

**EVERGREEN COMMUNITY CHARTER SCHOOL**  
**RESPONSIBILITIES ASSUMED BY ALL STUDENTS AND PARENTS**

2023-2024

Evergreen Community Charter School is committed to providing quality education in a safe and secure environment. To reach this goal, a basic code of responsibility, conduct and attendance must be assumed by all students. By enrolling a student in Evergreen Community Charter School, the parent/guardian agrees to support the premise of these commitments.

All students attending Evergreen Community Charter School will follow the Health and Safety Plan
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**GENERAL EXPECTATIONS**

**As a student attending Evergreen Community Charter School the following behaviors are expected while in school and during school related activities:**

1. Students will demonstrate respect for all individuals; whether they are students, teachers, staff, administrators, or guests of Evergreen Community Charter School. Disrespect, intimidation or bullying whether it is verbal, physical, or digital will not be tolerated and may result in an expulsion hearing before the Board of Trustees. This includes video-taping and taking photos without written consent. **Absolutely NO transmitting of student/teacher photos or videos unless specifically requested for educational purposes and approved by the Director.**
2. Students will demonstrate respect for the personal property of the above-mentioned individuals as well as property (including textbooks) belonging to Evergreen Community Charter School. **All textbooks should be covered.** Vandalism or destruction of property will not be tolerated. Evergreen Community Charter School reserves the right to expect monetary reimbursement for any and all damage if incurred.
3. Students will demonstrate respect for all laws and regulations enforced by the State of Pennsylvania as well as the Department of Education. This includes but is not restricted to: possession of weapons, bullying, underage driving, the use or possession of tobacco/vaping products, and the use or possession of alcohol or illegal drugs.
4. Ultimately, students are responsible for their own learning. Students will demonstrate respect for the appropriate completion of assignments and commitment to attendance. Students who plagiarize, copy another's work, cheat, or neglect to complete assignments will be placed on temporary academic probation. Academic probation will include meetings with student, parents, and teachers to develop a contract signed by all.
5. While Evergreen does not require student uniforms, students and staff are expected to adhere to an appropriate code of dress while attending Evergreen Community Charter School. **All members of the Evergreen community have received a copy of the Dress and Appearance policy and must agree to it before the school year begins.**
6. Evergreen will not be responsible for personal student property stored in the lockers.

**Students who are unable to comply with any of the responsibilities outlined above will be assigned consequences based upon the severity of the act. Students will be required to phone their parent or guardian at the time of the occurrence. Lunch time detentions may be assigned by teachers or administration. Out of school suspensions will only be assigned**

following a parent conference. **Expulsion Hearings will be conducted by the Evergreen Community Charter School Board of Trustees.**

\_\_\_\_\_ (Initialed by Student)

\_\_\_\_\_ (Initialed by Parent/Guardian)

### **CELL PHONE/ELECTRONIC DEVICE USAGE POLICY**

**The goal of this policy is to promote face-to-face social interaction and limit distractions. The possession of cell phones and other electronic devices, including but not limited to ear buds, air pods, and gaming devices is considered a privilege at Evergreen Community Charter School.**

1. Students will be expected to **silence their phones and turn off all other electronic devices** prior to the beginning of morning meeting.
2. Phones and other electronic devices may be used before morning meeting, at lunch, and during dismissal. Phones and other electronic devices may be used during class time **only** if a teacher specifically allows it. Students are encouraged to limit their cell phone use during the limited time in between classes.
3. If used when not allowed, the teacher may ask for the phone or other electronic device which will be held securely in the office until the end of the day.
4. **During the school day if parents need to speak to their child they should call the school's main line and students who need to contact their parents should use the phones in the main office or in the nurse's room.**
5. Students will be allowed to have their phones on Friday afternoons during movement activities, as well as on field trips.

**Misuse of phones and other electronic devices will not be tolerated. Students who do not use these items in a responsible manner will have their privilege suspended.**

\_\_\_\_\_ (Initialed by Student)

\_\_\_\_\_ (Initialed by Parent/Guardian)

### **ATTENDANCE POLICY**

Consistent attendance is vital to a successful educational experience at Evergreen Community Charter School. Our small class sizes allow teachers to focus on individualized education. When a student is missing from a lesson, group instruction is also compromised. For these reasons, absenteeism and lateness will be closely monitored.

If a student is late or absent due to a doctor visit a note from the doctor is required.

**Written excuses are required for all absences. Written excuses must be signed by parent/guardian and turned into the office within three days from the day of return. After three days the absence becomes "unexcused". After 3 unexcused absences, the District Magistrate is informed and parents will be required to attend a formal Credit Denial**

## **Board hearing to determine an acceptable course of action.**

Excessive unexcused lateness is not acceptable. **All students should be at Evergreen by 7:55 a.m.** Students arriving late to school must sign in at the front desk. **Excessive unexcused lateness or absences, defined as three per marking period, will result in a meeting with the Principal with the goal of creating an action plan to rectify the situation. Additional tardiness will result in the student receiving lunch detention, field trip denial, and/or the suspension of driving privileges for 30 days.**

Educational family trips are encouraged at Evergreen Community Charter School. Evergreen Community Charter School is committed to flexibility and will work closely to maintain continuity in the curriculum when a planned absence is scheduled. **School should be notified of a family trip, (encompassing 3 or more school days) at least one week prior to the date of departure.** Teachers will give assignments that will be expected to be turned in when the students return from their trip.

Parents and Students must take responsibility for academic work missed during the school year. Students are expected to check Google Classroom for any assignments they missed while absent.

Snow days, late starts, early dismissal, or days off due to other weather emergencies will be determined by the sending Districts. Evergreen will send family text messages as well as use WNEP 16 to notify parents.

Evergreen will also participate in Pennsylvania's Flexible Instruction Program. Throughout the year, we will have five (5) days which to use for flexible instruction. Assignments will be sent to students during snow/emergency events in an effort to continue instruction. Days deemed as Flexible Instruction will not count in our overall snow day accumulation. Students are required to complete all assignments given during Flexible Instruction Days.

\_\_\_\_\_ (Initialed by Student)

\_\_\_\_\_ (Initialed by Parent/Guardian)

## **COMPUTER/INTERNET USE RULES**

Evergreen provides Chromebook computers to any students who are in need. These can be signed out for the entire school year, or on a daily basis. Students as well as a Parent/Guardian must sign a Loan Agreement form in order to receive a Chromebook, in which they agree **that the device is to be used primarily for School Work, and that the device will not be altered or disfigured.** Students who act in bad faith to damage, steal, misplace or purposely not return the equipment and/or accessories will be liable and/or the Parent/Guardian of the student will be liable to Evergreen for a fine in the amount of \$5 for carrying cases, \$10 for chargers and \$25 for Chromebooks.

A student may bring his/her personal laptop or tablet to school. During the school day devices may only be used for school related work and the student must have a teacher's permission to use the device. All provisions of the Internet Use Rules apply to students using personal devices while on school grounds. **Evergreen assumes no responsibility for personal devices brought to school by students.** In addition, parents of students attending Evergreen have the right and responsibility to be aware of student internet use at home.

With access to the internet, comes the availability of material that may not be considered to be of educational value in the context of the school setting. Pornographic information and pictures, and other inappropriate materials exist on the Internet. Here at Evergreen, we firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. Students enrolled in Evergreen Community Charter School are expected to use the Internet to support research and education.

All school devices are connected to our school domain and will be monitored throughout the year. The use of Evergreen's Computers, both in our building and at home, and the Internet while at school, is a privilege, not a right, and inappropriate use or abuse of equipment will result in a cancellation of those privileges. **Inappropriate use shall be defined as:**

1. Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.
2. Copying, downloading, or sharing any type of copyrighted materials (including music or films) without the owner's permission. Evergreen assumes no responsibility for copyright violations by students.
3. Students should store documents on their Google Drive or personal USB instead of the hard drive of any school computer.
4. **No apps or software (including games, or social media apps) should be downloaded to any school computer.**

\_\_\_\_\_ (Initialed by Student)

\_\_\_\_\_ (Initialed by Parent/Guardian)

### **PARENT/GUARDIAN RESPONSIBILITIES**

**Parents/Guardians of students attending Evergreen Community Charter School are responsible for:**

1. Insuring consistent student attendance and overseeing completion of assignments. If your child is visibly sick or has a fever, please keep him/her at home in an effort to minimize the spread of anything that may be contagious to the other students. Personal hygiene in the form of hand washing and covered coughs or sneezes is the responsibility of every individual.
2. Completion of field trip permission slips and other required paperwork **on time**. Teachers will determine if a student's academic standing precludes field trip attendance. In signing the permission slip, parents agree to release Evergreen Community Charter School, its officers, directors, employees, and agents, from any and all costs, claims, losses, liabilities or damages arising from or in any way related to participation on the trip.

3. Parental participation in student evaluation conferences. Parents wishing to speak to individual teachers outside of scheduled conference dates should arrange an appointment through the office.
4. Parents also need to be responsible for various fees for lunches, field trips, and optional Friday afternoon movement activities. There is no free lunch program available at Evergreen. Students are welcome to pack and store their lunches in the refrigerators provided.
5. Parents must complete the student driving form before allowing a student to drive to school. Passengers must be approved by parent/guardian and listed on the form with updates if necessary.
6. In order to participate in any district sponsored extracurricular activity, including sports, **students must be passing all subjects and maintaining an attendance record with no more than 5 days absent/tardy per marking period** (excluding doctors' excused absences). Students engaged in extracurricular activities offered at the sending district must provide their own transportation from Evergreen.
7. Sending districts do not offer bussing for after school activities held at Evergreen. Parents must provide a timely pick up for after school activities.
8. From time to time student photos will be taken for Evergreen's website, local newspaper, and the yearbook. Parents who do not want their children's photos to be taken must send in a signed request indicating their wishes.

Parents are always encouraged to make suggestions and present ideas. The Board of Trustees of Evergreen Community Charter School meets regularly on a monthly basis to discuss school business. If you wish to attend any of the meetings, please call the office for the time and date. Matters regarding application, discipline, or personnel must be presented in writing to the Board and placed on the agenda one week prior to the meeting.

\_\_\_\_\_ (Initialed by Student)

\_\_\_\_\_ (Initialed by Parent/Guardian)

**We have read the Student Code of Responsibilities and Attendance Policy. We agree to abide by these conditions while enrolled in Evergreen Community Charter School.**

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**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

