

**EVERGREEN COMMUNITY CHARTER SCHOOL**  
**RESPONSIBILITIES ASSUMED BY ALL STUDENTS AND PARENTS**  
2024-2025

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 administration.**
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. Students who commit criminal offenses while under the jurisdiction of the school will be referred to the appropriate civil authorities.
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 the Dress and Appearance Policy while attending Evergreen Community Charter School.
6. Evergreen will not be responsible for personal student property brought to school.

7. Evergreen reserves the right search a student's locker or personal belongings if there is reason to believe the student has violated or is violating either the law or rules of the school. Prior to a search, students and parents shall be notified and given an opportunity to be present, unless school administration has a reasonable suspicion that the search will find materials that pose a threat to the health, welfare, or safety of students and staff in the school.

## **DRESS AND APPEARANCE POLICY**

**The responsibility for the dress and appearance of a student rests primarily with the student and their parents or guardians. In the interest of maintaining an appropriate learning environment, Evergreen Community Charter School believes in the following basic principles:**

1. All students are encouraged to dress in a manner that is appropriate, comfortable and conducive to an active academic school day without fear of or actual unnecessary discipline or body shaming.
2. The standard dress and appearance policy should serve to support all students to develop a body-positive self-image. The policy is gender neutral and applies to all students equally.
3. The following standards regarding student dress shall be followed by students on school property or off school property when representing Evergreen, including but not limited to events such as movement, school sponsored trips, and attending after school events.
4. Any modifications to this policy that are medically necessary will be determined on a case by case basis. Please consult the administrative staff if you have any questions.

### **Minimum Requirements:**

1. Clothes must be worn in a way such that private parts, buttocks, and breasts are fully covered with opaque fabric.
2. While following the basic principle of section 1 above **Students Must Wear:**
  - A Shirt (with fabric in the front, back, and on the sides under the arms),
  - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)
  - Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. **Students May Not Wear** any clothing that reveals undergarments (visible straps are allowed)
4. All clothing **must** allow the face and ears to be fully visible, and not interfere with the line of sight of any student or staff.
5. Sunglasses may not be worn inside the building.
6. There will be occasions when you are asked to wear/not wear specific attire, including, but not limited to, field trips, science labs and movement activities.
7. Students, and their guardians, have the responsibility to keep themselves, their clothes and their hair clean.

### **Additional Requirements:**

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

### **Enforcement:**

- Any concerns regarding a student's dress will be addressed through the staff in the main office. Students will only be removed from spaces, hallways, or classrooms because of a violation of this policy as outlined.
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
  - Students may change from non-compliant clothing to compliant clothing provided by the school, when available.
- No student should be affected by policy enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school.
- "Shaming" includes, but is not limited to:
  - kneeling or bending over to check attire fit.
  - measuring straps or skirt length.
  - asking students to account for their attire in the classroom or in hallways in front of others.
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others, or confronting students
  - accusing students of "distracting" other students with their clothing.

### **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.**

### **ATTENDANCE AND TRUANCY 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, parent/guardian will receive written notification of truancy. If unexcused absences continue after the notification is sent a School Attendance Improvement Conference will be held including the school administration, student and parent/guardian.**

**After 6 unexcused absences a student is considered "habitually truant" pursuant to the law, and administration must send a referral to an Attendance Improvement Program or send a referral to the county Children and Youth Agency.**

**If unexcused absences continue after one of these referrals, the administration will issue a formal filing with the Magisterial District Court.**

**Excessive absences may affect ability to participate in extracurricular activities, including district sponsored sports.**

Excessive unexcused lateness is not acceptable. **All students should be at Evergreen by 7:50 a.m.** Students arriving late to school must sign in at the front desk. **Excessive unexcused lateness, 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.**

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. Parents/Guardians are required to complete a Family Trip Form (found in the office or on our website) for each student who will be absent.** 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.

## **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.**

### **STUDENT MISCONDUCT/DISCIPLINE**

The behaviors listed within each level are only examples. There may be other behaviors of a similar nature, which are not specifically listed, but may be included within each level.

The severity of an offense may necessitate acceleration of the procedure to a subsequent level.

**Level I: Minor misbehavior that interferes with or disrupts the learning environment and/or the orderly operation of the school, its programs or activities.** Level I infractions will be handled by the referring staff member, but sometimes may require additional support from administration.

Examples of Level I misconduct include, but are not limited to: Cheating, Disrespect, Defiance, Non-Compliance, Verbal Disruption, Physical Disruption with no intent to harm, Tardy to Class, Inappropriate Display of Affection, Misuse of School Property or Equipment

Consequences of Level I misconduct may include verbal warnings, telephone calls home, lunch detentions, and office referrals.

**Level II: Misbehavior that is frequent, consistent, or serious in nature that interferes with or disrupts the learning environment and/or the orderly operation of the school, its programs or activities.** Level II infractions will be handled by administration.

Examples of Level II misconduct include, but are not limited to: repeated occurrences of Level I infractions, Bullying - direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling; Harassment based on gender, ethnicity, sex, race, religion, disability, physical features, or other protected class; Abusive language including racial taunting,

Consequences of Level II misconduct may include verbal warnings, telephone calls home, lunch detentions, and out-of-school suspension.

**Level III: Behavior that poses a threat to, or that results in damage to themselves, another**

**person, or property or behavior that represents a willful excessive disruption of the learning environment and/or the orderly operation of the school, its programs or activities.** Level III infractions will be handled by administration and may include the intervention of law enforcement authorities.

Examples of Level III misconduct include, but are not limited to: repeated occurrences of Level II infractions, Intentionally physically harming or threatening to harm a student, employee, trustee or guest of the school whether on or off school property; Theft, Vandalism, Leaving school property without permission, Misusing fire alarms or other safety devices, Making bomb and/or similar threats, and other Criminal acts defined under state or federal law.

Consequences of Level III misconduct may include verbal warnings, telephone calls home, lunch detentions, out-of-school suspension, referral to the Board of Trustees for potential expulsion, notification of law enforcement.

**Due Process:** All students are to be treated fairly and honestly. Students have a right to be heard and tell administrators their versions of events.

Parents will be notified whenever a student receives detention, suspension, or referral for expulsion.

All suspensions or expulsions will follow the procedures laid out in the Suspensions and Expulsions Policy found on our website.

## **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 sports programs, **students must meet the rules of eligibility laid out by PIAA**. Students engaged in extracurricular activities offered at their 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.

*Updated 07/02/2024*

Please sign and return this page to the office before the first day of the 2024/2025 school year.

Please keep this responsibility code for your records. This code can also be found on our website, [www.evergreencommunityschool.org](http://www.evergreencommunityschool.org)

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**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**