

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

2011-2012

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.

**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 or physical will not be tolerated and may result in an expulsion hearing before the Board of Trustees.
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 must 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, underage driving, the use or possession of tobacco products, and the use or possession of alcohol or illegal drugs. Personal hygiene in the form of hand washing and covered coughs or sneezes is the responsibility of every individual.
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. Failure to adhere to the contract will result in recommendation for a more effective placement.
5. Students are required to adhere to an appropriate code of dress while attending Evergreen Community Charter School. Students must wear pants that fit properly. This entails pants that are not too tight or too loose. At no time should under garments be visible. Shorts and skirts must be at least finger-tip length. Muscle shirts, tank tops with spaghetti straps, slippers, pajama bottoms or tops may not be worn. Midriffs may not be exposed. **Students are required to remove any hats, headbands, or bandanas upon entering the building and/or classrooms.** Offensive logos and/or graphics may not be worn. Wallet chains and/or pocket knives should not be brought to school. Students should be aware that any clothing or accessory a teacher deems hazardous or distracting will be addressed with appropriate action.
6. The possession of cellular phones and electronic audio devices is considered a privilege at Evergreen Community Charter School which may be revoked. Student use of these devices in a responsible manner is acceptable.

**Students may have cellular phones at school, but they must be kept on silent mode in the student's locker. Students are encouraged to purchase locks to protect expensive phones. Personal calls or texting may only be made on them before school, during lunch, and after school.**

7. Electronic audio players may not be taken to class unless requested by the instructor. Calculator gaming will not be tolerated during class time. Students who do not use these items in a responsible manner will have their privilege suspended. *Inappropriate use of electronic devices will result in confiscation by the instructor. Items will be held in the office until picked up by a parent.*

Students who are unable to comply with these responsibilities 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. With respect to a dress code violation, student will be given a clean XL t-shirt to wear until a parent is able to bring in suitable clothing. Lunch time detentions may be assigned by teachers, guidance, or administration. Out of school suspensions will only be assigned following a parent conference. Expulsion will be the decision of the Evergreen Community Charter School Board of Trustees.

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

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

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

1. Insuring consistent student attendance and overseeing completion of assignments.
2. Completion of field trip permission slips and other required paperwork on time.
3. Parental participation in student evaluation conferences. Parents wishing to speak to individual teachers 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.
5. Students engaged in sports activities offered at the sending district must provide their own transportation from Evergreen. Sending districts do not offer bussing for after school activities at Evergreen. Parents must provide pick up for after school activities.

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 the open forum portion of the meeting, 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 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 your child is visibly sick or has a fever please keep them at home as an effort to minimize the spread of anything that may be contagious to the other students.

**Written excuses are required for all absences and late arrivals. Written excuses must be signed by parent/ guardian and turned into the office within three days from the day of return. Students who accrue 7 unexcused absences will be required to attend a formal Credit Denial Board hearing with their parent(s) to determine an acceptable course of action.**

Excessive lateness is not acceptable. **All students should be at Evergreen by 8:10 a.m.** Students arriving late to school without an acceptable written excuse will be subject to consequences. Parents will be called when a student does not arrive on time to school. Excessive lateness or absences without a doctor's excuse will result in after school detentions for the equivalent number of hours missed and/or the suspension of driving privileges. Illness or any other emergency will be verified by contacting parents, doctors, or dentists.

Educational family trips are encouraged at Evergreen Community Charter School. We do require however that parents and students take responsibility for academic work missed during the school year. Evergreen Community Charter School is committed to flexibility and will work closely to maintain continuity in the curriculum when a planned absence is scheduled. **Parents should notify the Director of a family trip at least two weeks prior to the date of departure.** Assignments will be outlined through the completion of a Trip Form. This form is required and must be signed by student, parent, and teachers.

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

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

## INTERNET ACCESS

With access to computers and people all over the world 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. The use of the Internet is a privilege, not a right, and inappropriate use (shopping, gaming, chatting, MySpace, emailing) or abuse of equipment will result in a cancellation of those privileges.

\_\_\_\_\_ (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.**

\_\_\_\_\_  
**Parent/Guardian Signature**

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

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

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

*Updated 05/02/11*