

**Green Woods
Charter School
Student/Parent Handbook**

2017-2018

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

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Dear Green Woods Families,

The guidelines and expectations provided in this handbook will be in effect from September 5, 2017 to August 31, 2018 and may, at any time, 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.

As a condition of enrollment and continued enrollment at Green Woods 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 the Principal at sfinnin@greenwoodscharter.org

Expectations/ Policies

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.

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 6-8 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. Classroom and grade-level policies and procedures will be in alignment with the 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

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 May of 2017, Green Woods Charter School was renewed, and awarded its third five-year renewal. 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. Along with the Green Woods environmental curriculum, the 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 please read the sections of this handbook with your children that directly pertain to our expectations of them. As a condition of enrollment and continued enrollment, parents and students must agree to follow all of these policies and procedures, as well as any additional policies and/or procedures established during the school year. Charter Schools are “choice” schools, meaning families choose to send their children to Green Woods and, as such, are aware of and agree to follow our policies.

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 and productive learning environment for all of our students.

Green Woods PTA

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, our parents have established a fully accredited PTA.

The PTA supports the vision and mission of Green Woods by helping to build a bridge of communication between home and school, and helps organize, advertise, and carry out school/community events.

If you would like to volunteer your time to help support the PTA please attend their regularly scheduled meetings. You can also contact the PTA by sending an e-mail to pta@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 ensure 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:

- Help your child have a stress-free start to each school day.
- Breakfast: Break the Fast. For most student’s 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.
- 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.
- 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.

- Listen attentively to your child as he or she talks about school experiences.
- 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.
- 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.
- Provide your child with many books. Read to your child often and have your child read to you. Discuss what you are reading.
- Help your child build confidence in his or her school and teacher.
- Show an interest in school through volunteering and regularly taking part in school activities. We enjoy having you on campus!
- See that your child attends school regularly.
- Be sure your child arrives on time each day. Lateness disrupts everyone's learning. Three unexcused late arrivals will equal one unexcused absence. Please make sure your child arrives on time.
- Review your child's homework policy and classroom behavior policy with him or her.
- Read all communications from school and sign and return them promptly when required.
- 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.
- Cooperate with the school by attending conferences set up for the exchange of information about your child's progress in school.
- Please keep your children shielded from any negative adult issues. Children's attitudes toward their schoolwork are greatly enhanced by your positive attitude toward their school and learning.

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 ANY TIME while 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 the 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.

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 and to the local police department. If a student is suspended, parents will be called and the student must be picked up immediately.

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 and including expulsion will result if a student in any way harasses, makes fun of, threatens or causes any student to feel afraid for any reason. If any student intimidates your child please notify the school immediately.

Normal Conflict Versus Bullying

Conflict is normal and bullying is not normal conflict. Normal conflict can occur at any place or time, and is 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 has been defined by the Pennsylvania State Legislature as:

An intentional electronic, written, verbal or physical act or a series of acts

- a. directed at another student;
- b. which occurs in a school setting;
- c. that is severe, persistent or pervasive; and
- d. that has the effect of doing any of the following:
 - a. substantially interfering with a student's education;
 - b. creating a threatening environment; or
 - c. substantially disrupting the orderly operation of the school.

“School setting” shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school. It is the intent of this policy that the term, “bullying” include, but not be limited to, incidents that are reasonably perceived as being motivated either by any actual or perceived characteristic, such as gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, socioeconomic status and/or political beliefs.

Bullying includes repeated verbal or non-verbal behaviors with the intent to cause physical, emotional/psychological or social harm. Examples of direct bullying include hitting, dirty looks, public embarrassment, or extortion. Examples of indirect bullying include electronic messages and postings on websites, gossip, 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, and appropriate disciplinary action will be taken against the offender.

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 often believe that in not speaking out against them, 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 Conduct – Offenses and Consequences

Riding the bus is a privilege. Students will lose this privilege if they do not follow the rules. Serious and/or repeated violations of these rules will result in discipline including possible suspension or expulsions 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.

- 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.)
- Students must use only the bus and the bus stop assigned to them.
- 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 Transportation Manager.
- Students must stay in their seat while the bus is in motion. Students may not reserve seats.
- Students must keep the center aisle of the bus clear at all times. Items such as book bags must not block the center aisle.
- Students must obey all bus safety rules and the directions of their bus driver.
- Students are not allowed to transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus.
- Any acts of physical violence are considered serious incidents.
- Bullying is a serious incident.

- Physical assault or battery of persons on the bus is a serious incident.
- No verbal assault of persons on the bus.
- No disrespectful conduct toward the bus driver or other persons on the bus.
- No unruly behavior, in general.
- No throwing items out of school bus windows.
- 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.
- If assigned a seat by the transportation manager, the student must remain in that seat until further notice from the transportation manager.

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

2nd Offense – Notification of Suspension of Bus Privilege: The Transportation Manager will contact the parent 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 persistent bullying (i.e. teasing another student, making demands of another student, or any other type of ongoing 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 Transportation Manager who, in collaboration with the administration, is responsible for disciplining 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 the damage.

School Administration and the Transportation Manager 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:

- 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.
- Students should cross the road in front of the bus and never cross the road behind the bus.
- Students should always stand a safe distance from the road (at least five feet).
- 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.
- Students should never run to or from the bus.
- Students should be at their assigned bus stop ten minutes prior to the arrival of the bus.
- 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 the Transportation Manager.

*Please note that riding the bus to and from school is a privilege, not a right. At any time, if students are not following the bus driver's rules, he/she 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 families. Parents should also listen to KYW News Radio 1060 AM, access the KYW website at www.kyw.com or the Green Woods website at www.greenwoodscharter.org The school closing number for Green Woods is 204.

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 building. 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 and an after-school detention. A parent must come to school to retrieve the phone after school hours. **Repeated violation of this policy will result in suspension and phone confiscation for up to one week.**

If cell phones are observed being used during testing, 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, a grade of 0 for their work and detention.

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 Department of Human Services 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 DHS. **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.

Confidentiality and Communicating with Your Child's Teacher

Communication is a two-way process. Your child's teacher is responsible for notifying you when she/he believes that there is a genuine concern regarding your child's progress or behavior. Should a parent have a concern about their child, or any circumstance involving the classroom or teacher, it is the policy of Green Woods Charter School that the parent must first go directly to the teacher to discuss any concerns. If, after discussing a concern with a teacher, and giving the teacher 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 the Principal at sfinnin@greenwoodscharter.org.

Parents are asked to either call the front desk or e-mail your child's teacher when there is any issue concerning your child that you feel needs to be discussed or addressed. During the week, your child's teacher will strive to return your e-mail/phone call within 24 hours of receiving such notice. In the morning hours, before school, they are planning the day's activities. Please

do not come to school unannounced, expecting to meet with your child's teacher. We will do our best to accommodate your schedule when given advanced notice.

Green Woods asks our families to please not discuss any sensitive issues regarding your child's academic progress, your child's classroom 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 office staff is very busy working for our students and staff.

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 impact on our school community. The administration is just an e-mail away and are more than happy to address rumors and answer any questions directly.

Finally, sharing confidential student/classroom/school information may be a violation of the law. As such we are obligated to report any potential breach of confidentiality to 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. We tie this in with the Pennsylvania Common Core Curriculum. 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 with classmates and other classes on projects throughout the year. There will, of course, be times when we will ask families to help students with their projects; however, teachers will do their best to allow students the time they need so that much of the work on projects can be done at school.

NOTE: Green Woods students are required to participate in all subjects and activities during the school year. Outdoor learning and field study play is an integral part of our everyday teaching and learning. Many times throughout the year students will be outdoors. Outdoor learning is an important component of our curriculum experience. Green Woods will provide reasonable accommodations for students 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-5 remain in their own classroom for Language Arts, Social Studies, and Mathematics. Students will leave the classroom for special subjects such as Science, Art, Music, and Gym.

Students in grade 6-8 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 Gym, 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
2. Language Arts K-8
3. Mathematics K-8
4. Science K-8
5. Social Studies K-8
6. Gym K-8
7. Art K-8
8. Music K-8
9. Environmental Field Studies and Outdoor Learning K-8
10. Media Studies 7-8

Damage to School Property

Green Woods Charter School believes that a school should help students learn to respect property and to develop feelings of pride in community institutions. Therefore, each student is charged with responsibility for the proper care of school property including school textbooks, supplies, technology equipment and all other equipment entrusted to his/her use.

Students are responsible for the care, maintenance and timely return of all textbooks. The school requires students and/or parents to sign an agreement acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school.

Students and/or their parents will be assessed penalties for lost or damaged textbooks and equipment. Imposition of one or more of the following penalties may occur: a charge for replacement of the text book; requiring the student to perform a prescribed number of hours of school service; delayed receipt of a report card; and/or loss of privileges such as participation in sports or other extra-curricular activities and special events.

Intentionally damaging the property of someone else, including Green Woods, is a crime. Students who willfully cause damage to school property shall be subject to disciplinary measures. Consequences will occur depending upon the severity of the damage and the nature of the student's actions. Parents shall be held accountable for student actions. If a student damages school property, parents will be required to pay the full cost for repairing or replacing what was damaged. The School may report to the appropriate authorities any student whose damage of school property has been serious or chronic in nature. Students and others who damage or deface school property also may face prosecution and punishment under the law.

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 unenrolled from Green Woods. (See our Admissions Policy on our website)

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 “detention slip,” they will be required to attend an after-school detention for one hour which will be held on a designated day of the week from 3:20PM until 4:20PM. Detention will be monitored by a member of the staff or administration.

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. 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 in one academic quarter, for any combination of reasons, the student will be suspended after the third detention is issued.

Disabilities

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

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 strive 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/ Infractions

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 along with school administration. Students violating the dress code will be issued a Uniform Infraction 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. If a student receives three uniform infractions, he/she will be suspended from school for one day.

Parents are responsible for purchasing GWCS uniforms. Please see our website for additional information.

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. **Students should come to school every day wearing shoes conducive for active and outdoor learning (sneakers are best).** Open-toed (flip-flops, etc.) or open back slip-on shoes (clogs, crocs, etc.) or anything other than the required shoes are considered unsafe and will not be permitted. Knee high boots and sandals are not permitted.

On gym days, students should wear their gym uniform: Green Wood's uniform T-shirt and gray/black shorts or gray/black sweat pants and sneakers only. Parents will be called to bring the correct uniform if students are not properly dressed.

On cold days, a solid (no writing or logos) white, black, or gray long sleeved t-shirt can be worn under uniforms. 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 the school building;
- 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 colored hairspray (i.e. even for special days or pep rallies).
- Flip-flops, sandals, backless shoes, open-toed shoes, clogs, crocs, high heels, knee high boots;
- Clothing that is too big, too tight, or shirts that show a student's midriff or pants that are worn too low on the waist. Tights may not be worn as pants. Shorts must be an appropriate length.
- Students are not permitted to carry handbags or wear fanny packs during the school day. Both must remain in the student's locker if brought to school.

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 "Students 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. On dress down days students are required to be neat and clean and always prepared for outdoor learning.

Drugs and Alcohol

Students are prohibited from using, possessing, distributing, selling or being under the influence of illegal drugs or alcohol, and any prescription drugs or medication of any kind (other than an EPI-PEN or asthma inhaler in accordance with the “Medicine” section), during school hours, upon school grounds, at a school program or activity, or traveling to/from school. 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.

The police will be notified promptly if a student is suspected of unlawfully possessing any controlled substance that is prohibited by federal or state law. If any such substance is seized, the suspected contraband will be turned over to the police for analysis.

Any student caught engaging in any of these activities will be subject to appropriate disciplinary action, including a referral for expulsion to the Disciplinary Committee of the Board of Trustees.

Early Dismissal

Unless it is an emergency, a parent/guardian is not permitted to remove a child from school. We understand that dismissal time can be hectic and parents want to avoid the PM rush, but parents are required to wait outside of school building for their child to be dismissed at the regular time. The end of the school day is the time for important announcements. Families coming to pick up children during that time disrupt the routine of the entire class. If it is a true emergency, when the parent/guardian arrives at school to pick up a student, he or she must go to the front desk to sign out the student. He or she must have appropriate identification. The student’s classroom will then be called and the student will come to the front desk. A parent is not permitted to go directly to the classroom to pick up their child. Routine doctor visits are not considered an emergency situation. Every effort should be made to schedule doctor and dentist appointments outside of school hours. **No child will be dismissed after 2:30pm due to dismissal preparations. Please plan accordingly.**

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 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, 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. Please 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 list serves, about any member of the Green Woods community from school or from home.
17. Do not access social media of any kind.

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, the school will notify the proper authorities.

Green Woods Charter School has installed a surf control device 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. 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 in the event of an illness or emergency.

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 at various days and times throughout the school 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.

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 will receive notices of field trips in advance of the scheduled trip. 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 field trips or penalized in any manner for failure to contribute. However, if your child does not have a “blanket field study permission slip” on file (part of enrollment/continued enrollment packet) 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 causing injury, the consequence will be suspension and possible referral to the Board of Trustees for expulsion. We will also contact the local authorities if necessary.

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 a three-day suspension.

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 trimester schedule. Your child’s progress is communicated to you three times each year.

Report Cards are a detailed record of your child’s academic success and will be shared with you three times throughout the school year: December, March, 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.

Students in grades 3-8 are given grades based on the below percentages. 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		

GPA Scale

A+ = 4.0	A = 4.00
A- = 3.67	B+ = 3.33
B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00
C- = 1.67	D+ = 1.33
D = 1.00	D- = 0.67

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

We expect excellence from all of our students and for that excellence to be reflected in their grades.

If any student in grades 5-7 earns an F 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. Working over the summer will help to improve the child's chances for academic success.

If, on the final report card of 8th grade, a student earns a cumulative GPA of less than 1.67, he or she will not be permitted to participate in the eighth-grade graduation ceremony. If an eighth grader earns a cumulative F in any core subject (Math, Science, Language Arts, Social Studies), 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.

Grievance Process

The purpose of this section of the handbook is to inform the community about the procedures in place for the fair, orderly and speedy resolution of disputes that sometimes arise between

parent(s) and staff members, parent(s) and parent(s), and parent(s) and the Administration, in the normal course of school related matters.

All parents of currently enrolled students, full and part-time employees, including on-site educational service providers (Speech, OT, etc.) are covered by the guidelines described in our Grievance Process.

It is always in the best interest of the GWCS community as a whole to ensure that regular and forthright communications between parent(s), staff members and the Administration will reduce the likelihood for the need of a more formal Grievance Process. The Board of Trustees of GWCS encourages all staff members and parents to work in a calm, professional manner to resolve disputes as they occur.

In the event that disputes cannot be resolved and further mediation is needed by either the CEO or the Board of Trustees, all community members are required to follow the formal Grievance Process. A copy of this process can be obtained by contacting the CEO.

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.

School Counselor

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

Gum Chewing

Gum may NOT be chewed during school hours or while on school property. Students may NOT chew gum while 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.

Gym

All GWCS students will participate in Physical and/or Health Education classes. Progress in Physical and Health education classes will be noted on your child's report card.

It is our expectation that all GWCS students come prepared to participate in Physical and Health Education classes. Students must wear their Green Wood's gym uniform on scheduled gym days. The gym uniform is as follows: Green Wood's t-shirt, gray/ black shorts or gray/ black sweat pants, and sneakers. Shorts must be appropriate in length. Parents will be called to bring a change of clothes if shorts are inappropriate in length.

If your child is healthy enough to attend school he/she is healthy enough to participate in gym class. Only a doctor's note will excuse a child from gym class.

Harassment/Intimidation

All students have the right to a learning environment that is free from intimidation, harassment, and hostility.

“Harassment” is defined as verbal, written, graphic or physical conduct relating to a person's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, socioeconomic status and/or political beliefs when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects a person's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with a student's education; or
3. Otherwise adversely affects a person's learning opportunities, safety or wellbeing.

In order for Green Woods Charter School to maintain an educational climate, no form of harassment by any student will be tolerated. Prohibited forms of harassment may include, but are not limited to, the following:

1. Verbal Harassment, such as derogatory comments, jokes, slurs, or threats.
2. Physical Harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and
3. Visual Harassment, such as derogatory or offensive pictures, posters, cards, pictures, graffiti, drawings, gestures or symbols.

Any individual who is found to be responsible for harassment or other prohibited discriminatory conduct shall be subject to appropriate discipline. The severity of the disciplinary action will be based upon the circumstances of the infraction and may result in suspension or expulsion.

No reprisals or acts of retaliation are permitted as a result of good faith charges of harassment. Any student who engages in such conduct will face disciplinary action.

Any student who is determined to have knowingly made a false complaint under this policy shall be subject to disciplinary action.

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). We also research and celebrate national holidays such as President's Day and Dr. Martin Luther King, Jr.'s Birthday.

Please do not send in any food or snacks for celebrations.

Homework

Each year, K-5 teachers work together 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 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 6-8 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.

At Green Woods, we believe that homework should be assigned with a specific purpose in mind. 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.

What is the right amount of homework? Educational research recommends 10 to 20 minutes nightly in first grade and an increase of about 10 minutes 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 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 any missed 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 his/ her responsibility to do their homework and to speak to their teacher/s about making up missed assignments. If a student is absent for any reason, it is his/her responsibility to make up missed assignments. If a student must go out of town for an emergency situation, it is his/her responsibility to ask 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.

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 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.

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 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, lunchroom, school yard 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.

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

Green Woods Charter School is a public school and, as such, is open to all students regardless of physical disability, race, creed, color, gender, national origin, religion or ancestry. Charter schools in Pennsylvania also cannot make admissions decisions based on intellectual or academic abilities. If the number of students applying to Green Woods Charter School exceeds the space available, then the school is required to conduct a lottery.

Lunch/Breakfast

Green Woods does not provide breakfast or lunch. 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 drink for lunch or snacks. Please do not pack drinks or food in glass containers.

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 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 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 instruction and minimize the problem of students missing valuable class time, 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. Our nurse also conducts state mandated health screenings. Please contact our school nurse whenever you have questions or concerns about your child's health.

The school nurse collaborates with parents, educators, and existing community health resources to provide appropriate information and/or services to address students' needs. 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.

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.

Off-Campus Activities

A student may be subject to discipline for violation(s) of Green Woods Charter School's policies, rules and student expectations, which occur even off school property, or in transit to/from school on the bus or other vehicle, if any of the following circumstances exist:

- The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school-furnished transportation.
- The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
- The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate Green Woods Charter School's policies, rules and student expectations, if conducted in school.
- The conduct involves the theft or vandalism of school property.
- There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Organization of Classes

Green Woods teachers use team-teaching activities and other similar teaching techniques on occasion and when appropriate. Classes in grades 6-8 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 in student planners 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 in planners and moving quickly from room to room is their personal responsibility.

Teachers in grades 6-8 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

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 outdoor learning and with a water bottle. All Green Woods' behavior policies are in effect while students are learning outdoors.

We ask that you support our belief that if a child is healthy enough to be in school, he/she is healthy enough for outdoor learning.

It is understood that a parent or employee at Green Woods may feel it is necessary to restrict a student from outdoor learning. We would rather be proactive than reactive. A parent's request to have a student not participate in outdoor learning 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 participate in outdoor learning 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 outdoors or on a field trip. Students are still responsible for remembering that they need to have their medication with them.

We recognize that an outdoor learning environment isn't necessarily the best match for every child. We strongly encourage that you take this into account when deciding if Green Woods offers the healthiest possible learning environment for your child.

Parent/Teacher Conferences and Home/School Communication

Parents may be requested to attend a parent-teacher conferences. 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 send 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.

We enjoy every opportunity to work in harmony with parents. 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 after receiving the request. 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. Pictures and/or audio-visual presentations of students may appear in the media, in newsletters or on our school website, and may be used in promotional materials.

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.

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. 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 participate in the lottery process at 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 regarding a student's residency is false, the child will be removed from Green Woods.

Proof of residence is required when a child applies to or enrolls in a public school such as Green Woods Charter School, 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. If it is found that false information regarding the student's residency has been provided to the school, for the purpose of enrollment at Green Woods for which the student is not eligible, the student will be withdrawn from the lottery or dropped from the roll of Green Woods Charter School.

Also, the provision of such false information is a summary offense, for which criminal conviction the parent will be sentenced to pay a fine up to \$300.00 for the benefit of the school, or to perform up to 240 hours of community service, or both. Additionally, the parent shall pay all court costs and shall be liable to GWCS for an amount equal to the cost of tuition during the period of enrollment.

If a child is enrolled at Green Woods and his/her family moves out of Philadelphia, the child may still attend Green Woods Charter School.

Searches and Seizure

In the interest of maintaining an educational environment and providing for the health and safety of our students, Green Woods Charter School reserves the right, when necessary, for the CEO or designee to conduct a search without a warrant if reasonable grounds exist for suspicion that a student has violated or is violating state or federal laws, city codes, or school policies. Such searches shall be made in the presence of the student if he/she is available.

Various types of school property including, but not limited to, hall lockers, gymnasium lockers, storage bins, musical instrument lockers and computer terminals are assigned to students for their convenience of storage or educational usage. School property remains the property of Green Woods Charter School. School property is not to be construed as belonging to, or for the sole use of the student, even though the student assumes full responsibility for the security of such property. The school maintains a master pass key, which opens storage facilities as well as combination locks.

To maintain order and discipline at Green Woods Charter School, and to protect the safety and welfare of students and staff members, school authorities may conduct a search and may seize any illegal, unauthorized or contraband materials discovered. Therefore, students should not expect privacy regarding school property items used or items placed on school property, because school property is subject to search at any time by school officials. School officials may conduct inspections or searches of lockers, desks, computer terminals, etc., at any time without notice, without consent and without a search warrant.

Law enforcement officers may assist Green Woods Charter School during school-initiated searches. Searches may include the use of dogs or mechanical devices for the discovery of contraband.

A student's person and/or personal effects (i.e., purse, book bag, backpack or athletic bag, computers and other electronic devices) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material, contraband, or evidence of a crime or evidence of a violation of the School's rules and policies. The scope of such a search shall be limited to the least intrusive means available. Escalation of the scope or intensity of a search may occur when the seriousness of the infraction or violation and the information supporting the investigation warrant.

When school authorities have exhausted all reasonable alternatives and still have reason to believe that contraband or proceeds of a crime are upon the student's person, police may be called and presented with the facts.

The following is meant as a helpful guide to our Search and Seizure Policy. This is not a comprehensive list and should not be regarded as such:

- Lockers, desks, and other storage areas assigned to a particular student(s) (herein after called "student storage") remain in the possession and control of Green Woods Charter School when they are made available (assigned) for student use. Students may use student storage for the limited purpose of temporarily keeping items needed by the student to participate in school instruction and activities only. No other purpose is permitted. Students shall expect that student storage will be checked by the school from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose. Prohibited items may be removed and held by the school. Searches of school property assigned to a student may occur at any time without the student's presence; however, the search should be limited to the scope which is reasonable under the circumstances.
- Also, with respect to searches of lockers, prior to a locker search, the student shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.
- From time to time, the CEO may set aside a time period during which all students shall clean their assigned student storage.
- Searches should be done by the CEO or designee and be witnessed by at least one other staff member.

- Illegal items (drugs, weapons, etc.) or items prohibited by Green Woods regulations or reasonably determined to be a threat to the safety of the possessor or others shall be seized.
- Items used to disrupt or interfere with the educational process shall be removed from the student's possession.
- Items seized may be returned to the rightful owner or the proper authorities at the discretion of the CEO.
- A search of the student's person or assigned student storage may be conducted by law enforcement officials in accordance with law.
- Any materials seized in accordance with the search policies as described above may be used as evidence against a student in disciplinary proceedings.

Social Media Abuse

Green Woods Charter School does not condone, but can prohibit students from abuse of social media under certain circumstances, and will take disciplinary action against a student who violates this policy -- despite occurrence of the conduct off school premises, not on school-time, through the use of a personally-owned computer or other device, and/or on a non-school-owned or operated Internet or social networking site.

Social media includes, but is not limited to, Facebook, Twitter, YouTube, blogs, wikis, Instagram, Snapchat, social bookmarking, document sharing and E-mail.

Just as Green Woods Charter School will not allow infractions such as bullying, cyber-bullying, intimidation, harassment, obscene or derogatory language, etc., Green Woods will not tolerate any student's misuse of social media -- regardless of the location of the conduct, ownership of equipment or network, or occurrence after school hours -- if the conduct threatens another school community member, amounts to bullying and/or harassment, or otherwise substantially disrupts the school or adversely affects another member of our school community.

Green Woods Charter School thus prohibits, and may legitimately regulate and punish off-campus behavior, including misuse or abuse of social networking or social media, which creates a foreseeable risk of reaching the school or impacting the school environment, and which causes a material and substantial disruption or interference with the school's work, operation or discipline, or substantially collides with or invades the rights of others to be secure and to be let alone.

Accordingly, if the posting constitutes an offense such as, but not limited to, threatening, harassing, intimidating or bullying any member of our school community, then disciplinary action will be taken against the student who engaged in the prohibited conduct, which may result in expulsion and/or referral to law enforcement officials.

Sexual Harassment

Sexual Harassment is a form of harassment in which case the same rationale exists for prohibiting these behaviors. Green Woods Charter School thus reaffirms its policy prohibiting harassment in all forms.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, graphic or physical contact of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's success in school, or
2. Submission to or rejection of such conduct by a student is used as the basis for school decisions affecting such student, or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive school environment.

Forms of sexual harassment include, but are not limited to, the following:

1. Verbal Harassment, such as derogatory comments, jokes, slurs, sexually oriented sounds or remarks;
2. Physical Harassment, such as unnecessary or offensive touching, pinching, patting, grabbing, brushing against another person's body, or impeding or blocking movement; and
3. Visual Harassment, such as derogatory or offensive pictures, posters, cards, cartoons, graffiti, drawings, or gestures.

Any individual who is found to be responsible for sexual harassment will be subject to appropriate discipline which may result in suspension, expulsion and or notifying the local authorities. Confidentiality will be maintained within the confines of the School's investigation of the alleged prohibited behavior. All parties will be treated with dignity and due process.

Students and the Police

Green Woods Charter School recognizes its responsibility both for the protection of the legal rights of its students and for notification to parents of matters affecting those rights. Whenever the school has reasonable suspicion that a student has committed a criminal act, the School will promptly notify the police.

The CEO shall permit properly identified police, court, or law enforcement officers to interview students on school premises. When police request permission to interrogate a student at school, the CEO shall make a record of the name(s) of the student(s); the name and badge number of the officer; the purpose of the interview; and, the date and time of the interview.

Unless instructed otherwise by the police, whenever a student is interrogated within the confines of a school building, the CEO or designee shall be present throughout the proceedings. A female member of the staff shall be present when female students are interviewed.

When the police request permission to arrest a student at school, the CEO shall attempt to inform the student's parents. The CEO must also request the arrest warrant and inspect it.

No student shall be released to police authorities without proper warrant, appropriate evidence or written parental permission, except in the event of emergency or for the protection of life or property as determined by the CEO.

Recess

Recess occurs for 15 minutes daily for students in grades K-6. Grades 7-8 will either participate in recess or a structured outdoor classroom activity at their teacher's discretion. Because recess and outdoor activity 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. 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. A change of footwear is necessary and may be left in student lockers.

Asthma – Due to GWCS 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 every day.

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.

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 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 a hardship, 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, Pokémon 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 Principal.

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. See FERPA (Family Educational Rights and Privacy Act), Annual Notice of Rights below.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

Students and their parents have an expectation that their personal information is safe, properly collected and maintained, and that it is used only for appropriate purposes and not improperly disclosed. Therefore, the following annual notice is given:

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents, guardians or eligible students should submit to the CEO a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent, guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent, guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents, guardians or eligible students who wish to ask the School to amend a record should write the CEO, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent, guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent, guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical

consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 30303-5920

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 before the designated arrival time or after PM dismissal.

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 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.

Terroristic Threats

Green Woods Charter School recognizes the danger that terroristic threats by students present to the safety and welfare of students, staff and community, even if the result is fear or disruption without physical injury. Therefore, the School will not tolerate any such conduct by any student, which is prohibited.

“Terroristic threat” is defined as a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Any student whom Green Woods determines, after investigation, to have engaged in such conduct, alone or having any part thereof, shall have committed the offense of “terroristic threat.” Such student will be recommended for expulsion and referred to the local authorities.

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

Green Woods Charter School recognizes that tobacco use by students poses a health and safety hazard which can have serious consequences for both users and nonusers, and the safety and environment of the school.

“Tobacco use” includes the use and/or possession of a lighted or unlighted cigarette, cigar, and pipe; other lighted smoking product; smokeless tobacco in any form; and paraphernalia associated with tobacco use such as rolling papers, matches, and lighters.

“Tobacco use” by students is prohibited at any time in a school building or any property, facility, bus or other vehicle owned, leased or controlled by Green Woods Charter School or by a third-party on behalf of Green Woods and its students.

Students caught possessing or using tobacco products, matches, or lighters on campus will be suspended and possibly expelled. Violators of this policy may also face prosecution and fines or may be subject to an adjudication alternative program with potential penalties such as, but not limited to, community service, counseling, or education.

Toys and Other Personal Belongings Banned

Toys and other personal belongings such as silly bands, radios, electronic games, IPODS, cameras, baseball cards, **Pokémon cards**, **fidget spinners**, 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.).

Visitors

As required by law, all visitors to the school must report to the front desk when they arrive. Visitors must sign in and have proper identification on hand.

Volunteering at Green Woods

All parent volunteers must have the three legally required clearances on file in the main office before they may volunteer with children. 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.

Examples include helping out as a homeroom parent, assisting with scholastic book orders, assisting with the planning and implementing events, 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 volunteer. Contact the PTA at pta@greenwoodscharter.org for a list of acceptable volunteer projects or contact the principal at sfinnin@greenwoodscharter.org.

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 in whose 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 the school and/or a child's parent.

If you should decide to volunteer to go on field studies 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, field trips, and in the classrooms. All adults are role models for our students.

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.

Act 26 (24 P.S. Section 13-1317.2) is a Pennsylvania law which requires the expulsion of any student who possesses a weapon on school property, at a school function, or going to or from school. The definition of weapon under Act 26 is "any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and [anything else] capable of inflicting serious bodily injury," and therefore may include box cutters, pen knives on key chains or other common household items. Act 26 additionally requires the school to notify the police upon discovery of any weapon covered by the Act.

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 to be a weapon, and the consequence will be the same.

Students are prohibited from possessing and bringing any weapon within 100 feet of any school building, onto school property, to any school function or activity even if held away from school, any school-sponsored activity, or onto any vehicle providing transportation to or from school (including public transportation).

A student is regarded as in possession of a weapon when the weapon is found on the person of the student; in the student's locker or desk; or under the student's control while on school property; on property being used by the school; at any school function or activity regardless if held away from school; or while the student is going to or from school or a school-sponsored activity. Being in possession of a weapon is not limited to using it or intending to use it. Merely carrying the weapon, keeping it in a locker, backpack or purse, or even holding it for a friend, is sufficient.

Any student in possession of a weapon will be reported to the police, who may charge and possibly arrest the student. The Administration will immediately suspend the student and refer the matter to the Board of Trustees for possible expulsion.

Withdrawal from School

If a parent/guardian decides to withdraw 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.

Gifted Education

Green Woods proudly embraces all types of learners. Our highly qualified teachers differentiate instruction for all students by adjusting pace, delivery, depth, and breadth. By differentiating instruction, we are able to meet the needs of below grade level, on grade level, and advanced learners. Students are always encouraged to meet their fullest potential and are provided with a variety of opportunities to do so.

Green Woods Charter School

Student 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:

- Respond to reasonable requests to maintain standards of socially acceptable behavior.
- Respect the rights of your classmates to learn in an environment free from distractions and interruptions.
- Respect the person and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged.
- 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 by ensuring that interrupted learning is 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 the all staff with support from the administration. All adults in our community are responsible for ensuring that all students meet 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 in some grades can select to have their minor disputes mediated by our 7th and 8th 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 School Counselor – Based on the nature of the infraction, the student may be asked to schedule time with the School Counselor.

Lunch/Recess – Students in grade K-3 may be issued a recess detention in which the student must spend their 15-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 quarter 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 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. This hearing may be held before the Board of Trustees, a Disciplinary Sub-Committee of the Board, or a qualified hearing examiner

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. A majority vote of the entire school Board is required to expel a student.

The following due process requirements will be observed with regard to the formal hearing:

1. Notification of the charges shall be sent to the student's parents or parenting adult by certified mail.
2. Sufficient notice of the time and place of the hearing must be given.
3. The hearing shall be held in private unless the student or parent requests a public hearing.
4. The student has the right to be represented by counsel.
5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
7. The student has the right to testify and present witnesses on his own behalf.
8. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
9. The proceeding must be held with all reasonable speed.

If the Administration feels that this would be harmful to the students involved, we will require written statements in lieu of appearance.

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. 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. NOT ATTENDING DETENTION WILL RESULT IN THE ISSUANCE OF A 2ND 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.

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 and the Dean of Students. 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 and/or Dean of Students.

Chronic violations of the disciplinary code will necessitate a parent and student conference with the teacher and other staff member/s (Dean of Students, School 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 any time, 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.

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 4th and 5th grade teachers to track infractions committed by students that result in conduct referrals. In grades 6-8, 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. An individual case could warrant modification to the listed consequences. In all disciplinary cases, Green Woods Charter School will weigh the effect of a disciplinary violation upon individuals and the school community.

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 1 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 2 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 3 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
Level 4 Violations	Consequences
Violations of the drug and alcohol policy In possession of a weapon (as defined by Act 26) Any form of assault Leaving school grounds Reckless endangerment	Out of school suspension 3-10 days Referred for expulsion Notification to police

LEVEL 1 VIOLATIONS

- Minor class disruptions
 - * Interrupting the learning of others
- Minor hall disruptions
- Minor handbook violations
- Dress code violations
 - If the GREEN WOODS CHARTER SCHOOL staff determines that a student is dressed inappropriately, that student will have the opportunity to change clothing or to call home for a change of clothes. Uniform infractions will be given to repeat offenders. After three uniform infractions, students will receive a one day suspension.
- Not listening/ disrespecting teacher or other students in class

CONSEQUENCES

1st Offense:

Warning/reprimand

Student/Teacher conference

Further Offenses:

Parent(s)/Guardian(s) contacted

Parent/Student/ADMINISTRATION conference

Lunch and/Recess Detention

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.

LEVEL 2 VIOLATIONS

- Disrespect towards staff. Deliberately not following specific directions when asked; facial gestures that are inappropriate, etc.
- 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.
- Throwing objects (dependent upon what was thrown and severity of potential or real injury)
- Teasing another student by taking, hiding, or holding out of reach any object belonging to another student
- Forgery/lying
- Unacceptable language, gestures, or actions such as cursing
- Minor defacing of school property – (writing on desk, breaking a window, etc.)
- Plagiarism/Cheating

CONSEQUENCES

1st Offense:

Student/Teacher conference

Parent(s)/Guardian(s) contacted

Parent/ADMINISTRATION/Student/Staff Conference

Formal Detention 4-8

Recess Detention K-3

In the case of cheating/plagiarism, the student will receive a zero for his work.

Suspension

Further Offenses:

Parent/ADMINISTRATION/Student/Staff conference and

Out of school suspension

Reimbursement for costs of repair to property

Referral to the Board of Trustees for expulsion

Notification to police as required by law

LEVEL 3 VIOLATIONS

- Stealing/possession of stolen property
- Insubordination
- Use of threatening language towards another student or staff member
- Student/student fighting – any physical contact (punching, kicking, involving two or more students etc.)
- Major destruction of property
- Harassment/sexual harassment
- Bullying/Harassment (DEFINED IN HANDBOOK)
- Accessing, producing or possessing items with inappropriate content
- Indecent exposure
- Intentional self-endangerment
- Inappropriate touching or physical assault of another GWCS member
- Inappropriate use of computer, social networking, e-mail, blogging, texting, Facebook, Instagram, Snapchat, Twitter, instant messaging, etc., whether on or off school premises, which threatens or affects the health, safety and welfare of another GWCS member or the GWCS community
- Persistent violation of school rules and regulations
- Engaging in conduct so disruptive as to interfere with the orderly operation of the school

CONSEQUENCES

1st Offense:

Student/Teacher conference Parent(s)/ Guardian(s) contacted

Parent/ADMINISTRATION/Student/Staff conference

Any actions or reporting as required by law and/or Detention(s)/ Suspension(s)

Further Offenses:

Parent(s)/Guardian(s) contacted

Reimbursement for repair to property

Parent/ADMINISTRATION/Student/Staff conference

Suspension(s)

Referral to the Board of Trustees for Expulsion

Notification to police as required by law

LEVEL 4 VIOLATIONS

- Violation of Drug & Alcohol Policy
- Use of/possession of/selling of prescription or nonprescription drugs, look-a-like substances, controlled substances, drug paraphernalia, or alcohol at school
- Leaving school grounds without permission
- Possession and/or use of weapons or look-a-like weapons
- Physical assault on a student or staff member resulting in serious injury
- Tampering with fire-fighting systems or alarms
- Terroristic threats
- Use of any item in a threatening or dangerous manner
- Arson
- Extortion
- Reckless endangerment
- Sexual misconduct
- Violation of Tobacco Policy
- Use or possession of tobacco, tobacco products at school, on school property, on school busses, or during school sponsored activities
- Use or possession of dangerous weapons, look-alike weapons, or fireworks

Possession of any weapon as defined by Act 26 of 1995 to include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury. Possession or use of any incendiary devices to include, but not limited to, lighters or matches.

CONSEQUENCES

1st Offense:

Parent(s)/Guardian(s) contacted

Parent/ADMINISTRATION/Student/Staff conference

Suspension(s)

Referral to the Board of Trustees for expulsion

Notification of police as required by law

Further Offenses: Expulsion

Note: Reckless endangerment includes any actions that could seriously injure another person, whether intentional or not.

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.

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
Downloading or playing Internet games Downloading any items without teacher approval Using instant messaging during the school day Plagiarism Altering technology in a way that impedes learning Sharing personal or confidential information over the Internet Not maintaining security of computer account passwords, such as sharing **Not keeping cell phones turned off and in book bag	1 st Offense: Student/Teacher conference Warning/reprimand Clarification of rules Detention Suspension Referral to the Board of Trustees for possible expulsion Plagiarism will result in the student receiving a grade of zero for their work Student/Parent billed for cost of any repairs **Cell phone will be confiscated and will only be given to a parent Further Offenses: Parent(s)/Guardian(s) contacted Removal of Technology Privileges in the classroom and Tech Lab Suspension Referral to the Board of Trustees for possible expulsion
Level 2 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>1st Offense: Student/Teacher conference Parent(s)/Guardian(s) contacted Removal of technology privileges in the classroom for a designated period of time. Detention Referral to the Board of Trustees for possible expulsion Student/Parent billed for cost of any repairs</p> <p>Further Offenses: Parent(s)/Guardian(s) contacted Parent/ADMINISTRATION/Student/Staff conference 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</p>
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Cellular phones, iPods, 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 Instagram, Facebook, YouTube, or apps such as Snapchat; etc. Additionally, students are not permitted to download songs or other information from music or other sites without the expressed 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 suspended 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.
 - 2.1. If the answer to both of these questions is "no" then the student can be disciplined as a regular education student; 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.
 - 2.2. 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.
 - 2.3. 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.

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 license 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 non-disabled child for the same offense, provided, however, that:

1. Green Woods did not have knowledge that the child was a child with a disability before the violation occurred;
2. 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,

1. 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
2. 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
3. The parent has requested an evaluation.

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

1. The parent of the child has not allowed an evaluation despite Green Woods’ request; or
 2. The parent of the child has refused services; or
 3. The child has been evaluated and it was determined that the child was not a child with a disability under the IDEA.
3. 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

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 and irregular attendance shall not be permitted. Violations of this policy may result in a student being expelled from Green Woods Charter School.

Due to safety concerns regarding the student's wellbeing, parents must call the school office at (215) 482-6337 (K-2) and (267) 428-5461 (3-8) by 8:00 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.

Why is school attendance important?

Each public school is responsible for the academic achievement and success of all students, and regular school attendance is part of that success. When students attend school on a daily basis, they improve their academic skills and build a greater capacity for social and emotional growth. 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.

Act 138

Act 138 is the truancy law in Pennsylvania passed in 2016. The law defines "truant" as a child subject to compulsory school laws who has three or more school days of unexcused absences during the current school year. The law also defines a student who is "habitually truant" as once who has six or more school days of unexcused absences during the current school year. These six days do not need to be consecutive.

Excessive Absences

Excessive absences are both excused and unexcused absences totaling 10. A verified hospital stay (hospital/doctor documentation required), religious observation, and 8th grade high school visitation days (3 days total and days must be verified by visiting high school) WILL NOT count towards a student's excessive absence total (10).

Excused Absences

- Are for illness, quarantine, recovery from an accident, death of a family member, court appearance, and observance of board-approved religious holidays and activities.
- For an absence to be excused, a handwritten note or the school-provided excuse note must be delivered to the student's teacher on the day the student returns to school.

- For absences that are 3 or more consecutive days, a doctor's note must be delivered to the student's teacher on the day the student returns to school.
- If, for any reason, proper documentation is not provided upon the student's return to school, the absences in question will be marked as unexcused.

Observance of Board-Approved Religious Holidays and Activities (a) upon written parental request and in accordance with the policies of the Board of Trustees, or (b) upon parental request, to attend classes for religious instruction totaling not more than 36 hours per school year.

Unexcused Absences

- Are for any absence(s) that is not in strict accordance with the procedures set forth above.
- Any vacation (family or otherwise).
- Reasons such as car trouble, personal business, heavy traffic, while understandable, are not acceptable excuses and will be listed as unexcused.

Vacations

- Vacations during school days/hours are strongly discouraged by Green Woods Charter School.
- If a student is absent from school due to a family vacation, his/her parents must provide a written and signed letter detailing the dates of the vacation to the Principal prior to the student's absence for approval. **All vacations must be preapproved by the Principal.**
- Provide a handwritten note upon the student's return to school.
- If the above is provided, the student will be permitted to class upon his/her return to school.
- It is the student's responsibility to complete all make up work within one week of his/her return to school.
- It is the student's responsibility to complete an essay detailing the educational value of the trip. This essay is due to the principal upon returning to school.
- If the above is not provided, the student will not be permitted to class and the student's parents will be contacted to pick the student up or provide the required documentation as noted above.

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.

In order for a student to leave school early, a note or phone call from the parent/guardian is necessary. ***No student will be dismissed after 2:30PM due to dismissal planning.*** For the safety of all students, parents are not permitted to pick students up directly from the classroom. Parents must come to the front desk to pick-up the student and sign the student out. Parents must also provide identification for the front desk to photocopy and keep on file.

Charter School Truancy Intervention Protocol (TIP) ALL Grades (K-8)

The following outlines the attendance protocol to be followed in accordance with the Act 138 and the Charter School Office of the School District of Philadelphia.

GOALS OF THE TIP:

- Notify parents/guardians to make them aware of their child’s absence.
- Identify the root causes (barriers) that prevent the student from coming to school.
- Engage the parents/guardians and/or the student in the process of developing and implementing interventions that will eliminate or reduce the barriers.

At <u>Every</u> Illegal/Unexcused Absence or Lateness
<ul style="list-style-type: none"> • Telephone Call made to the parent/guardian
At the 3rd Illegal/Unexcused Absence
<ul style="list-style-type: none"> • Notice is mailed to the parent/guardian or given to the student to take home.
From the 6th to the 9th Illegal Absence
<ul style="list-style-type: none"> • Telephone call(s) are made to the parent/guardian (Must provide documentation) • Truancy Elimination Plan (grades 1-5) is developed during a conference with the parent/guardian • Truancy Elimination Contract (grades 6-8) is developed during a conference with the student • IEP is revisited for Special Education Students to establish goals for attendance
At the 10th Illegal Absence <i>(Students under the age of 17)</i>
<ul style="list-style-type: none"> • Documentation is reviewed and the decision is made to refer the student to DHS (grades 1-3) or Truancy Court (grades 4-8) • Truancy Intervention Checklist is completed with the Principal’s signature for approval. • Referrals are due by the 15th of every month to the Office of Attendance and Truancy.

As required by 22 Pa. Code 11.24, students absent for 10 consecutive school days shall be unenrolled 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.

Green Woods Charter School Social Media Policy

Green Woods Charter School recognizes that many individuals, including students, have embraced social networking and social media as a fun and rewarding way to share one’s life and opinions with family, friends and fellow students. Social media means any form of online posting, publication or presence that allows end users to engage in multi-directional conversations. Social media includes, but is not limited to, Facebook, Twitter, YouTube, blogs, wikis, Instagram, Snapchat, social bookmarking, document sharing and E-mail.

Engaging in such activity, however, carries with it certain risks and/or responsibilities – even when performed away from school or using a computer or other device that was neither supplied by Green Woods nor connected to the school network.

Although Green Woods’ regulation of student activities is generally confined to the boundaries of the school, while school is in session or during a school-based or school-sponsored activity, students and their parents must nevertheless be aware that certain student activities CAN, AND WILL, BE PUNISHED BY GREEN WOODS IF WARRANTED even though the conduct occurred off school premises, not on school-time, through the use of a personally-owned computer or other device, and/or on a non-school-owned or operated Internet or social networking site.

The purposes of this policy is to provide clarity regarding prohibited use of social networking and social media which may be subject to punishment up to, and including expulsion, and to provide students and their parents with general guidelines for using social media.

Prohibited Use of Social Networking and Social Media

1. At no time during school or upon school premises, whether using school computer equipment or a personal computing device brought to school, may students access any social networking site unless specifically authorized to do so by the student’s teacher for a legitimate educational purpose.
2. Unless specifically authorized by the administration, no student may represent himself or herself as a spokesperson for or on behalf of Green Woods Charter School.
3. No electronic communication between any student and teacher is allowed through any social networking site. Allowable electronic contact between students and teachers shall be confined to E-mail on the school’s network, and only for a legitimate educational or school-business purpose.
4. Just as Green Woods Charter School does not allow bullying, cyber-bullying, intimidation, harassment, obscene or derogatory language, etc., Green Woods also will not tolerate any student’s misuse of social media -- regardless of the location of the conduct, ownership of equipment, device or network, or occurrence after school hours -- if the conduct threatens another school community member, amounts to bullying and/or harassment, or otherwise substantially disrupts the school or adversely affects another member of our school community. Green Woods Charter School thus prohibits, and may legitimately regulate and punish off-campus behavior, including misuse of social networking or social media, that creates a foreseeable risk of reaching school property or impacting the school environment and which causes a material and substantial disruption or interference with the school’s work, operation or discipline, or substantially collides with or invades the rights of others to be secure and to be let alone.

Consequences

The potential sanction for a violation of this policy is dependent upon the nature of the posting and the severity of the offense.

If the posting involves a serious offense such as, but not limited to, threatening, harassing, intimidating or bullying any member of the Green Woods community, then the disciplinary action against the student who engaged in the prohibited conduct may result in a referral for expulsion and/or to law enforcement officials.

Guidelines for Students Using Social Media and Social Networking

- Consult the Student/Parent Handbook. Be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.
- Be respectful. Remember that as a member of the Green Woods Charter School community, you are responsible for behaving in a manner that helps promote a school environment that is caring, nurturing, safe, orderly, and conducive to learning and personal and social development. Students are a diverse group of people with many different backgrounds, customs, viewpoints and beliefs. Communications which are pornographic, racist, threatening or bullying are never appropriate, while broad generalizations (“all teachers ...”; “all students ...”) are almost never accurate.
- Be reflective. Think before you post online. If you are upset or angry, take time to calm down. Read (not skim), then Reply. Try to understand another’s thoughts before you comment on them.
- Exercise good judgment. How you represent yourself online should be comparable to how you wish to present yourself to others, consistent with the purpose and mission of Green Woods Charter School.
- Be transparent. Do not misrepresent who you are, and never assume another’s identity.
- Be cautious how you set up your profile, bio, avatar, etc., as well as with content that you post. Do not post any identifying personal information such as full names, addresses or phone numbers.
- Keep confidences. Understand the power of public media, and do not violate the privacy of others. What you post will be viewed and archived permanently online.
- Do not threaten, harass or bully others using social media. You are responsible for your statements and can be held personally accountable by Green Woods Charter School and subjected to discipline under its rules and policies, as well as criminally or civilly liable for your statements.
- Use appropriate language. Threatening, derogatory, obscene, insulting, inflammatory or bullying language is never appropriate.
- Be factual. Add to the information available to others, and provide value. Think about what you have to offer, whether it is thoughtful, relevant and based in fact.
- Do not plagiarize. Do not copy the work of others; respect copyright law; and accord proper citation to sources. Develop and write your own thoughts.
- Write well. Your posts convey a public image of you. Therefore, express yourself effectively. Use proper grammar, capitalization and punctuation, check spelling, and avoid slang and excessive abbreviations.

- Be wise. People often share too much information electronically. Those who reveal the names of their pets, parents, or other details may give hackers the clues to passwords. Information about planned vacations can be used by burglars. Think about how information can be used and misused.
- Accept responsibility. If you make a mistake, correct it quickly. If someone correctly points out that you made a mistake, own up to it. Apologize, if one is appropriate.
- Contact someone immediately, such as your parents, School Administration or the police, if you are threatened, harassed or bullied.

General Guidelines for Parents

We value our relationship with parents and guardians and appreciate your continued support. We understand that parents may question school decisions or may not agree with all outcomes. When anything occurs that causes concern, please reach out to the administration. It's always better to discuss a situation to find the best solution.

Discourage rumors. Do not rely upon or pass on unsubstantiated information or gossip. Do not participate in gossip on social media. If information seems unlikely or inflammatory, when in doubt, go directly to the source.

Respect confidentiality. Many issues involving other families and students, or personnel issues, are legitimately confidential.

Raise and debate issues constructively. Schools often face legitimate controversies. Green Woods Charter School respects and solicits parent voices in addressing such issues. You are invited and encouraged to raise your concerns with the school's Administration and/or through attending an open meeting of the Board of Trustees and participating in the "public comment" session of the meeting.

Green Woods Charter School

Parent/ Student Acknowledgement Form

I, _____(Parent/Guardian) and _____ (Student) hereby acknowledge that I have received an electronic copy of the Green Woods Charter School Student/ Parent Handbook. I also agree to adhere to such policies and partner with the organization to maintain a safe and positive environment for all students and staff at Green Woods Charter School.

Parent/ Guardian Signature/ Date

Student Signature/ Date