

2022-2023

# EverGreen Academy



3351 Chicory Rd  
Mt. Pleasant, WI 53405

&

3554 Taylor Ave  
Racine, WI 53405

262.456.1079

[evergreen.k12.wi.us](http://evergreen.k12.wi.us)

Family

Handbook

4K-8<sup>th</sup> Grade

## **Disclaimer**

The information, policies, and procedures contained herein are the property of EverGreen Academy and subject to change with or without notice.

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## Vision Statement

Our vision is to have a school where each child is known, valued, challenged, nurtured, and looks forward to coming to school each day.

## Mission Statement

1. Each child will be *known*, not merely by that child's particular teacher, but by all the staff as well. This will be accomplished by small classes and by frequent interactions between students and staff.
2. Each child will be *valued* because the worth of every individual is great. Every effort will be made by the staff of this school to see that each child will be treated as a precious commodity who has intrinsic worth regardless of their individual circumstances.
3. Each child will be *challenged* to do their best in all the aspects of their education, including academics, physical education, music, art, and social interaction with others. The curriculum will be sufficiently rigorous to ensure each child will learn what they will need to learn, and progress will be measured and monitored to make certain each child is keeping up.
4. Each child will be *nurtured*, by which we mean they will be helped, guided, directed, and gently prodded to grow and develop their various talents by kind and caring teachers and staff.
5. Each child, each day will be in an environment of happiness, joy, and excitement that will generate within them a desire to come to school each day.

## Core Values

1. **SECURITY**- We believe students must feel a sense of security while at school. They deserve to be free of criticism, fear of bullying, fear of physical harm. Teachers and other staff must be vigilant in guarding against anything that would cause a child to be afraid at school.
2. **PERSEVERANCE**- We believe students should be taught the value of never giving up. Students learn at different speeds. Some students fall behind and may become discouraged. We believe in teaching the truism that "All things are possible" if only you persevere. "Perseverance" is a quality that should be present in students- so they keep on trying to master a subject- as well as teachers who should never give up on a student who may be struggling.

3. **RESPECT**- All types of students are welcome at EverGreen Academy. Teachers and staff must take pains to make certain that all students are treated with the utmost respect regardless of physical, mental, economic, or national origin differences.
4. **JOY**- We believe that children learn best when they are in an environment that is stress-free and is full of happiness and joy. Factors that enhance children's joy include an atmosphere of fun, plenty of art, music, and a variety of physical activities spread throughout the school day. Not to be overlooked is the disposition of the teachers and other staff. If children regularly see teachers and staff smiling and enjoying their work, the atmosphere of learning is greatly enhanced.

## About the School

Non-Profit Status approved in July 2014

School Hours: **AM Drop off begins at 7:45 AM.**

**4K, ½ day:**

AM 8:05 am to 11:05 am

PM 12:20 pm to 3:20pm

**5K through 5<sup>th</sup> grade:**

8:05 am to 3:20 pm

**Middle School 6<sup>th</sup> through 8<sup>th</sup> grade:**

8:00 am to 3:35 pm

If you have need of after school care that would extend beyond dismissal, you can contact the following licensed childcare centers who have been known to transport to and from EverGreen Academy: AIM Now, Bright Horizons, Hands of Opportunity, and Le Prix (Xcite) Daycare.

**Elementary School (4K thru 5<sup>th</sup>)**

3351 Chicory Rd, Mt. Pleasant, WI

Phone: 262-456-1079

Ext. 223 for Elementary

Website: evergreen.k12.wi.us

**Middle School (6<sup>th</sup> thru 8<sup>th</sup>)**

3554 Taylor Ave, Racine, WI

Ext. 130 for Middle

Facebook: EverGreen Academy

**ATTENDANCE LINE: 262-456-1079, Ext 223 for Elem, Ext 130 for Middle**

## School Administration

Founder: Grant Meier

Principal: Michael Meier

Vice Principal- Middle School: Kyle Kwiatkowski

Vice Principal- Elementary: Rebecca Spanke

Director of Staff Development: Alyssa Thoreson

Director of Operations: Hillary Huck

Director of Development: Nancy Bloom

Administrative Assistants: Katie Taylor & Lori Adams

## Board of Directors

President: Gerald Kirkland

Vice President: Grant Meier

Treasurer: Hillary Huck

Chairperson: Michael Meier

## Academic Probation

When a student earns a D/F in a class and/or teacher recommendation, students may be placed on academic probation and will meet with the guidance counselor or an administrator to organize and discuss assignments and how to graduate from the program.

Once on probation, student(s) will need to stay after school for office hours and/or stay in for lunch recess. Students may be periodically pulled from enrichment and/or specialist class (i.e., art, music, technology, and gym) until off probation. Students on academic probation may be prohibited from participating in clubs, student council, and athletics.

## Academic Requirements

All students are required to participate in their education. This participation **MAY** include doing homework. It is EverGreen's goal to NOT HAVE HOMEWORK. Most, if not all, work should be done during the school day with the assistance of the teachers and staff. Doing the work at school allows a student to ask questions and get help when needed. EverGreen believes that students need a break from schoolwork and after school should be used for other activities and being with their family without the stress of homework.

With that being said, if a student is absent and/or doesn't complete work in class during the day, they may need to complete this work at home. We will do our best to provide opportunities during the day to complete this work. This may include staying in from recess, missing a portion of specialists (art, music, physical education, technology) and/or staying after for office hours. Teachers communicate homework expectations to students and parents in many ways: phone calls, conferences, notes home, web pages, homework sheets, assignment planners, and JMC (online Student Information System).

Reading nightly may be required by a teacher and should not be considered homework but great educational practice. Research shows that students who read for 20 minutes

every day outside of school are more successful in their academics. This is best done with an adult or older child who can listen to the student read out loud (or take turns reading together) so that the student can strengthen reading skills. Teachers will ask you to record your time as part of their class expectations. As a school, we'll promote this activity with incentives, like getting Principal Meier to sleep on the roof if we earn our minutes' goal.

Parents can help by checking their child's backpack after school each day. By talking about completed work and reviewing assignments, parents/guardians support their child's learning. If parents have questions/concerns about their child's work, they are **encouraged to contact their child's classroom teacher.**

For a student to participate in extra-curricular activities, such as afterschool sports or clubs, grades 5K-2<sup>nd</sup> must keep an average grade of M (meets expectations) as these activities are in addition to their normal academic requirements. For 3<sup>rd</sup> grade through 8<sup>th</sup> grade individual policies will be shared upon sign up or before the start of the season.

## Accidents or Injuries

Minor injuries will result in first aid procedures. Procedures include washing the affected area and applying a bandage or applying a cold compress for bumps and bruises. A parent/guardian will receive a phone call for any head injuries or biting incidents resulting in broken skin. For serious injuries or other emergencies, 911 will be called and your child will be taken to Ascension All Saints Hospital, which is located at 3801 Spring Street. A parent will be notified immediately and asked to go to the hospital. A staff member will accompany your child to the emergency room until an authorized adult arrives.

## Admissions

Admission to EverGreen Academy includes the electronic application (Racine Private Choice Program) or Private Tuition Application, and required parent-provided documentation. Acceptance into the program is determined within 60 days of the close of the application period.

EverGreen Academy initiates a random selection process when more applications are submitted than seats available. In this selection, however, there are preferences given to certain application types:

1. Seats are filled with students and then siblings of students who are currently enrolled in EverGreen Academy.
2. Seats are next filled with students and siblings of students who are currently enrolled in the Choice Program but attended another Choice School the previous year.
3. Seats are finally filled with students and siblings who are new to the Choice Program.

4. Students who have been expelled from EverGreen Academy will not be admitted into EverGreen Academy.

EverGreen Academy is an academic community whose doors are open to all applicants without regard to race, religion, age, sex, sexual orientation, or national origin, and complies with the regulations regarding students and persons with disabilities as required by Section 504 of the Rehabilitation Act of 1973.

## Appeals Process for Rejected Applicants

Students applying to EverGreen Academy would be rejected on the basis of non-compliance with RPCP application procedures or non-eligibility in the RPCP program based on residency, income, or prior year school attendance requirement. Under EverGreen Academy appeals process, a rejected applicant has five (5) working days from the date of receipt of their notice of rejection to provide written evidence to the school administration that the applicant was improperly rejected. The evidence must include residency, income, or prior year school attendance documentation. The school administration shall respond to the applicant's appeal within five (5) working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

## Attendance Policy

Parents need to call the school if their child will be absent or late. Please call **262-456-1079, Ext 223 for Elementary or Ext 130 for Middle School, before 9:00 am to report absences or tardiness.** If someone is unable to answer your phone call, please leave a message.

If the school does not receive a phone call regarding your child's absence, we will communicate to find out the reason for the absence, however, the absence will be unexcused.

### **The tardy bell:**

8:00 AM for Middle School

8:05 AM for AM 4K- 5<sup>th</sup>

12:20 PM for the PM 4K.

### **An adult who drops the child off will need to enter the office to sign the student in for the day.**

Students who come to school after the tardy bell will need an adult to sign them into the building. Abuse of this absence policy could result in the student not being allowed to continue in the school! This policy is designed to discourage excessive absences and is in keeping with the practices of other successful schools.



Children who are pulled early from school, any time prior to the dismissal bell, will need to be signed out by an adult who is picking up. This will also count as a tardy at the end of the day in attendance records.

There is a powerful link between attendance and academic success in school. To give students the best opportunity to reach their potential both academically and socially, they must attend school regularly. When students are tardy, leave early, or absent, they miss out on valuable learning and social experiences that cannot be replaced.

**Wisconsin requires that any person having control of a student enrolled in Kindergarten and up to age 18 is required to have the child attend school regularly until the end of the semester in which the child becomes 18 years of age.**

We have a goal that our students will maintain an attendance rate of 90% or higher.

#### **Tardy (Late entry or early pull):**

- Parents/guardians are expected to bring their children to school on time
- When students are late or leave early, they miss out on valuable learning and social experiences that cannot be replaced.
- To avoid an excess of “early pull tardies,” parents should make appointments during non-school hours.
- Tardies (late entries and early pulls) are monitored on a case by case basis.

#### **Late Pick Up:**

EverGreen Academy has a pickup “grace period” until **3:50 PM** for both elementary and middle school. If you know you are going to be late, we ask that you contact the school to let us know and give an approximate time of pick up. **A \$1/minute late fee may be charged to the account for EACH child.**

## **Car Line Procedures**

### **ELEMENTARY**

#### **AM DROP OFF 7:45 AM- 8:05 AM**

1. Enter the EAST EXIT into the parking lot from Chicory. **Form a single line!**
2. Staff will open car doors to let out students.
3. ALL students are required to be dropped off through the car line, parents will NOT be allowed to park and walk their children across as this is a safety issue and slows down the drop off procedure.
4. Late (after 8:05 AM) students will need to be walked into the front entryway to be **SIGNED IN PRIOR to entering the building.**

#### **PM PICK UP line up begins no earlier than 2:45 PM**

1. Enter the EAST EXIT into the parking lot from Chicory. **Prior to 2:45 PM, wait to enter the parking lot until a STAFF MEMBER WAVES you in!!**

2. Use the PikMyKid Parent App on your phone to “Announce” your arrival
  - a. Open app
  - b. Click on Pickup along the bottom tabs
  - c. Click on the **GREEN** ANNOUNCE button (your location services must be on for the app in your phone settings)
3. We are snaking through the parking lot (follow the cones).
  - a. Once around the first corner, you will form 2 lines as directed
  - b. There WILL be a line of cars waiting to come into the parking lot on Chicory.
  - c. DO NOT SKIP the line!!
  - d. PLEASE DO NOT BLOCK THE WEST DRIVEWAY ENTRANCE!!
5. Please display your PikMyKid folder on your dash or visor so staff can see it to place students in the correct dismissal order and car.
6. Once dismissal starts at 3:20, we will be done in 20-25 minutes. PLEASE be patient!
7. ALL students will be dismissed through the car line for their safety and car line efficiency. Walkups will be directed back to their cars to get into car line.
8. For the safety of others, RIGHT TURN ONLY when cars are lined up to enter the parking lot

**Elementary:        Dismissal is at 3:20 PM**  
**Late pick up charge begins at 3:50 PM**

## MIDDLE SCHOOL

**AM DROP OFF begins at 7:45 AM- 8:00 AM**

1. **Right turn in and right turn out ONLY!!**
2. Staff will open car doors to let out students.
3. ALL students are required to be dropped off through the car line, parents will NOT be allowed to park and walk their children across as this is a safety issue and slows down the drop off procedure.
4. Late (after 8:00 AM) students will need to be walked into the front door to be SIGNED IN PRIOR to entering the building.

**PM PICK UP line up begins no earlier than 3:00 PM**

1. Per State Law, cars must stay 15 feet back from an intersection
2. **Right turn in and right turn out ONLY!! (3:30 PM-3:50 PM)**
3. We are snaking through the parking lot.
  - a. There WILL be a line of cars waiting to come into the parking lot on Lathrop and Taylor.
  - b. DO NOT SKIP the line!!
9. Please display your name folder on your dash or visor so staff can see it to call out the correct students.

10. Once dismissal starts at 3:35, we will be done in 15 minutes. PLEASE be patient!
11. ALL students will be dismissed through the car line for their safety. Walkups will be directed back to their cars to get into car line.
12. Students who have a Walk Home Permission form on file (new each year) will be released through the front door.

**Middle School: Dismissal is at 3:35 PM**  
**Late pick up charge begins at 3:50 PM**

### Etiquette

1. NO SMOKING/VAPING ON SCHOOL PROPERTY (EVEN WHILE IN YOUR CAR)
2. **DO NOT PASS** OTHER CARS IN CAR LINE UNLESS DIRECTED BY A STAFF MEMBER AT PICK UP **OR** DROP OFF
3. REMEMBER TO BE AWARE OF STREET & LOT TRAFFIC WHEN ENTERING & EXITING THE PARKING LOT
4. DO NOT DRIVE ON NEIGHBORS' LAWNS/GRASS
5. NO FOUL LANGUAGE/GESTURES TO STAFF OR OTHER DRIVERS

PLEASE LET **ALL** PICKUP PEOPLE KNOW THESE EXPECTATIONS OF CAR LINE ETIQUETTE

### Commitment to Excellence

The Commitment to Excellence is a separate form that we require ALL parents/guardians to ***read*** and sign AND students 3<sup>rd</sup>-8<sup>th</sup> to ***read*** and sign.

### Confidentiality of Records

All children's records are kept confidential. All persons having access to these records may not discuss or disclose personal information regarding the children or the family. This does not apply to parents or persons authorized in writing by the parent to receive such information.

### COVID Protocol

EverGreen's protocol in dealing with the COVID 19 pandemic is subject to change based on our local health department and CDC guidelines. We will continue to keep our students and staff as safe as possible.

1. Masks are NOT mandated. Students/Staff may wear one if they want
2. Encourage social distancing of 3 feet
3. Continue with daily cleaning, sanitation stations, and nightly cleaning from our cleaning crew
4. Quarantine classes if necessary

5. Eagle Awards still held via zoom for parents/families
6. No walkups for carline. Everyone must stay in their cars

## Curriculum

Our school has adopted the Wisconsin Model Academic Standards in mathematics, reading, including language arts, science, social studies, art, music, and physical education. These standards can be found on the following webpage: <http://standards.dpi.wi.gov> implemented by the Wisconsin Department of Public Instruction. The academic areas of Math and Language will be aligned with the **Common Core Academic Standards** so long as Common Core is mandated by the state (<http://commoncore.dpi.wi.gov>). EverGreen Academy will emphasize art and music as an essential part of the academic week. Academic excellence is pursued through the arts, sciences, and languages to support children's ideas using written and spoken words, drawings and painting, mathematical symbols, computer technology, physical movement and dance, dramatic and musical interpretation, natural materials, clay and sculpture. Basic skills are introduced and practiced within a context that has meaning and purpose to the child. Parents are respected and valued as important partners in their child's education. The success of our school is largely determined by the many positive relationships we strive to maintain with our families.

## Dress Code

### ELEMENTARY

#### EVERGREEN COLORS: White, Red, Navy blue, Forest green, Black

- **Solid color polo (no insignias): EverGreen colors**
    - Girls may wear a **plain white** blouse with collar under their jumper or with their skirt
    - Students may wear a tie or bowtie with their polo shirt
  - **Dress pants, corduroy, cargo pants, shorts, skirts/skort, and jumpers:** khaki, brown, grey, black watch plaid, or EverGreen colors
    - No sweatpants, athletic pants, jeans, or extremely tight pants
    - Girls need to wear tights, leggings, or shorts under skirts or jumpers
    - Leggings/jeggings may not be worn in place of pants
    - Jumpers, skirts, and shorts must be at least two (2) inches longer than fingertips when hands are at rest at side
  - **Colder Weather:**
    - Sweaters, vests, or sweatshirts may be worn: EverGreen colors
    - They should be solid colors without embellishments of ANY kind except for the EverGreen logo.
    - Long sleeve shirts in any solid color may be worn under their polo
- All clothing needs to be in good repair (no holes please)

- If students are not in compliance with the dress code, parents may be contacted to bring proper clothing to school.
- EverGreen polos, long sleeve polos, sweatshirts, and hoodies may be purchased directly from the school.
- **Wacky Wednesday:** Students may wear spirit wear (ordered from the school) or their uniform ONLY.
- The 13<sup>th</sup> of each month is “CORE values” day. Students can wear their “Choose Joy” or “Choose Respect” t-shirts purchased from the school.
- **Fundraiser Days (last day of each week) Children need to pay 50 cents to wear non-uniform attire.**

Guidelines are as follows:

- Clothing needs to be in good repair
- Clothing and accessories cannot display dangerous slogans, signs, images, or symbols that promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior
- Clothing cannot reveal private body area(s) or undergarments (no tank/spaghetti strap tops, boys or girls)
- Bottoms must be at least two (2) inches longer than fingertips when hands are at rest
- Leggings/jeggings may not be worn in place of pants
- Clothing cannot promote discrimination for or against an individual or group on the basis of age, race, disability, national origin, sexual orientation, religion or gender

### **Middle School**

Students in middle school do not need to wear a uniform. The dress code for grades 6-8 must follow these guidelines and is up to the discretion of the faculty and staff whether clothing worn meets these standards.

Guidelines are as follows:

- Clothing needs to be in good repair
- Clothing and accessories cannot display dangerous slogans, signs, images, or symbols that promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior
- Clothing cannot reveal private body area(s) or undergarments (no tank/spaghetti strap tops, boys or girls)
- Bottoms must be at least two (2) inches longer than fingertips when hands are at rest
- Leggings/jeggings may not be worn in place of pants
- Clothing cannot promote discrimination for or against an individual or group on the basis of age, race, disability, national origin, sexual orientation, religion or gender

## Drop Off/Pick Up

**Onsite supervision does NOT start until 7:45 AM for both buildings.**

Upon departure of the school, children will be brought to their assigned entrance/exit doors and dismissed to their authorized person. Unauthorized persons not on the emergency cards will not be allowed to pick up your child.

In emergency situations, a parent may call and authorize an individual not on the emergency card to pick up their child. The parent will need to provide first and last name of the authorized person.

## Emergency Care

In an emergency medical situation, which will be recognized by the staff, 911 will be called and your child will be taken to Ascension All Saints Hospital, which is located at 3801 Spring Street. Parents are notified at once and will be asked to go to the hospital. A staff member will accompany your child to the emergency room until an authorized adult arrives.

## Emergency Procedures

Each classroom has evacuation routes posted for fire and tornado drills. Fire drills are practiced monthly and tornado drills are practiced monthly during tornado season. This ensures smooth evacuations in the event of a real disaster. Parents or emergency contacts will be notified in the event of an actual disaster. Only authorized persons will be allowed to pick up children.

## Emergency Snow Days/Closings

In the event that school must be closed because of a snowstorm or other emergency condition, the decision will be made as early as possible. The notice that schools are closed will broadcast over the following media stations:

**Facebook Page**  
**JMC phone, text, and email blast**

## Field Trips

Field trips are a wonderful opportunity for children to discover a whole new experience outside the classroom setting. Our students gain valuable knowledge and experiences during field trips. When your child has a field trip, a permission slip will be sent home. It is vital that these are returned by the due date or your child may

not be able to attend that trip. All students are provided with a free field trip polo which is to be worn on all field trips unless otherwise directed.

## Grading

EverGreen provides report cards to families to track progress at the end of each trimester. The teachers are responsible for creating a system (points, rubrics, etc.) on how to effectively grade their students' performances and how that translates into the Common Core Standards. For grades 3<sup>rd</sup> thru 8<sup>th</sup>, grades are expected to be updated weekly in JMC, the online student information system.

At the end of each trimester, one copy of the report card will be given to the parent. At the end of the year, the original shall be placed in the student's file in the main office. For grades 4K-2<sup>nd</sup> grade, general grades will be listed as E= exceeds level, M= meets level, P= Progressing, and N= Not on level.

For grades 3<sup>rd</sup>-8<sup>th</sup>, percentages grades will be listed as follows:

grade	+		-
A	97% and above	96.99-93%	92.99%-90%
B	89.99%-87%	86.99%-83%	82.99%-80%
C	79.99%-77%	76.99%-73%	72.99%-70%
D	69.99%-67%	66.99%-63%	62.99%-60%
F	59.99% and below		

For grades 3<sup>rd</sup>-8<sup>th</sup>, GPA grades will be listed as follows:

grade	+		-
A	4.0	4.0	3.7
B	3.3	3.0	2.7
C	2.3	2.0	1.7
D	1.3	1.0	0.7
F	0.0		

Academic Honors is based on a GPA of 3.400 or higher **AND** be at or above grade level on their MAP test for the trimester.

Progressive Honors is based on a GPA of 3.400 or higher **AND** increase at least one point on their MAP assessment for the trimester.

## Graduation (8<sup>th</sup> Grade)

In order for our students to have a stable transition from middle school to high school, the criteria for 8th grade graduation are listed below:

- Complete 90% of all schoolwork

- Satisfy school debts, such as but not limited to fines, lost/damaged textbooks, and outstanding accounts
- Fulfill any earned disciplinary measures
- Receive a passing grade in both ELA and Math during Trimester 3

## Health & Wellness

**Up to date immunization forms** must be completed and signed by your physician no more than 90 days prior to or 30 days after enrollment. **(State law requirement)**

When a child becomes ill at school, a parent will be notified to pick up their child if they exhibit any of the symptoms listed below. The parent is required to pick up their child within one hour of notification that their child is ill. If a parent is unable to pick up, then they must provide the name of the person that can pick up their child. Only authorized persons will be allowed to pick up the child.

**Children may re-enter school as long as they are free of these conditions for 24 hours, the disease is no longer contagious, or the doctor releases the child to attend school.**

If a child has been exposed to a communicable disease, you will be notified by a letter sent home in the child's backpack. If your child contracts a communicable disease, it is essential that this information be reported to the teacher, the principal, and the health department immediately.

Children will be excluded from attending school if there is evidence of:

- Fever over 100 degrees
- Skin eruptions, rash, or LICE
- Persistent "hacking" cough
- Severe nasal and chest congestion
- Recurring vomiting
- Evidence of extreme fatigue
- The contagious stage of any communicable disease
- Severe diarrhea
- Discharge and redness of the eye(s)
- Inflamed sore throat

## Items from Home

Parents are asked not to send to school with their child any toys, distracting items, or items of extreme value. **These items are a distraction to your child as well as others. Unauthorized use of cell phones or toys will result in the item being confiscated and returned only to a parent or guardian.**



Money for student accounts, snack, fundraisers, or fieldtrips should be placed in an envelope with your child’s name on it and specification as to what the funds are for.

## Levels

In order to maintain accountability for students we have put together some concrete Academic Levels for missing assignments. This is in accordance with our “Commitment to Excellence”.

### LEVEL 1

**Behavior:** Student did not complete or turn in what was expected (class work not turned in).

**Action:** Teacher/Staff will talk privately with student and assign a new due date. Generally, the due date should be the next class period. Teacher/Staff will record behavior on class roster graph in their 10-pocket folder\*.

### LEVEL 2

**Behavior:** Student did not complete or turn in what was expected (class work not turned in).

**Action:** 1. Teacher/Staff will privately give a new due date. 2. Teacher/Staff WILL make phone call home (mandatory) and give a description of the missing item and possibly send a photo alerting the parents of the new due date. The Remind App or email may also be used to alert parent of the behavior (optional).

### LEVEL 3

**Behavior:** Student has still not completed the task with 2 additional revised due dates and parent notification.

**Action:** Teacher/Staff will inform administration of the behavior and what has been done up until now. Administration will call parents directly and inform them of the missing assignment and what the teacher has done. Administration will give new due date along with a forewarning to the parent of what will happen next if work is not completed.

	9/23	9/24	9/25	9/26	9/27	9/30	10/1	10/2	10/3	10/4	10/5
John Dough	1 2	1 2 3	1	1	1 2 3				1	1 2	
Suzie Homemaker				1							
Dottie Eyes	1	1	1 2			1		1			1 2 3
Ron MacDon											
Frenchie Toast				1	1		1 2				

**SAMPLE of documented missing work**

## Lost and Found

**Please mark all of your child's belongings (backpack, clothing, lunchbox, jacket, etc) with your child's name.** Many of our students have similar attire; therefore, having labels makes it much easier to determine rightful owners of each item/article of clothing. Items/articles of clothing left in a classroom and whose owner is unknown will be put in the lost and found bin. Feel free to come in any time to check our LOST AND FOUND box. Lost items such as glasses, keys, or jewelry will be kept in the office. Items in the LOST AND FOUND box that are not claimed will be donated at the end of each year.

## MAP Assessment

The Measurement of Academic Progress Assessment, or MAP Assessment, is a computerized adaptive program which helps EverGreen Academy faculty, staff, and parents improve learning for all students and make informed decision to promote a child's academic growth.

Students in grades 1 through 8 participate in MAP 3 times a year. The data collected from this tool is used in conjunction with class work/assessments to individualize the learning outcomes for students.

MAP is mandatory for all eligible students.

## Meals- National Food Program

EverGreen Academy is part of the National School Lunch Program. Families will complete their application during Open House in August or when they enroll if after that day. For the 2022-2023 school year, all student breakfasts and lunches are free as long as an application is on file. An additional main portion of a lunch meal may be purchased for an additional \$2.00. If a student would like an extra milk, it is 40¢. Meal extras are by prepay only. We encourage families to place money in the family account to draw from instead of paying daily. The administrative assistants, Mrs. Taylor (elementary) and Mrs. Adams (Middle School) monitor student accounts and will inform families when they are overdrawn via JMC texts and/or emails. PLEASE keep your information current.

**Students whose accounts are overdrawn will not be able to order additional lunch/milk until the account is brought current and additional monies deposited to cover future lunches/milks. Negative balances may also affect enrollment.**

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.”

## Medication

If a child requires medication to be given at school, parents are required to fill out a release form allowing the medication to be administered.

**Prescription medication must be labeled with the original pharmacy container including the child's name and specific directions concerning how and when to give the prescribed dosage. A doctor will be required to sign the medication form for any medications that are controlled substances or if the child is identified as being able to self-administer.** This includes inhalers and epi-pens, as well as, temporary prescriptions like antibiotics given at school.

Non-prescription drugs will be administered following the instructions on the label with parent permission. This includes Tylenol, Advil, cough drops, etc.

**ANY and ALL medications coming into the school will be locked in the office or student classroom, even if it's just for transfer from one parent house to another. Medication is NOT to be left in a child's backpack for any reason.**

## Missing Child

In the event that a child is missing, the police and parents will be contacted immediately. Teachers, to determine the whereabouts of the child, will conduct a search of the entire building. Safety procedures are in place to prevent such an event from happening. These procedures include teachers completing morning attendance and office personnel contacting parents of absent children not already called in.

## Non-Harassment Policies and Procedures

It is imperative to maintain an educational environment that encourages optimum human growth and development. It is vital that each school maintain learning and working environments free from any form of harassment or intimidation. Harassment is defined as an incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to: threatening behavior, racial insults, derogatory ethnic slurs, unwelcome sexual advances or touching, sexual comments, jokes, or gestures, physical or mental abuse. Any person who feels s/he has been subjected to harassment should contact the administration. The person contacted will inform his/her superior immediately upon learning of the allegation. The parties involved will then meet with the administration, where every effort will be made to resolve the problem on an informal basis. If the problem(s) cannot be resolved at the local/school level, the matter will be submitted to the Governing Board at an emergency meeting. Potential disciplinary actions can include a written reprimand being placed in the student and/or employee file, suspension, and may include termination, depending on the

gravity of the situation. The administration of the school, in consultation with the Governing Board is the responsible party in all such cases.

## Non-sufficient Funds

Accounts are created for students to pull money from for school direct items such as lunch, milk, field trips, and Fundraiser Day. Cash and checks are acceptable forms of payment for these things. If a check issued to the school is returned for insufficient funds, the family will be responsible for the issued check amount and assessed a \$30 NSF fee as well.

We also accept credit/debit cards; however, a 5% service fee is added.

## Parent/Teacher Conferences

EverGreen Academy considers communication between parents and teachers crucial for the success of all our students. Parents, as the first educators, bring valuable knowledge about their child to the table which we need to best teach your child. Teachers are with your students for a large part of their day and have valuable knowledge to share with you. One of the ways we foster good parent and teacher communication is through Parent/Teacher conferences.

There are two (2) MANDATORY parent/teacher conferences **FOR ALL STUDENTS** during the school year. A third one will be scheduled for those families we need to have more discussions with. If you do not attend your scheduled conference, your child may be suspended until the conference has been conducted.

## Planners/ 10 Pocket Folders

Each child from K4 through 5<sup>th</sup> grade is given a planner at the beginning of the year. It is your child's responsibility to keep track of their planner. We utilize them to help communicate assignments, concerns, and successes. If your child loses their planner, it is a \$5 replacement fee.

Each child from 3<sup>rd</sup> grade through 8<sup>th</sup> grade will be given a 10 Pocket Folder at the beginning of the year. It is your child's responsibility to keep track of their 10 Pocket Folder. We utilize them to help communicate assignments, concerns, and successes. If your child loses their 10 Pocket, it is a \$5 replacement fee. Student are required to bring them to and from school EVERY day.

## Reporting Child Abuse and Neglect

The state of Wisconsin requires that all teachers be on the lookout for, and report to the state, any and all cases of abuse to a child. EverGreen Academy is therefore obligated to report to the state any suspected cases of child abuse and/or neglect.

## Retention Policy

Student grade retentions will be initiated by the current grade teacher. The teacher should base his or her analysis on academic achievement using report cards, personal observation, attitude, attendance, and MAP and Forward Exams.

There will be a meeting with parents and the Administrative Team before a decision is made. The final decision will be the responsibility of the Administrative Team.

In the event the parent refuses the recommended grade retention, the student will lose his or her seat at the school the following school year.

## Safety Procedures

EverGreen Academy has taken many steps to ensure the safety and protection of your children while they are at school. Classrooms are set up to offer maximum visibility at all times, particularly in areas where children may be vulnerable. The Wisconsin Model Academic Standards may involve taking photographs and recording children at school. By signing the statement of compliance, allows EverGreen Academy to photograph, record, and videotape for school purposes.

## School Calendar

Located on the school's website. Hard copies are available upon request.

## Snacks

All grades will have a snack time decided upon by their teacher. EverGreen asks that snacks remain on the healthier side. Please use good judgement when providing snacks for your child. Cookies, snack cakes, donuts, and other "treat" items should not be sent regularly with a child. Snacks and drinks high in sugar interrupt the ability to think and focus during instruction time. Candy is not a snack and students will be asked to put it away.

## Student Code of Conduct

### **To: Parents/Guardians**

The Student Code of Conduct has been developed to help your son or daughter succeed in school. It defines the responsibilities and rights of students attending EverGreen Academy and states the consequences of student actions that disrupt learning.

Since parents/guardians can be held responsible for the actions of their children, you should be well informed as to what is considered proper behavior while students are

in school and participating in extracurricular activities. Learning is enhanced by working together.

**To: Students**

The Student Code of Conduct informs you about your responsibilities, rights and the rules you must follow. It also states consequences for misbehavior. You are expected to show responsible behavior at all times.

**To: Parents/Guardians and Students**

The school needs your help and cooperation. Parents/guardians and students are asked to please read and discuss this important section together. Please sign the **"NOTICE OF RECEIPT"** sheet on the last page of this handbook and return it to the school. This form will be kept on file at the school. Your signature does not mean that you agree or disagree with the contents, but just that you received a copy of the family handbook containing the Student Code of Conduct and are aware of its contents. Thank you in advance for your attention to this most important document and for returning the signed receipt.

**Introduction**

EverGreen Academy provides a safe and structures environment to promote student's academic and social development. Our disciplined environment contributes to both academic and the social success of our students.

Our goal as a staff is to work with parents to encourage and teach each student to take responsibility for making good decisions about their behavior.

This Student Code of Conduct explains the rights, expectations, and responsibilities of students, parents, and EverGreen Academy regarding student behavior. This Code applies to every student who is under the authority of EverGreen Academy. The Code is in effect on school property, at school-sponsored events and on school transportation. You may also be subject to discipline for violation of the Code if your misconduct is connected to activities or incidents that have occurred on property owned or controlled by EverGreen Academy, or if your misconduct is directed at an EverGreen Academy employee or the property of such official or employee. It is the policy of EverGreen Academy that misbehavior of any kind will not be tolerated. In order for instruction to occur in a safe environment, there must be a cooperative relationship between students, parents/guardians, and the school system.

**STUDENTS** are expected to:

- Assume responsibility for their own behavior
- Be in school and on time every day, if well, and be ready to learn
- Respect individuals and property
- Use appropriate, responsible behavior at all times
- Help maintain a safe, alcohol-, drug-, and weapon-free environment

**PARENTS/GUARDIANS** have a responsibility to encourage their child's career in school by:

- Supporting the school in requiring their child(ren) to follow all school rules and regulations and to accept responsibility for their willful in-school behavior
- Sending their children to school clean, appropriately dressed and in good health
- Having an active interest in their child's school work and making it possible to complete assigned homework by providing a quiet place and suitable conditions for study
- Reading all communications from the school, signing, and returning documents promptly when requested
- Cooperating with the school in attending conferences and sharing information with school personnel

**EVERGREEN ACADEMY** is expected to:

- Provide and maintain a safe atmosphere which will encourage positive behavior and high achievement
- Provide courses of study, programs, and activities to meet the needs of all students
- Show respect for all individuals by treating them fairly and impartially
- Encourage open communication among students, parents/guardians, community agencies, and school personnel
- Discipline any student under its supervision, subject to limitations of the law and district policies
- Treat parents and other members of the public with courtesy and respect

### **RIGHTS and RESPONSIBILITIES**

This section summarizes the rights of students. With each right comes a responsibility.

### **KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT**

Effective learning takes place in an atmosphere where students, parents/guardians, teachers, support staff and school administrators know the rules for all students and the consequences for students who violate the Code of Student Conduct.

#### **Responsibilities**

- To know and observe school rules and procedures which govern your conduct.
- To become familiar with the Code of Student Conduct, school rules, classroom rules, and bus rules.

#### **Rights**

- To receive a copy and explanation of the rules of student conduct.
- To expect the rules to be enforced fairly and without discrimination.

### **RIGHT TO LEARN AND PARTICIPATE**

You have the right to be involved in your education. Age, grade, and maturity are factors which determine the level of your involvement. Participation in school activities is part of learning.

#### **Responsibilities**

- To request participation in academic programs and extracurricular activities that match with your abilities.

- To cooperate with the teacher and help create a safe environment.
- To cooperate fully and strive to achieve mastery of the basic skills.
- To treat others equitably and fairly.
- To act in a way to not harass others and to report harassment or discriminatory incidents to school administrators.

### **Rights**

- To attend school in a learning environment where all students and adults are treated equitably without regard to race, color, religion, national origin, age, gender, marital status, disability, sexual orientation, or gender identity. This list is not all inclusive.
- To receive instruction under competent teachers.

### **RESPECT FOR PERSONS AND PROPERTY**

To be safe in public and private are important safeguards. You, your parent(s) and the school's staff should work together to see that these rights are preserved. You are expected to respect other persons and their property.

### **Responsibilities**

- To treat other students, school personnel and school visitors with respect.
- To respect others' property by not damaging or taking it.
- To treat school property with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and/or safety of others.
- To avoid conflict and to report and seek adult help, first, when conflict arises. Protect yourself from harm if no other options are available.

### **Rights**

- To be treated with respect by other students, school personnel and campus visitors.
- To expect that your property will be respected by other students and school personnel.
- To have a safe and orderly school.

### **ATTENDANCE (Ages 5 to 18)**

Your parents are responsible for your attendance as defined by the state's Compulsory School Attendance laws. You are required to attend school from age 5 through age 18. The school may file a truancy petition or child-in-need-of-services petition for students who have sixteen (16) or more absences in a school year. EverGreen Academy also has an additional attendance policy which is explained beginning on page 6.

### **Responsibilities**

- To attend and be on time to school and classes daily.
- To provide the school with an adequate explanation of absences.
- To request and complete make-up assignments as required by the school.
- To complete make-up work with honesty and integrity.



### **Rights**

- To be informed of EverGreen Academy policies and individual school rules about absences and tardiness.
- To appeal a decision pertaining to an absence.
- To make up work and tests missed due to excused absences within the time required by the school.

### **FREE SPEECH, STUDENT PUBLICATION AND ASSEMBLY**

Citizens are guaranteed self-expression and due process under the First and Fourteenth amendments of the United States Constitution. One of the basic purposes of education is to prepare you for responsible self-expression and the free exchange of ideas.

### **Responsibilities**

- To recognize the rights of others by expressing yourself in a manner which does not disrupt the process of education, violate school rules, or interfere with the rights, safety, and/or welfare of others.
- To observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons.

### **Rights**

- To express your viewpoints responsibly without jeopardizing your relations with your teachers or school.
- To print and distribute publications only under the supervision of the Administration.

### **PRIVACY**

Federal and state laws provide persons with reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's need to protect the health, safety, and welfare of all. The Family Educational Rights and Privacy Act (FERPA) is a federal law pertaining to maintenance and disclosure of student records.

### **Responsibilities**

- Not to carry or conceal any prohibited material.
- To learn how information is gathered, used, and what it means in your school records.

### **Rights**

- To have privacy of your personal possessions unless appropriate school personnel have reasonable cause to believe you have an object or material which is prohibited by law or EverGreen Elementary School.
- To expect that schools will keep your records safe and private.

### **Misbehavior and Consequences**

EverGreen Academy has a firm mission to educate its students. Occasionally a student's actions (misbehaviors) will make the goal of educating other students a

difficult task. This is not acceptable to the teacher or other students, and the teacher must act in order to allow the other students to learn.

Also, our school has a firm mission to keep our students safe and free from physical and emotional harm. Unsafe actions (including bullying) can occur outdoors, at gym, on the stairs, in the restroom, or in the classroom. This is not acceptable and the teacher must act in order to keep others from harm, be it physical or emotional.

### **Choices have Consequences**

Our policy is to teach the students that their decisions or their actions have consequences. These consequences can vary from teacher to teacher. This approach allows the one person who knows the student best- the teacher- the freedom and responsibility to manage his or her classroom in a manner they believe will have the best chance to succeed.

It is up to the teacher to decide which consequence to impose when a student misbehaves. The teacher is granted a great deal of latitude when it comes to deciding which consequence would be appropriate. The purpose of each consequence should be designed to help the child improve, and not merely to inflict punishment.

Consequences will typically include, but not be limited to, the following options:

- Verbal warning or redirection
- Parent contact (phone, writing, or in person)
- Loss of privileges (including field trips, recess, clubs, etc.)
- A written “alert” sent to the parent
- Removal from the classroom to another location in the school- including the principal’s office
- Assignment to an area that will allow a “cooling off” period for the student (Recovery room)
- Meeting with the teacher and parent(s)
- Meeting with the teacher, principal, and parent(s)
- Detention
- Suspension (in school or out of school)
- Expulsion

There will be no precise consequence mandated for any particular infraction. Consequences will be left to the discretion of the teacher. Teachers are free to deal with student misbehavior based on the unique circumstances and the teacher’s unique view of the particular rule violation.

If the teacher feels that a particular infraction should be handled by the principal, the student will be referred to the principal who then will be responsible for handling and resolving the situation.

It is our belief that parents are more supportive when they believe that each child is treated as a unique individual and each situation is treated as unique. Before deciding the consequence, the teacher will take into consideration a number of factors, including:

- Seriousness of offense
- Planning, impulse, or self defense
- Age
- Disability, if any
- Strength of evidence (including witnesses)
- Cooperation/remorse
- Disciplinary history, if any

The most severe of the consequences are detention, suspension, and expulsion.

Suspension and Expulsion policy is explained on page 24.

As a school, EverGreen Academy will continue to emphasize the development of student's character as an important part of his or her education. As part of this process, EverGreen has a referral process for those students who require disciplinary action. As part of this process, students will be asked to reflect on their behavior and strategize better options and understand how to adjust their behavior moving forward.

### **Prohibition and Notices**

You are expected to behave appropriately at school. Misbehavior that violates the rights of others, disrupts the school, or interferes with learning is not acceptable. These include, but are not limited to the following misbehaviors as defined in the glossary:

- Assault/Threats
- Bullying
- Burglary/Theft
- Cheating
- Classroom Disruptions
- Computer Misuse
- Defiance
- Disorderly Conduct
- Fighting/physical contact made in anger, including pushing
- Gambling
- Foul language, including profanity
- Public Displays of Affection
- Harassment
- Possession and/or use of drugs or drug paraphernalia
- Sexual Advances/Offenses
- Racial/Sexual Orientation Slurs
- Sexual Advances/Offenses
- Trespassing
- Vandalism

Our philosophy for handling misbehavior and its consequences can be summed up in the following points:

- The happiest kids are those who have limits and boundaries
- Classrooms must not be held hostage to the negative behaviors of students
- Kids work harder for teachers they like

- The teacher should set the example for respect and dignity
- Misbehavior and bad decisions should be viewed as opportunities for individual growth
- Consequences for misbehavior are most effective when individualized for the particular student and the particular situation
- Consequences for misbehavior are more effective when stated at a time when both the adult and the student are calm and when both have time to think it over
- Yelling at a student should rarely, if ever, be used when admonishing a student
- Very few practices are more effective than a strong relationship with the parent(s)
- Teachers will have discretion and flexibility as to which consequence to administer in a given situation

If, as a parent or guardian, you have any questions about our approach to misbehavior and consequences, please feel free to speak with our teachers or the principal.

## Student Information System- JMC

EverGreen Academy's student information system hosted by JMC Inc. is an important tool for our parents to become familiar with.

During open house online registration is completed, parents will be able to login from home or work and change the following:

- Update contact information
  - Ensure contact information is current at all times including phone and email
  - Except addresses- per voucher regulations, address changes must be accompanied by an approved address verification (WE Energy bill, recent pay stub, etc.). Once that is received the office can change home addresses for parents/guardians of students.
- Check balances on family account
- Track grades
- Set notifications for attendance, grades, and low balances

If you have any questions, please contact your building Vice Principal.

## Suspension and Expulsion Policies

Serious or continuous discipline problems will require that the teacher or administrator remove a student from the classroom. The administration reserves the right to suspend a student for disciplinary infraction and/or consistent or serious disregard for school policy. Suspension is justified in unusual circumstances. Prior to any suspension, the students must be informed of the reason for the suspension. The

parents/guardians of the suspended student are given notice of the suspension and the reason for the action.

Expulsion will be used only as a last resort. Expulsion is considered termination of enrollment. Expulsion results from blatant and repeated refusal to obey school rules, or behavior that endangers the health and/or safety of others or property either by students or parents/guardians. If the decision to expel is made, parents are notified, in writing, of the action and informed of the right to appeal. Parents, or guardians, may, within five (5) days, following the notification of the expulsion appeal to the administration in writing. If a child is expelled from EverGreen Academy, they will not be accepted back into the school.

## Termination of Enrollment

A child may be withdrawn from EverGreen Academy in the following ways:

- By a parent (verbal or written notice)
- By the school where after working with the family and child:
  - Child's individual needs cannot be met
  - Parents do not follow school policies
  - The administrator and staff determined that the child's and/or parent/guardian's actions threaten the health and/or safety of other children/employees.
- By mutual consent
  - The administrator and parent agrees that the child will be better off in another setting
- Verbal/Physical abuse directed towards teacher or students either from students or parents/guardians will not be tolerated and are grounds for immediate dismissal from the school
- Student accounts overdrawn and no attempt to correct from parent/guardian.

## Transfer Policy

EverGreen Academy will consider accepting credit from other institutions to the extent that coursework at the previous institution is documented and is in accordance with our school's academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school administration.

## Tuition and Fees

The following information regarding tuition is for families who do not qualify for the Racine Parental Choice Program (tuition voucher).

One child or oldest		Annual (by 9/1)	Monthly (Sep-Jun)
	4K	\$4,201	\$421
	5K- 8 <sup>th</sup> grade	\$8,401	\$841

If payment is not received by the 5<sup>th</sup> of the month, the student(s) will be suspended from EverGreen Academy until such time as it is made current. If, for any reason, the student(s) is unable to complete the school year at EverGreen Academy, the parent/guardian will notify the school in writing at least one (1) month prior to their child's last day.

Forms of payment accepted are cash, check, money order, or credit/debit card (additional fee). Checks should be made payable to EverGreen Academy and marked with your child's name. Credit/debit cards are subject to an additional 5% service fee. Payments need to be given directly to the Director of Operations located at the Chicory building. All payments should be made promptly by the due date. Tuition payment plans are broken down into 10 even months from September to June. **All tuition received is non-refundable.**

## Visitor Policy

Because the safety of our students and teachers here at EverGreen Academy are a top priority, all visitors during regular school hours must buzz in and sign in at the office. We ask that you follow our procedure with courteous behavior. Failure to comply will result in the administration taking your behavior as a serious safety incident.

## Volunteer Policy

We appreciate when parents/guardians volunteer during the school year. Opportunities to volunteer include field trips, recess duty, PTO and student council events, and many more. As multiple studies have proven, parent/family involvement/support in a child's school atmosphere is crucial to a student's success later in life.

## School Song Lyrics

We have a great school it's really cool  
The name is EverGreen  
A place to go where you can grow,  
And learn and play and be.

EverGreen, ever learning, ever growing  
This is what we do  
EverGreen, ever learning, ever growing  
We are true blue

We love to learn  
We'll do our best  
We'll put our knowledge to the test

EverGreen, ever learning, ever growing  
We are always showing  
That we are EverGreen  
EverGreen  
EverGreen  
Eagles!

Composed by Wendy Davis

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## Family Handbook 2021-2022 Notice of Receipt

### PLEASE SIGN AND RETURN THIS FORM

This letter is to comply with the guidelines of the Wisconsin Department of Public Instruction stating you received the following information at the time you completed your child(ren)'s application. The information provided includes:

- Name, address, phone number of school and contact person at the school
- List of members of the school's governing body
- Notice if the school is a profit or non-profit operation and an IRS certificate of non-profit status (or equivalent)
- Copy of the appeals process if school rejects an applicant
- Copy of the non-harassment policy with procedures for reporting and obtaining relief from harassment
- Copy of suspension and expulsion procedures including appeal procedures
- Copy of policy for accepting or denying the transfer of credits from another PPSCP school
- Copy of the visitor's policy

Failure to return this form will not relieve you or your parent/guardian from responsibility to know the contents of and will not excuse your non-compliance with the EverGreen Academy handbook.

1. _____	_____	2. _____	_____
<i>Student Name</i> (please print)	<i>GR</i>	<i>Student Name</i> (please print)	<i>GR</i>
3. _____	_____	4. _____	_____
<i>Student Name</i> (please print)	<i>GR</i>	<i>Student Name</i> (please print)	<i>GR</i>
5. _____	_____	6. _____	_____
<i>Student Name</i> (please print)	<i>GR</i>	<i>Student Name</i> (please print)	<i>GR</i>

I have received a copy and am aware of the contents of the EverGreen Academy handbook.

\_\_\_\_\_  
*Parent/Guardian* (print name)

\_\_\_\_\_  
*Parent/Guardian* (signature)

\_\_\_\_\_  
*Date*

# EverGreen Academy



EverGreen Academy