



*“Creating active young stewards of the natural world”*



# **GREEN WOODS CHARTER SCHOOL**

**Student/Parent Handbook,  
Expectations,  
Code of Conduct,  
Discipline Policy  
and  
Attendance Policy  
2010-2011**



## Dear Green Woods Families,

The guidelines and expectations provided in this handbook will be in effect from September 1<sup>st</sup> 2010 to August 31<sup>st</sup> 2011 and may, at anytime, be revised by the Board of Trustees to better serve the needs of Green Woods Charter School. The policies of this handbook and the services provided by our school have been designed to serve and protect the well being of all students to ensure a safe and respectful school environment and a quality education. These guidelines, policies, and procedures will apply to all students at Green Woods.

**Green Woods is a "choice" school, which means that parents choose to enter our lottery and choose to have their children enrolled and to re-enroll in our unique school and rigorous academic learning environment. With this choice comes a commitment that students and parents will respect our guidelines and follow our policies and procedures.**

**To ensure that we are providing an environment where all children can feel safe and can learn, we have clearly outlined our expectations throughout this handbook.**

**Although a public school, Green Woods is independent of the public school district and we can and do establish our own expectations as well as enforce consequences for not meeting our expectations.**

As a condition of enrollment at Green Woods Charter School for the 2010-2011 school year, parents agree that they and their children will follow the policies and guidelines outlined in our handbook, as well as all policies and processes established by our staff, administration, and board.

This handbook will be reviewed annually for the purpose of adding, deleting, and revising content. Parents, students, staff, and administration are encouraged to submit suggestions regarding handbook content. Written recommendations should be addressed to Steven Masterson, Dean of Faculty and Students and sent electronically to [smasterson@greenwoodscharter.org](mailto:smasterson@greenwoodscharter.org)

## Expectations/Policies/Consequences

The Board of Trustees strives to provide the best possible school and work environment. Effective, timely, and respectful communication between and among parents, students, staff, administration, and community members helps ensure a productive learning environment for our children. Clear expectations and guidelines help structure the way we will all work together to support our students.

Classroom teachers have the ultimate authority and the responsibility to enforce necessary rules for the internal governance within their classrooms and, as such, must follow the guidelines of the approved Discipline Policy. In the beginning of each school year, the teachers and students in grades K-4 will work in collaboration to create classroom expectations and develop a classroom behavior policy that aligns within these guidelines. These policies will be communicated to parents, faculty, staff and administration.

The established rules and consequences are outlined in this handbook and within the Discipline Policy; however, classroom teachers have the full support of the Administration and the Board of Trustees to carry out procedures necessary to support a safe, respectful, and academically productive learning environment which benefits all staff members and all students. The Board of Trustees expects each student to maintain a satisfactory standard of conduct in the classrooms, hallways, play areas, lunchroom, bathrooms, on the bus, during field trips and during any school-related function.

Teachers in grades 5-8 will work in collaboration to develop expectations for both academic success and classroom behavior for our middle school students in alignment with this handbook and the Discipline Policy. Based on this policy, any consequences given will be done fairly and consistently by all teachers and staff. These policies will be communicated to students, faculty, administration, and parents soon after the school year begins. All classroom and grade-level policies and procedures will be in alignment with all policies and procedures approved by the Board of Trustees.

In cases of chronic classroom interruptions, disruptions, or dangerous conduct, these matters will be documented in writing and the disciplinary process will be carried out. The administration and the Board of Trustees will make decisions and take measures that are in the best interest of all students. Any teacher may exclude a student from the classroom when the teacher determines that the student's behavior is disruptive to the instructional program. It will be the responsibility of all members of the Green Woods staff to carry out the discipline policy and all policies outlined in this handbook.

Off-campus misconduct that adversely affects the school climate will also be subject to these policies and procedures and will be addressed by the administration on an individual incident-by-incident basis. If need be, the Green Woods' Board of Trustees will be responsible for the development of additional policies and procedures necessary to maintain a productive school environment.

Parents will be contacted whenever students are facing a written disciplinary action. Parents are expected to comply with all procedures outlined in our disciplinary process, including signing conduct referrals, detention notices, homework notices, etc. Any behavior by a student deemed disruptive to the climate of the school environment will result in severe and immediate disciplinary action.

If violations of the policies/procedures outlined in this handbook should occur, a number of factors will be considered in determining the degree of the consequence and any disciplinary action to be taken. These factors include, but are not limited to, the severity of the misbehavior, the impact on the school community as a whole, and the student's disciplinary history while attending Green Woods. It is our belief that well-established guidelines, as well as fair and consistent enforcement of policies, create a safe and productive learning environment providing the structure students need to achieve academic excellence.

We wish you and your child a very successful year at Green Woods!

Green Woods Board of Trustees

# Welcome to Green Woods ☺

## Charter School Law

As defined by Pennsylvania's Charter School Law (Act 22 of 1997), charter schools are public schools that operate independently from the School District of Philadelphia. In order to be granted a five-year charter, applicants must submit a detailed application that outlines the school's design in terms of a mission statement and clearly defined educational pedagogy, as well as a means to comply with accountability standards related to the No Child Left Behind Act of 2001.

In April of 2007 Green Woods Charter School's charter was renewed for an additional five years. We continue to strive to successfully meet all of the terms outlined in the Charter School Law.

## Green Woods Governance - Board of Trustees

Green Woods Board of Trustees is the governing body for Green Woods Charter School. State law charges the Board of Trustees with both the authority and the responsibility to see that Green Woods is in compliance in all legal and fiduciary aspects relating to the oversight of Green Woods. More than just a governing body, however, the Board of Trustees helps create a vision for the future of Green Woods and then directs that vision. As with Green Woods environmental curriculum, Green Woods Board is constantly evolving, refusing to remain stagnant. The Board is charged by the State of Pennsylvania to support the creation of a unique and safe learning environment for our children and the Board takes this responsibility very seriously.

This handbook was approved by the Green Woods Charter School Board of Trustees and contains information for all Green Woods students and their families. This handbook describes guidelines for parents and clearly outlines our expectations students must strive to meet for the successful participation in everyday life at Green Woods. We ask that parents and children please read this handbook together. **As a condition of enrollment, parents and students agree to follow all of the processes and procedures both in this book as well as any additional policies and/or procedures established during the school year.**

## Green Woods Management

The CEO of Green Woods has complete oversight over the academic and non-academic management of the school. However, our school could not possibly operate without a cohesive team approach. It is the responsibility of our entire staff to ensure a safe, successful, professional, and productive learning environment.

## Green Woods Home/School Committee

Green Woods Charter School appreciates and values the role that our parents play in supporting the social, emotional and academic success of our students. To effectively build the parent voice in our school, the Board of Trustees directed the establishment of a Home/School Committee.

The HSC supports the vision and mission of Green Woods by helping to build a bridge of communication between home and school, and to help organize, advertise, and carry out

school/community events including rallying our parent volunteers to support events such as Fun Day, Museum Night, Fall Festival and more! An additional responsibility of the HSC is to host Town Meetings during the school year.

If you would like to volunteer your time to help support the Home/School Committee, please attend their regularly scheduled Home School Committee Meetings. You can also contact the HSC by sending an e-mail to [hsc@greenwoodscharter.org](mailto:hsc@greenwoodscharter.org)

### **Parent/School Partnership**

The Board of Trustees at Green Woods believes that the education of children is a joint responsibility to be shared with our parents in our school community. To insure that the best interests of the child are served, effective communication between home and school must be maintained.

During school hours, the Board, through its designated administration, acts in "loco parentis" or in place of the parents. The Board feels that it is the parents who have the ultimate responsibility for their children's in-school behavior.

The Board has established activities such as Back to School Night, various special nights throughout the year, open houses, and parent/teacher conferences to provide parents with the opportunity to see the school facilities; meet the faculty; and be informed of a child's academic learning and special programs. Educating children requires a true home/school partnership. Please consider the following recommendations to help make school a successful experience for your child:

1. Help your child have a stress-free start to each school day.
2. Breakfast: Break the Fast. For most students it has been 12 hours since their last meal. Be sure that your child gets at least eight hours of sleep and provide him or her with a good breakfast. A child cannot concentrate if he or she is tired or hungry. Almost every child complaining of stomach pains, headaches, dizziness, etc. and seen by the school nurse in the early part of the day admits to not eating breakfast. We do not have a cafeteria that provides food nor do we have a food supply at school. Please do not send your child to school without them first eating a healthy and sustainable breakfast. Food fuels the mind!!
3. Praise your child each day for something he or she has done. Have a special place to display work your child brings home from school.
4. Please convey to your child that the opportunity to be a student at Green Woods is a privilege. Encourage your child to think of school as exciting and important. Attitudes developed during the elementary school years will set the tone for your child's entire school experience. Your child will develop life-long school habits based on your attitude toward the importance of his/her education.
5. Listen attentively to your child as he or she talks about school experiences.
6. Keep the lines of communication open between you and your child's teacher. Inform the teacher of any family or health situations that could affect your child's behavior or performance.

7. Do not compare your child's progress with that of brothers and sisters or other children. Each child's abilities are different and each has different strengths and struggles.
8. Provide your child with many books. Read to your child often and have your child read to you. Discuss what you are reading.
9. Help your child build confidence in his or her school and teacher.
10. Show an interest in school through volunteering and regularly taking part in school activities. Giving 20 hours of service each academic year is a requirement. We enjoy having you on campus!
11. See that your child attends school regularly.
12. Be sure your child arrives on time each day. **Lateness disrupts everyone's learning.**
13. Review your child's homework policy and classroom behavior policy with him or her.
14. Read all communications from school and sign and return them promptly when required.
15. Support the school in requiring that children observe all school rules and regulations, and by accepting responsibility and accountability for helping to improve your child's in-school behavior.
16. Cooperate with the school by attending conferences set up for the exchange of information on your child's progress in school.
17. Please keep your children shielded from any negative adult issues. Children's attitudes toward their school work are greatly enhanced by your positive attitude toward their school and learning.

**Absences, Arrival, Attendance, and Lateness -  
NEW ARRIVAL TIME AND PROCESS!!!**

**Morning drop off (carline/bus line) will begin at 7:50 a.m. and will end promptly at 8:10 a.m. Green Woods' personnel will stop opening car doors promptly at 8:10.**

**KINDERGARTEN THROUGH 4<sup>TH</sup> GRADE STUDENTS - will exit cars/buses and go immediately and directly to their classrooms. Parents arriving by carline are asked to say their goodbyes at the car door allowing children to walk to their classrooms alone. We will have Jr. SLT students as hall monitors throughout the building making sure students get to class. K-4 students must be unpacked and ready to begin learning at 8:15.**

**K-4 students will no longer remain on the blacktop area in the morning. All students will be unpacked and ready to learn by 8:15 a.m. If a student arrives by car and no Green Woods' adult is there to open the door, the student will need to have a parent walk him/her into the office.**

**STUDENTS IN GRADES 5-8 will gather on the blacktop by 8:10. Morning announcements and the pledge of allegiance will begin promptly at 8:10. Students will walk into their classroom trailers after the pledge.**

GREEN WOODS EMPLOYEES OPENING CAR DOORS IN THE MORNING WILL STOP OPENING DOORS AT 8:10. ONCE THE ORANGE CONES ARE PLACED ALONG THE EDGE OF THE BLACKTOP, THIS IS THE SIGNAL THAT STUDENTS ARE LATE FOR SCHOOL. AT THAT TIME, ALL K-8 STUDENTS WILL REQUIRE A PARENT TO WALK THEM INTO THE MAIN BUILDING

If the bus is late, a student will not be considered late. If a student is late because of a doctor's appointment, the student must have a note from the doctor, but will still be marked late.

**If students arrive after 8:10, K-4 students will not be admitted to their classrooms unless a parent personally walks the child into the front office and a tardy slip is issued. Students not prepared to begin the day at 8:15 in his/her classroom are late. Office staff will walk students arriving late to classrooms.**

**5-8 students will not be admitted to their classrooms after 8:15 a.m. unless a parent first walks them into the front office to get a tardy slip. Students arriving to their homeroom trailers after 8:15 are late.**

We appreciate your cooperation in this matter.

- Tardy - 8:16 - 10:00am
- Half-Day Absence - Students arriving after 10:00am or students who leave between 10:00am and 11:00am.
- Full-Day Absence - Any student that arrives after 1:00PM. Included are those students who leave school for any reason (such as illness) prior to 10:00 AM
- No Penalty - Any student who leaves school for illness after 1:00PM.

The school day ends at 3:15 PM for Kindergarten and 3:20 PM for grades 1 through 8.

### **Absences/Doctor's Notes**

If a child is absent for three consecutive days due to illness, a doctor's note must be presented to the teacher when the child returns to school. If such a note is not presented, the absences will be considered unexcused and the student will not be permitted to go to class until a doctor's note is presented to the school.

For any student absent without lawful excuse for three or more days, GWCS is required to report the student's absences to the student's school district of residence.

As required by 22 Pa Code 11.24, students absent for 10 consecutive school days shall be dis-enrolled by GWCS unless prior to the absence the student's parent/guardian has provided the School with evidence that the absence may be legally excused.

**NOTE: Any student absent more than 10 school days, regardless if consecutive days or not and even if prior absences were excused, must have a signed doctor's note for each day**

**and every day for any subsequent absence. STUDENTS WILL NOT BE ADMITTED TO CLASS UNLESS THEY HAVE THE REQUIRED DOCTOR'S NOTE.**

**CHRONIC ABSENCES WILL BE REPORTED AS CHILD NEGLECT TO THE DEPARTMENT OF HUMAN SERVICES.**

Parents should make every attempt to schedule medical and dental appointments outside of regular school hours.

Students who miss school for any reason are required to make up missed work. It is the responsibility of the student - not the student's teacher/s - to make arrangements to make up any missed work. Vacations should not be scheduled when school is in session.

At Green Woods, every student has a right to educational opportunities that will assist the student in developing to his or her full potential. Our Attendance Policy (see Attendance Policy in this handbook for details) is based on legal/state guidelines. The attendance policy is directly aligned with the Department of Education mandates and is based on the principle that regular attendance maximizes the student's interaction with his or her teacher and peers, and is a major component of academic success.

**Absentee Procedure:**

Regular school attendance is a legal requirement and is essential if a student is to make full use of the educational experiences and opportunities Green Wood Charter School offers. Parents, guardians, or those having legal custody or control of students are responsible for their children's school attendance.

An excused absence is when the parent(s), guardian(s), or student presents a doctor's note or a note signed by the parent the first school day immediately following the absence explaining the nature of the emergency or illness. The **only** excused absences are:

1. illness of student,
2. bereavement,
3. suspension,
4. absences due to (a) observation of the student's religion upon written parental request and in accordance with policies of the Board of Trustees and (b) upon written parental request, to attend classes for religious instruction totaling not more than 36 hours per school year shall be excused

**VACATIONS ARE CONSIDERED UNEXCUSED ABSENCES!** PLEASE SCHEDULE VACATION TIME DURING THE SUMMER OR DURING THE NATURAL BREAKS IN THE SCHOOL CALENDAR.

A parent may never take a child from the classroom or the school grounds without permission and without signing the child out.

## Accidents

If an accident or injury occurs while the student is in school, the nurse will be notified immediately. In the case of a severe injury, every effort will be made to contact the parent. If a parent cannot be contacted, school officials will take whatever means necessary to preserve the health of the child. Parents of any child with health problems that might cause a health emergency situation should be certain to notify the nurse of the problems and the procedures that would need to be followed should the child become ill at school.

## Address Changes

In the interest of the student, it is critical that the school be able to contact parents at ANYTIME the child is at school. Therefore, it is essential that the school have on file parents' current address and home and business telephone numbers as well as cell phone numbers. Emergency contacts with telephone numbers are needed in case a parent cannot be reached. If parents move or change jobs, it is the parent's responsibility to contact school and immediately update this information. Should repeated attempts to get up to date information fail, Green Woods Charter School will notify DHS.

## Age Requirements

To apply for Kindergarten a student must be 5 years old on or before September 1st of the year they plan to attend Kindergarten. First grade students must be 6 years old on or before September 1st. A copy of your child's proof of age must be supplied at the time of enrollment.

## Asbestos Response - AHERA

The Asbestos Hazard Emergency Response Act (AHERA), a provision of the Toxic Substances Control Act, was passed by Congress in 1986. AHERA requires local education agencies to inspect their schools for asbestos-containing building material and prepare management plans to prevent or reduce asbestos hazards.

Green Woods Charter School has complied with the asbestos testing requirements in November 2006, and has **successfully passed** and is an **asbestos-free facility**. Green Woods Charter School maintains a copy of our AHERA Asbestos Management Plan, and this plan is available for review upon request. Please contact the school if you are interested in reviewing this document.

## Arrival (NEW TIME!) and Dismissal Times - SEE PAGE 6 - ABSENCES, ATTENDANCE and LATENESS

## Assault

If any student assaults another student or assaults any member of the Green Woods Community the student will be suspended and, depending on the nature of the assault and the student's disciplinary history, may be referred to the Board of Trustees for expulsion. No excuses! If a student is suspended, parents will be called and the student must be picked up immediately.

## Behavior Expectations (See Page 40)

## Birthday Bash!

For the K-4 classrooms, once a month Birthday Bashes are held. This minimizes the interruption to learning. In the past, classroom teachers have found that having numerous birthday celebrations in a certain week/month can take away from the learning. One day each month, the classroom teacher will hold a "Birthday Bash" when the class will celebrate the birthdays of all students whose birthdays fall within that month. Students whose birthdays are in July and August will celebrate at the June Birthday Bash.

For the middle school, Birthday Bashes are not held monthly; instead they are held seasonally, just prior to each major school break.

Classroom teachers will notify parents when the Birthday Bash will be held. Families will make every effort to ensure that Birthday Bash treats are healthy treats. But "treats" don't necessarily have to be food. For parents sending in food for the Birthday Bash, you are required to check with your child's teacher to ensure that there are no allergy or food restrictions in the classroom. An ingredient list must be included for all home-cooked items. Keep in mind that we do have students with severe peanut allergies. Please be considerate of students with allergies when selecting a treat for your child's birthday. It isn't fair to exclude any child from these celebrations.

## Bullying

It is totally unacceptable for anyone at Green Woods to ever bully or intimidate another student. Bullying is harassment and harassment is a crime. Consequences up to an including expulsion will result if a student continues to harasses, makes fun of, threaten or cause any student to feel afraid for any reason, ever! If any student intimidates your child please notify the school immediately! Bullying is broadly defined as follows:

### Normal Conflict Versus Bullying

Conflict is normal and bullying is not normal conflict. Normal conflict can occur at any place or time, is accidental and often between friends. On the other hand, bullying behaviors generally occur where the person bullying feels safe engaging in power-seeking behavior which is intentionally harmful and directed at someone he or she would not identify as a friend. Because bullying differs from normal conflict, it requires different and specific intervention strategies.

### Bullying Behaviors

Bullying includes repeated verbal or non-verbal behaviors with the intent to cause physical, emotional/psychological or social harm. Bullying may be direct; for example, hitting, dirty looks, public embarrassment, or extortion. Bullying can also be indirect; for example, electronic messages and postings on websites, gossip and rumors or exclusion. Bullying behaviors that are not addressed generally escalate into more aggressive behaviors over time. Therefore, these behaviors will be taken seriously and addressed immediately.

Bystanders - Bystanders can often add to the bullying problems. Green Woods encourages all of our students to not be a silent witness to bullying incidents. When it comes to bullying, if students are not part of the solution they can inadvertently and unknowingly become part of the problem. Bullies will often believe that in not speaking out against them, that their classmates are, in fact,

supportive of their bullying. It takes courage to do the right thing and speak out against bullies and bullying!

## **Bus Code of Conduct - Offenses and Consequences**

**STUDENTS WILL NOT BE PERMITTED TO RIDE ANY OTHER BUS TO AND/OR FROM SCHOOL OTHER THAN THEIR ASSIGNED BUS. PLAYDATES MUST NOW BE ARRANGED AFTER SCHOOL ONCE CHILDREN ARRIVE HOME.**

**Riding the bus is a privilege. Students will lose this privilege if they do not follow the rules and serious and/or repeated violations of these rules will result in suspension or expulsion from the bus and/or from school in accordance with the Discipline Policy.** For the safety of all students who ride the bus, students are expected to obey the following rules and always wait for the bus in an orderly fashion. No pushing or shoving, please.

1. Enter and leave the bus only by the front door and only after the bus has come to a complete stop. (In case of emergency you may be given other instructions to follow.)
2. Students must use only the bus and the bus stop assigned to them.
3. Students may not enter or leave the bus at any place except the student's regular bus stop or school unless the student has a note from home that has been approved by the Administrative Assistant.
4. Students must stay in their seat while the bus is in motion. Students may not reserve seats.
5. Students must keep the center aisle of the bus clear at all times. Items such as book bags must not block the center aisle.
6. Students must obey all bus safety rules and the directions of their bus driver.
7. Students are not allowed to transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus.
8. Students are not allowed to consume food, chew gum, or drink on the bus.
9. Students must not litter the inside of the bus, throw anything out of the window, or cause damage to the bus. No spitting on or using hand gestures toward anyone!
10. Students must obey all rules listed in the "Behavior Code" section of this handbook while riding a school bus.
11. Any acts of physical violence are considered serious incidents
12. Bullying is a serious incident
13. Physical assault or battery of persons on the bus is a serious incident
14. No verbal assault of persons on the bus
15. No disrespectful conduct toward the bus driver or other persons on the bus.
16. No unruly behavior, in general.
17. Students may not use any electronic devices during the operation of a bus, including but not limited to pagers, cameras, IPODS, audible radios, hand-held video games, tape or compact disc players with or without headphones, or any other electronic device in a manner that might interfere with bus communications equipment or the driver's operation of the bus. No electronic devices are to be permitted on the bus. No exceptions, please.

18. Students may not possess or use flashlight lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus. Cameras are not permitted in school therefore they cannot be in a student's possession on the bus.

The general progressive discipline plan that will be followed in dealing with some bus misbehavior is as follows; however serious offenses can and will be dealt with as deemed appropriate by the administration in accordance with this handbook.

1st Offense - Warning: A Bus Behavioral Slip (warning) from the driver and/or the administration will be sent home.

2nd Offense - Notification of Suspension of Bus Privilege: The administration will contact the parent in writing and inform the parent that the student will be suspended from the bus for 1 or more days.

3rd Offense - Permanent Loss of Bus Privilege: **The student will be notified in writing that he/she will be expelled from riding the school bus for the remainder of the school year.**

If a student is found to have engaged in a serious offense such as bullying (i.e. teasing another student, making demands of another student, or any other type of intimidation), throwing things inside or out the window of a bus, distracting the bus driver, failing/refusing to remain seated, or other offense deemed serious by the administration, then the progressive discipline plan will not apply and the student may lose bus privileges immediately and may be subject to further discipline in accordance with the Discipline Policy. Distracting the bus driver can cause an accident and have the potential for serious injury to others.

Bus drivers have complete charge of all students when they are riding the bus and will report misbehavior to the Dean of Faculty and Students who, in collaboration with the Office and Transportation Manager is responsible for safe school bus behavior and issuing consequences to students for bus misbehavior. To help maintain order on the bus, Green Woods Charter School bus drivers and the Green Woods administration have the authority to assign a special seat on the bus to any student.

Should any damage be done to the bus as a result of vandalism, the parent/guardian of the student will be required to repay the cost of any damage.

The bus driver and the administration have the authority to suspend and/or expel a student from riding the bus.

## **Bus Stop Safety**

The guidelines given below are designed to promote student safety at the bus stop:

1. Students who must cross the road to board a bus should never do so until the bus has come to a complete stop, the proper warning signs (red lights, stop signs on bus) are displayed, and the driver motions for students to cross.

2. Students should cross the road in front of the bus, never cross the road behind the bus.
3. Students should always stand a safe distance from the road (at least five feet).
4. Students who must cross the road after exiting from the bus should always cross at least ten (10) feet in front of the bus after looking in both directions for traffic and after the driver motions for students to cross.
5. Students should never run to or from the bus.
6. Students should be at their assigned bus stop ten minutes prior to the arrival of the bus.
7. Students should always be on their best behavior while riding the bus. Incidents that occur on the bus are an extension of the school day and will be reported as such by the bus driver.
8. If a student feels he/she is being bullied or in any way bothered on the bus, the student or parent should report this to Mrs. Birkmire.
9. Please refer to the Bus Conduct section for rules, regulations and consequences pertaining to riding the bus.

\*\*Please note that riding the bus to and from school is a privilege, not a right. At anytime, if you are not following the bus driver's rules, you can lose this privilege.

### **Cancellation of School**

In the case of any emergency, the Green Woods "one call" system will be activated as soon as possible. The one call system will notify parents/guardians by phone and/or e-mail. Please be sure that you are signed up for this one-call system.

When there is a chance that school might be closed due to weather, (snow, wind, ice, heat, humidity, etc) the one-call system will be used to notify our families. Parents can also listen to KYW News Radio 1060 AM, access the KYW website at [www.kyw.com](http://www.kyw.com) or the Green Woods website at [www.greenwoodscharter.org](http://www.greenwoodscharter.org) **The school closing number for Green Woods is 204.**

A taped message is also made available on the Green Woods telephone main number: 215-482-6337 by 6:00 AM.

### **Car Line Safety**

To ensure the safety of our students and staff during carline, we ask our parents to remain in their cars during carline. Please do not conduct any personal or school business during carline. Remain in your car and please do not idle your engine. Turn your engine off and save the ozone layer! PLEASE DO NOT PASS ANY CARS THAT ARE IN CARLINE. THIS IS DANGEROUS TO OUR STUDENTS AND STAFF!!

### **Cell Phones**

Use of cell phones at school by students for communication of any kind (phone call, text messaging, etc.) is forbidden. **If a student does have a cell phone at school, it must be turned off and remain in his/her book bag during the entire school day. Students are not permitted to carry cell phones on their person.** Students are only permitted to use a cell phone once they leave the school grounds. Parents may not call their child's cell phone during school hours. In the event of an emergency, should a parent/guardian need to reach a child, please call the front desk.

Violation of the cell phone policy will result in the school confiscating the phone. A parent must come to school to retrieve the phone.

**If cell phones are observed being used during any tests, the phone will be confiscated, the student will receive a zero for the assessment, and the student will be suspended.**

### **Cheating, Forgery, and Plagiarism**

At Green Woods we believe that all forms of cheating (forgery, plagiarism, etc.) are very serious offenses.

The following are just a few examples of cheating that will result in consequences and/or a student **receiving a grade of 0 for their work**:

1. Cheating in the classroom: looking at someone else's paper or giving aid during a test or quiz. Bringing any type of concealed items to class that will help on tests.
2. Cheating outside of class: copying another person's homework and handing it in as their own.

Forging any signature (on a test, homework, etc.) is a form of cheating and will result in a phone call home and consequences appropriate to this offense.

Plagiarism means using someone else's words or ideas and saying that they are your own. Students can always refer to someone else's words but they must give credit where credit is due. This includes research on the internet. Teachers will go over the rules of plagiarism.

### **Child Abuse**

Pennsylvania law requires that school employees must report to The Philadelphia Department of Children and Youth any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee. If Green Woods suspects child abuse or neglect of any kind we will always do what the law mandates and make the call to the Children and Youth Services. **CHRONIC ABSENCES ARE CONSIDERED A FORM OF CHILD NEGLECT AND WILL BE REPORTED TO THE DEPARTMENT OF HUMAN SERVICES.**

### **Civility Policy**

The Green Woods Board of Trustees passed a civility policy that outlines our expectations for how we interact with each other as a community. This policy can be found on our website. Please familiarize yourself with this policy.

### **Code of Conduct, Behavior Expectations and Discipline Policy (See Page 40)**

### **Confidentiality and Communication with Teachers and Staff**

Communication is a two-way process. Teachers and staff members are responsible to notify you when they believe that there is a genuine concern regarding a child's progress or behavior. Should a parent have a concern about their child, or any circumstance involving the classroom or other issues with a teacher or staff member, it is the policy of Green Woods Charter School that

**the parent must first go directly to the teacher or staff member to discuss any concerns.** If, after discussing a concern with a teacher or staff member, and giving the teacher/staff member ample time to address this concern, a parent believes their concern is not being adequately addressed, the parent should put their concern in writing to Steve Masterson at [smasterson@greenwoodscharter.org](mailto:smasterson@greenwoodscharter.org).

Parents are asked to either call the front desk or e-mail your child's teacher or relevant staff member when there is any issue concerning your child that you feel needs to be discussed or addressed. During the week, your child's teacher/staff member will return your e-mail/phone call within 24 hours. Please consider that our teachers and staff have many students they are responsible for. In the morning hours, before school, we are all working hard planning the day's activities. Please do not come to school unannounced expecting to meet with your child's teacher, a staff member or the administration. We will do our best to accommodate your schedule when given advanced notice that you would like to meet.

Green Woods asks our families to please not discuss any sensitive issues regarding your child's academic progress, your child's classroom or school environment, or any confidential issues involving students, staff or Green Woods in general. **This is especially important in the front office area where there is a high level of activity and visitors. Please keep public conversations to a minimum and understand that our business office staff is very busy working for our students and staff. While Kim, Jeanne and Karen are happy to serve your needs, they ask that you please not engage in non-business related conversations.**

Should you want or need clarity about rumors you are hearing, most often we have found that issues being shared are simply perspective and not fact. Misconceptions soon become truth and this informal communication process can have a profound and negative impact on our school community. The administration or Home School Committee is just an e-mail away. Both are more than happy to address rumors and answer any questions directly.

Finally, in many cases, sharing confidential student/classroom/school information is a violation of the law. As such we are obligated to report any potential breach of confidentiality our attorneys.

## **Curriculum**

Green Woods Charter School has a very unique curriculum as we use the local environment as a focus for teaching and learning. The curriculum outlines the concepts students will be taught throughout the year. We have a strong emphasis on outdoor education and Project-Based Learning. Students will be working a lot with classmates and other classes on many projects throughout the year. There will, of course, be times when we will ask families to help a student with their project; however, the teachers will do their best to allow students the time they need so that much of the work on the project can be done at school.

**NOTE:** Green Woods students **are required** to participate in all subjects and activities during the school year. Hiking and using the 350 acres of woods play an integral part in our everyday teaching and learning. Many times throughout the year, students will hike deep into the woods, far away from the building. Hiking is an integral component of our curriculum experience. Green Woods will provide reasonable accommodations for students with disabilities to allow them to

access the curriculum but students will not receive the full benefit of the Green Woods educational experience if they are unable to participate in hiking and other outdoor learning opportunities.

Students in grades K-4 remain in their own classroom for Language Arts, Science, Social Studies, and Mathematics. Most times, students will leave the classroom for special subjects such as Art, Technology, and Music

Students in grade 5-8 move from classroom to classroom. They have one teacher for Science, one teacher for Language Arts and Social Studies, and one teacher for Mathematics. Special classes, such as Technology, Music, and Art will be scheduled in classrooms throughout the school.

Below is a list of the subjects taught at Green Woods:

1) Reading/Literacy K-8	5) Social Studies K-8	9) Guidance Lessons
2) Language Arts K-8	6) Technology K-8	10) Environmental Science and Hiking K-8
3) Mathematics K-8	7) Art K-8	
4) Science K-8	8) Music K-8	

### Damage to School Property

If a student damages any school property parents will be required to pay the full cost for repairing or replacing what was damaged. Consequences will occur depending upon the severity of the damage and the nature of the student's actions. Intentionally damaging the property of someone else, including Green Woods, is a crime.

### Demographics

Students who are residents of Philadelphia will be given priority for admission to Green Woods Charter School. Their parent/legal guardian must reside in Philadelphia and the student must reside with the parent/legal guardian who lives in Philadelphia. Any false documentation regarding a student's legal guardian or address will result in the child being dis-enrolled from Green Woods. (See Admissions Policy for additional information.)

### Detention (After-School Detention)

Detention is one consequence that will be given for violations outlined in this handbook. If a child is in grades 4-8 (students in K-3 are not given after-school detention) and issued a "pink slip," they will be required to attend an after-school detention which will be held on a designated day of the week from 3:20 until 4:20PM. Detention will be monitored by a member of the staff or administration. Lunch Recess Detentions are only given to students in K-3 and are monitored by the K-3 staff.

If a child usually takes the bus home from school, it is the responsibility of the parent to pick their child up at 4:20PM on the day of detention or arrange for the child to be released to another adult by 4:20PM. Please send a note into school to alert the staff of the person who will be picking up your child. If a child does not attend detention, an additional detention will be

issued. The child will then be responsible for serving both detentions. If a student receives three detentions, for any combination of reasons, the student will be suspended after every third detention that is issued. If this pattern continues, students will be referred to the Board of Trustees for expulsion.

### **Disabilities (Students suspected of having...)**

Parents are encouraged to bring any and all issues which they feel are impacting the learning of their child to the attention of the Special Education Coordinator. Green Woods can provide screening, testing, and evaluations to determine if a child is eligible for special education or related services.

### **Discipline Policy, Code of Conduct, Behavior Expectations (See page 40)**

Policies for handling violations of our handbook, Student Code of Conduct, and Discipline Policy are the responsibility of all members of the Green Woods staff. We believe that disciplinary action must be consistently enforced, school wide, in order to be effective.

Within the classroom setting, the teachers have the responsibility and authority for creating additional policies and procedures that allow for a safe and productive learning environment for all children. We also believe that helping our children develop into good citizens requires teamwork and ongoing communication with parents.

Should consequences be determined that require parents to come to school and meet with the teacher and/or the administration, please be supportive of our efforts as we strive to help children develop the capacity for responsible choice. Parents requested to attend a meeting must attend that meeting.

### **Dishonesty**

The adults at Green Woods try hard each day to develop a level of trust with all of the students. If a student is dishonest with an adult it makes it difficult to develop a relationship of trust. Depending upon the severity of the situation, accepting responsibility for his/her actions is always looked upon favorably when making a decision as to the level of consequence. In order for students to feel they can change their negative behavior and interactions, it is important that students first accept responsibility for their own words or actions. The adults at Green Woods strive to be fair and we are good listeners.

### **Dress Code and Uniform Requirements**

It is the responsibility of the child's parents to ensure children leave home properly dressed for school. The child's homeroom teacher will monitor and enforce the dress code. Students violating the dress code will be issued a conduct referral by the homeroom teacher. Depending on the violation, students may be asked to immediately change clothes or have a parent bring in the proper uniform.

Students are expected to be neat and clean when they come to school. Hair should be clean, neat and well groomed. Uniforms are required. If a student wears inappropriate clothes to school, parents will be called to bring the required uniform to school. Green Woods Charter School's

uniform consists of a hunter green collared shirt with our official logo. Tan or khaki colored pants; shorts, skorts, skirts, jumpers, (all of which are no more than four inches above the knee), or Capri pants complete the uniform. Students must wear flat, rubber soled sneakers or hiking boots for outdoor hiking. Open-toed (flip-flops, etc.) or open back slip-on shoes (clogs, crocs, hee-lies, etc.) or anything other than the required shoes as listed above are considered unsafe and will not be permitted.

On a cold day, students can wear a **solid/plain** hunter green (no logo, insignia or writing) sweat shirt, a Green Woods' hooded sweat shirt, plain green sweater, or Green Woods' fleece. A solid (no writing or logos) white, black, or gray long sleeved t-shirt or turtleneck under your uniform shirt can be worn. Girls can wear solid (no designs) white, black or gray tights with skirts or skorts. No other color sweatshirts, tights, or T-shirts are permitted.

Students are NOT permitted to wear:

- Head coverings (such as baseball caps, doo-rags, skull caps, nylon caps, sweat bands) of any kind in any school buildings;
- Dangling earrings or any excessive jewelry to school (bling) as they become a safety issue especially when hiking or learning outdoors;
- Excessive make-up or hair spray or colored hairspray (i.e. even for special days or pep rallies).
- Flip-flops, sandals, backless shoes, open-toed shoes, clogs, crocs, high heels or hee-lies;
- Clothing that is too big, too tight, or shirts that show a student's midriff or pants that are worn too low on their waist.
- A sweatshirt or T-shirt of a color other than solid hunter green that is not aligned with the dress code.

### **Dress Down Days**

On dress down days students do not have to wear a uniform; however, students still must follow the rules above under the section "You are not permitted to wear..." On Dress-Down Days students can wear jeans, sweat clothes, and other comfortable clothing. No offensive writing or designs are permitted on any clothing. No spaghetti strap tops, tube tops, etc. Students wearing inappropriate clothing or shoes on dress-down days will be required to change into Green Woods uniform clothes from items of clothing we have on hand. If we do not have the proper size on hand, parents will be called to bring different clothes for their child. Again, on dress down days students are required to be neat and clean and always prepared to go hiking.

### **Drugs**

If a student is caught in possession of, using, or selling illegal drugs, prescriptions drugs, or drugs or medication of any kind, (other than an EPI-PEN or asthma inhaler in accordance with the "Medicine" section) he/she will be suspended and possibly referred to the Board of Trustees for expulsion from Green Woods. Other than an EPI-PEN or asthma inhaler in accordance with the "Medicine" section, students are not permitted to bring prescription or other drugs to school or give prescription or other drugs to another student. This is very dangerous. Approved prescription or non-prescription drugs must be handled in strict accordance with the procedures set forth in the "Medicine" section. ([See Medicine](#))

## Early Dismissal

A student should not leave school early except when there is a very important reason. If a student needs to leave early, a parent/guardian must send a note to the teacher saying why a student needs to leave early, what time they need to leave and who will be picking the child up. When a parent/guardian arrives at school to pick up a student, he or she must go to the front desk to sign out the student. The student's classroom will then be called and the student will come to the front desk. Unless directed to by the front desk, a parent is not permitted to go directly to the classroom to pick up their child. Every effort should be made to schedule doctor and dentist appointments outside of school hours.

## Electronic Resources - Authorized User Policy

Student access to the Internet and computer resources is a privilege, not a right. Therefore, users violating Green Woods Charter School acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

The Internet Safety Policy and school system measures are designed to address safety and security when using direct electronic communication. Electronic resources are defined as the following: Internet, World Wide Web (WWW), Green Woods network, chat rooms, electronic mail, online resources, services, network information, licensed software, telecommunication resources, and all hardware on which it is being accessed.

As needed, the administration can and will search data or e-mail stored on all school system owned computers and networks. All users are expected to abide by the accepted electronic resources rules to include (but not limited to) the following:

1. Follow school system regulations which concern the use of electronic resources (will not damage computers, will respect the privacy of other users' files, will follow directions of staff, and will not be wasteful of resources).
2. Comply with network policies (student and staff logins) including not circumventing desktop protection applications.
3. Use the Internet for appropriate educational resources only as directed by staff.
4. Use electronic resources only with permission of designated school system staff.
5. You may not use school computers to check your personal e-mail.
6. Respect and uphold the copyright laws (giving credit to the rightful author and not distributing protected materials or software).
7. Immediately report any security problems or violations of these conditions to appropriate school system staff.
8. Do not use the internet to share language that is obscene, insulting, purposely inaccurate or offensive to others either in school or from home.
9. Do not access inappropriate materials or show others how to use them.
10. Do not disseminate personal information regarding minors or staff members.
11. Do not transmit computer viruses or any other malicious programs.
12. Do not intentionally damage or unlawfully disrupt Internet/WWW services or network/hardware/software that provides delivery of electronic resources.
13. Do not install or remove software on any computer or server without permission.

14. Do not share any/all electronic resources user ID's and passwords.
15. Posting messages and attributing them to another user is prohibited.
16. **Do not engage in any mean-spirited exchange of e-mails or disrespectful postings on internet chat rooms, blogs, text messaging, social networking sites, or listserves, about any member of the Green Woods community from school or from home.**

Failure to abide by this policy governing use of the school system's electronic resources will result in disciplinary action and/or revocation of system access up to and including suspension and/or expulsion. **If electronic postings are done outside of the school day and the parents believe that these postings rise to a level of Harassment, the parents of the student being harassed will be asked to notify the police or other proper authorities. If postings are found to have occurred during the school day and with school equipment, and are believed to be criminal in nature, the school will notify the proper authorities.**

Green Woods Charter School has installed a surf control device, which is limited, to restrict access to controversial materials; however, on a global network it is impossible to control all information. A user may accidentally or purposely discover controversial information. Use of any information obtained via electronic resources is at the risk of the user.

### **Emergency Contact Forms**

It is critical for the school to be able to contact parents at any time students are at school. One form is kept in the main office, homeroom, and in the Health Room. The school must have the parent's current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the beginning of each school year and whenever a change occurs with the parent's address, telephone, or emergency contact information.

It is important that we have the names and up-to-date daytime phone numbers of two people who are available and have your permission to assume responsibility for your child if neither parent can be reached in the event of an illness or emergency with your child. If Green Woods makes repeated attempts to get this information and cannot get in touch with parents, we will contact DHS.

### **Emergency Closing**

In any emergency closing situation, students must go home as they do on any normal dismissal day.

### **Emergency First Aid**

School personnel will provide only emergency first aid. More serious injuries such as fractures and lacerations that require sutures will be treated with emergency first aid and support measures until a parent/guardian can be contacted. When neither parent can be reached nor the alternate responsible person(s) listed on the emergency form, the child will be referred to his or her family doctor or, if unavailable, the ER physician.

### **Emergency Management Plan/Emergency Drills**

Fire/evacuation/safety drills will be held a various days and times throughout the school year.

Also, drills for severe weather, lockdown of the school, and bus evacuation will be held at least twice each year. Parents should remind their child that during an emergency drill all students must respond quietly and quickly, and must follow the directions given by their teacher.

### **Eye/Ear/Dental Examination**

Upon initial enrollment students must provide a health assessment and dental examination. PA State law requires a copy of the current up-to-date immunizations upon your initial enrollment to Green Woods. Please check with the school nurse to be sure your child's forms are up to date.

### **Field Trips**

Classroom teachers schedule many educational field trips throughout the school year. These trips are designed to add an extended level of excitement and learning and to supplement different aspects of the curriculum. Unless alternative clothing is approved by the administration and/or homeroom teacher, Green Woods' uniform must be worn on all field trips. Parents are always invited and encouraged to chaperone on field trips. Keep in mind that some trips have limited space available for chaperones. Consider this as another fun way for you to volunteer your time.

Parents will receive notices of field trips in advance of the scheduled trip and will be asked to sign a field trip permission form. Field trips usually come with a fee which helps to defray transportation or admissions costs. No student will be denied the opportunity to go on the field trip or penalized in any manner for failure to contribute. Please contact the front office if you have any questions. However, if your child does not have a signed permission slip he/she will not be permitted to go on a scheduled field trip. No verbal permissions by phone will be accepted.

Students are expected to follow all rules and regulations outlined in this handbook while on field trips. If for any reason Green Woods feels that a student has not earned the privilege to go on a field trip, the student will not be permitted to go. Also, should Green Woods have any health/safety concerns associated with a child being on a field trip, Green Woods Charter School reserves the right to require a parent to accompany that child or the child will not be permitted to go on the trip.

### **Fighting/Assault**

It is never OK for a student to try and hurt a fellow student. If a student physically assaults another student, the consequence will be suspension and possible referral to the Board of Trustees for expulsion. No fighting! No hitting! No excuses!

### **Fire Alarms**

Unless there is a fire, it is against the law to set off a false fire alarm. Causing a false alarm is against the law and will result in suspension.

### **Gifted Education Program**

Charter schools are not required to provide "gifted instruction" for children. However, please know that we do all that we can to meet the individual learning needs of each student. We encourage you to always discuss your child's learning needs with your child's teacher.

## Gifts for Teachers and Staff

Please check with the Home School Committee about guidelines for gift giving.

## Grade Placement

If acceptable documentation for determining grade placement is not presented at the time students are enrolled, students will be temporarily assigned to a grade until determination as to final grade placement can be made.

## Grading System - Progress Reports, Report Cards, Academic Probation, and Graduation Requirements

**Green Woods operates on a semester schedule.** Your child's progress is communicated to you **four times** each year in two ways: **Interim Progress Reports and Report Cards.**

**Report Cards** are a more detailed record of your child's academic success and will be shared with you twice throughout the school year: **January and June.** Depending upon the student's grade level, areas of reporting will include: (1) class participation, (2) class assignments, (3) homework assignments, (4) tests and quizzes, (5) group projects, (6) group collaboration and (7) special projects.

**Interim Progress Reports** are intermediate reports that will be shared with parents in **November and April.** These reports will provide an interim opportunity for teachers to share a child's strengths and to inform parents of any struggles a child is having in which parents and teachers can work together to address.

Students in grades 3-8 are given grades based on the below percentage. All students can ask their teacher/s and receive an explanation of their recognized strengths and perceived struggles in core subject areas.

### Grade Scale:

98% -100%	A+	93% - 97%	A
90% to 92%	A-	88 % - 89%	B+
83% to 87%	B	80% to 82%	B-
78% to 79%	C+	73% to 77%	C
70% to 72%	C-	68% to 69%	D+
63% to 67%	D	60% to 62%	D-
		60% or below	F

## **Grades 3 and 4 - Summer Enrichment**

Any student in grade 3 or 4 who, at the end of the school year is doing below grade level work, Green Woods strongly encourages parents to have their child attend a summer enrichment program to build essential skills necessary for the next grade. A student doing poorly at the end of 3<sup>rd</sup> or 4<sup>th</sup> grade will be starting out in the next grade level behind and feeling frustrated.

Please see that your child receives enrichment over the summer months so that he/she can begin the next school year feeling confident and ready to learn.

### **Grades 5-8 - Poor Grades, Graduation Requirements, and Summer School Mandates**

⇒ We expect excellence from all of our students (including students with IEP's) and for that excellence to be reflected in their grades.

⇒ If any student in grades 5-7 earns below a D in Math and/or Language Arts, Green Woods will require that the student successfully complete an approved summer remedial/enrichment program in order to be promoted to the next grade. Summer school will be arranged by the parent and AT THE EXPENSE OF THE PARENT. A student doing poorly in 5<sup>th</sup> grade will start out doing poorly in 6<sup>th</sup> grade. Working over the summer will help to improve the child's chances for academic success.

⇒ If, on the final report card of 8<sup>th</sup> grade, a student earns a cumulative **GPA of less than 70%** or earns an F in Math and/or Language Arts, the student will not be permitted to attend graduation. The student will not have successfully completed their coursework at Green Woods. The student will not be given a certificate of graduation unless they attend and successfully complete an approved summer school/enrichment program at the expense of the parent.

Green Woods Charter School reserves the right to evaluate, assess, and promote (or not) to the next grade level any student who is performing at a level less than our expectations.

### **Guardianship**

If a student resides with any person other than a natural parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrollment.

### **Guidance Counselor**

Green Woods Charter School provides guidance counseling and related guidance services to all Green Woods Charter School students based on an identified need. Guidance services include small group, whole class, and individual counseling services. Please contact our Special Education Coordinator for additional information regarding these services.

### **Gum Chewing**

Green Woods Charter School has a three-part policy about gum during school hours or while on school property: 1) NO GUM, 2) NO GUM, and 3) NO GUM! You are expected to follow all parts of this policy. This policy is also in effect while you are riding the bus to and from school and while on school-related field trips.

Why can't we chew gum at Green Woods? Not only is gum a distraction and bad for your teeth, but it can damage furniture, rugs, and clothing. Also, please remember that our school is in the middle of the woods and the grounds surrounding our school are home to many different species

of wildlife. Tossing gum or other food or trash on the ground is prohibited as it has the potential to impact the animals and their habitat. The people and the animals at school thank you very much for not chewing gum or bringing gum to school.

### Head Lice

We recommend that parents check their child's hair weekly for head lice. Please contact the school nurse if any are found so other children in the class can be checked. The school nurse shall conduct periodic examinations of student's heads at appropriate times. Such exams may be of an entire class or of selected students. A student found to have head lice or nits (eggs) will be informed privately, and a parent will be called to pick up him or her from school immediately.

The child's hair must be treated with a lice-killing product, and all nits must be removed. The student may return to class as soon as this procedure has been completed, and the school nurse has confirmed that no lice/nits remain. Please see the Health section of our website for additional information.

### Holiday Celebrations

Our focus as a school is on using the Environment as an Integrated Context for learning. The major themes that will be celebrated during the year are: Fall (Fall Festival), Winter, (Winter Solstice), Spring (Earth Day), and Summer (Summer Solstice/Fun Day). The emphasis for our holiday celebrations will be on how the many cultures celebrate these seasons. Other than a "birthday bash" where birthdays of all students will be celebrated, celebrating the seasons will be the only time holidays will be celebrated with food and/or crafts.

Please do not send in any food or snacks relating to the more traditional holiday celebrations (Valentine's Day, Halloween, etc.). Your child's teacher will be sharing additional information with you about classroom holiday celebrations.

### Homework

Each year, children in grades K-4 will work with their classmates and their teacher to develop a classroom homework policy. This policy will be facilitated through careful and thoughtful discussion. The foundation for this policy will be grounded within the context of the latest research. The homework policy developed with your child will be established and shared with you within the first few weeks of school and may be revised, if necessary, as the year progresses.

In the middle grades, homework should average one to one and one half hours per night. If a major test or project is due, a student may be working longer hours than usual. Please contact your child's homeroom teacher if you feel your child is getting too much homework or if your child is unable to complete his/her homework assignments independently.

Teachers in grades 5-8 will make every effort to ensure that your child is not being overloaded with homework. Dates for major tests, special projects, research papers, etc. will be looked at carefully. We will do our best to be sure that only one major test/project will be assigned on the same day.

The following is an **EXAMPLE** of a Homework Policy that might be created:

Students in 3<sup>rd</sup> Grade have created the below homework policy. We will:

1. Complete and return all homework during the allotted time period.
2. Seek immediate help from our teachers if we don't understand our homework.
3. Establish a realistic time schedule for long term/research/project assignments.
4. Read nightly for pleasure.
5. Do homework on our own and to the BEST of your ability.
6. According to the following table, third grade students will be responsible for doing homework assignments each night taking approximately 40-45 minutes.

Grade	HOMEWORK ASSIGNMENTS AND APPROXIMATE TIME IT SHOULD TAKE TO COMPLETE THEM
K	10-15 minutes per night
1	20-30 minutes per night
2	30-45 minutes per night
3	40-45 minutes per night
4	50-60 minutes per night
5	60 minutes per night
6	60 - 90 minutes per night
7	60 - 90+ minutes per night
8	60 - 90+ minutes per night

At Green Woods we believe that homework should be assigned with a specific purpose in mind. No busy work! Homework should be an extension of the learning that takes place in school, or, in the middle grades, reading assignments may be given to prepare for in-class activities or discussions that will take place the next day. Being responsible for their homework can provide your child with the experience of being in charge of their own learning. It is a practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Homework can also provide parents with a more detailed understanding of what your child is learning in school.

The question of the day, of course, is what is the right amount of homework? Educational research recommends 10 to 20 min. nightly in first grade and an increase of about 10 min. a night for each grade after that. But the point is not simply to fill up a set amount of time. For Green Woods students, we strive to mix skill-building drills with creative tasks closely tied to what's

being taught in the classroom—such as interviewing grandparents as a social-studies lesson or using soccer standings to teach rudimentary statistics. When in doubt - READ!

### **How Can Parents Get Involved in the Homework Process?**

- Share any concerns you may have regarding the amount or type of homework assigned with your child's teacher.
- Let your student's classroom teacher or homeroom teacher know if there are any circumstances at home that might be causing some problems for him/her.
- Encourage your child to take notes concerning homework assignments in case questions arise later at home.
- Provide a suitable study area and the necessary tools (for example, computer, paper books, calculator) to complete the homework assignments.
- Please allow time for both homework and family activities.
- Monitor television viewing and other leisure activities and establish a specific homework time.
- Plan a homework schedule with your child.
- Encourage your child to work independently, as homework should be a review of what is learned in school.
- Do not think you are helping your child by doing their homework for them!
- Praise your child's efforts. If questions arise about the assignments, and your child asks for help, ask him or her questions or work through an example rather than simply providing the answer.
- If your child does not complete an assignment, please do not write a note and make an excuse for him/her. It is important that your child learn that homework is his/her responsibility.
- Younger children need more parental assistance with homework than older children. Please take the time to go over homework assignments with your child. Your interest in what they are doing in school will speak volumes to them.
- Feel free to always ask your child's teachers about their homework policy and specific assignments.

**If your child is absent, they will have to make up work. We value and appreciate our parents helping us meet the educational needs and goals of our students. Your support in monitoring homework is critical. Remind your child that it is your child's responsibility to do their homework and to speak to their teacher/s about making up missed assignments. If students are absent for any reason, it is the student's responsibility to have a "homework buddy" and to learn of any missed assignments that must be made up. If a student is must go out of town for an emergency situation, it is the student's responsibility to ask his/her teachers about any tests, assignments, etc. that are missed and for making up the work when they return to school.**

### **Hygiene**

Personal hygiene is important for all students. Being clean and neat helps you stay healthy, feel better, and work better at school. Please shower/bathe regularly, brush your teeth and, if necessary, wear deodorant. Your teachers and classmates will thank you☺

### **Illness (See "Health" section of the website for more details)**

Students with symptoms of illness such as fever, frequent productive cough, nausea and/or vomiting, excessively runny nose, should not be sent to school. If a child arrives at school exhibiting these or similar symptoms, the school nurse may dismiss the child from school, and it shall be the parent's responsibility to immediately pick up the student. The child will be released only to a parent, guardian or other authorized adult.

If the physician has prescribed an antibiotic for your child, he or she should be kept home for at least 24 hours after beginning the medication or until the student would be considered non-contagious. All communicable diseases are subject to the restrictions of the State of Pennsylvania Center for Disease Control, and students may be excluded accordingly.

Medicine, either prescription or over-the-counter, must be kept in the Health Room and dispensed by the school nurse or her designee. Students cannot take medicine on their own, nor are they permitted to give any medicine to another student. Additional information regarding medicine is listed in the section under the heading of "Medicine."

### **Immunization**

Students must provide an immunization certificate at enrollment. **IT'S THE LAW!!**

### **Insurance**

Parents are responsible for providing accident and/or medical insurance coverage for their child.

### **Interrupted Learning**

One very important distraction that we work to minimize in our classrooms is something the experts refer to as "Interrupted Learning." This is when a student in the room consistently "interrupts" everyone else's learning. This can have a profound negative impact on the teaching and on everyone's learning in the classroom.

It is important that children learn to respect their classmates' right to learn by not interrupting their learning. Should your child interrupt the learning of others, your child's teacher will first warn him/her. Should the behavior not change, the student will be removed from the learning environment and the parents will be notified. A meeting with the administration and other appropriate personnel will be required. Repeated/chronic violations of any behavior which interrupts the learning of other children will result in suspension and referral to the Board of Trustees for expulsion.

### **Language (Improper) and Excessively-Loud Voices**

All students are expected to use polite language at all times and are to avoid swearing, using very loud voices, and using abusive language towards another student or an adult. Students are asked to use "indoor voices" when walking through the hallway or in the common areas of the school building so as not to disturb the office staff and the learning of other students. Any hand or body gestures that are considered obscene or inappropriate are totally unacceptable.

## Leaving Designated Activities and Areas without Permission

All students are required to be responsible for remaining within the designated activities and areas (classroom, trails, lunchroom, etc.) to which they are assigned and remain under the supervision of the adult responsible. Any student leaving any area without expressed permission from a member of the staff or any student who purposely hides or evades supervision places both themselves and others at risk. Because of our location and the potential safety issues involved, students violating this policy will receive progressive disciplinary action up to and including suspension/expulsion.

## Lending Library Center

Students in individual classrooms have the opportunity to use the lending library within each of their classrooms. Students may check out books from the library to take home. Students are on the honor system. Teachers appreciate that students will sign out the book, read the book they check out in a timely manner, care for the book while it is in their possession, and then return it so others might have the opportunity to read the same book.

## Lost and Found

Green Woods has a "Lost and Found" area where lost items are turned in and may be claimed. All items of clothing that are to be removed, such as coats, sweaters, and caps should be labeled with the child's name. Any items in the "Lost and Found" that are not claimed by the end of the school year will be donated to a local charity or become part of our school clothing reserve for students to use for an emergency change of clothing.

## Lottery System

During the school year, Green Woods holds an open house where prospective families come and learn about our unique school and program. Parents interested in joining the Green Woods community submit completed applications. All successful applicants are placed in a lottery. Names of applicants are selected and children are placed on an eligibility list. Prior to the lottery selection, current Green Woods students and siblings of current Green Woods students are offered the first opportunity to accept or decline a seat in a classroom for the upcoming school year. See the Green Woods website under "Admissions" for additional information.

## Lunch/Breakfast

**Green Woods does not provide breakfast or lunch for your child.** Each day your child should come to school after eating a healthy breakfast, and having packed a healthy snack and a healthy meal for lunch.

Parents/students should **not pack soda** or any other carbonated or sports drink for lunch or snacks. Please do not pack drinks or food in glass containers. Students are not permitted to purchase snacks, drinks or any item from the Schuylkill Center Bookstore.

**\*\*Waste-Free Lunches!** Since our school curriculum focuses on environmental knowledge and stewardship, we would like to request that any and all packaging you send with your child be either **recyclable** or **reusable** so that we can **reduce** the amount of

trash going into our waste stream. We strive to have a "Waste-Free Lunch" Program and appreciate your support of our efforts.

Even if the items you are sending in your child's lunch are "recyclable" please try to avoid sending bottles, cans, glass or anything plastic that can be tossed into our recycling containers. While these containers are certainly better than non-recyclable options, using containers that can be refilled not only significantly cuts the cost of your food bill, but also reduces the amount of waste (recyclable or not) that we need to tend to on our campus.

### **Make-Up Work**

It is the responsibility of the student to check with his/her teacher/s about any work that was missed due to illness or absence. (See Homework)

### **Medicine**

It is a violation of school policy for any student to carry medications or have in their possession drugs of any type. Students may not have any medications or drugs on their person, coming to and from school, or in their backpack. The school nurse or a designated staff person will administer medication according to school policy. The only exception is an inhaler for asthma or an Epi-pen for allergies. In this case, the appropriate parent and permission forms **MUST** be on file with the school nurse. The school nurse may require a student to receive training and sign a contract to ensure that the student and other students are safe. A copy will be provided to the parent and placed in the student's file.

Prescription medication must be brought to school by a parent in the original pharmacy labeled bottle. Every year the School Nurse must receive a new physician's order and signed parent authorization form in order to administer medications at school. Forms are available from the school nurse.

Any medication must be in the original professionally labeled packaging. Should students need to take medicine at school, the parent/guardian should bring medicine and related equipment to the school nurse or his/her designee and have a completed Med I form filled out by a doctor. Medicine cannot be given without written permission and instructions from the parent/guardian.

All prescription and over-the-counter medicine must be kept in the Health Room. Prescription medicine must be in the original labeled container. The label must include the student's name, the name of the medicine, instructions for dispensing the medicine, and the doctor's name.

Over-the-counter medicine must be in the original container and marked with the student's name. No over-the-counter medicine will be administered during the first or last period of the school day.

If a student has a condition that may require medication, and the school nurse gives the OK for the student to participate in an outdoor or field trip activity, the teacher will be responsible for getting medication from the health room before going on a hike or field trip. Students should also

remember that they need to have their medication with them if they are leaving the area of the main building.

## **Nurse**

Green Woods is fortunate to have a full-time nurse available to tend to the health-related needs of our students. Over the years, however, we have found that too many students simply request to see the nurse in order to get out of class. To address this loss of instructional time and minimize the problem of students missing valuable class work, the nurse will only see students for minor concerns during certain hours of the day. Students will always be able to see the nurse when there is a true emergency situation.

If a student is injured or becomes ill during school hours, the school nurse will assess him or her. After evaluating a student's individual health needs, the school nurse will have the authority to decide if a student is able to participate in outdoor learning or any outdoor activity and/or if a child will need to go home. **STUDENTS NEEDING TO GO HOME OR TO THEIR DOCTOR DUE TO ILLNESS OR INJURY MUST BE PICKED UP WITHIN ONE HOUR OF THE CALL FROM THE NURSE. OUR HEALTH ROOM IS VERY SMALL AND CANNOT ACCOMMODATE MORE THAN ONE STUDENT AT A TIME.**

The school nurse collaborates with parents, educators, and existing community health resources to provide appropriate information and/or services to address students' needs. Our nurse also conducts state mandated health screenings. Please contact our school nurse whenever you have questions or concerns about your child's school health records.

## **Nutrition, Breakfast, Snacks**

As educators, it is our responsibility to reinforce proper nutrition habits and choices with our students. Breakfast is the most important meal of the day and enables children to concentrate, cooperate, and learn better. Any foods from the five food groups can be acceptable breakfast foods, even if it is on the run.

Snack time provides your child with an opportunity to eat something nutritious that can replenish energy and support his or her best performance throughout the day!! We seek your help in eliminating unhealthy snacks, i.e. soda and sweets, and ask that you send healthy snacks to school with your child.

## **Organization of Classes**

Green Woods teachers use team-teaching activities and other similar teaching techniques on occasion and when appropriate. Classes in grades 5-8 are departmentalized for the purpose of enhanced instruction and effectiveness. Departmentalization also helps prepare students for a smooth and successful transition to high school. Organizing and tracking homework and other class requirements for each subject will be the responsibility of your child. Our teachers are always available to assist in this process; however, it will be made clear to your child that keeping track of assignments and moving quickly from room to room is their personal responsibility.

Teachers in grades 5-8 work as a team to integrate concepts and try to structure the amount of homework, tests, and other academic challenges that go along with a departmentalized program. They do their best to integrate assessments/projects as well as instruction.

### **Outdoor Learning and Hiking**

The focus of our curriculum is based on the highly-researched and very successful EIC (Using the Environment as an Integrating Context) Model. You can learn more about this curriculum framework by visiting our website.

Please be sure that students come to school each day properly dressed for hiking and with a water bottle. While we don't hike everyday, we do take advantage of the outdoors as much as possible. All Green Woods' behavior policies are in effect while students are hiking in the woods.

Students at Green Woods learn about ponds from exploring ponds; they learn about the forest by being in the forest. It is our goal that children spend as much time as possible learning from the environment by being in the environment. To that end, coming to school each day prepared for hiking (and getting dirty) is important. Please understand that there will be many times when children will get dirty. Dress for the weather. We do our best to utilize the grounds as a learning laboratory all year long. It is very exciting!

We ask that you support our belief that if a child is healthy enough to be in school that he/she is healthy enough for hiking. Certainly there are those times when our woods can aggravate underlying conditions such as asthma and allergies.

It is understood that a parent or employee at Green Woods may feel it is necessary to restrict a student from hiking. We would rather be proactive than reactive. A parent's request to have a student not participate in a hike will generally be honored; however, subsequent requests should be accompanied by a doctor's note. In order to make the best possible decision in a timely manner, the school nurse will have the authority to make the final decision for whether a student will or will not hike or take part in any physical activity that might trigger an asthma attack or other health concern.

If a student has a condition that may require medication, and the school nurse gives the OK for the student to participate in an activity, the teacher will be responsible for getting medication from the health room before going on a hike or field trip. Students are still responsible for remembering that they need to have their medication with them.

Many times throughout the year, students will hike deep into the woods, far away from the building. Green Woods Charter School will provide reasonable accommodations for students with disabilities to allow them to access the curriculum; however if your child is unable to participate in hiking or has the potential to have severe adverse reactions to the various allergens to which they will come in contact, please give careful thought to your decision to have your child enrolled at Green Woods.

We recognize that our hiking and outdoor learning environment isn't necessarily the best match for every child. We strongly encourage that you take this into account when deciding if our "green woods" offer the healthiest possible learning environment for your child.

### **Parent/Teacher Conferences and Home/School Communication**

Parents may be requested to attend a parent-teacher conference. When a child is experiencing academic or behavior problems at school, parent-teacher conferences can be a productive way of helping to improve student performance.

In addition, on occasion, Green Woods will be sending information by mail requesting permission to evaluate your child to see if the child is eligible for special education services. Documents will be sent via mail and certified mail. Green Woods is obligated under the law to make "reasonable" attempts to get a parent's permission. Sending information by mail and certified mail is considered a "reasonable attempt." Parents who do not respond to these requests are still held accountable under legal guidelines.

If there is any change in a student's health or home environment that may affect his or her school performance, parents should notify the child's teacher and/or school nurse by sending a note or scheduling a conference. To schedule conferences, parents should contact the classroom teacher or nurse directly. For middle school students, the parent should contact the child's homeroom teacher or nurse. Please keep in mind that teachers are not available for parent-teacher conferences during instructional time.

Green Woods is a small community. We enjoy every opportunity to work along side our parents to better know them and our students. When you have a question or concern, please feel free to call or e-mail your child's teacher directly. During the typical school week, teachers will respond to any parent phone call or e-mail within 24 hours. If there is ever an emergency, please call the front desk right away at (215) 482-6337.

### **Pets**

We discourage pets at school without permission from the school nurse. Teachers and the school nurse may give special permission for pets to be brought to school as part of a special display or activity if approved by the administration. Under no circumstance is a potentially dangerous pet to be brought to school. Pets or animals are not allowed on the school bus.

### **Pictures of Students**

During the summer mailing, Green Woods sent home a photo release form. This form must be signed by you if you DO NOT want your child's photo to be used for any publications during the school year. This includes all website photos and class trip photos, etc. Pictures and/or audio-visual presentations of students may appear in the media, in newsletters or on our awesome school website, and may be used in promotional materials.

### **Plagiarism, Cheating, and Forgery - See Cheating, Plagiarism, Forgery**

## **Pledge of Allegiance**

Each school day students will be given the opportunity to recite the Pledge of Allegiance to the Flag. If a student does not wish to salute the flag due to religious or personal reasons then the student may refrain from saluting the flag and reciting the pledge, but must respect the rights and interests of others who wish to participate.

## **Possession of Material Considered in Poor Taste**

If students are found to be in possession of material that is in anyway considered obscene, in appropriate for school, or disruptive, then the materials will be confiscated and the student will receive a consequence. We expect all of our children to be positive role models.

Slam books or any written communication from home or during school hours that in anyway negatively impacts our school environment or community is unacceptable.

## **Promotion, Placement and Retention**

The administration and the child's classroom teacher will review the overall academic achievement of the child and make a recommendation of whether or not he/she should be moved to the next grade level. The ultimate decision to retain the student in their current grade level for an additional year will be made by the parents in collaboration with the administration and additional staff members as needed. However when we believe it is in the best interest of the child, Green Woods reserves the right to mandate that a child attend an approved summer school remedial/enrichment program in order to move to the next grade. Students in the middle school must abide by the guidelines set forth in the "Grades" section of this handbook.

## **Proof of Residence**

To enroll in Green Woods a student must reside within the boundaries of Philadelphia. A student must reside with a natural parent or a person who has been granted legal guardianship, or the student must be under the care of a state agency with placement in Philadelphia. If it is found that any information on any application or student record form is incorrect or forged, the child will be dis-enrolled from Green Woods.

Proof of residence is required both when a child enrolls and whenever a change of residence occurs. We will accept the following records as proof of residency:

1. A valid lease or rental agreement and a current utility bill (gas, electric, water). Records must include the name and address of the parent/legal guardian.
2. A property tax statement, property deed or mortgage. Records must include the name and address of the parent/legal guardian.

Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from the lottery and dropped from the roll of Green Woods Charter School.

If a child is enrolled at Green Woods and his/her family moves out of Philadelphia, the child may still attend Green Woods however the parent must arrange for transportation.

## Recess

Because recess is an important part of a student's physical and social education, weather permitting, students are expected to go outside. Exceptions are made only with a doctor's note restricting outside play.

The decision to have outside recess during cold weather depends on the temperature and wind chill factor. Please remember we are located back in the woods, therefore it will be colder back at GWCS. The school nurse has the final authority to decide whether or not a child can participate in recess.

It is the parent's responsibility to see that their child comes to school dressed appropriately for the weather each day; i.e. hat, mittens, boots, warm jacket, etc. Boots should not be worn in the classroom; therefore a change of footwear is necessary and may be left at school.

**Asthma** – Due to GWCS secluded location, ALL students with asthma are asked to stay indoors for recess and hikes for their safety on days of extreme cold, heat, or humidity. Green Woods Charter School will make every attempt to be proactive rather than reactive. Our first priority is to keep each child safe everyday.

## Report Card Conferences

A letter outlining the report card conference procedure is sent home with, or just prior to, the student's report card. At that time, parents may be asked to schedule a date and time to meet with the teacher to discuss the student's academic and/or behavior goals. Conferences are not mandatory; however teachers can strongly request a conference if they feel it is an important step in supporting a student's learning needs at Green Woods. We ask that parents honor these requests.

## Rumors

Most often we have found that rumors start and spread when issues being shared as facts are simply people's perspectives and not factual in nature. These misconceptions are shared, again, as facts and the rumor cycle continues and spreads. This informal communication process can have a profound and negative impact on our school community. Should you want or need clarity about rumors you are hearing, the administration or Home School Committee are just an e-mail away. Both are more than happy to address rumors and answer any questions you have or to satisfy any rumors you are hearing.

## School Supplies

Parents/Guardians are required to purchase school supplies that support student learning. Students are expected to come to school prepared and with all of the necessary tools for learning. A list is sent home allowing plenty of time over the summer to purchase these supplies. Throughout the year, teachers may request that additional supplies be purchased or will purchase supplies and request that parents reimburse Green Woods. If there is an "extreme" hardship case, please let us know.

## **Selling Things at School**

Unless given permission by the administration (for example: to help raise money for a class trip or event at Green Woods), students are not permitted to sell things like baseball cards, Yu-Gi-Oh cards, toys, cookies, candy bars, gum, or similar items to other students or teachers at school. Students are also not allowed to trade or give away these things at school.

## **Special Education**

The purpose of the special education department at Green Woods Charter School is to provide Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE) to students with disabilities. At Green Woods, we want to ensure that students with disabilities find success in a regular education setting.

A student may receive additional services if the Individualized Education Program (IEP) team determines that related services are required for that student to make adequate academic progress in the general curriculum. These services include but are not limited to speech and language therapy, occupational therapy, remedial reading, and counseling. Programs are provided based on the identified needs of each student while taking into consideration Green Woods ability to meet those needs.

If you have any questions regarding the special education services please contact our Special Education Coordinator, at (215) 482-6337. [Additional information regarding Green Woods Special Education Policies and Procedures can be found on our website- www.greenwoodscharter.org](#)

**In addition, there may be a time when Green Woods will be sending information by mail requesting permission to evaluate your child to see if the child is eligible for special education services. Documents will be sent via mail and certified mail. Green Woods is obligated under the law to make "reasonable" attempts to get a parent's permission. Sending information by mail and certified mail is considered a "reasonable attempt." Parents who choose to be unresponsive to our requests are held accountable under legal guidelines.**

## **Standardized Testing**

Standardized tests are administered to ALL students as required by Pennsylvania law. Students are tested in several academic areas including reading/language arts, writing, mathematics, and science. This, of course, is always subject to change by the State and the School District of Philadelphia.

The purpose of this testing program is to both monitor student achievement and evaluate curriculum and instruction goals and objectives. The results of such tests are used to identify students' strengths and weaknesses in academic areas. Also, test results are used to determine the effectiveness of educational programs and how the programs can be improved. Please visit our website to learn more about standardized testing.

A Parent/guardian will be notified in writing when test scores are returned to the school. Parents/guardians should address questions about the standardized testing program and their child's test results to the Special Education Coordinator and/or Dean of Faculty and Students.

### **Stealing**

Stealing is a very serious offense. Students will not take the property of others without their permission. Stealing is a crime. Disciplinary action including suspension and possible expulsion will be taken.

### **Student Records**

In accordance with state and federal regulations, Green Woods Charter School has established policies and procedures to ensure the confidentiality of student records. Any parent with questions concerning student record information for his or her child should make this request in writing.

### **Supervision of Students at School**

Except for the supervision of students in grades 4-8 serving after-school detention. Green Woods is not responsible for supervising any students for any reason after 3:20PM.

### **Tardiness - See Absences, Attendance, and Lateness**

### **Telephone**

School telephones are needed for school business. We discourage students to use the telephone except in case of an emergency. If a child is sick or if they have left their lunch at home or on the bus, someone on the school staff will contact the parent/guardian.

If a child needs to make arrangements to go home with someone else, both sets of parents must send a note to school (a child may not call home to make arrangements after arriving at school) agreeing to this arrangement. If a child forgets his/her homework or project he/she will need to bring it in the next day. Classroom policies for late homework/projects will apply.

If a child forgets to bring a permission slip for a field trip, he/she will not be permitted to call home to get a verbal approval. If there is no written approval, a child will not be permitted to go on the field trip.

### **Textbooks**

Textbooks are the property of the school and are loaned to students for their use during the school year. Students are responsible to cover textbooks with plain brown paper ONLY. Clear contact paper is to be used only for workbooks.

Students are expected to handle books carefully and to keep them in good condition. Students are NOT PERMITTED TO WRITE, DRAW, COLOR, HIGHLIGHT, ETC. IN OR ON ANY GREEN WOODS TEXTBOOKS OR PROPERTY. Be sure that the student's name and grade are clearly written on the front cover.

Textbooks are numbered and the teacher knows which student is assigned each textbook. Parents will be required to pay the cost of textbooks, trade books, or other Green Woods materials that are lost or damaged. If a book is lost a replacement will not be issued until payment is received for the lost or damaged book!!

### **Tobacco**

Students caught possessing or using tobacco products, matches, or lighters on campus will be suspended and possibly expelled.

### **Toys and Other Personal Belongings**

Toys and other personal belongings such as silly bands, radios, tape players, CD players, electronic games, IPODS, cameras, baseball cards, Yu-Gi-Oh cards, etc. are not to be brought to school or on class field trips. If such items are brought to school, they will be taken and kept in the school office until a parent or guardian comes to claim them. Repeated violation of this rule will result in progressive consequences (detention, suspension, etc.).

### **Transportation Changes**

**STUDENTS WILL NOT BE PERMITTED TO RIDE ANY OTHER BUS TO AND/OR FROM SCHOOL OTHER THAN THEIR ASSIGNED BUS. PLAYDATES MUST BE ARRANGED AFTER SCHOOL ONCE CHILDREN ARRIVE HOME.**

IF THERE IS A NEED TO CHANGE THE METHOD OF TRANSPORTATION (EX: IF A STUDENT NEEDS TO MOVE FROM BUS LINE TO CAR LINE OR CAR LINE TO BUS LINE) THOSE CHANGES MUST BE MADE IN WRITING AND RECEIVED BY THE OFFICE AND TRANSPORTATION MANAGER BY 8:30AM THE DAY OF THE CHANGE.

NOTE: THE OFFICE STAFF WILL NOT ACCEPT ANY CHANGES IN TRANSPORTATION AFTER 8:30AM. PLEASE UNDERSTAND THIS IS A SAFETY ISSUE AND THE OFFICE STAFF IS EXTREMELY BUSY AND CANNOT BE RESPONSIBLE FOR TRACKING CHANGES DURING THE DAY.

### **Visitors**

Our families are encouraged to visit the school for conferences and school activities. If a parent/guardian would like to eat lunch with a child at school, please call the school to let us know. We enjoy sharing students with their families! It is important, however, for us to know who will be on the school grounds and when. As required by law, all visitors to the school must report to the front desk when they arrive. Visitors must sign in!!

### **Volunteering at Green Woods**

The Board of Trustees passed a resolution requiring all Green Woods' families to devote twenty hours of service to Green Woods each academic year. If a parent would like to volunteer in a classroom, they must first contact the classroom teacher and learn of the best time in which to

offer their help and talents. Parents must then come to the front desk and sign in. At that time, the front desk will notify the teacher to announce that the volunteer is joining the class.

Attending board work sessions, board meetings, parent/teacher conferences, back-to-school night, Museum Night and other functions where you are not actively working to support teachers, administrators, or staff, does not meet the requirements under the volunteer hours. Attending and contributing your ideas and services at HSC meetings does count toward your volunteer hours.

For example: volunteer hours can be earned by helping out as a homeroom parent, with scholastic book orders, in planning and implementing events, by volunteering in the classroom or lunchroom/recess, being a field trip chaperone, helping with school beautification projects, etc. There are many ways for parents to meet this volunteer goal. Contact the Home/School Committee at [hsc@greenwoodscharter.org](mailto:hsc@greenwoodscharter.org) for a list of acceptable volunteer projects.

We encourage our parents to help, but it is important that we have a system and process in place for how your volunteer hours can most support Green Woods. Before volunteering in any classroom, you must first get approval from the teacher whose in room you would like to volunteer. When volunteering in the school, we remind you to please dress appropriately and interact with all students in a thoughtful and respectful manner. Maintaining confidentiality regarding our students is the law. Breaching confidentiality issues pertaining to a student can result in legal action by a child's parent.

If you should decide to volunteer to hike with students, we ask that you spend that time directly supporting the classroom teacher in a way that will most benefit the teacher and all students. We do appreciate your help and our students certainly gain a great deal by having many adults with them at lunch, recess, on hikes, and in the classrooms. All adults are role models for our students!!

**Volunteers working during lunch/recess, in classrooms, and with small groups of students are required, by law, to obtain the required clearances. Please contact Kim Birkmire for details.**

### **Weapons**

A student having possession of a weapon (e.g. gun, knife, lighter, etc) or any type of simulated weapon on school property is in violation of the law and will result in a referral to the police as well as disciplinary action from Green Woods. Green Woods will report the incident to the police who may charge the student involved and possibly arrest the student. The Administration will immediately suspend the student and refer the matter to the Board of Trustees for possible expulsion.

If a student uses any common item (e.g. scissors, matches, pencil, pen, etc.) in a threatening manner or as an attempt to cause harm or causes harm to people or property, that item will be considered a weapon and the consequence will be the same. Lighters and matches have the potential to cause a serious situation considering our wooded location.

## **Withdrawal from School**

If a parent/guardian decides to withdrawal a student from school during the school year, the parent/guardian must complete the proper withdrawal procedure through the school office. At the time of withdrawal, students must return all textbooks, library books, and other school-owned items. Those items not returned must be paid for. Payment of school-related expenses for which the student is responsible, must be completed at the time of withdrawal. When possible, the school should be given a minimum of two weeks notice prior to the student's withdrawal.

# Behavior Expectations, Code of Conduct and Discipline Policy

## *"Be Safe, Be Respectful, Be Responsible"*

Our Behavior Expectations, framed by our Guiding Values, outlined in this Code of Conduct and Discipline Policy are designed to foster individual responsibility, parent/student accountability, respect for others, and to provide for the safe, orderly and successful operation of Green Woods Charter School.

No code or policy can be expected to list each and every offense that may result in a consequence or disciplinary action. However, it is the purpose of this code and policy to provide our families with guidelines and list our expectations as well as those behaviors that will result in consequences.

The purpose of this section of our handbook is to provide all of our students with our clear expectations so that all students can take responsibility for his/her learning and learn within a safe, respectful and academically challenging school environment. We value truthfulness, taking responsibility for one's actions and learning from one's mistakes.

### Guiding Values

#### *"Be Safe, Be Respectful, Be Responsible"*

**We expect that all Green Woods Charter School students will reflect on the following questions in helping to make the right decisions:**

- Are my words and actions safe for myself and others?
- Are my words and actions helping to create a respectful and supportive learning environment where others feel comfortable to learn and are accepted by everyone?
- Are my words and actions showing care and respect for myself and others?
- Are my words and actions showing care and respect for the physical environment?
- Am I responsible by being honest with myself and others?
- Am I taking responsibility for my behavior?
- Have I learned to be more responsible from my mistakes?

## The "Should" List

### Behavior Expectations for Students and Green Woods Community Members

#### **As Citizens of our Community:**

*Everyone should,*

- Respect the rights and feelings of all community members.
- Contribute to the preservation and enhancement of the community's environment.
- Contribute to the academic and social environment in a positive way.
- Demonstrate a genuine commitment to the school's mission and values.
- Show care for others in the larger community with our words and actions.

#### **In our School and on our Campus:**

*Students should,*

- Be courteous and respectful to all members of the community and to visitors.
- Use appropriate language at all times.
- Be where they are supposed to be and not leave an assigned area without adult permission.
- Be good stewards of the environment by not littering and not damaging trees or plants.
- Respect the property of others and not tamper with the property of others.

#### **In the Classroom:**

*Students should,*

- Arrive on time to class with the appropriate materials to work.
- Be courteous to teachers and other students.
- Respect all classroom rules, teacher directions, and materials used in class.
- Demonstrate a commitment to learning.
- Demonstrate academic honesty.

#### **On the Trails:**

*Students should,*

- Keep in mind that the outdoors is a learning environment and all classroom rules (above) apply.
- Respect the environment by being mindful of where you are walking.
- Be sure not to leave anything behind that could be harmful to wildlife.

#### **In the Lunchroom:**

*Students should,*

- Respect the rules and follow the directions of the adults supervising the lunchroom.
- Keep voices at a respectable level.
- Refrain from getting out of their seats except for the following reasons:
  - to use the bathroom.
  - to clear the table.
  - after being dismissed.

- Refrain from throwing objects and running in the lunchroom.
- Contribute to keeping the lunchroom clean by:
  - recycling and minimizing the amount of waste that is generated from your lunch.
  - cleaning the tables, chairs, floors, and the area around their table before being dismissed.

**On the Blacktop at Recess:**

*Students should,*

- Respect the recess rules and follow the directions of the adults supervising recess.
- Share recess toys and invite others to join games and activities.
- Always ask permission from the adult in charge before leaving the blacktop area.
- Play safe! No horseplay.
- Line up quickly and safely when asked.

**In Assemblies:**

*Students should,*

- Arrive on time.
- Sit with their class.
- Come to order when an adult or other presenter stands ready to begin.
- Respect the program/performers by being courteous with applause or other forms of approval.

**In the Hallways and moving from the Trailers to the Main Building:**

*Students should,*

- Respect the environment, the property of the school and the space of others.
- Store all backpacks, books and coats in areas that allow for safe passage.
- Be efficient with their time in order to arrive on time to class or school activity.
- Keep voices to a respectable level as the trailer areas are still learning environments.
- Be safe, responsible, and respectful by keeping hands to themselves and no horseplay.

**On Field Trips:**

*Students should,*

- Always keep in mind that they are representing the school and behave accordingly.
- Respect the people and environment in which the field trip takes place.
- Pay attention to the directions of teachers, chaperones, and guides.
- Clean up after themselves on the bus and at the field trip site.
- Refrain from shouting or getting out of their seats while the bus is moving and follow all bus rules.

**On the School Bus:**

*Students should,*

- Always keep in mind that they are representing the school and behave accordingly.
- Respect the bus driver. It is his/her job to keep everyone safe.
- Be sure not to leave anything behind on the bus.
- Refrain from shouting or getting out of their seats while the bus is moving and follow all bus rules.

# Green Woods Charter School

## Behavior Expectations, Code of Conduct & Discipline Policy and Process

GREEN WOODS CHARTER SCHOOL is committed to providing a learning environment that is conducive to the achievement of academic excellence and the development of age-appropriate social skills and relationships. As members of Green Woods Charter School, students are expected to accept responsibility for their own actions and to contribute to a climate that fosters respect for self, others, and the environment. We do this through our three simple rules of "Be Safe, Be Respectful, Be Responsible."

This focus helps to set the foundation for meaningful learning and positive relationships. Green Woods Charter School understands and acknowledges the need for a comprehensive and easily understood discipline policy, but we also realize the limitations and problems with a one-size-fits all system. As such, Green Woods Charter School reserves the right to examine each behavioral problem on an individual basis. This includes, but is not limited to, examining the context in which the infraction occurred along with the events that led up to and followed the infraction.

Only with the mutual support of parents and teachers can Green Woods Charter School effectively influence student behavior. As the adult members of this team, we must strive to:

- Model positive relationships among ourselves
- Discuss, communicate, and monitor behavioral expectations
- Provide acceptable limits for student's behavior
- Support students as they experiment with socially appropriate behavior
- Intervene and quietly and respectfully counsel students when necessary
- Remove disruptive students promptly
- Promptly recognize, share, and reward positive student behavior

It is expected that all of our students will follow the rules to promote positive student conduct in school, in all classes, in all areas of the school, at school activities and during the time spent in travel to and from school and school events. To that end, the overall goal of Green Woods Discipline Policy is for students to:

- Take responsibility for their actions and respond to reasonable requests to maintain standards of socially acceptable behavior.
- Respect the rights of classmates to learn in an environment free from distractions and interruptions.
- Respect the person and property of others.
- Ensure a safe environment by speaking up and speaking out against inappropriate behavior directed towards any member of our learning community.
- Engage in respectful conversations and respond positively and promptly to adults charged with the responsibility of monitoring student behavior.

Ideal discipline is self-directed. However, when self discipline fails, disciplinary action must be imposed to protect the rights, safety, and learning opportunities for all students. Interrupting the learning of other students will be immediately addressed and minimized.

At Green Woods, we believe that disciplinary action must be consistent and effective based on the vision and mission of our school. Policies for handling violations of our student Code of Conduct are the responsibility of all staff with support from the administration. All adults in our community are responsible for ensuring that all students strive to meet our expectations by enforcing the requirements outlined in our Parent/Student Handbook.

Based on the guidelines outlined in our handbook, students will receive one or more of the following consequences when an infraction occurs:

**Warning/Reprimand** - Based on the infraction and the circumstances, students may be given a verbal warning that they will receive further consequences if the misbehavior continues. .

If a student repeats this misbehavior after being given a verbal warning, a Conduct Referral Slip will be issued and the child's parent will be contacted.

**Think Sheet** - This will be teacher-generated and done in the classroom.

**Isolation** - Student will receive time-out away from the whole group, either in the classroom area or the student will be sent to the office area to speak with the administration. If the student is sent to the office area, the teacher must beep the office area and explain that a student is coming to the office area and the nature of the infraction.

**Parent/Student/Teacher/Administrator Conference** - Based on the infraction and the Level, all relevant adults will be required to attend a scheduled meeting.

**Self or Teacher Referral to Peer Mediation** - Students can select to have their minor disputes mediated by our 7<sup>th</sup> and 8<sup>th</sup> grade Peer Mediation Team or can be referred to peer mediation by their teacher. Our Peer Mediation Team is made up of students trained in conflict resolution and peer mediation.

**Referral to Guidance Counselor** - Based on the nature of the infraction, the student may be asked to schedule time with the Guidance Counselor.

**Lunch/Recess** - Students in grade K-3 may be issued a recess detention in which the student must spend their 20-minute lunch recess time removed from playtime.

**Formal Detention** - Students in grades 4-8 may be issued a detention slip for after-school detention. If a student receives three detention slips in a semester period, for any combination of reasons, the student will be suspended.

**Out of school suspension** - Before any out of school suspension is issued, the student must be informed of the reasons and given a chance to respond. Parents must be notified in writing. An

out-of-school suspension can be for no more than 10 school days. If the suspension is for three school days or more, the family must be offered an "informal hearing" no later than the fifth day. If a student receives a suspension the student will not be permitted to be on the school grounds or to take part in school activities for the length of the suspension.

**Expulsion** - Any removal from school for more than 10 days is called an expulsion. The school must hold a formal hearing before any expulsion. The hearing must be held before the Board of Trustees; or can be held before a committee or hearing officer appointed by the board. If a committee or hearing officer hears the case, the full board must vote on the committee's or hearing officer's recommendation.

**DISCIPLINARY PROCESS:** All infractions will initially be handled by the classroom teacher that witnessed the infraction or in whose classroom a reported infraction allegedly occurred. To ensure a safe learning environment students are expected to have appropriate behavior and attendance.

For each violation beyond a verbal warning, a Conduct Referral Form or Detention Slip will be completed by the person observing the incident and/or responsible investigation the incident and supervising the student at the time of the infraction.

## CONDUCT REFERRALS ARE NOT ALWAYS "PUNITIVE."

CONDUCT REFERRALS ARE OUR WAY OF COMMUNICATING INAPPROPRIATE BEHAVIOR TO PARENTS. THIS TWO-WAY COMMUNICATION ALLOWS HOME AND SCHOOL TO WORK BETTER TOGETHER TO RESOLVE MINOR BEHAVIOR ISSUES. THEREFORE, A PARENT MUST SIGN THE CONDUCT REFERRAL AND THE FORM MUST BE RETURNED THE NEXT SCHOOL DAY. A STUDENT WILL RECEIVE A DETENTION IF HIS/HER CONDUCT REFERRAL IS NOT SIGNED AND RETURNED THE NEXT SCHOOL DAY.

IF A DETENTION IS GIVEN, PARENTS MUST SIGN DETENTION NOTICES, AS WELL. NOT ATTENDING DETENTION WILL RESULT IN THE ISSUANCE OF A 2<sup>ND</sup> DETENTION.

Any action that results in a lunch/recess or after-school detention will be communicated directly to the parent/guardian by the teacher or staff member issuing the detention.

<b>CONDUCT REFERRAL FORM</b>	STUDENT	DATE
		DATE OF INCIDENT
		TIME OF INCIDENT
<b>NOTICE TO PARENTS</b> The purpose of this report is to inform you of a disciplinary incident involving the student.		
<b>REASON(S) FOR REFERRAL:</b>		
<input type="checkbox"/> FAILURE TO OBSERVE SCHOOL RULES	<input type="checkbox"/> ANNOYING TO CLASSMATES	<input type="checkbox"/> RESTLESS/INATTENTIVE
<input type="checkbox"/> DESTRUCTIVE TO SCHOOL PROPERTY	<input type="checkbox"/> HITTING ANOTHER STUDENT	<input type="checkbox"/> EXCESSIVE TALKING/LOUDNESS
<input type="checkbox"/> RUNNING IN HALL/CLASSROOM	<input type="checkbox"/> RUDE/DISOURTEOUS	<input type="checkbox"/> LATE TO CLASS
<input type="checkbox"/> DISRESPECTFUL TO AUTHORITY FIGURE	<input type="checkbox"/> _____	
<b>ACTION AND RECOMMENDATION(S):</b>		
<input type="checkbox"/> HELD CONFERENCE WITH STUDENT	<input type="checkbox"/> CHANGED STUDENT'S SEAT	<input type="checkbox"/> REMOVED STUDENT FROM CLASSROOM
<input type="checkbox"/> DETAINED STUDENT	<input type="checkbox"/> TELEPHONED PARENT	<input type="checkbox"/> PARENT CONFERENCE REQUESTED
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
<input type="checkbox"/> If a (✓) is entered in this box, Parent please sign & return. _____		
PINK - PARENTS' COPY      BLUE - OFFICE COPY      GOLD - TEACHER'S COPY		

<b>DETENTION NOTICE</b>	STUDENT		GRADE	
	DATE OF INCIDENT	LOCATION	TIME	TEACHER
<b>DETENTION HAS BEEN ASSIGNED:</b> M T W T H F Day(s) of the week      Date(s)      Room				
<b>REASON(S) FOR DETENTION:</b>				
<input type="checkbox"/> TARDINESS/ABSENCE (UNEXCUSED)	<input type="checkbox"/> FAILURE TO COMPLETE CLASS WORK	<input type="checkbox"/> DISTURBING CLASS		
<input type="checkbox"/> EXCESSIVE TALKING	<input type="checkbox"/> LACK OF CLASS MATERIALS	<input type="checkbox"/> MISCHIEF		
<input type="checkbox"/> DISOBEDIENCE/DISRESPECT	<input type="checkbox"/> POOR ATTITUDE	<input type="checkbox"/> LITTERING		
<input type="checkbox"/> _____				
<b>COMMENTS:</b>				
_____				
<input type="checkbox"/> If a (✓) is entered in this box, Parent please sign & return. _____				
(Administrator's Signature)				(Title)
WHITE - PARENTS' COPY      PINK - OFFICE COPY      CANARY - TEACHER'S COPY				

**ALL DISCIPLINARY ACTION TAKEN BEYOND THAT OF A VERBAL WARNING WILL BE DOCUMENTED IN WRITING.**

The initial responsibility for investigating lunch/recess incidents reported by individual students, and not witnessed by an adult, will be the responsibility of the office staff person(s) on duty during lunch and/or recess. The initial responsibility for investigating hallway incidents reported by individual students, and not witnessed by an adult, will be the responsibility of the classroom/homeroom teacher of the student accused of the infraction. If warranted, a Conduct Referral Form and/or Detention Slip will be completed by the investigating staff member.

The pink copy of all Conduct Referral Forms will be given to the student or sent home in the student's folder for parent signature. The blue copy will be put in the mailbox of the administrator responsible for student discipline. Blue copies will be filed in the discipline binder. The gold copy will remain with or given to the student's homeroom teacher. The homeroom

teacher will be responsible for ensuring that any pertinent personnel (special education, counselor, etc.) receive copies.

It is up to the homeroom teacher to both track conduct referrals and to ensure that conduct referrals are signed. **IF THE CONDUCT REFERRAL IS NOT SIGNED AND RETURNED, THE STUDENT WILL BE ISSUED A LUNCH DETENTION (K-3) OR AFTER-SCHOOL DETENTION (4-8) BY THE CLASSROOM/HOMEROOM TEACHER.**

Chronic violations of the disciplinary code will necessitate a parent and student conference with the teacher and other staff member/s (Guidance Counselor, Special Ed Coordinator, etc.) if appropriate. If a student receives an out-of-school suspension, that student may not participate in any school function or activity. Parent(s)/guardian(s) should be aware that violations of state or federal law would take precedence over the Green Woods Charter School Student Code of Conduct. Certain violations require that law enforcement officers be contacted.

Note: Green Woods Charter School reserves the right to modify disciplinary action based on individual circumstances and after an investigation is completed.

### **PROGRESSIVE DISCIPLINE PROCESS**

#### **K-3 - It will be the responsibility of the child's classroom teacher to track conduct referral violations.**

A child's teacher may, at anytime, request a meeting to discuss chronic negative behaviors. At this meeting the expectations of student conduct relating to past and current violations will be relayed to the parent/s and child with a clear understanding of the action that will be taken if the child should violate the Code of Conduct in the future.

Violation of serious infractions will be handled on a case-by-case basis with consequences being issued within the range outlined and in accordance with this policy.

K-3 teachers will develop their academic expectations relating to homework, and those expectations and consequences will be clearly stated to each child and their parent/s at the beginning of the school year. These expectations will be developed within the guidelines of this policy and the progression of consequences will be issued within the range outlined and in accordance with this policy.

#### **GRADES 4-8 - It will be the responsibility of the 4<sup>th</sup> grade teacher to track infractions committed by her students that result in conduct referrals. In grades 5-8, it will be the responsibility of the child's homeroom teacher to track conduct referrals and/or detentions.**

If a child receives three conduct referrals, for any combination of negative behaviors, on the third violation the child will receive an after-school detention. Detentions can be given immediately if the teacher/staff member believes the misbehavior to warrant a detention.

Serious violations will be handled on a case-by-case basis with consequences being issued within the range outlined.

**VIOLATIONS AND CONSEQUENCES**

Consequences are administered based on many factors. **The order in which the consequences are listed does not necessarily equate to the order in which they will be delivered.** Green Woods staff has the authority to utilize discretion based on circumstances. These are consequences that can occur for each category of offense.

**ACADEMIC CONDUCT: INCLUDES ALL SUBJECT AREAS**

**NOTE: Coming to school regularly and on time is an academic responsibility that Green Woods takes very seriously. Excessive lateness and absences will be addressed under this section of the Disciplinary Policy. Refer to specific sections outlined in the Parent/Student Handbook.**

To include, but not limited to:

Level I Violations	Consequences
Neglect of academic responsibilities (Includes chronic absences and lateness)	Homework Slip Teacher/Student Conference Parent/Guardian Contacted by Conduct Referral and Phone Call and/or Detention Lunch Detention for K-3 After school Detention for 4-8 Assessment of causal factors and support/intervention as appropriate
Level II Violations	Consequences
Continued neglect of academic Responsibilities (Includes unresolved chronic absences and lateness)	Out of school Suspension 1-3 days Parent/Student/Staff Conference Support interventions if necessary Notification to Department of Human Services when warranted
Level III Violations	Consequences
Unresolved neglect of academic Responsibilities (Includes unresolved chronic absences and lateness)	Out of school suspension 3-10 days Referred for Expulsion Notification to Department of Human Services when warranted

**BEHAVIOR CONDUCT**

To include, but not limited to:

Level I Violations	Consequences
<p>Minor class disruption</p> <p>Interrupting the Learning of Others</p> <p>Minor hall disruption</p> <p>Minor handbook violation</p> <p>Dress code violation</p> <p>Not listening in class</p>	<p>1<sup>st</sup> Offense: Warning/reprimand Student/Teacher conference</p> <p>If the GREEN WOODS CHARTER SCHOOL staff decides that a student is dressed inappropriately, that student will have the opportunity to change clothing or to call home for a change of clothes.</p> <p>Further Offenses: Parent(s)/Guardian(s) contacted Parent/Student/ADMINISTRATION conference Lunch/Recess or Detention</p> <p>When appropriate, the student will be asked to be involved in reflecting upon his/her own understanding of the situation by writing either about the incident, the consequences and/or the options that could have been used to defuse the situation.</p>
Level II Violations	Consequences
<p>Disrespect towards staff- deliberately not following specific directions when asked; facial gestures that are inappropriate, etc.</p> <p>Disrespect towards other student(s) ex: Chronic classroom or school interruptions or disruptions; ongoing and chronic interruption to the learning of other students; repeatedly saying things (rude comments) to another student when asked to stop; facial gestures that are inappropriate, etc.</p> <p>Throwing objects (dependant upon what was thrown and severity of potential or real injury)</p>	<p>1<sup>st</sup> Offense: Formal Detention 4-8 Recess Detention K-3</p> <ul style="list-style-type: none"> <li>• In the case of cheating/plagiarism, the student will receive a zero for his work.</li> </ul> <p>Student/Teacher conference Parent(s)/Guardian(s) contacted Parent/ADMINISTRATION/Student/Staff Conference Suspension</p> <p>Further Offenses: Parent/ADMINISTRATION/Student/Staff conference</p>

<p>Teasing another student by taking, hiding, or holding out of reach any object belonging to another student</p> <p>Forgery/lying</p> <p>Unacceptable language, gestures, or actions such as cursing</p> <p>Minor defacing school property - (writing on desk, breaking a window, etc.)</p> <p>*Plagiarism/Cheating</p>	<p>Out of school suspension</p> <p>Reimbursement for costs of repair to property</p> <p>Referral to the Board of Trustees for expulsion</p> <p>Notification to police as required by law</p> <p>* Refer to guidelines in Parent/Student Handbook</p>
<p>Level III Violations</p>	<p>Consequences</p>
<p>Stealing/possession of stolen property</p> <p>Insubordination</p> <p>Use of threatening language towards another student or staff member</p> <p>Student/student fighting - any physical contact (punching, kicking, involving two or more students etc.)</p> <p>Major Destruction of property</p> <p>Harassment/sexual harassment</p> <p>Bullying/Harassment (DEFINED IN HANDBOOK)</p> <p>Accessing, producing or possessing items with inappropriate content</p> <p>Indecent exposure</p> <p>Unintentional self endangerment</p>	<p>1<sup>st</sup> Offense:</p> <p>Student/Teacher conference</p> <p>Parent(s)/Guardian(s) contacted</p> <p>Parent/ADMINISTRATION/Student/Staff conference</p> <p>Any actions or reporting as required by law</p> <p>Detention</p> <p>Suspension</p> <p>Further Offenses:</p> <p>Parent(s)/Guardian(s) contacted</p> <p>Reimbursement for repair to property</p> <p>Parent/ADMINISTRATION/Student/Staff conference</p> <p>In-school suspension</p> <p>Suspension</p> <p>Referral to the Board of Trustees for Expulsion</p> <p>Notification to police as required by law</p>

Level IV Violations	Consequences
<p>Violation of Drug &amp; Alcohol Policy -  Use of/possession of/selling of prescription or nonprescription drugs, look-a-like substances, controlled substances, drug paraphernalia, or alcohol at school</p> <p>Leaving school grounds without permission</p> <p>Possession and/or use of weapons or look-a-like weapons</p> <p>Physical assault on a student or staff member resulting in serious injury</p> <p>Tampering with fire fighting systems or alarms</p> <p>Terroristic threats</p> <p>Use of any item in a threatening or dangerous manner</p> <p>Arson</p> <p>Extortion</p> <p>Reckless endangerment</p> <p>Sexual misconduct</p> <p>Violation of Tobacco Policy -  Use or possession of tobacco, tobacco products at school, on school property, on school busses, or during school sponsored activities</p>	<p>1<sup>st</sup> Offense:</p> <p>Parent(s)/Guardian(s) contacted  Parent/ADMINISTRATION/Student/Staff conference</p> <p>Suspension</p> <p>Referral to the Board of Trustees for expulsion</p> <p>Notification of police as required by law</p> <p>Further Offenses:  Expulsion</p> <p>Note: Reckless endangerment includes any actions that could seriously injure another person, whether intentional or not.</p> <p>Smoking, chewing or the possession of tobacco products warrants an automatic in-school suspension.</p> <p><u>It is considered a Felony Assault if any student 10 years of age or older strikes a staff member. The police will be called, the student will be arrested, given a 10-day suspension and expelled.</u></p>

## TECHNOLOGY CONDUCT

Please refer to the "Acceptable Use of Internet and Other Electronic Resources" Policy and the Parent/Student Handbook regarding student responsibilities.

To include, but not limited to:

Level I Violations	Consequences
<p>Downloading or playing Internet games</p> <p>Downloading any items without teacher approval</p> <p>Using AOL or other instant messaging during the school day</p> <p>Plagiarism</p> <p>Altering technology in a way that impedes learning</p> <p>Sharing personal or confidential information over the Internet</p> <p>Not maintaining security of computer account passwords, such as sharing</p> <p>**Not keeping cell phones turned off and in book bag</p>	<p>1<sup>st</sup> Offense:</p> <p>Student/Teacher conference</p> <p>Warning/reprimand</p> <p>Clarification of rules</p> <p>Detention</p> <p>Suspension</p> <p>Referral to the Board of Trustees for possible expulsion</p> <p>Plagiarism will result in the student receiving a grade of zero for their work</p> <p>Student/Parent billed for cost of any repairs</p> <p>**Cell phone will be confiscated and will only be given to a parent</p> <p>Further Offenses:</p> <p>Parent(s)/Guardian(s) contacted</p> <p>Removal of Technology Privileges in the classroom and Tech Lab</p> <p>Suspension</p> <p>Referral to the Board of Trustees for possible expulsion</p>
Level II Violations	Consequences
<p>Not respecting electronic files or computer settings of other students</p> <p>Deleting items on the server (community) or causing viruses to be transferred to the server</p>	<p>1<sup>st</sup> Offense:</p> <p>Student/Teacher conference</p> <p>Parent(s)/Guardian(s) contacted</p> <p>Removal of technology privileges in the classroom for a designated period of time.</p> <p>Detention</p> <p>Referral to the Board of Trustees for possible expulsion</p> <p>Student/Parent billed for cost of any repairs</p> <p>Further Offenses:</p> <p>Parent(s)/Guardian(s) contacted</p> <p>Parent/ADMINISTRATION/Student/Staff conference</p>

	Removal of technology privileges in the classroom and Tech Lab for an extended period of time Suspension Referral to the Board of Trustees for possible expulsion
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Level III Violations	Consequences
Inappropriate use of the computers, Internet, and other technologies i.e. <ul style="list-style-type: none"> <li>• posting inappropriate messages on or through the internet</li> <li>• cyber-bullying involving a Green Woods community member either during school or during off school hours</li> <li>• posing on the internet in Green Woods uniform attire for any purpose other than for Green Woods publication</li> <li>• text messaging or using cell phones during tests, quizzes or other assessments - this is cheating!</li> </ul>	<b>1<sup>st</sup> Offense:</b> Student/Teacher conference Parent(s)/Guardian(s) contacted Parent/ADMINISTRATION/Student/Staff conference Removal of technology privileges for an extended period of time. Parent/Student billed for cost of repairs Suspension Referral to the Board of Trustees for possible expulsion
Tampering with other student's files causing work to be lost or destroyed	<b>Further Offenses:</b> Parent(s)/Guardian(s) contacted Parent/Student/Staff conference In-school suspension Out-of-school suspension Removal of technology privileges for an extended period of time Referral to the Board of Trustees for possible expulsion
Not respecting the GREEN WOODS CHARTER SCHOOL network and/or other private and public networks	Referral to the Board of Trustees for possible expulsion
Extended browsing and/or drawing attention to inappropriate or explicit web sites	
Altering technology in a way that maliciously impedes learning	

Cell phones, iPods, hand-held games, and all other electronic devices should not be used during school hours. Green Woods Charter School is not responsible for the loss, theft, or destruction of such property.

Green Woods Charter School students are strictly prohibited from using Green Woods Charter School Technology resources to access social networking websites such as MySpace.com, facebook, Xanga.com, newgrounds.com, gaia.com, YouTube, etc. Additionally, students are not

permitted to download songs or other information from music or other sites without the expressed written permission of Green Woods Charter School.

## **BUS CODE VIOLATIONS**

Infractions that occur on the bus are considered to happen on school property and will be dealt with in accordance with this policy. Please refer to Bus Code of Conduct in the Parent/Student Handbook.

## **STUDENTS WITH INDIVIDUALIZED EDUCATION PLANS (IEPs)**

Students with IEP's are required to follow all guidelines set forth in this policy and the Green Woods Parent/Student Handbook. The Discipline Policy, as well as the process, will be the same for students with IEP's except in the following circumstances:

1. Except as set forth below, a student with disabilities who receives special education services cannot be removed from school for more than 10 consecutive days, 15 total days, in a school year, unless the parent agrees or a special education hearing officer (appointed by the state, not the school system) or judge approves the suspension.
2. In any case where Green Woods, as a disciplinary measure, proposes to change a special education student's placement (including suspension for more than 10 consecutive school days or more than 15 cumulative school days or transfer to an alternative educational program) within 10 days of any decision to change the placement, the relevant members of the IEP team and the parent must conduct a manifestation determination to determine (1) if the conduct in question was caused by or had a direct and substantial relationship to the child's disability or (2) if the conduct in question was the direct result of the local educational agency's failure to implement the IEP. A formal invitation should be sent to the Manifestation Determination stating the purpose and providing a notice of procedural safeguards.
  - If the answer to both of these questions is "no" then the student can be disciplined as a regular education student (including, but not limited to the removal from school for more than 10 consecutive school days or 15 cumulative school days); however, any alternative educational program must implement the student's IEP and as appropriate, Green Woods must provide a functional behavioral assessment, behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur. The parent has a right to request an expedited special education due process hearing to challenge the manifestation determination and/or any change in placement. A NOREP should be issued indicating a finding of "no manifestation" and setting forth the alternative placement.
  - If the answer to either question is "yes" then the IEP team must (1) conduct a functional behavioral assessment and implement a behavior intervention plan or if a behavior plan exists, review the plan and modify it as necessary to address the

behavior and (2) return the child to the placement from which the child was removed, unless (a) the parent and Green Woods agree a change in placement as part of the plan or (b) the "special circumstances" in number (3) exist.

- If the conduct was deemed a manifestation of the student's disability and special circumstances do not exist, but Green Woods believes that maintaining the current placement is substantially likely to result in injury to the child or others, then Green Woods can request an expedited special education due process hearing.
3. A special education student can be transferred to an alternative educational placement for up to 45 school days, if any of the following "special circumstances" exist: (1) the student brings or possesses a gun or any other device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, at school, to or from school, or to any school function, (2) knowingly possesses, uses, buys, or sells a controlled substance other than a controlled substance legally possessed or used under the supervision of a licenses health care professional in school, at school, on school premises, or at a school function or (3) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. Any decision to transfer the child must be made by the child's IEP team.

The parent can ask for an expedited, special education due process hearing if he or she believes the transfer is inappropriate, but the transfer can be made in the meantime.

### **PROTECTIONS OF "THOUGHT TO BE ELIGIBLE" STUDENTS**

If disciplinary procedures are brought against a student who has not been identified as being eligible for special education and related services, Green Woods may suspend/expel the child for more than ten school days to the same extent that it would suspend/expel a nondisabled child for the same offense, provided, however, that:

- A. Green Woods did not have knowledge that the child was a child with a disability before the violation occurred;
- B. if an evaluation is requested after the violation occurs, Green Woods must conduct the evaluation in an "expedited manner."

Green Woods will be deemed to have knowledge of a disability and the student is entitled to the procedures applicable to students with IEPs if, prior to the violation,

- A. the parent expressed a concern, in writing, to supervisory or administrative personnel or a teacher of the child that the child requires special education and related services; or

- B. the teacher of a child has expressed specific concerns about a pattern of behavior demonstrated by the child directly to the Coordinator of Special Education or other supervisory personnel; or
- C. the parent has requested an evaluation.

Green Woods will not be deemed to have knowledge of a disability if:

- A. the parent of the child has not allowed an evaluation despite Green Woods' request; or
- B. the parent of the child has refused services; or
- C. the child has been evaluated and it was determined that the child was not a child with a disability under the IDEA.

In addition, there may be a time when Green Woods will be sending information by mail requesting permission to evaluate your child to see if the child is eligible for special education services. Documents will be sent via mail and certified mail. Green Woods is obligated under the law to make "reasonable" attempts to get a parent's permission. Sending information by mail and certified mail is considered a "reasonable attempt."

## **Green Woods Charter School Attendance/Lateness Policy**

***Students accumulating excessive absences and/or lateness, will be suspended and, if absences and/or lateness continue, will be referred to the Board of Trustees for expulsion.***

At Green Woods Charter School, it is imperative that our students attend school every day and in a timely manner. Such attendance is not only mandated by the laws of the Commonwealth of Pennsylvania, but it is also essential to student learning. The educational curriculum at Green Woods Charter School requires the presence of our students for continuity of instruction and classroom participation. Attendance will be strictly enforced.

Violations of this policy will result in suspension and continued violations will result in a student being recommended to the Board of Trustees for expulsion.

### **I. Attendance**

Regular school attendance is a legal requirement and is essential if a student is to make full use of the educational experiences and opportunities at Green Wood Charter School offers. Parents,

guardians, or those having legal custody or control of students are responsible for their children's school attendance.

Due to safety concerns regarding the student's well being, parents must call the school office at (215) 482-6337 by 8:30 a.m. when a student will be late or absent. Parents should make every attempt to schedule medical and dental appointments outside of regular school hours. It is the **responsibility of the student** to approach the teacher and make up all work that is missed due to lateness or absence.

#### A. Excused Absences

An excused absence is when the parent(s) or guardian(s) presents a doctor's note or a note signed by the parent the first school day immediately following the absence explaining the nature of the emergency or illness. Absences may be excused for:

1. illness of student,
2. bereavement,
3. suspension
4. (a) observation of the student's religion upon written parental request and in accordance with the policies of the Board of Trustees and (b) upon written parental request, to attend classes for religious instruction totaling not more than 36 hours per school year, provided that the parent/guardian has notified Green Woods Charter School in advance of the need for the absence due to religious observation or of the need for the absence due to religious instruction.

Reasons such as car trouble, personal business, heavy traffic, and the like while understandable, are not acceptable excuses and will be listed as unexcused.

If a student is absent for 3 or more consecutive school days due to illness, then a doctor's note **must** be presented to the teacher when the child returns to school. The note must indicate the date of absence, have a brief explanation of the reason for the absence and an indication of when the child is permitted to return to school. A stamped doctor's signature with dates absent filled out by a medical assistant or secretary at the doctor's office is not acceptable. If such a note is not presented, then the absences will be considered unexcused/unlawful and the student will not be admitted to class.

For any student who is absent without lawful excuse for three or more school days, Green Woods Charter School is required to report the student's absences to the student's school district of residence.

As required by 22 Pa. Code 11.24, students absent for 10 consecutive school days shall be disenrolled from Green Woods Charter School unless prior to the absence the student's parent/guardian has provided the School with evidence that the absence may be legally excused or compulsory attendance prosecution is being pursued.

Under compulsory attendance laws, the parents/guardians of a student who has accumulated three unlawful absences are to receive notice stating any subsequent unlawful absences will result in a citation being filed with a court of competent jurisdiction.

#### **B. Unexcused Absences**

Any absence that is not excused in strict accordance with the procedure set forth above will be deemed unexcused and unlawful.

For any student who is absent without lawful excuse for three or more school days, Green Woods Charter School is required to report the student's absences to the student's school district of residence.

Under compulsory attendance laws, the parents/guardians of a student who has accumulated three unlawful absences or their equivalent will receive notice stating any subsequent unlawful absences will result in a citation being filed with a court of competent jurisdiction. In addition to any sanctions that could apply by way of the court system, Green Woods Charter School reserves the right to subject a student to discipline as set forth in this policy.

#### **C. Educational Tours and Trips**

Green Woods Charter School will not excuse a student from school attendance for tours or trips of any kind. Vacations should be scheduled during the time school is not in session, and will not be excused absence time. If a student is absent from school because of a trip, teachers are not required to provide assignments in advance or assistance to the student for the missed school work. The student, however, shall be held accountable for the missed work and will not receive credit for major tests, papers and homework unless these are completed and submitted to the teachers within 3 days after returning to school. Extended time will not be granted except under extreme emergency situations.

#### **D. Excessive Absences**

If a student accumulates more than ten total absences in a year (excused or unexcused, but not including absences due to disability or religious observation), then in order for any additional absences to be considered "excused", the absence must be either (a) supported by a doctor's note, (b) caused by the student's disability or (c) necessitated by a bona fide religious observation.

As required by 22 Pa. Code 11.24, students absent for 10 consecutive school days shall be disenrolled from Green Woods Charter School unless prior to the absence the student's parent/guardian has provided the School with evidence that the absence may be legally excused or compulsory attendance prosecution is being pursued.

#### **E. Lateness/Early Dismissal**

The following guidelines will apply to a student's late arrival or early dismissal

**Tardy** - 8:16 a.m. until 10:00 a.m.

**Half Day Absence** - Arrival between 10:00 and 1 p.m., departing school building for any reason and does not return by 1 p.m. or

**Full Day Absence** - any student that arrives after 1:00 p.m. Included are those students who leave school for any reason (i.e. illness) prior to 9:25 a.m.

Classroom teachers, working with the Administrative Office Staff, will be responsible for maintaining the record of attendance, including excuse notes.

Lateness may be excused for any reason for which an absence may be excused, provided that the parent/guardian provides GWCS with a note as would be required in the event of an absence.

In order for a student to leave school early, a note or phone call from the parent/guardian is necessary. In order for such absences to be excused, the standards applicable to absences apply. For the safety of all students, parents are not permitted to pick students up directly from the classroom. Parents must come to the office to pick-up the student and sign the student out.

## II. CONSEQUENCES

Green Woods Charter School takes attendance and punctuality very seriously because students must be in attendance to learn. The following disciplinary actions will be upheld for lateness and absences:

*When a student is unexcused late 5 times or absent without lawful excuse for one day* the classroom teacher will notify the Dean of Faculty and Students or his/her designee and the Dean will mail out a warning letter emphasizing the importance of getting to school or getting to school on time and outlining the consequences in Green Woods Charter School's Discipline Policy under Academic Conduct LEVEL I. In addition, the parent(s) or guardian(s) may be requested to meet with the Dean regarding unexcused lateness and absences. The notice will include the contact information for the individual that the parent(s)/guardian(s) can contact for assistance regarding the student's attendance issues and the legal penalties for unlawful absences.

*When a student is unexcused late 8 times and/or is absent without lawful excuse for two days*, the classroom teacher will notify the Dean of Faculty and Students or his/her designee and the Dean/designee will send a notice outlining the number of times the student has been late and/or absent and the consequences outlined in Green Woods Discipline Policy under Academic Conduct LEVEL II. Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian. The parents/guardians will be required to meet with the Dean.

*When a student is unexcused late 10 times or is absent without lawful excuse for three days*, the classroom teacher will notify the Dean of Faculty and Students and or his/her designee and the Dean/designee will send a third notice of excessive lateness or unlawful absence by

certified mail providing "official notice of child's excessive lateness or third illegal absence," notifying the student and the parent/guardian of penalties for violation of the requirements and advising that any additional unlawful lateness or absence will subject the student or the parent/guardian to penalties without further notice. If appropriate, the Dean may require an additional meeting with the parent(s)/guardian(s). The student or parent/guardian shall be liable, without further notice, and subject to the consequences outlined in the Green Woods Student/Parent Discipline Policy under Academic Conduct LEVEL III.

**Students who are absent with or without excuse for more than 10 days must have a doctor's note for any absence beyond the 10-day limit. Students absent beyond the 10-day limit who come to school without a doctor's note will not be admitted to class.**

***Students accumulating excessive absences and/or lateness will be suspended and, if absences continue, will be referred to the Board of Trustees for expulsion.***

**Any additional unexcused lateness and/or absences without lawful excuse will result in the administration notifying the student's school district of residence of the unlawful absences so that appropriate truancy proceedings may be initiated.** Additionally, the Administration will recommend a hearing before the Board of Trustees to permanently exclude the student from school either immediately or at the conclusion of the then-current school term. If such a hearing is scheduled, the parent will be notified of the time and place of the hearing, as well as other due process rights associated with the hearing.

**Students who are habitually and without justification truant from school** while subject to compulsory school attendance and the Green Woods policies are also subject to referral to the Department of Human Services for an assessment to determine if there is a need for general protective services. Children shall not be referred to the Department of Human Services for assessment until after the School has made a formal effort to involve the family and child in resolving the cause of the truant behavior.