



**Green Woods Charter School**  
**Student-Parent Handbook**  
**2019-2020**

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## **A MESSAGE FROM OUR CEO**

### **WELCOME TO GREEN WOODS CHARTER SCHOOL!**

On behalf of the Board, leadership, faculty and staff, we would like to welcome you to the 2019-2020 school year! As our mission states, we strive to be a community where our students become active young stewards of the natural world. Through our collaborative work, we strive to create a school environment that fosters an atmosphere of respect and caring that is conducive to learning.

Please review this handbook carefully. It contains essential information about our programs, policies, and procedures.

Our goal is to work with you so that every student has a successful experience at Green Woods Charter School. We strive to help all students become productive and responsible members of our learning community now and in our society in the future. Please feel free to call us with any questions or concerns that you might have. We look forward to working with you this year.

We are looking forward to a wonderful school year!

Debi Durso  
Chief Executive Officer

## **OUR MISSION**

To provide children in grades K through 8 with the opportunity to be active, knowledgeable, and conscientious young investigators by fostering a keen understanding of the interrelatedness and interdependence of our local and global existence; creating active young stewards of the natural world.

## **OUR VISION**

Children will understand that learning is an ongoing process requiring a strong foundation. They will use their special talents and knowledge to creatively and continually improve themselves and their environment.

## **OUR VALUES**

- Children will recognize that world problems are complex and the search for answers must include research into politics, economics, culture, and the sciences.
- In addition to knowing how to do things, children will understand why things are done that way.
- Children will not simply tolerate, but will enjoy and actively search for a diversity of perspectives, recognizing that many perspectives are necessary to create a complete picture.
- Through small, consistent steps, children will develop the habit of improvement, doing things better, little by little, all the time.
- Children will comfortably ask for what they need, knowing that assistance will be forthcoming and recognizing that some answers are not immediate.
- We recognize that all children learn in different ways and at different rates. We will strive to do our best to allow students to participate fully in all aspects of the educational experience with appropriate accommodations, within our means, creating a positive lesson for all.
- When children learn within a culture of motivation, self-esteem, responsibility and mutual respect, circumstances for inappropriate behavior are greatly minimized. Rules and expectations will be clearly defined and uniformly communicated and carried out.

## **PARENT/GUARDIAN CONTACT & CUSTODY**

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. It is essential to have the most up-to-date contact information for parents/guardians, including current address, cell phone number and business phone number.

Emergency contact information including 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 and provide a new proof of address when necessary.

Green Woods Charter School may also request a copy of any court order or agreement affecting the custodial rights of parents/guardians. It is important that Green Woods understands custodial arrangements in order to determine who is eligible to pick a student up from school and communicate with school staff.

## **STUDENT ARRIVAL AND DISMISSAL POLICY**

Except for the supervision of students in grades 5-8 serving after-school detention, Green Woods is not responsible for supervising any students before the designated arrival time or after-school dismissal.

## **WITHDRAWAL POLICY**

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. When possible, the school should be given a minimum of two weeks-notice prior to the student's withdrawal.

## **EMERGENCY SCHOOL CLOSING**

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 email. 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](http://www.kyw.com) or the Green Woods website at [www.greenwoodscharter.org](http://www.greenwoodscharter.org). The school closing number for Green Woods is 204.

## RECESS POLICY

Recess occurs for 20 minutes daily for students in grades K-6. Grades 7-8 will either participate in recess or a structured outdoor classroom activity, such as a teacher-run club, at their teacher's discretion. Because recess and outdoor activities are an important part of a student's physical and social education, weather permitting, students will go outside daily. Exceptions are made only with a doctor's note restricting outside play.

The decision to have outside recess during cold weather will be made based on the real feel temperature; if the real feel temperature falls below 32 degrees, students will remain inside for recess. Additionally, students with asthma will remain indoors for recess 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.

Please note 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.

## CELL PHONE POLICY

Use of cell phones at school by students for communication of any kind is not permitted. If a student does have a cell phone at school, it must be turned off and remain in his/her locker during the entire school day. 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 for students in **grades 5-8** will result in the school confiscating the phone and a conduct referral. A parent must come to school to retrieve the phone after school hours.

Violation of the cell phone policy for students in **grades K-4** will result in the teacher confiscating the phone until the end of the school day. The student will also be issued a conduct referral.

# DRESS CODE

All students in grades K-8 are required to be in a uniform every day. Acceptable School Uniform includes:

- Green Woods t-shirt/collared shirt/hoodie (purchased from Flynn O’Hara) or former Green Woods shirts and hoodies
- Khaki or black pants, skirts, jumpers, or shorts
  - Leggings or shorts must be worn under skirts or jumpers. Any color leggings are acceptable.
  - Black sweatpants can be worn on gym days only
- **Any** color long sleeve shirt may be worn under a Green Woods t-shirt/collared shirt
- Sneakers, boots, shoes must be worn in school

Unacceptable School Attire:

- Students are not permitted to wear sandals, flip flops, or any open toe shoes
- Students are not permitted to wear any non-Green Woods tops including:
  - Inside out hoodies
  - Jackets
  - Non-Green Woods t shirts/collared shirt
- Hats, hoods, and headphones will be removed before entering the building. Students are not permitted to wear a hat, hood, or headphones in the building at any time.

Consequences for students who are out of uniform:

- First two infractions: Students who do not have a Green Woods shirt must sign out a shirt to wear for the day and will be responsible for returning the loaner shirt to school before the end of the day.
- Three or more infractions: Student and parents/guardians will be required to meet with GWCS administration.

## 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 “Unacceptable School Attire” with the exception of non-Green Woods shirts. On Dress-Down Days students can wear jeans, sweatpants, and other comfortable clothing, including non-GWCS shirts. 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.

## VISITOR POLICY

Green Woods welcomes and encourages parents/guardians to visit our school. 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.

Please note that some days are not appropriate for visits (e.g. testing days). For this reason, Green Woods reserves the right to deny visit requests.

## SCHOOL VOLUNTEERS

Green Woods Charter School values the unique contributions made by parents, guardians and community volunteers to the educational and extracurricular programs of the school. Accordingly, the Board encourages the use of parent/guardian and community volunteers subject to certain requirements and procedures.

A volunteer is defined as any individual who performs a service for Green Woods without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer need not be a parent/guardian of a student enrolled in the school district.

Volunteer activities shall include, but not be limited to the following opportunities:

- Assisting with classroom or building special events/celebrations (excluding public events such as concerts or graduation ceremonies)
- Chaperoning a single day field trip
- Volunteering with any of the school's clubs or extracurricular activities
- Advising or assisting an extracurricular activity
- Providing supplemental assistance to a student
- Volunteering in a classroom
- Volunteering to eat lunch with your child

Prior to participating in any volunteer experience at Green Woods, volunteers must do the following:

1. **Clearances** - Under amendments to the state Child Protective Services law, all volunteers who come into contact with students must obtain specific clearances. Prior to participating in any volunteer opportunity, each Green Woods Charter School volunteer shall be required to complete and submit the following three clearances:
  - a. Act 34: PA State Criminal History Clearance (free for volunteers)
  - b. Act 151: PA Child Abuse Clearance (free for volunteers)
  - c. Act 114: FBI Fingerprint Criminal Clearance (Please note: if you have lived in PA for 10



consecutive years, the FBI Fingerprints are waived and the volunteer must complete the PA Volunteer Disclosure Statement).

2. **Volunteer ID Badge** - All 3 clearances and the Green Woods Charter School Volunteer Registration must be on file with Green Woods Charter School. Prior to volunteering you will be required to show your driver's license at the front desk. A copy will be made and you will be given a Green Woods Charter School volunteer badge.

Please note that all paperwork must be received BEFORE the volunteer activity. We cannot guarantee you will be cleared if you turn in your paperwork the day of the volunteer activity.

## HEALTH POLICY

The school nurse maintains medical records for each student. Parents/guardians are required to submit the following medical forms: Medical Emergency Contact Form, Physical Form and Immunization History. If parents/guardians fail to submit an Immunization History form, their student may be excluded from school.

Parents/guardians must inform the nurse promptly of any special health problems and should contact the nurse if they have questions or would like to schedule a confidential appointment.

If a student becomes ill or injured during the school day, the student will be given immediate attention. Students should not personally call home if they feel ill; they should report to the school nurse. Parents/guardians will be notified if their child is too ill to return to class.

If a student has been prescribed an antibiotic by a physician, 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.

It is a violation of school policy for any student to carry medications or have in their possession drugs of any type. 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.

The school nurse or a designated staff person will administer medication according to school policy.

- The only exceptions are 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 and must be provided to the School Nurse by parents/guardians.

- The label must include the student's name, the name of the medicine, instructions for dispensing medicine, and the doctor's name.
- Medicine cannot be given without written permission and instructions from the parent/guardian.

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.

## **GREEN WOODS ACADEMIC PROGRAM**

As our vision states, we believe children will understand that learning is an ongoing process requiring a strong foundation. With that idea in mind, our K-8 schools is strategically split into an elementary school, focusing on our students in grades K-4, and a middle school, focusing on our students in grades 5-8.

With a focus on building a strong foundation, students in grades K-4 remain in their own classroom and will learn English Language Arts (ELA), including reading, writing, grammar, and vocabulary; Math; Social Studies and Morning Meeting. They will leave their classroom for Science as well as Enrichment classes, such as Art, Music, and Physical Education.

Students in grades 5-8 will transition between classes and will have a different teacher for every subject – English Language Arts (ELA), which includes literature, composition, grammar and vocabulary; Math, Social Studies, Science, Media Studies (grades 7-8 only), Robotics (grades 5-6 only) as well as Enrichment classes, such as Art, Music, and Physical Education.

While our elementary and middle schools are distinct in their design, all Green Woods students interact with the local environment as a focus for teaching and learning, with the emphasis on Green

STEAM as well as the Pennsylvania Common Core Curriculum. We have a strong emphasis on outdoor education and Project-Based Learning so students not only learn the skills and concepts, but get a true understanding of what they are learning through hands-on activities.

**Elementary School (K-4<sup>th</sup> Grades) Courses & Curriculum**

Course	Curriculum
English Language Arts (ELA)	<i>Journeys</i> <i>Foundations</i> <i>Scholastic Guided Reading and Reading Centers</i>
Math	<i>Go Math!</i>
Science	Teacher-created lessons connected to PA Core Standards & Green STEAM
Social Studies	Teacher-created lessons connected to ELA lessons and PA Core standards
Enrichment	Art, Music, Physical Education: teacher-created lessons and projects
Social & Emotional Learning	<i>Olweus Program</i>

**Middle School (5<sup>th</sup> – 8<sup>th</sup> Grades) Courses & Curriculum**

Course	Curriculum
English Language Arts (ELA)	<i>Journeys (5<sup>th</sup> Grade)</i> <i>Collections (6<sup>th</sup> – 8<sup>th</sup> Grade)</i>
Math	<i>Go Math!</i>
Science	Teacher-created lessons connected to PA Core Standards & Green STEAM
Social Studies	Teacher-created lessons connected to PA Core standards
Media Studies (7 <sup>th</sup> & 8 <sup>th</sup> grade only)	Teacher-created lessons connected to print and online media, ELA and Technology
Robotics (5 <sup>th</sup> & 6 <sup>th</sup> grade only)	Teacher-created lessons connected to Green STEAM and engineering
Enrichment	Art, Music, Physical Education: teacher-created lessons and projects
Social & Emotional Learning	<i>Olweus Program</i>

**Homework Policy**

At Green Woods, we believe that homework should be assigned with a specific purpose in mind and should always be an extension of the learning that takes place in school. Students in all grades will receive homework.

For elementary students in grades K-2, homework will not be a part of their overall grade, but will be used as a tool to reinforce learning and build foundational skills.

For elementary students in grades 3-4, homework will count for 10% of their overall grade. If a student does not complete a homework assignment, s/he will have the opportunity to make up that homework assignment for half credit. If a student does not complete the homework assignment by the end of the trimester, s/he will receive a zero for that assignment.

For middle school students in grades 5-8, homework will count for 10% of their overall grade. If a student does not complete a homework assignment, s/he will have the opportunity to make up that homework assignment the next night for half credit. If a student does not complete the homework assignment by the following day, s/he will receive a zero for that assignment.

**Grading & Promotion**

Green Woods operates on a trimester schedule. At the end of each trimester, students receive a report card that details their progress for that trimester. Report cards are distributed at Parent-Teacher Conferences or are sent home with students. To ensure that our teachers work in partnership with students and their families, parents/guardians are expected to attend parent-teacher conferences. If a parent/guardian cannot attend a conference, we ask that they notify us so we can arrange another time to meet.

Assignments for all students are weighted. The chart below identifies grading weights for each grade type:

Assignment Type	Weight
Homework	10%
Tests, Quizzes, Classwork, Special Projects (Group or Individual)	90%

Students in K-2 are graded on a competency-based system, where they earn a rating of 1-4 based on their progress on specific grade-level competencies.

For students in grades 3-8, a modified ten point +/- scale is used to determine student grades. The grade scale is below.

Letter Grade	Numerical Range	GPA
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.67
B+	88-89	3.33
B	83-87	3.00
B-	80-82	2.67
C+	78-79	2.33
C	73-77	2.00
C-	70-72	1.67
D+	68-69	1.33
D	63-67	1.00
D-	60-62	0.67
F	Below 60	0.00

## **SPECIALIZED SERVICES OVERVIEW**

### ***Special Education***

Green Woods Charter School believes that all students should be supported to reach their potential. We take the necessary measures (i.e., specialized programming, services, and support) to meet the needs of individual students and to ensure that they receive the best educational experience regardless of disability. We have certified special education teachers, counselors, related service providers, and a psychologist who provide on-going support to students who have been identified as needing special education services. Our special education program complies with federal and state special education laws.

### **Step 1 - Identification Process**

Green Woods identifies and refers students who might be eligible for special education services for evaluation. The referral process includes the Response to Intervention (RTI) Process in conjunction with standardized reading and math assessments, classroom performance, benchmark assessments, and vision and hearing screenings. When a student is referred by the RTI team from a multi-disciplinary evaluation, Green Woods must obtain written consent from a parent or guardian before the evaluation can be conducted. Please be advised that, if a parent or guardian consents to the evaluation of their student, they are agreeing to an evaluation of their student's eligibility for services, not to the implementation of special education services.

If parents or guardians think that their child might be eligible for special education services, they should contact the Director of Specialized Services and request a multi-disciplinary evaluation for their child in writing. When a parent or guardian makes a request for an evaluation, the school will issue a Permission to Evaluate within ten (10) calendar days. The multi-disciplinary evaluation will occur within

sixty (60) calendar days after receiving the signed Permission to Evaluate form. Once the multi-disciplinary evaluation has been completed, the school psychologist will contact the parent or guardian to review the findings of the evaluation.

Students are eligible for special education, assistive technology, and related services if they need specially designed instruction and have one or more of the following physical and/or mental disabilities: autism; deaf-blindness; deafness; emotional disturbance; a hearing impairment; an intellectual disability; multiple disabilities, an orthopedic impairment; other health impairment(s) (i.e., ADD or ADHD); a speech or language impairment; a traumatic brain injury; a visual impairment; and a specific learning disability in the following areas: basic reading skills, reading comprehension, math calculations, math reasoning, listening comprehension, written expression, and oral expression.

### **Step 2 - Individualized Education Program (IEP) Process**

If a child is identified as needing special education services, the next step in the process is to develop an Individualized Education Program (IEP) within thirty (30) calendar days. This document describes the child's needs and explains the specific services that Green Woods will provide to assist the student in achieving academic and/or social-emotional progress in school. The IEP details the special education, related services, specially designed instruction, accommodations/modifications, and other supports the child needs to maintain steady and ongoing progress. The IEP is a living document and can be amended at any time in order to consistently reflect the needs of the child. Either a parent or the school staff can initiate the process for reconvening the IEP team to amend the document.

The IEP is written by a team of qualified professionals, and parents/guardians are critical members of the team. Parents/guardians are invited to attend all IEP meetings. We value parent/guardian and student input during these meetings; input allows the team to develop an IEP that will meet the child's individual academic and/or social-emotional needs. When the child turns fourteen (14) years of age within an IEP term, he/she will be invited to the IEP meeting to discuss post-secondary goals and transition needs.

After team members meet at the initial IEP meeting, parents/guardians will be asked to sign a Notice of Recommended Educational Placement (NOREP). By signing this document, the parent or guardian indicates their approval of the proposed program and services included in the IEP. Services will commence once the NOREP is signed by the parents/guardians. Please note that parents/guardians are not required to sign the NOREP at the IEP meeting. Green Woods staff members encourage families to thoroughly think through the proposed services before signing the NOREP. We request that parents indicate their approval of services or present clarifying questions and/or changes to the IEP/NOREP within 48 hours of the IEP meeting.

### **Step 3 - Start of Services and Progress Monitoring**

After the NOREP is signed, indicating approval of proposed services, the child will begin receiving the services outlined in the IEP. Green Woods uses data to monitor the academic and/or social-emotional/behavioral growth of students in order to determine progress towards meeting the goals

outlined in their IEP. Reports of progress are sent home along with report cards or when requested by the parent or guardian.

#### **Step 4 - Transition Services**

Green Woods wants to ensure that all students are able to transition from Green Woods into valuable post-secondary opportunities. Consideration of transition needs is required annually for all students once they reach fourteen (14) years of age. Green Woods provides transition services to all special education students. This may include connecting families to local high schools for visitations and working with students to determine the type of career they would like to pursue.

#### ***504 Service Agreements***

A 504 Service Agreement is a formal plan developed to give students with disabilities the supports they need. These plans prevent discrimination and protect the rights of students with disabilities in school. If it is determined that a student has a disability which requires a 504 Service Agreement, a plan will be developed and implemented by the school counselor. The 504 plan will specify the appropriate accommodations or modifications needed to ensure the student has equal access to their learning environment. These services and protections for protected students with a disability are separate and apart from those services and protections applicable to all eligible or exceptional students enrolled in special education programs.

#### ***English Learners (ELs)***

To identify ELs, we ask families who are new to Green Woods Charter School to complete a Home Language Survey as part of the enrollment process. Information from the survey is used as a first-level screening to determine next steps in Green Woods' screening process, which begins with a phone call home and ends with a screening test using a state approved English proficiency screener. Once we have made a determination, the Director of Specialized Services will contact the parents/guardians of the student.

#### ***Student Assistance Program (SAP)***

At Green Woods Charter School, our Student Assistance Program (SAP) is better known as our Academic and Behavior Response to Intervention (RTI) Process. These programs are a framework to accelerate student learning in the regular education setting. The programs identify students who are not meeting standards and/or benchmarks by providing increasing levels of research-based interventions while progress monitoring student growth. It is the parents' or guardians' right to be involved in the process. Green Woods utilizes a three (3) tier approach to efficiently accommodate for all students:

1. **Tier I: Core, Universal Instruction and Supports** - General academic and behavior instruction and support is provided to all students in all settings.
2. **Tier II: Targeted, Supplemental Interventions and Supports** - More targeted instruction/intervention and supplemental support in addition to and aligned with the core academic and behavior curriculum in the general education setting.

3. **Tier III: Intensive, Individualized Interventions and Supports** - The most intense (increased time, narrowed focus, reduced group size) instruction and intervention based upon individual student need provided by highly qualified school personnel in addition to and aligned with Tier I & Tier II academic and behavior instruction and supports. Students who do not make sufficient progress with Tier III support, may be recommended for a multi-disciplinary evaluation.

## SCHOOL CULTURE AND DISCIPLINE

Green Woods 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.”

To support these rules in our school community, we have created a progressive discipline model that includes three types of infractions: Level I, Level II, and Level III. More information, including descriptions and consequences, is below for each type of infraction.

### ***Level I Infractions: Teacher Response***

A level I infraction is an incident involving one or more students where learning is disrupted and/or the safety, respect and cooperation of our community was impacted. Consequences are given at the staff members’ discretion.

Level I Infraction	Description	Consequences
Lateness to Class	Arriving to class after the late bell.	<ul style="list-style-type: none"> <li>• Teacher Redirection</li> <li>• Teacher-Assigned Consequence</li> <li>• Conduct Referral</li> </ul> <p><i>*Please note this list represents potential consequences.</i></p>
Community Infraction	Community infractions include, but are not limited to the following: <ul style="list-style-type: none"> <li>• Food and drink in the classroom</li> <li>• Violation of cell phone policy</li> <li>• Student is out of their assigned seat without permission</li> <li>• Student is not prepared with the appropriate materials for class</li> </ul>	
Disruptive Behavior	Behavior in classrooms and other school building spaces that disrupts the learning environment and prevents others from learning.	
Dress Code Violation	Failure to comply with the Green Woods dress code policy.	
Inappropriate Use of Language	Using profanity, sexually explicit language, or gestures on campus	



### **Level II Infractions: Dean of Students Response**

A level II infraction is an incident involving one or more students where the students' behavior significantly impacts our community and the student(s) needs to be referred to the Dean of Students or the Assistant Principals. After investigating, the Dean/Assistant Principal will assign the appropriate consequence.

Level II Infraction	Description	Consequences
Cheating, Forgery or Plagiarism	<p>Cheating can occur inside the classroom and outside the classroom when a student intentionally copies another student's work or lends their own work to be copied.</p> <p>Forgery is the signing of a document in another's name.</p> <p>Plagiarism is using someone else's words or ideas and saying that they are your own.</p>	<ul style="list-style-type: none"> <li>• Removal from Class</li> <li>• After-School Detention</li> <li>• In-School Suspension</li> <li>• Out-of-School Suspension</li> <li>• Community Service</li> <li>• Mandatory Parent Conference</li> </ul> <p><i>*Please note this list represents potential consequences.</i></p>
Cutting Class	Skipping scheduled classes and either remaining in the building at a different location or leaving the building entirely.	
Persistent Disruption	Behavior that continually disrupts the learning environment after the students is redirected multiple times.	
Persistent Insubordination	<p>Insubordination infractions in classrooms and other parts of the school building include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Walking/running from a staff member or walking out of class without permission</li> <li>• Refusing to cooperate with a staff member</li> <li>• Refusal to surrender a cell phone</li> </ul>	
Presence in a Restricted Area	Knowingly entering a location where the student is not allowed during the school day or without adult permission.	
Physical Aggression	Physical contact, including pushing, shoving, hitting, slapping that involves one or more students where no student is physically injured.	
Provocation	Using argumentative words to provoke a violent reaction.	

Inappropriate Behavior towards Students	Bothering another student through name-calling, horse play or any other disrespectful language or gestures without the intent to provoke a violent reaction.	
Inappropriate Behavior towards Staff	The use of any nonthreatening words or actions that are directed towards a staff member in a demonstrative manner.	
Inciting Violence	Watching or instigating a fight before, during or after school or through the use of any form of social media.	
Inappropriate Use of Technology	Inappropriate use of technology includes, but is not limited to videotaping others without their permission, sexting, or posting videos of inappropriate student conduct to social media that negatively impacts the school community.	
Obscene Materials or Actions	The possession of materials which others would deem offensive or inappropriate in an educational setting.	
Damaging School Property	Damaging or defacing school or personal property without permission.	
Minor Theft	Stolen items that are valued at \$20 or less.	

### ***Level III Infractions: Dean of Students Response***

A level III infraction is a very serious violation and/or criminal violations of Pennsylvania state law. An out-of-school suspension and disciplinary hearing are mandated consequences for Level III Infractions. In the event of a Level III Infraction, the Dean of Students or Assistant Principals should be notified immediately. ***Please note an Out-of-School Suspension and Disciplinary Hearing are required consequences for all Level III Infractions.***

Level III Infraction	Description
Theft	Stolen items that are valued above \$20.
Bullying/Cyberbullying	Intentional electronic, written, verbal or physical act or a series of acts that is directed at another student in or outside of a school setting that is severe, persistent or pervasive and has the effect of doing any of the following: <ul style="list-style-type: none"> <li>• substantially interfering with a student’s education</li> <li>• creating a threatening environment</li> <li>• substantially disrupting the orderly operation of the school</li> </ul>

	<p>Bullying occurs within an interpersonal relationship where there is an imbalance of power. Bullying conduct may be physical, psychological, verbal, nonverbal, written or electronic.</p> <p>Cyberbullying occurs through electronic communication devices including, but not limited to social media, email, text messages, photo/video sharing or websites.</p>
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, graphic or physical contact of a sexual nature
Possession or Use of Illegal Drugs, Tobacco or Alcohol	<p>Illegal/inappropriate drug/alcohol possession, use or illicit activity (i.e. selling, storing, or purchasing) on school grounds or at a school-sponsored event.</p> <p>The Philadelphia police will be notified and all information concerning the matter will be provided to law enforcement authorities.</p>
Vandalism	Intentional or reckless damage to the property of another or the causing of damage while committing an act contrary to this code or the law.
Reckless Endangerment	Reckless behavior that could cause injury, such as the throwing of objects and the pulling of the fire alarm.
Threatening a Staff Member	Physical, verbal, written, or electronic threat and/or intimidation used to unlawfully place another person in fear of bodily harm through verbal threats.
Physical Assault	Physical assault involving one or more persons that escalates into punching, wrestling, knocking down, and/or destruction of property
Aggravated Assault	An unlawful physical attack by one person upon another resulting in serious bodily injury.
Non-Consensual Sexual Misconduct	<p>Attempting or carrying out a non-consensual sexual act with another person.</p> <p>Depending on the nature of the incident, law enforcement officials may be notified.</p>
Firearm or Weapon	Possession of any object, device, or instrument which is intended to be a weapon on school property or at a school-sponsored event.
Terroristic Threats/Acts	<p>A communication or act to commit violence, terrorize, evacuate the building or otherwise cause serious public inconvenience or safety risk.</p> <p>Depending on the nature of the incident, law enforcement officials may be notified.</p>

Robbery	Taking or attempting to take the property of another student or staff member by force or threat of force or by putting the victim in fear.
Burglary	Unlawful entry into a building or other structure without expressed permission and/or the intent to commit a felony or theft.
Extortion	Students who obtain money, property, or services from another student and/or school community member by express or implied threat of force.
Possession of Pornographic Material	The possession, sharing, or production of any known obscene or sexually explicit material on school grounds.

## Due Process - Discipline

### ***Disciplinary Hearings***

Disciplinary hearings serve as Green Woods “informal hearings” as described in Pennsylvania’s School Code. Disciplinary hearings are designed to bring forth all relevant information regarding disciplinary and academic problems facing the student. Disciplinary hearings also provide an opportunity for students, their parents/guardians, and school officials to discuss the incident involving the student and strategies for avoiding future problems.

The outcomes of such a hearing may include:

- additional days of suspension (up to 10 days) and a behavior contract for the student illustrating the full range of possible consequences, including expulsion;
- an invitation to rejoin the community with mandatory or voluntary disciplinary and/or academic intervention;
- a transfer to a disciplinary placement or alternative placement; and
- a recommendation to the Board for expulsion, which would result in the mandatory attendance of the student and parent/guardian at a formal expulsion hearing. See “Expulsion” below for further information.

Steps to ensure due process include:

- notifying parents/guardians in writing regarding the reasons for the hearing;
- providing parents/guardians with sufficient notice of time and place for the hearing;
- providing a student with the right to question any witnesses present at the hearing and to produce witnesses on their own behalf; and
- allowing for the review of teacher narratives, grades, attendance, and disciplinary records during the hearing.

### ***In-School Suspensions***

Students may be assigned in-school suspensions as a result of disciplinary action. Due process includes the following steps.

- Students will be informed of the reasons for the in-school suspension and given an opportunity to respond before the in-school suspension becomes effective.
- Parents/guardians will be informed of the in-school suspension.
- When the in-school suspension exceeds ten (10) consecutive school days, a disciplinary hearing with the Principal shall be offered to the student and the student's parents/guardians prior to the eleventh school day.

### ***Suspensions***

A suspension is a student's exclusion from school for a period of one (1) to no more than ten (10) consecutive school days. Kindergarten, first, and second grade students may not be suspended unless another person suffers serious bodily injury as a result of their actions. Suspensions may be assigned by a member of the Leadership Team. Students have the responsibility to make up exams and work missed while suspended and shall be permitted to complete assignments within Board-determined guidelines. Due process includes the following steps.

- Prior to a suspension, the student must be informed of the reasons for the suspension and given an opportunity to respond, with the exception of circumstances which pose a threat to the health, safety, and/or welfare of the school community.
- When the student is suspended, the parent/guardian shall be notified immediately in writing.
- When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity to participate in an informal hearing ("disciplinary hearing") consistent with Pennsylvania law. The school shall offer to hold the informal hearing within the first five (5) days of the suspension, and notice of the hearing will be given to the parent/guardian. Disciplinary hearings enable the student to explain the circumstances surrounding the event for which the student is being suspended or to show why they should not be suspended. All relevant information regarding the event for which the student may be suspended will be presented, and the school and parents/guardians will discuss strategies for avoiding future offenses. At the hearing, the student has the right to question any witnesses present and to speak and produce witnesses on their own behalf.

### ***Expulsions***

An expulsion is exclusion from school by the Board of Trustees for a period exceeding ten (10) consecutive school days and may result in permanent expulsion from the school rolls. Since an education is a statutory right, students shall be afforded due process if they are to be excluded from school. A Board decision is required to expel a student. To ensure a fair Board hearing, the Green Wood's Board of Trustees has designated Board Hearing Examiners to represent the Board in discipline matters. Hearing Examiners make a recommendation to the Board. The Board ultimately decides whether a student will be expelled. Due process includes the following steps.

- Expulsions require a prior formal hearing (see below).
- Students shall be suspended from school prior to the hearing and decision of the Board for a period of up to ten (10) consecutive days. The student shall be placed in their regular class after the ten (10) days except if it is determined, after an informal hearing, that a student's presence in their regular class would constitute a threat to the health, safety, or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension.
- A student may not be excluded from school for longer than fifteen (15) consecutive school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with an alternative education, which may include home study.

### ***Expulsion Hearing Requirements***

A formal hearing is required in all expulsion actions. The hearing is conducted by a Hearing Examiner who is appointed by the Board. The Hearing Examiner solicits evidence from the school, the student, and parents/guardians to gather the facts surrounding each incident. Based on these facts, the Hearing Examiner writes a report. The report states whether the student has violated the Disciplinary Code of Conduct and recommends a disciplinary outcome for the student, ranging from a dismissal of the case to a permanent expulsion.

The report is presented to the Board of Trustees at its next meeting. The Board has the power to adopt, modify, or reject the report made by the Hearing Examiner. A majority vote of the Board confirming the recommendation of the Expulsion Hearing is required to expel a student.

Parents/guardians will be notified once the Board has made its decision, informed of the legal right to appeal at that time, and informed of any timelines governing such appeal.

The following due process requirements shall be observed.

- Notification of the charges shall be sent to the student's parents/guardians by certified mail.
- At least three (3) days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, including hearing procedures and notice that legal counsel may represent the student, shall be included with the notice. The student may request the rescheduling of the hearing when they demonstrate good cause for an extension.
- The hearing shall be held in private unless the student or parents/guardians request a public hearing.
- The student may be represented by counsel, at the expense of the parents/guardians, and may request that parents/guardians attend the hearing.
- 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. The student also has the right to request that the witnesses appear in person and answer questions or be cross-examined. Additionally, the student has the right to testify and present witnesses on their own behalf.
- A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

- The proceeding shall be held within fifteen (15) school days of the notification of charges unless mutually agreed upon by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
- laboratory reports are needed from law enforcement agencies;
- evaluations or other court or administrative proceedings are pending due to a student invoking their rights under the Individuals with Disabilities Education Act; and
- delay is necessary due to the condition or best interests of the victim in court cases involving sexual assault or serious bodily injury.
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

**If Expelled:** Students who are under seventeen (17) years of age are still subject to the compulsory school attendance law following an expulsion and shall be provided an education. The initial responsibility for providing the required education rests with the student's parents/guardians through placement in another school, tutorial or correspondence study, or another educational program approved by the CEO. Within thirty (30) days of action by the governing board, the parents/guardians shall submit to Green Woods written evidence that the required education is being provided as described above or that they are unable to do so.

If the parents/guardians are unable to provide the required education, Green Woods shall, within ten (10) days of receipt of the notification, make provisions for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act. In the case of non-compliance with the approved educational program, Green Woods may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education.

***Students with Disabilities or Section 504 Services and Disciplinary Actions***

Students who have been identified as eligible for special education services and/or Section 504 services have additional protections within the student discipline process.

Prior to a Disciplinary Change of Placement for a student with a disability, the IEP team must conduct a Manifestation Determination Meeting. The general purpose of the manifestation determination review is for the IEP team to determine whether the behavior for which the child is being disciplined is directly related to their disability or if the school failed to implement the student's IEP. If it is related or if they did fail to implement the IEP, then the school cannot proceed with the proposed disciplinary change of placement.

A disciplinary change of placement occurs if:

- the school removes the student from their educational placement for more than ten (10) consecutive school days; or
- the school removes the student from their educational placement on several occasions that add up to more than fifteen (15) school days; or

- the school moves the student to a Disciplinary School; or
- the school expels the student.

Except in the case of students with Intellectual Disabilities, the school can remove the student from their educational placement for up to ten (10) days without having to hold a manifestation determination review. During these first ten (10) days, the school does not have to provide the student with regular education or special education and related services unless it would provide those services to a non-disabled student in the same situation.

Additionally, under very specific conditions (weapons, illicit substances, or serious bodily harm), the school may unilaterally remove a student for up to forty-five (45) days.

## **BULLYING POLICY**

The Green Woods Bullying Policy is designed to create an environment where students feel safe and are able to learn. Bullying is never acceptable at Green Woods. All actions of bullying, even the most minor bullying actions, are taken seriously.

Bullying is defined as an intentional behavior that is meant to result in the physical or emotional harm to another student that occurs repeatedly over time. Bullying typically occurs when there is an imbalance of power in a student relationship. Such behaviors include, but are not limited to an individual or group who carries out physical aggression, verbal aggression or threats, slander, libel and cyberbullying.

Students who have been bullied or witness bullying should report such incidents to the Dean of Students or Assistant Principal. If neither are available, students can report incidents to any member of the Green Woods leadership team. All reports of bullying will be investigated thoroughly, and if the investigation confirms the allegation, consequences aligned to Level III infractions as outlined in this Student-Parent Handbook, will be given. A full copy of the Green Woods Bullying Policy is available from the Director of Operations at the school.

## **STUDENT TECHNOLOGY POLICY**

Green Woods provides students access to technology equipment, including desktops, laptops, and tablets, as well as the electronic systems and network as part of their educational experience. The student technology policy outlines students' responsibilities when using GWCS equipment.

### ***Limited Rights of Use***

Use of Green Woods technology is a privilege, not a right. When necessary to protect and ensure the operability, integrity, security and reliability of Green Woods's resources, students may be denied access to Green Woods technology or network.



### ***Technology Equipment***

Use of Green Woods technology equipment, including desktops, laptops and tablets, must conform to all use and etiquette policies and use is restricted to authorized Green Woods students. Use of Green Woods technology equipment for personal purposes should be within the standards of good judgment and as required through the terms and conditions of applicable software license agreement.

Damage to any desktop, laptop or tablet must be reported to a staff member as soon as it is discovered. Students will be responsible for all or part of the repair or replacement cost if they are found responsible for the damage.

### ***No Expectation of Privacy***

Students have no expectation of privacy or confidentiality with respect to any communication or access made through Green Woods's technology, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Green Woods may - without prior notice or consent – supervise, access, view, monitor or record use or access of Green Woods technology, such as reviewing files, emails, and other materials, at any time. By using or accessing Green Woods's technology, students agree to such access, monitoring, and/or recording of their use.

### ***Technology Equipment and Internet Use***

When using Green Woods technology and equipment, Green Woods Students should:

- Immediately report any real or perceived actual or suspected security issue.
- Not reveal their account passwords to others or allow any other person to use their accounts. Students shall not use other students' accounts.
- Know that the terms and conditions outlined are applicable to all students of Green Woods. Any student violating these policies or applicable local, state, or federal laws while using Green Woods' technology equipment or network will lose their technology privileges and will face any other disciplinary actions as outlined in the Student-Parent Handbook.

### ***Internet and Email Etiquette***

When using the internet and email through Green Woods, Green Woods students will:

- Ensure that all communication is conducted in a professional manner. The use of suggestive, vulgar and obscene language is prohibited.
- Shall not reveal personal information of their own, other Green Woods student or their families through school email without clear permission from the school.
- Should only share messages and documents with students who have a specific need to know it.
- Be aware that email and document privacy is not guaranteed. For security reasons, messages and documents sent through the Green Woods system are subject to inspection.

### ***Responsibility for Use and/or Misuse***

Green Woods is not responsible for any information that may be lost or damaged by use or access of Green Woods's technology equipment. Green Woods denies any liability or responsibility for communications made by any Green Woods student on Green Woods technology equipment.

## ***Digital Citizenship***

Students are encouraged to think critically, behave safely and participate responsibly and legally in the digital world. To be a good digital citizen, students should follow the guidelines below.

- Refrain from sharing personal information about oneself and/or others.
- Respect and protect the rights and privacy of other individuals using the system.
- Refrain from the fraudulent use of identity with the intent to deceive others.
- Use network accounts by the authorized account owners.
- Refrain from quoting personal communications in a public forum or mass email or other digital means, without the original author's prior consent.
- Never use the network for distribution of hate mail, discriminating remarks, offensive, inflammatory communication, pornography or any material considered inappropriate or harmful to minors.

## **EQUAL OPPORTUNITY POLICY**

All students at Green Woods will have the right to an equal educational opportunity while enrolled at GWCS regardless of age, gender, sexual orientation, race, color, creed, religion, national origin, social or economic status, or disability

Similarly, students shall respect the rights of other students to receive an education in an atmosphere that is conducive to learning and free from discriminatory practices. No students, therefore, have the right to curtail another student's rights.

## **ATTENDANCE POLICY**

Thank you for doing your part to make on-time daily attendance a priority. Please let us know if your family is facing challenges related to transportation, health issues, housing instability, or anything else so we can find a solution together.

For more detailed information related to attendance and truancy procedures, please consult the Board-adopted Attendance Policy, which will be distributed to parents at Back to School Night and is available upon request from the Director of Operations at [jpolk@greenwoodscharter.org](mailto:jpolk@greenwoodscharter.org).

Due to safety concerns regarding the student's well-being, parents must call or email the school office by 8:00 a.m when a student will be late or absent. If communication has not been received, Green Woods will notify the parent/guardian via a personal call. For an absence to be excused, a handwritten note or the school-provided excuse note must be delivered to the student's teacher within three (3) days of the absence.

- Attendance Phone Number: (215)482-6337 Option 1
- Attendance email: [attendance@greenwoodscharter.org](mailto:attendance@greenwoodscharter.org)

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 missed due to lateness or absence.

### ***Excused Absences***

Absences that are for illness, quarantine, recovery from an accident, death of a family member, court appearance, and observance of board-approved religious holidays and activities are considered excused absences. 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***

Unexcused absences are for any absence(s) that is not in strict accordance with the procedures set forth above. This includes, but is not limited to any type of vacation, car trouble, personal business, heavy traffic. While all are understandable, they are not acceptable excuses and will be listed as unexcused.

### ***Vacations***

Vacations during school days are 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 main office prior to the student's absence. It is the student's responsibility to complete all make up work within one week of his/her return to school.

### ***Lateness/Early Dismissal***

The following times will be used in regards to lateness and early dismissals.

- Students will be marked late beginning at 8:15 a.m and will be continued to be marked late until 10:00 a.m.
- Students who arrive at school between 10:00 and 1 p.m. or who depart the school building for any reason and does not return by 1 p.m. will be marked as a half-day absence.
- Students who arrive after 1:00 p.m. Included are those students who leave school for any reason (i.e. illness) prior to 9:25 a.m. will be marked as a full-day absence.

### ***Early Dismissal Policy***

In order for a student to leave school early, a note or email to the attendance address from the parent/guardian is necessary. Only emails from a parent or guardian address will be accepted. 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. Early dismissal requests by parents/guardians for the early dismissal of students during school hours may be made in cases of emergency. Emergencies include crises within the family that cannot be managed without the student’s presence.

**CHARTER SCHOOL TRUANCY INTERVENTION PROTOCOL (TIP) ALL GRADES K-8**

**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 one who has six or more school days of unexcused absences during the current school year. These six days do not need to be consecutive. The law also defines three unexcused late arrivals to equal one unexcused absence.

**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.

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

# of absences	Action
Every Unexcused/Illegal Absence	Telephone call made to the parent/guardian
3 <sup>rd</sup> Unexcused/Illegal Absence	Official Truancy Notice is mailed to the parent/guardian or given to the student to take home
6 <sup>th</sup> – 9 <sup>th</sup> Unexcused/Illegal Absence	<ul style="list-style-type: none"> <li>• Student is considered “Habitually Truant”</li> <li>• Telephone call(s) made to the parent/guardian (must provide documentation)</li> <li>• School Attendance Improvement Conference is held</li> <li>• IEP is revisited for Special Education students to establish goals for attendance</li> </ul>
Additional Unexcused/Illegal Absence	<ul style="list-style-type: none"> <li>• Documentation is reviewed and the decision is made to refer the student to community-based services, DHS, or to refer the Parent to Magisterial District court</li> <li>•</li> </ul>

For further information please refer to the Board-adopted Attendance Policy.

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.

## TRANSPORTATION POLICY

The School District of Philadelphia provides transportation for Green Woods Charter School. We work closely with the district to ensure our students are safely transported daily. Decisions regarding stop locations are at the discretion of the school district. Please contact [Transportation@greenwoodscharter.org](mailto:Transportation@greenwoodscharter.org) with questions.

Riding the bus is a privilege. Students will lose this privilege if they do not follow the rules. All expectations defined in the Green Woods Code of Conduct apply while students are on the school bus. 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.

- Enter and leave the bus only by the front door and only after the bus has come to a complete stop. *In case of emergencies, students 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.
- 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 and school projects 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, or insects on the bus.
- No throwing items out of school bus windows.
- Cameras, flashlights and lasers are not permitted on the school bus.

Distracting the bus driver can cause an accident and have the potential for serious injury to others. If a student is in violation of any of the school bus rules or school rules defined in the Green Woods Code of Conduct, the school disciplinary process will be applied. Bus conduct forms will be used to report infractions to parents and guardians. School Leadership has the authority to suspend and/or expel a student from riding the bus.

Bus drivers have complete charge of all students when they are riding the bus and will report misbehavior to the School Leadership Team, who 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 Leadership Team 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.

To promote student safety while students are waiting at the bus stop, we are providing the following bus stop guidelines for our families:

- 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 Assistant Principal.

## **SEARCH AND SEIZURE POLICY**

In the interest of maintaining an educational environment and providing for the health and safety of our students, Green Woods Charter School administrators reserve the right to conduct a search of student's property, person, or personal effects (including without limitation, purse, bookbags, athletic bag, lockers, desks, computers, cell phones, other electronic devices, etc.). Administrators may perform such a search if the administrator has a reasonable suspicion that a student has violated or is violating state or federal laws, city codes, or school policies. Students do not enjoy an expectation of privacy in the items or that they bring to school or to school-sponsored events.

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. Law enforcement may be contacted in accordance with a Memorandum of Understanding between GWCS and the Philadelphia Police Department.

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.

## **PHOTOGRAPHY AND VIDEO PERMISSION/MEDIA RELEASE**

From time to time, photographs or videos may be taken of students for Green Woods public relations publications, professional development of staff, or other school-related purposes. Additionally, students' school-related work may be displayed in a school building in conjunction with displays of other students' work. These photographs, videos, and school-related work (which are not considered student records) will be used/displayed in a manner designed to ensure that confidential information about the child's educational program will not be revealed.

Parents/guardians provide consent at the beginning of each school year using the official GWCS Media Release form. Consent provided on the form remains in effect for the duration of the Student's enrollment at GWCS or until revoked by the Parent. Parents/guardians who had provided consent at the beginning of the year and currently object to the use of their child's photograph, the videotaping of their child for our professional development program, the posting of their child's name or image on our school website, and/or the display of their child's work by the school in any manner should contact the Green Woods' Director of Operations.

## **NOTIFICATION OF RIGHTS, POLICIES & PROCEDURES**

### ***Child Abuse Reporting Policy***

The Commonwealth of Pennsylvania law requires that all school employees must report to The Department of Human Services any suspected cases of child abuse or neglect. They are required to make a report when they have reason to suspect that a student is a victim of child abuse (including being physical abuse, emotional abuse, neglect, or sexual abuse). When staff members suspect child abuse, they are required to notify the Commonwealth's child abuse hotline either via telephone or online written report. Following the report, staff members are required to notify the school counselor, who is the Green Woods staff member responsible for following up on child abuse reports. After a call to Childline is made, the school counselor may choose to alert the parents/guardians that a report was made or may choose to not alert them, depending on the circumstances. All staff members are mandated to keep confidential any discussions regarding suspected child abuse. The school counselor, however, may share some information with staff members on a need-to-know basis only if this information will benefit the student, the employees and the institution.

### ***Grievance Procedure***

The grievance procedure is available to parents/guardians or students who are dissatisfied with an action of a Green Woods employee or a Green Woods school policy.

- Address the issue directly with the party concerned.
- If the matter is not resolved, address the concern to that employee's direct supervisor. For academic or disciplinary concerns, please contact the Elementary Assistant Principal or the

Middle School Assistant Principal. For specialized services concerns, including special education and counseling services, please contact the Director of Specialized Services.

- If the matter is still not resolved, the concern can be addressed to the CEO. The CEO will respond within five (5) school days.
- Unresolved matters can also be addressed directly to the GWCS Board of Trustees by registering for public comment at a public board meeting.

### ***Family Education Rights and Privacy Act (FERPA) – Accessing Student Records Policy***

In accordance with state and federal regulations, Green Woods Charter School has established policies and procedures to ensure the confidentiality of student records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents have the right to request that a school amend records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" information to third parties. "Directory" information as defined by GWCS includes records such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Parents may request that GWCS not disclose directory information to third parties by completing the opt-out provision below.



If you do not want Green Woods Charter School to disclose directory information (GWCS designates name, address, email address, Parent name/email address, photograph, grade level, awards and accolades as directory information) from your child's education records without your prior written consent, please write and sign a letter to the school including the statement below within sixty (60) days of your students' enrollment:

I have read this statement of privacy rights to information in my student's education record and request that Infinity Charter School NOT disclose any personally-identifiable information from my student's records, including what is called "directory information," without my prior written consent, to any outside person or organization.

### ***Special Education***

Green Woods complies with all applicable special education laws. Green Woods will provide each protected student with a disability, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability that substantially limits a major life activity or prohibits participation in or access to an aspect of Green Woods's program.

A full overview of special education services, including how to request special education services at Green Woods; the *Procedural Safeguard Notice* that informs parents/guardians of their rights related to their child with a disability and is provided during annual meetings with the Director of Specialized Services; and information on Section 504, which ensures that eligible students receive services regardless of their disability, is available. Parents/guardians can request a full copy of the special education policy from the Director of Specialized Services at the school or access it at [www.greenwoodscharter.org](http://www.greenwoodscharter.org).

### ***Education for Homeless Children & Youth***

Green Woods Charter School shall ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youth in accordance with the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. The McKinney-Vento Homeless Assistance Act can help provide school stability for the student if the student (1) does not have a permanent home and is staying with friends or family because they lost housing; (2) is living in a shelter, including transitional programs; (3) is staying in motels because they cannot get their own home; and (4) is living on streets, in a car, van, tent or other nonpermanent structure. Parents/guardians may contact the Director of Specialized Services to request additional information regarding Green Woods' procedures for homelessness.

### ***Civility Policy***

The Civility Policy was designed to avoid disruption in the school and promote an environment in which all members of the school community will be treated with respect. We refer to this respect as civility. Green Woods is committed to civility through education, training, and discipline when necessary. The school does not intend this policy to deprive any person of his or her right to appropriate self-expression; rather, it seeks to maintain, to the extent possible and reasonable, an environment in which people can feel safe and secure.

The school expects all members of the general public to be role models of civility while on school property or while attending or participating in a school-sponsored event. All members of the general public are expected to communicate with each other and with staff members, students, volunteers and Board members in an atmosphere of civility and mutual respect. Parents can request a copy of the full Civility Policy from the Director of Operations at the school or access it at [www.greenwoodscharter.org](http://www.greenwoodscharter.org).

### ***Teacher Qualifications***

Parents/guardians have the right to know the qualifications of the teachers instructing their child. Parents/guardians have the right to request the following information about each of their child's classroom teachers:

- If the teacher meets the state qualifications and licensing criteria for the grades and subject they teach
- The teacher is teaching under emergency or provisional status because of special circumstances
- The teacher's undergraduate or graduate degree, including graduate certification and additional degrees, and the teacher's major(s) and area(s) of concentration.

Additionally, parents/guardians have a right to know if paraprofessionals provide services to their child, and if so, the qualifications of the paraprofessional. More information can be found at [www.greenwoodscharter.org](http://www.greenwoodscharter.org).

### ***Title I: Parental Involvement Policy***

Title I is a federal program designed to provide a high quality education to all students. As part of Title I programming, Green Woods provides additional reading and math instruction in addition to increasing parental involvement within the school. Green Woods provides a variety of activities and venues for parents/guardians to become involved in our school. Examples of parent involvement activities include, but are not limited to: Back to School Night, PTA Meetings, Parent Teacher Conferences, and school community events. Parents can request a copy of the full parental involvement policy from the Director of Operations at the school or access it at [www.greenwoodscharter.org](http://www.greenwoodscharter.org). Parents/guardians will receive a copy of this policy at Back to School Night.

***Title IX Notice and Complaint Procedure***

Green Woods complies with Title IX regulations and does not discriminate on the basis of sex in its education programs and activities. Parents can request a copy of the full Title IX Notice and Complaint Procedures from the Director of Operations at the school or access it at [www.greenwoodscharter.org](http://www.greenwoodscharter.org).

**Green Woods Charter School Student-Parent Handbook  
Receipt and Agreement Form**

Upon receipt, please sign and return this form to your child’s teacher on the first day of school

Dear Green Woods Families,

This handbook was produced as a resource for students and parents to explain the policies, rules and regulations governing the students at Green Woods Charter School. Please read and review this Student-Parent Handbook with your child.

It is important that parents and students understand the expectations and rules for the school. Your signature will indicate that you have reviewed and discussed the handbook together and that you join the Green Woods staff in our efforts to keep our school community safe and orderly.

Acknowledgement:

I understand that these policies and procedures have been adopted by the Green Woods Charter School Board of Trustees and will comply with all rules and regulations in this Handbook.

Parent/Guardian Name \_\_\_\_\_

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

Date \_\_\_\_\_

Student Name \_\_\_\_\_

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

Date \_\_\_\_\_