by content area of student performance for both groups and individuals.

**Inform instruction** - Make student-centric decisions about personalized instruction.

**Monitor growth** - Measure change in student performance over time, both at the group and individual level, with a valid and

reliable scale.

**Determine college readiness** - Compare student achievement levels to established benchmarks, tracking academic preparedness.

**Measure mastery of core standards** - Determine the degree to which students have mastered core learning standards, such as Common Core State Standards.

**Implement Response to Intervention (RTI)** - Identify students who may benefit from intensive, systematic learning interventions.

**Inform placement decisions** - Place students into appropriate groups, levels, and programs.

**Make comparisons** - Compare student performance to that of local, state, and national groups according to research-based evidence.

**Evaluate programs** - Guide administrative evaluation of the effectiveness of instructional programs, professional development, and curriculum.

**Predict future performance** - Apply current assessment results to project student performance on future assessments and adjust programs accordingly.

**Support accountability** - Provide reliable and valid data to support district and state reporting requirements.

**The Fountas & Pinnell Benchmark Assessment System** enables us to:

- Determine students' independent and instructional reading levels
- Group students for reading instruction
- Select texts that will be productive for a student's instruction
- Assess the outcomes of teaching
- Assess a new student's reading level for independent reading and instruction
- Identify students who need intervention and extra help
- Document student progress across a school year and across grade levels
- Create class profiles
- Inform parent conferences

## TELEPHONE USAGE

### Phone Calls and Messages for Students

Interruption of the school day is discouraged; please try to communicate with your child before or after school time. If your child has a cell phone, it MUST be turned off and out of sight during the day. If you need to communicate with your child, we encourage you to leave a voicemail/text on their phone so that they can retrieve it after they leave the school premises.

In the event of an emergency, please contact the school administration to determine the best course of action. In general the school will not interrupt the student's day unless absolutely necessary. Emergencies are considered any of the following: police, fire or ambulance emergencies; a death in the family; or a car accident. The following do NOT qualify as emergencies: change of family plans, lost keys, need for directions home, need for directions for after school, lunch issues, issues about who is picking kids up after school, getting something at the store after school, etc.

## Student use of School Phones

The school phones are for school related business and emergencies only.

## Student Cell Phones

Students in grades 4 and above are permitted to carry a cell phone to school for use in the event of an emergency only. The phone must be OFF and placed out of sight in their backpack, purse or pockets during school hours.

Student cell phones must be OFF; they cannot be on vibrate/silent mode while in the building. If any phone is ON, visible or making noise during school hours or in the school building, it will be confiscated.

- The **first** time a student's phone is confiscated, a parent can pick up the phone, during school hours, Monday through Friday;
- The **second** time a student's phone is confiscated, his/her parent(s) will need to choose between two consequences: 1) the student will serve a one-day suspension at home, or 2) the student may not carry the phone at school for the rest of the school year. In addition, a parent will need to pick up the phone, during school hours, Monday through Friday;
- The **third (or successive)** time a student's phone is confiscated; he/she will serve a longer-term suspension (to be determined by administration) and will no longer be allowed to carry a phone at school.

If a student makes or receives calls or texts from a cell phone during the school day, **he/she will automatically be suspended**. Students who refuse to give a staff member their phone for any reason will also be **suspended**.

Student telephones may be searched at the discretion of the School. Evergreen reserves the right to remove any and all cell phone privileges from homerooms or whole grades that are abusing the cell phone policy.

## ELECTRONICS POLICY

The use of any personal electronic device is strictly prohibited during school hours or programs.

Personal electronic device: Any device which electronically communicates, sends, receives, stores, reproduces or displays voice/text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, e-readers, tablets, laptop computers and personal digital assistants.

**The School does not provide reimbursement for student property that is lost, stolen or damaged at school. All items (e.g., smart phones, music players, DVD players, etc.) are brought to school at the sole risk of the owner.** Music players include CD players, MP3 players, iPods, Walkman, and personal radios. **The school will not spend time or energies in recovery of these items.**

Students in grades 4 and above are permitted to carry personal electronic devices to school if they are turned OFF and kept out of sight in the student's backpack or purse.

If any personal electronic device is not stored out of sight, it will be confiscated, turned in to the office and returned only to parents. If an item is for show and tell, please contact your child's homeroom teacher to confirm that the item is for use in the classroom.

## Computer Policy

Evergreen computers are for academic use only. Students may not bring computer games from home, nor may they access any entertainment Internet sites, except under the direct guidance of a teacher or staff member. Unapproved

software may not be installed, downloaded or utilized on school computers. Students who abuse or misuse school computers will be restricted from using them.

## **Toys, Games and Gadgets**

Students are not permitted to bring toys, video games or gadgets to school. These items will be confiscated and returned only to parents. If an item is for show and tell, please contact your child's teacher to confirm that the item is for use in the classroom.

## **Student Safety and CPS Reporting**

To protect the safety of all students, the administration reserves the right to search student's backpack, purse, shoes, cell phone history, photos on cell phones, any pockets, or any area that could conceal an item or information that is banned from school (i.e., drugs, weapons, stolen items, phones that are ON, etc.)

Student safety is our first priority at Evergreen. School officials are mandated reporters of child abuse and neglect; we are required by NYS law to report to the Child and Family Services Child Abuse and Neglect Hotline if:

- A student tells a staff member that he/she; is being abused at home, knows of drug use in the home, has been sexually abused, is engaging in child pornography or prostitution, has witnessed domestic abuse, is being threatened at home, or is fearful of going home.
- A student threatens suicide or threatens to kill or seriously harm another person.
- A staff member sees physical signs of abuse such as bruises, burns, fractures, etc.
- A staff member notices signs of neglect including lack of basic food and clothing, inappropriate hygiene, lack of appropriate supervision, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
- A student is engaging in risky behavior (including sexual behavior, drug use, etc.) and the parents are not able to or unwilling to intervene.
- A student has three or more unexcused absences or an extreme tardy problem.
- A student is being kept from school to care for family members, to do chores, or work around the house.
- Parents are repeatedly not returning phone calls, not responding to notes or letters sent home, or are not coming to school for meetings.
- Parents have withdrawn a student and fail to provide documentation of enrollment in another education institution within ten days.

## **MONEY AND OTHER VALUABLE PROPERTIES**

Students are encouraged to leave all money and other valuable properties at home. We encourage parents **NOT** to send children to school with large sums of money. **ONLY** when necessary, send a maximum of \$2.00 - \$3.00.

## **BATHROOM POLICY**

### **K - 1**

Please note that students must be **fully** potty trained in order to attend school at Evergreen. In the event of a bathroom accident, children will be changed into dry clothes. Please provide a change of clothes including pants, shirt, underwear and socks to store at school in case of a bathroom emergency. Please wash and return these clothes as soon as possible and update the change of clothing as the weather changes or your child's size changes. It is the **parent's responsibility** to ensure that their child has a change of clothing at school at all times.

## All Grades

Students are allowed to use the bathroom at the teachers' discretion and are encouraged to go during independent work time. Students must use the closest bathroom to their classroom. Grades 2-5 will sign-out of class when they leave to use the bathroom. Students can be put on a 'bathroom plan' if they are abusing their bathroom privileges. Please notify the school if your child has unique needs regarding the use of the restroom.

## Student Privacy

Evergreen complies with all New York State regulations regarding student privacy. We respect the privacy of all parents and students in regards to student records.

## GRADING AND STUDENT PROMOTION

### REPORT CARDS

Parents are required to pick up report cards at scheduled conferences with teachers three times a year. If a parent is not able to attend parent-teacher conferences, he/she is responsible for scheduling to meet with the teacher and pick up the report card at a mutually convenient time. **Report cards will not be sent home with students.** Final report cards are sent home to parents by mail.

### STUDENT PROMOTION POLICY

**Performance Based Criteria for Promotion.** Other Promotion Considerations include:

**Student Attendance:** Students are expected to practice good habits of attendance and punctuality throughout their education. Please refer to the *Attendance Policy* for detailed information on how student promotion can be affected by their attendance.

**Assessments & Performance:** Assessments are utilized in every grade level to monitor student learning and progress. Teachers will utilize a variety of evaluative tools that measure progress and mastery in all of the content areas. Assessing a student's performance includes but is not limited to; observation by teacher of student overall participation and performance in class, performance-based assessments, standardized tests, and other appropriate monitoring techniques. Teachers will provide parent(s) with ongoing detailed information about their child's academic progress through progress reports and report cards. Teachers will maintain student work in folders to document student progress towards meeting grade level benchmarks and New York State Learning Standards and Assessments.

**Intervention & Student Support:** Parents are expected to be active partners in the education of their child. Therefore, the Principal will communicate to parents what the student must know and the level at which the student must perform to meet state standards and the promotional criteria. Parents will be advised before the 2<sup>nd</sup> report card that their child's performance is not meeting or approaching New York State Learning and Performance Standards. Early notification will provide an opportunity to review student work and discuss strategies and academic intervention that is geared to meeting the New York State Learning Standards and Assessments.

Any at-risk student will have a Response to Intervention (RTI) plan and will be eligible for appropriate services. Students who have been classified with disabilities will be eligible for services/support/accommodations as indicated on their Individualized Education Plan (IEP) or their Section 504 Plan.

### Decision to Retain a Student

Parents are notified by January 31<sup>st</sup> if their child is at risk for not passing. If a student is at risk and has not met New York State Standards for promotion to the next grade level, the principal will review the student's academic records, including;

student work, class tests/quizzes, projects, and a student's instructional intervention plan. Written notification will be sent by April 30<sup>th</sup>, inviting parent(s) to a Retention Notification Meeting with the principal and the classroom teacher in order to discuss their child's academic status. In the event that a student has not met the criteria for promotion, the principal will formally notify the parent by the **1<sup>st</sup> week in June** of the decision "not to promote" their child.

### **Parents Right to Appeal Promotion Decision**

The first step in the appeals process is for a parent to submit a letter to the principal regarding the retention of his/her child. The letter of appeal must be received within three business days of the notification to retain the student. The principal will review the students' results on test scores; class work and homework; writing and math samples; teacher observations; and other relevant information in order to make a final decision.

The principal will inform the parent(s) of the decision to promote or retain the student within three business days. If not satisfied with the decision of the Principal, a parent may appeal to the Board of Trustees by writing to the Board President at the below address. The Board will review all relevant information and will respond to the parent in writing within 30 days.

Gil Bernardino, Board President  
Evergreen Charter School  
605 Peninsula Boulevard  
Hempstead, NY 11550  
(516) 292-2060

### **PARENT ASSOCIATION**

The mission of the Evergreen Parent Association (PA) is to support the students, teachers and school administration; all parents and staff are encouraged to participate. The PA sets its own meeting schedule, which is distributed at the beginning of the school year, and is posted on the bulletin board in the Linden Avenue entrance to the school and on the school website. The PA was created in accordance with the Evergreen Parent Association By-Laws and Regulations.

The Parent Association has special events and fund-raisers throughout the year; all parents are encouraged to participate. These events enable Evergreen to provide students with an enriched learning experience throughout the year offering cultural events and field trips. Parents are strongly encouraged to join and participate in the Parent Association meetings, sponsored events, and volunteer opportunities, which support student activities throughout the year.

### **PARENT - TEACHER CONFERENCES**

Formal parent - teacher conferences are scheduled three times each year to facilitate open communication between parents and teachers regarding student's progress. Please refer to the school calendar for specific dates. Parents may also schedule informal conferences or conversations with teachers or school leaders at any time throughout the year. Please call the Front Desk to request a conference. Teachers will receive these notices and contact parents to schedule a mutually convenient time to meet. For purposes of confidentiality, please avoid talking about students in public or in areas that people can overhear the conversation. Parent - teacher conferences during instructional time are not permitted.

### **SURVEYS**

As a public charter, we are responsible for providing data, feedback, and documentation that demonstrates our progress and success as a school at the end of each school year. Teachers, students and parents will be asked to complete and submit an end of year survey. We encourage full parent participation in these surveys, which are part of our annual school reporting.

## PAYMENT OF STUDENT FEES

If there is an outstanding balance on any student account due to: owed lunch money, late student pickup fees, orchestra equipment fees (or any other fees), report cards will not be released, nor will the student be allowed to participate in any field trips.

Once the balances are paid, report cards will be released, and the student is allowed to go on the field trip if there is still space for them. Below is the fee collection process:

1. Written notification with details regarding the overdue account will be sent to the responsible party; payment is in-full, within **30** days.
2. If the balance is not paid in-full within 30 days, a second notice will be sent to the responsible party with the overdue account. The business office will request immediate payment within **15** days.
3. If the balance is not received within 15 days, a third and final notification will be sent to the party asking for immediate payment within **ten** days.
4. **Included in the final notification will be a notice indicating: If the business office does not receive a full payment in response to its third and final letter within ten days of sending it, the account will be referred to a collection agency.**

### Age Criteria

In order to attend Evergreen, a child must be 5 years old by December 1<sup>st</sup> of the enrollment year.

### EARLY INTERVENTION PROGRAM AND POLICY

At Evergreen, we believe in doing whatever we can to prepare our students for future academic and social success in school and in the world. Because of that, we do all we can to create an academically engaging and socially stimulating environment that meets the diverse needs of our students. Evergreen utilizes an early intervention model to provide support to those students with deficits in areas of social, behavioral, self-help and academic skills, in order to create a strong foundation for their future academic success. As we get to know our students, the early childhood intervention team (early intervention specialists, speech therapists, social workers and other service providers) may provide social and academic screenings, support services and recommendations for students who need that extra push toward gaining the foundation skills necessary for future successes.

### REPORTING A CONCERN OR COMPLAINT

If a parent has a concern or complaint, please find the appropriate protocols (teacher, administration, board of trustees) established to address these matters. All matters of concern must be first addressed at the building level with the Principal.

#### Concern/Complaint Process:

1. Request a meeting to discuss any concerns first with the teacher or complete a formal *Complaint Form* that will be forwarded to the Principal for review and follow-up.
2. Some concerns/complaints may require documenting. *Complaint Forms* can be requested at the Front Desk or from any school administrator.
3. Principal reviews complaint/ concern and contacts the parents within 48 hours. Serious concerns are prioritized and responded to sooner.
4. If the matter is not resolved to the satisfaction of the parent on the school level, please contact Gil Bernardino, President – Board of Trustees at (516) 292-2060.

In efforts for building administrators to respond to any concerns, it is important that parents follow the appropriate protocol (teacher, administration, board of trustees) to address school-related matters.

## **ROLES, RESPONSIBILITIES AND RIGHTS OF STUDENTS**

Students at the school will take pride in their academic and social achievements; as well as in their efforts to create a model society based on respect (for themselves, others, and the environment), a desire for knowledge, compassion for their classmates, and an abiding appreciation of the diversity that characterizes our neighborhoods. In the classrooms, students will follow the teacher's rules for group instruction, which will be articulated for each activity.

**RESPONSIBILITIES OF STUDENTS:** Evergreen students shall have the responsibility to:

- Come to class with appropriate working materials.
- Complete classroom assignments and homework to the best of their abilities.
- Participate in classroom jobs and responsibilities.
- Understand the teachers' grading system and monitor their own progress in each class.
- Be responsible for their own work.
- Respect and protect school facilities, properties and materials.
- Abide by the rules set forth by the school and individual classroom teacher and accept the consequences of acceptable and unacceptable behavior. .
- Cooperate with school personnel in cases involving disciplinary actions.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Know and observe school rules of dress and appearance.
- Consider and respect the points of view of others; be sure that their personal expressions (speech, written, or symbolic) are not damaging to or infringing on the rights of others.
- Respect themselves and others when participating in all school activities.
- Abide by the rules and guidelines of extracurricular activities and clubs; show good school spirit and sportsmanship.
- Assemble in such a way as to avoid disrupting the educational processes or conflicting with school rules.

**RIGHTS OF STUDENTS:** Students shall have the right to:

- Have parents bring them to school on time and attend all classes daily.
- Attend school and benefit from quality educational opportunities.
- Be informed of all school rules and regulations, and the consequences of breaking those rules and regulations.
- Receive due process in all disciplinary actions.
- Receive an appropriate education, which will include instruction using texts and materials at a level which allows an opportunity for success.
- Know in advance how grades in a class will be determined.
- Use school facilities, properties, and materials.
- Hear, examine, and express different points of view.
- Be shown personal respect by other students and school personnel.
- Be supported in their social, emotional and academic growth.
- Enjoy appropriate break times for exercise.
- Enjoy reasonable degrees of personal privacy; however, upon reasonable suspicion, student's spaces and belongings may be searched for prohibited or illegally possessed substances/objects.

## **PEACEMAKING AND RESOLUTION OF CONFLICTS**

The school recognizes the need to train students to deal constructively with conflicts; therefore, students, staff members, and parents are expected to follow reconciliation principles. When questions or complaints arise within the school, they should be handled first at the level of occurrence. For example, if a student has a dispute with another student in his/her class, then he/she should go to that student to settle the issue. If a parent has a disagreement with a teacher or administrator, he/she should go to that teacher to settle the issue, before talking to another parent. If a resolution cannot be achieved at this level, go to the next higher authority, as in this sample chain:



## STUDENT CONDUCT

At the school, students will be encouraged to make appropriate choices regarding their personal conduct. Following are the chief means by which faculty and staff will ensure order and support the development of good character at the school.

### CONSEQUENCES FOR MINOR MISBEHAVIOR

We expect that the great majority of our students will strive to meet Evergreen's expectations for responsibility and self-discipline. We also understand that no single set of procedures will be effective in helping every student develop the skills and attitudes necessary for success. Therefore, a series of interventions has been designed for students who have not been motivated by the school-wide procedures. As teachers and staff adapt disciplinary procedures to meet individual needs, the focus will remain positive, and an emphasis will be placed on the continuing need for calm and consistent consequences.

Students will learn that certain actions are unacceptable at the school and misbehavior has consequences. Students, who engage in any misbehavior (whether minor or severe) will be required to make amends and/or restore the situation. Restitution may involve an apology; community or school service; fixing, replacing, and/or paying for damage caused. The teacher or designated administrator will determine the type of restitution required for a particular infraction. If possible, the restitution assignment will be communicated to the student's parents prior to his/her completion of the task.

### CONSEQUENCES FOR SEVERE MISBEHAVIOR

Most behavior will be handled with discussion or the use of mild consequences; however, severe misbehavior will be met swiftly with specific and stern consequences. Severe behavior is defined as belonging to at least one of the following categories:

- Uncooperative behavior
- Physically dangerous behavior
- Illegal behavior

**Uncooperative behavior** is the direct refusal to comply with a reasonable staff instruction within a specified period of time. In such cases, the staff member involved will first explain to the student why his/her actions are inappropriate and may issue a mild consequence. If the student continues to ignore or disregard the instruction, he/she will be sent to the designated administrator, and the incident will be reported to the principal.

In cases of **physically dangerous behavior** – fighting, assault, and physical intimidation – staff will firmly inform the students to stop the physical altercation. If the students do not respond, staff will use professional judgment to determine whether or not to intervene physically. Staff will not be required to take action that could be physically dangerous; in such cases, another student will be sent out immediately in order to get assistance. The designated administrator will notify parents and decide whether to contact the appropriate law enforcement authorities.

If a staff member is aware that a student is engaged in **illegal activity**, the staff member will refer the case to the principal or designee who will notify the student's parent and will decide whether to contact the appropriate law enforcement authorities.

The table below outlines the specific procedures that will be applied in responses to severe misbehavior. Any or all of the consequences listed for the various offenses may be imposed. Episodes of severe misbehavior are cumulative. A mandatory meeting will be convened upon the third instance.

## **Referral**

Referrals to the office will be made only in response to severe or recurring behavior problems. Reserving office referrals for such cases will help combat the notion that being sent to the office is “no big deal.”

When making an office referral, the referring staff member will complete a *Referral Form* as soon as possible after the infraction. The office administrator will keep records of all referrals, which will be periodically reviewed by the school’s Leadership Team. The Leadership Team will use these records to determine whether it is necessary to revise school policies or whether there is a need for staff development to ensure the consistent implementation of current policies.

## **Reflection Time**

Reflection time will provide the students a neutral environment to help manage their own behavior, or to cool down and/or reflect on inappropriate behavior. This involves removing the student from the instructional setting to a supervised area, such as the back of the classroom. The student will be told (in a firm, non-emotional voice) that they have made the choice to continue the inappropriate behavior and that reflection time is the consequence.

When the five minutes have passed, the student will be told (firmly) that certain behaviors damage the school community, and that before they are allowed to rejoin the class, they must communicate a desire to contribute positively to the school community.

## **Suspension**

In response to cases of severe misbehavior, the principal, or designee, may suspend or temporarily remove a student from school for up to 10 calendar days. Suspension is regarded as a serious consequence. Once a student is suspended, he/she cannot go back and rejoin his/her class. The administration will attempt to contact parents and inform them of their child’s infraction and its basic circumstances. Parents are expected to accept the suspension and pick up their child immediately, or proper authorities will be notified. The student’s parents will be required to meet with the principal (or designee), and any staff members involved in the suspension prior to the student’s return to the school. During this meeting, parents are NOT entitled to know what specific consequences (if any) were given to the other child/children involved in the infraction. A suspended student is responsible for missed instruction and assignments. In addition, the student may be required to complete homework related to the disciplinary infraction.

## **ZERO TOLERANCE FOR SCHOOL-RELATED CRIMES**

It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. To this end, the administration of Evergreen has adopted a policy of Zero Tolerance for School-Related Crimes. Students found to have committed any of the aforementioned “reportable” offenses on school property, school-sponsored transportation, or during a school-sponsored activity, shall be brought before the principal for expulsion.

## DISCIPLINE CHART

<b>Problem</b>	<b>1<sup>st</sup> Offense</b> (All of the consequences listed may be imposed)	<b>2<sup>nd</sup> Offense</b> (All of the consequences listed may be imposed)	<b>3<sup>rd</sup> Offense</b> (All of the consequences listed may be imposed)
<b>Uncooperative Behavior</b> (e.g., disrespect toward staff members and peers, refusal to follow directions)	<ul style="list-style-type: none"> <li>Staff member will first explain to the student why his/her actions are inappropriate and try to redirect behavior.</li> <li>Staff member will issue a mild consequence for the offense.</li> <li>Optional Student Support Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan.</li> </ul>	<ul style="list-style-type: none"> <li>Parent notified and detention assigned</li> <li>Parent notified to pick up student immediately.</li> <li>1-3 day suspension (or longer depending on the severity of the offense), and a meeting with the parent(s), student, and teacher prior to student re-entering school.</li> <li>Student Support Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan.</li> </ul>	<ul style="list-style-type: none"> <li>Parent notified to pick-up student immediately.</li> <li>Long-term suspension (up to ten days) and a meeting with the parent(s) and administrator, prior to student re-entering school.</li> </ul>
<b>Physically Dangerous Behavior</b> (e.g., fighting, assault, physical intimidation) the principal may contact the appropriate authorities, depending on the severity of the dangerous behavior and the age of the student involved.	<ul style="list-style-type: none"> <li>Parent notified to pick-up student immediately.</li> <li>1-3 day suspension (or longer depending on the severity of the offense), and a mandatory meeting with the parent(s), student, and staff member involved, prior to student re-entering school.</li> <li>Optional Student Support Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan.</li> </ul>	<ul style="list-style-type: none"> <li>Parent notified to pick-up student immediately.</li> <li>3-5 day suspension (or longer depending on the severity of the offense), and a mandatory meeting with the parent(s) and a counselor, prior to student re-entering school.</li> <li>Mandatory Student Support Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan.</li> </ul>	<ul style="list-style-type: none"> <li>Parent notified to pick-up student immediately.</li> <li>Long-term suspension (up to ten days) and a mandatory meeting with the parent(s) and a counselor, prior to student re-entering school.</li> </ul>
<b>Illegal Acts</b> (e.g., theft, vandalism, use of illegal substances) the principal may contact the appropriate authorities, depending on the nature of the offense and the age of the student involved.	<ul style="list-style-type: none"> <li>Parent notified to pick-up student immediately.</li> <li>1-3 day suspension (or longer depending on the severity of the offense), and a mandatory meeting with the parent(s), student, and staff member involved, prior to student re-entering school.</li> <li>Optional Student Support Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan.</li> </ul>	<ul style="list-style-type: none"> <li>Parent notified to pick-up student immediately.</li> <li>3-5 day suspension (or longer depending on the severity of the offense), and a mandatory meeting with the parent(s) and a counselor, prior to student re-entering school.</li> <li>Mandatory Student Support Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan.</li> </ul>	<ul style="list-style-type: none"> <li>Parent notified to pick-up student immediately.</li> <li>Long-term suspension (up to ten days), and a mandatory meeting with the parent(s) and a counselor, prior to student re-entering school.</li> </ul>

**ACKNOWLEDGEMENT OF REVIEW AND AGREEMENT**  
**Evergreen Charter School Manual for Parents**

The Evergreen Charter School Manual for Parents contains important information for parents and students. We, the undersigned, acknowledge that we have received a copy of the ECS Manual for Parents and agree to the provisions therein.

We are aware that this manual contains information and policies for our review, and that we have reviewed the material contained in it.

We further understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the disciplinary procedures outlined in this manual.

We are aware that failure to return this *Acknowledgement of Review and Agreement* does not excuse any individual from complying with Evergreen Charter School policies.

We are aware that of the following Evergreen attendance policy:

- Every three times a student arrives late and/or is dismissed early, it will be considered an absence.
- If a student has 20 or more unexcused absences, he/she will be automatically un-enrolled.
- If a student has 20 or more excused and unexcused absences (combined), retention will be considered.
- If a student has 10 consecutive, unexcused absences, he/she will be automatically un-enrolled.
- Students exceeding a combination of 20 unexcused absences, tardies or early dismissals will lose automatic re-enrollment privileges.
- If a student has 10 or more unexcused absences (consecutive or non-consecutive), a report to Child Protective Services will be initiated. We will report the situation again if there are **15 - 20** unexcused absences.

**The school gate closes at 7:50 a.m.; your child is considered late after this time. If a student arrives after 7:50 a.m., a parent must accompany their child student to the Front Desk and sign them in.**

We are aware that Evergreen Charter School reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this manual.

Parents: please fill out and sign "Acknowledgement of Review and Agreement" form; one or two parents may sign. Remove this page from the manual and return to the classroom teacher (**by 9/30/14**), either by giving it to them in person (when dropping off or picking up your child) or by dropping it off at the front desk. Please do not send with your child.

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_