

EVERGREEN COMMUNITY CHARTER SCHOOL(ECCS)
RESPONSIBILITIES ASSUMED BY ALL STUDENTS AND PARENTS
2026-2027

ECCS 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 ECCS, the parent/guardian agrees to support the premise of these commitments.

All students attending ECCS will follow the Health and Safety Plan
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GENERAL EXPECTATIONS

As a student attending ECCS 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 ECCS. 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 ECCS. **All textbooks should be covered.** Vandalism or destruction of property will not be tolerated. ECCS 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 ECCS does not require student uniforms, students and staff are expected to adhere to the Dress and Appearance Policy while attending ECCS.
6. ECCS will not be responsible for personal student property brought to school.
7. ECCS reserves the right to 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

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. Administrators reserve the right to determine appropriate attire and dress policy compliance. 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 to meet the standard 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

To maintain a safe, focused, distraction free learning environment, and promote face to face social interactions, ECCS regulates the use of cell phones and other electronic devices, including but not limited to smart devices, listening devices, and gaming devices during the school day.

1. Prior to morning meeting all cell phones should be off or silenced and stored in the office. Student phones will be kept in labeled pockets near the front desk, where they will retrieve it at the end of the day.
2. Chromebooks and laptop computers are permitted in class solely upon teacher approval. All other electronic devices should be left at home.
3. Students will be allowed to take their phones with them when on Friday afternoons during movement activities, as well as on field trips, but the devices must be stored away.

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. ECCS will send family text messages as well as use WNEP 16 to notify parents.

ECCS 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

ECCS 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 ECCS for a fine in the amount of \$5 for carrying cases, \$10 for chargers and \$25-\$100 for Chromebooks as determined by ECCS.

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. **ECCS assumes no responsibility for personal devices brought to school by students.** In addition, parents of students attending ECCS 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 ECCS, 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 ECCS 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 ECCS'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

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 ECCS 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 ECCS, 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 ECCS. Students are welcome to pack and store their lunches in the refrigerators provided. If your

Please sign and return this page to the office before the first day of the 2026/2027 school year.

Please keep this responsibility code for your records. This code can also be found on our website, www.evergreencommunityschool.org

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