



2019-2020 Parent Handbook

Elmwood Village Charter School Days Park

40 Days Park
Buffalo, NY 14201

Main Office: 716-886-4581
FAX: 716-348-3707

Website:
www.evcsbuffalo.org

Welcome to Elmwood Village Charter School. Our mission is to provide a stimulating and engaging learning environment that recognizes student capability, fosters connectedness to immediate and broader communities, and offers ways to contribute to school life. EVCS believes that all children can and will learn at high levels when provided with the right learning conditions.

SCHOOL HOURS

8:00 AM—3:30 PM

7:00-8:00 AM—Breakfast

7:00 AM—Bus Arrivals

7:30 AM — Drop-Off Arrival

Students arriving between 7:30-7:50 should enter through the main doors and report directly to the cafeteria.

7:50 AM — Classroom doors open

8:00 — School begins

Students arriving after 8:00 AM are marked tardy.

3:15 PM — Round 1 Bus and Boys & Girls Club Dismissal

3:30 PM — Walkers and Kiss & Ride Dismissal

3:45PM — Round 2 Bus Dismissal

Message from the Principal

Dear Families,

Welcome to a new school year at Elmwood Village Charter School, and all of the possibilities that it holds. It is my sincerest hope that every member of our EVCS family feels a sense of belonging, significance, and fun in our close-knit school community. There are many opportunities to become involved at EVCS, and I urge you to become a part of the Community Association, our parent-teacher organization. Your involvement and participation enriches school life for all students, and helps us form strong bonds with one another. Thank you for partnering with us to provide your child with the very best educational experience.

This handbook provides you with important information about our school's policies, procedures, and culture. If at any point during the school year you have any questions, please do not hesitate to contact me by phone at (716) 886-4581 or via email at dbruno@elmwoodvillageschool.org. I look forward to a wonderful school year.

Sincerely yours,
Danielle Bruno
Principal

IMPORTANT DATES

September	February
2 - Labor Day	4 - Open House at Hertel (PM)
4 - First Day of School	6 - Open House at Days (PM)
12 - Meet the Teacher Night	11 - Open House at Hertel (AM)
20 - Early Dismissal (12:30 PM) Professional Development	13 - Open House at Days (AM)
	17-21 - Midwinter Recess
October	March
14 - Indigenous Peoples Day	6 - End of Second Trimester
17 - Early Dismissal (12:30 PM) Parent-Teacher Confer-	13 - Early Dismissal (12:30 PM)
	Professional Development
	25-27 - NYS ELA Testing (3-8)
November	April
9 - Evening With EVCS	13-17 - Spring Recess
11 - Veterans Day	21-23 - NYS Math Testing (3-8)
15 - End of First Trimester	May
27 - Early Dismissal (12:30 PM)	14 - Early Dismissal (12:30 PM)
28-29 - Thanksgiving Recess	Parent-Teacher Conferences
	25 - Memorial Day
December	June
6 - Early Dismissal (12:30 PM) Professional Development	18 - Kindergarten Graduation
23-31 - Winter Recess	18 - 8th Grade Graduation
January	19 - End of Trimester 3 (grades)
1 - New Year's Day	24 - Early Dismissal (12:30 PM)
20 - Martin Luther King, Jr. Day	24 - Last Day of School
23 -Early Dismissal (12:30PM) Parent-Teacher Conferences	25 - (<i>make up day if over 2 weather days</i>)
	25-30 -Teacher Workdays

Danielle Bruno, Principal
David Phillips, Assistant Principal
Anne Wechsler, Director of Curriculum and Instruction
Liz Evans, Director of Operations

EVCS Staff Directory

The complete staff directory is updated online, at:

<http://www.evcsbuffalo.org/>

in the About EVCS tab.

Board of Trustees

A charter school is an independent public school that is autonomous from the Board of Education of the district in which it resides. It is governed by its own Board of Trustees with oversight from the New York State Education Department.

BOT Members**Officers**

- **Liz Santacrose**, Chair
 - **Jennifer Bernacki-Smith**, Vice Chair
 - **Pamela Pollock**, Secretary
 - **Matthew Moscati**, Treasurer
- Founders**
- **Marguerite Battaglia**
 - **Mimi Barnes Coppola**
- Community Members**

• **Kathleen Franklin-Adams**• **Matthew Ryan**• **Evelyn Kerney****Parent Representatives**• **Lacole Brumfield, Hertel**• **Jamie Smith, Days Park****BOT Meeting Schedule**

The Board of Trustees of Elmwood Village Charter Schools meets on the third Wednesday of every month at 6:00 PM, with unless otherwise noted. All meetings are open to the public.

The EVCS BOT information and meeting schedule is available at evcsbuffalo.org under the Get Involved tab > Community Association.

ATTENDANCE

At EVCS, our attendance goals are:

- That each child attends school every day.
- That each child arrives to school on time.
- That early departures are kept to a minimum.

Please call the main office at 886-4581 to report an absence for your child. The State of New York recognizes the following as excused absences:

- Student illness
- Medical, dental, or counseling appointments
- Court appearance
- Death in the family
- Religious observance
- Family emergency
- Serious illness in the immediate family

In addition to notifying school personnel by telephone, parents/guardians must submit a written explanation for an absence to the child's homeroom teacher within three days of the absence. If the absence is not reported in writing after three days, the absence will be recorded as an unexcused (illegal) absence.

New York State considers excessive absences and tardiness as educational neglect. Schools are required to enforce an attendance policy and notify officials of chronic attendance problems. Charter schools are required to report student attendance to the State of New York each year, and charter schools are held accountable for enforcing attendance policies.

EVCS staff closely monitors student attendance.

- Students are marked tardy after 8:00 AM.
- Chronic tardiness (7 or more tardies) may result in a meeting with the Principal or designee to discuss the circumstances contributing to the tardiness and to offer assistance.
- Unless a parent calls about an absence beforehand, the school office or alert system will attempt to contact the parent/guardian on the day of your child's absence.
- Once a child has six (6) unexcused absences in a trimester, the school will contact the parent/guardian.
- Once a child has ten (10) unexcused absences in a trimester, the school will contact the parent/guardian to offer assistance.
- Once a child reaches fifteen (15) days of absences, parents/guardians will receive written notification from the school and may be required to meet with the Principal or designee.

- Once a child exceeds eighteen (18) absences, the school is required to file a report with Child Protective Services for further investigation into the causes of excessive absenteeism.

There is a direct correlation between attendance and student achievement. Parents/guardians are asked to:

- Emphasize the importance of good attendance.
- Strive to get your child to school by 8:00 AM every day.
- Whenever possible, try to schedule appointments outside of school hours.
- Call the school if your child will be out sick.
- Send a note to your child's teacher when the child returns to school after an absence.
- Send a note from your child's physician when your child has been absent for three or more consecutive days.
- Notify the school nurse of any health related issues that may contribute to unusually high absenteeism.

CLASS PLACEMENTS

It is the policy of the EVCS Board of Trustees that parents cannot request specific teachers for their child(ren). EVCS staff thoughtfully places each child in a class with the intention to maximize academic and social growth.

CODE OF CONDUCT

Creating a positive and safe learning environment is a critical factor in student and school success. This responsibility is shared by students, parents, staff and administration. When everyone works cooperatively to prevent problems and promote success, the need for disciplinary action is reduced.

Students and families will receive the EVCS Code of Conduct at the beginning of each school year.

Parents/guardians are asked to review the expectations with their children, and sign and return the last page of the document. All parents/guardians must sign the form stating that they received a copy of the EVCS Code of Conduct.

COMMUNICATION

At EVCS, we value and encourage open communication between home and school. We endeavor to send most communication electronically. Please notify the school of any changes to your preferred email address.

If you do not have access to email, please notify Lea Gladysz at 886-4581 to receive hard copies of all school correspondence.

Student Management System

School correspondence, including the school calendar and lunch menu, will be sent via email through our Student Management System. Non-custodial parents who wish to receive correspondence from the school should make sure that a current email address is on file with the main office and with your child's teacher(s). (Non-custodial parents are also welcome to keep a communication folder in the main office at the school for hard copies of all correspondence.)

Classroom Newsletters

EVCS teachers will send classroom newsletters electronically. Most newsletters are sent on a weekly basis. Classroom newsletters contain updates about curriculum, field trips, special projects and events, and other important classroom news. Please notify your child's teacher if you do not have access to email in order to receive hard copies of the classroom newsletter.

Panther Press

The school will send a weekly email newsletter to all families. The Panther Press contains a message from the Principal and important dates and information for the entire school community.

EVCS Alerts

EVCS uses the PowerSchool alert system to reach families quickly. Parents/guardians may select a primary method of contact (i.e. email, phone call, text message) at the beginning of each year. Changes in contact information should be submitted to Christina Petit, Registrar and Admissions Coordinator (cpetit@elmwoodvillageschool.org; 424-0555)

Website and Social Media

Website: <http://www.EVCSBuffalo.org/>

Facebook: <https://www.facebook.com/Elmwood-Village-Charter-School-255955747625/>

Twitter: @EVCSBuffalo

COMMUNITY ASSOCIATION (CA)

Elmwood Village Charter School has a very active parent-teacher association. All parents/guardians with children enrolled in the school are members of the CA and are encouraged to attend monthly meetings. The EVCS CA meets on the second Monday of each month at 4:30 PM in the school library.

EVCS is a community school. Parent/guardian participation in school activities and events helps us to provide more high-quality opportunities for students, and helps to build the sense of belonging and ownership that are vital to strong school communities. We encourage all members of our school community to contribute to school life in at least one way. Parents/guardians will be given a list of activities sponsored by the CA, and you may select activities that you may be interested in supporting.

Family Directory

The CA compiles a family directory early in the school year. At the time of registration, families may opt in or out of having their contact information included in the directory. It is expected that families will keep information contained in the directory confidential, and not share it with anyone outside of the school community, use the information for marketing, or use the information for political or commercial solicitation.

Evening with EVCS

The *Evening with EVCS* is the school's largest fundraiser, and provides necessary funds to help narrow the funding gap between traditional public schools and public charter schools.

Charter schools receive significantly less funding per student than traditional public schools, which means that the success of this type of fundraiser is imperative, if we hope to maintain our high-quality educational program.

The event features food and drink, live music, and a silent auction. All families are asked to support this event by volunteering for a committee, donating auction items, and/or purchasing tickets.

This year, *Evening with EVCS* will take place on Saturday, November 9th from 7:00-11:00 PM at the Hertel campus (665 Hertel.) This is an adults-only event. We look forward to seeing you at this very enjoyable evening event.

CUSTODY

Parents must bring custody papers to the school to inform us of custodial arrangements or issues regarding non-custodial parents. Please make school personnel aware of any potential risks to your child from a non-custodial parent.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

Reading, Writing and Mathematics

The *Wonders* reading program is a research-based program that is proven to build solid reading skills in all students. Guided Reading in a reading workshop is a cornerstone of our balanced literacy approach. We utilize best practices for literacy instruction as part of our commitment to help all students become competent and lifelong readers.

At EVCS, we use the "writing workshop" approach developed by Lucy Calkins and the Teachers College Reading and Writing Project to teach writing. This approach holds that writing is a process, with distinct phases. Students collect ideas, develop those ideas, write first drafts, revise, edit, proofread, and finally publish with the expectation that their writing will be read by others. By involving children in this process, they become more active in their own education and see themselves as writers. Students receive instruction in narrative, expository, informational, poetic, and procedural writing.

CURRICULUM , INSTRUCTION, and ASSESSMENT continued

Everyday Mathematics is a researched-based curriculum developed by the University of Chicago School Mathematics Project. *Everyday Math* uses real-life concepts to teach math skills using a cycling technique that allows students to master skills more completely.

Special Subjects

All students at EVCS study Spanish, art, music, cultural dance, and physical education every week. Students may take instrumental music beginning in Grade 5.

Curriculum Opt Out

EVCS was founded on the principles of diversity, with the express intention of forming an inclusive community where all students feel welcomed and valued. To that end, EVCS strives to educate students about the diversity of people and ideas that exist in our society, and give them access to information that will broaden their perspective of the world around them. When children learn about other cultures, it helps them understand the diverse values, ideas, and traditions of all people.

EVCS does not entertain parent requests to opt out of curriculum. When it comes to the academic curriculum a school chooses to teach, schools have broad latitude to determine appropriate instruction. EVCS makes decisions and takes particular actions to impart a broad spectrum of views and ideas to its students.

Time spent understanding and appreciating differences benefits everyone. It is equally important to stress the similarities among all people. Research shows that when students' identities are understood and appreciated by teachers, they do better in school. They feel more accepted and part of their school community.

Should you have any questions or concerns about the content presented in school, please feel free to contact Anne Wechsler, Director of Curriculum and Instruction

Grading and Reporting

EVCS operates on a trimester schedule, with three marking periods and report cards. This provides teachers with more time to assess student progress between report cards. This is particularly important for younger students, as they transition to a new grade level and may require additional review time at the beginning of the year.

New York State Assessments

In accordance with Federal and State requirements, all students in public and charter schools in grades 3-8 must take all state assessments administered at those grade levels. These tests are considered to be part of the course of study for each grade level. State assessments are administered as follows:

- English Language Arts: Grades 3-8
- Mathematics: Grades 3-8
- Science: Grades 4 and 8

At EVCS we do not "teach to the test," and we try to minimize test anxiety as much as possible. We recognize that state assessments are just one way to evaluate the outcomes of our curriculum and instruction, and they are neither the focus of our efforts, nor the sole indicator of a child's academic achievement. As such, we deliv-

er and review multiple sources of formative and summative assessments throughout the year to monitor and measure student progress and growth.

FOOD SERVICES

Elmwood Village Charter School partners with the Buffalo Public Schools Food Service program to meet the nutritional needs of our students.

EVCS participates in the Community Eligibility Option (CEO) under the National School Lunch program. The CEO provision is directed toward schools and communities with a high percentage of economically disadvantaged students. Under CEO, all students receive breakfast and lunch at no charge for the entire school year, regardless of parent income, once they have submitted the Household Income Application.

Household Income Application—Important

On the first day of school, every student will receive a Household Income Verification Application. This form replaces the Federal Free and Reduced Lunch Application. Every child receives free breakfast and lunch, once the school receives the Household Income Application.

Every family at EVCS must complete this application. This is extremely important information that is used for federal grant money and charter accountability. If you know that your family is not eligible, you may write "not eligible" with the name (s) of your child(ren) and return it to school. **Every family must submit this application.** Please return this form by **Friday, September 6, 2019**. EVCS depends on a significant sum of money in federal grants that are based on the information from these applications.

HEALTH

EVCS has a licensed nurse on premises five days a week. Parents/guardians should notify the school nurse of any health-related issues. Our Medical Director has advised us to strictly follow this policy:

- A child cannot attend school if he/she is running a fever of 99 degrees or more.
- A child cannot attend school until he/she has been fever-free for 24 hours.
- Any child coming to school with a fever or flu-like symptoms will not be admitted to class and will be sent home.
- A child should not come to school if he/she has been vomiting within the last 24 hours and has not been able to eat a meal.

Emphasis is placed on teaching proper hygiene, such as hand-washing, in order to prevent illness.

Food Allergies

Please notify the school nurse and your child's teacher of any food-related allergies. A medical plan from your child's physician must be kept on file in the Health Office.

We ask that all families remain sensitive to students' food allergies. Please refrain from sending in any snacks or treats for the class that contain any nut products. Nuts are prohibited in our classrooms.

HEALTH, continued

We prefer that parents provide a snack or treat for special events that has been baked in a commercial kitchen and that these snacks are sent to school in the original packaging with the manufacturer's label. We cannot accept any home-baked or home-canned goods. Whole foods, such as fruits and vegetables, are recommended snacks and treats.

Children with food allergies are not permitted to eat any homemade snacks or treats. Parents of children with food allergies are encouraged to provide substitute snacks as an alternative on hand at school. Sharing of food in the cafeteria is not permitted, and our cafeteria includes nut-free tables.

Medications

If your child needs to take prescription medication during the school day, please contact the school nurse. New York State Law requires:

- Parents or guardians must personally deliver the medication to the school health office or a school official (unless a self-carry order form is signed by the parent/guardian and a NYS licensed physician).
- All medication must remain in properly labeled pharmacy or original over-the-counter (OTC) containers.
- A new prescription/medication form signed by the medical provider is required at the beginning of every school year.
- The parent/guardian must sign the medication permission form before a student can use the medication.

In accordance with New York State Law, teachers or employees of a school, other than a licensed nurse, cannot administer or assist with medications unless the student is deemed "self-directed" by his or her physician. Parents/guardians may authorize an adult to assist their child on a field trip if the parent/guardian cannot attend.

In order for a child to be deemed "self-directed," there must be an order from the child's physician stating that the child is self-directed, and parent permission for the child to be self-directed under the supervision of a staff member. In order for the child to be "self-directed," he/she must be able to do the following:

- Recognize the medication (*i.e.*, color, shape, size, etc.)
- Determine the correct dosage needed (*i.e.*, one tablet, 2 puffs, 3 units, etc.).
- Identify the time that the medication is needed during the school day (*i.e.*, lunch time, before/after PE class, etc.).
- Describe how to take the medication from original labeled pharmacy container or original OTC container, and administer it to themselves or direct a staff member to assist by correct route (*i.e.*, oral, nasal, inhaled, topical, etc.).
- Describe why (purpose) the medication is taken and under what circumstances it is appropriate to do so (*i.e.*, to improve attention, headache, shortness of breath, etc.).
- Describe what happens when the medication is not taken (*i.e.* unable to breathe, etc.).
- Describe when to refuse to take the medication (*i.e.*, wrong color, shape, amount, etc.).

If you or your child's physician do not feel that your child can be deemed "self-directed," options for field trips include:

- Chaperoning the field trip yourself.
- Providing written permission to another adult who is chaperoning the field trip and is willing/able to administer your child's medication.

Parents are encouraged to discuss this issue with the child's physician, so that all students may be safe and have their medical needs met. Medication forms are available on our website or may be obtained from the main office. Your physician may use his/her own form if desired.

Vaccinations

New York State Law prohibits children from attending school unless they are current on all required vaccinations. This law is strictly enforced, and the school would receive hefty fines for each day that it is out of compliance. Please contact the school nurse with any questions about vaccination requirements.

Current School Year New York State Immunization Requirements for School Entrance/Attendance may be found at: <https://www.health.ny.gov/publications/2370.pdf>

MEET THE TEACHER NIGHT

Meet the Teacher night will be Thursday, September 12, 2019 from 5:30-7:15 PM at the school. At this event, teachers discuss the curriculum, and academic expectations at EVCS. There will be two formal informational sessions to accommodate parents with children in more than one grade level:

- Session 1: 5:30-6:15 PM
- Session 2: 6:30-7:15 PM

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held three times throughout the year. This year's dates are:

- Thursday, October 17, 2019
- Thursday, January 23, 2020
- Thursday, May 14, 2020

Teachers will provide information regarding the scheduling of parent-teacher conferences. These conferences provide a valuable opportunity to talk with your child's teacher about his/her progress in school, and all parents/guardians are encouraged to attend.

RESPONSIVE CLASSROOM

At Elmwood Village Charter Schools, we embrace the Responsive Classroom model. Responsive Classroom is an approach to elementary and middle school education that emphasizes social, emotional, and academic growth in a safe school community.

The social curriculum is as important as the academic curriculum, and social responsibility is an integral part of daily classroom life. The goal of Responsive Classroom is optimal student learning. More information about the Responsive Classroom (RC) approach can be found on the RC website: <http://www.responsiveclassroom.org>

EVCS implements the Cooperative Discipline approach in tandem with RC. Students are at their best when they feel *capable, connected, and contribute* to the school and wider community.

Key Components of Responsive Classroom

- **Morning Meeting:** Each class gathers together each morning at 8:00 AM to greet one another, share news, participate in an activity, and warm up for the day ahead. Timely arrival to school is extremely important so that all students have the opportunity to be an active participant in the development of their classroom community.
- **Rule Creation:** Students help create classroom rules that allow all members of the classroom community to reach their learning goals.
- **Interactive Modeling:** Students are explicitly taught to notice and practice expected behaviors in order to demonstrate and internalize them.
- **Positive Teacher Language:** Adults use carefully selected, respectful words and tone to promote active learning and self-discipline.
- **Collaborative Problem-Solving:** Strategies such as conferencing and role-playing are used to help students solve problems and resolve conflict.
- **Logical Consequences:** Adults respond to misbehavior in a way that respects children, guides them to recognize the effects of their actions, and helps them develop internal controls.
- **Classroom Organization:** The physical space is carefully structured in ways that encourage independence, cooperation, and productivity.
- **Guided Discovery:** Materials are introduced in a way that encourages discovery and creativity.
- **Academic Choice:** Teacher-structured choices are provided to students to help increase motivation, self-direction, and learning.
- **Working with Families:** Family partnerships are essential. Families are invited to share insights and are collaborative partners in their child's education.

Student Discipline within the Responsive Classroom and Cooperative Discipline Models

All students are expected to adhere to the EVCS Code of Conduct. We expect students to respect the rights and privileges of others and accept responsibility for their own actions and the consequences of their behavior. Our approach, first and foremost, is to be proactive:

- Establish a calm, peaceful, and orderly environment for learning.
- Give students the opportunity to be capable, connected, and contributing members of the school community (Cooperative Discipline).
- Teach and help children to develop self-control and self-discipline.
- Teach children to be responsible members of a democratic community.
- Promote and model respectful, kind, and healthy interactions.

When responding to misbehavior, we aim to:

- Help children become aware of their actions.
- Help children become aware of how their actions can bring positive and negative consequences to themselves and others.
- Use respectful strategies to stop misbehavior and restore positive behavior as quickly as possible.
- Preserve the dignity of every child.

Other information pertaining to student discipline may also be found in our Code of Conduct.

RIGHT TO KNOW

Parents are entitled to request information about the professional qualifications of their child's classroom teacher(s) and any paraprofessionals that assist in the classroom. Parents are entitled to know:

- Whether the teacher has met New York State certification criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which New York State certification criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals, and if so, their qualifications.

If you would like to obtain the above information, please call the school office at 886-4581 or email Mrs. Bruno at dbruno@elmwoodvillageschool.org and we will be happy to provide you with the requested information. You may also view the credentials of your child's teacher on our school website.

SAFETY AND SECURITY

Safety of all members of the EVCS community is our top priority. Please review the following procedures and policies carefully:

- Parents, guests, and visitors to the school must be "buzzed" in through the main doors of the building and sign in/out at the main office.
- Upon arrival, parents, guests, and visitors will be asked to give their name and the child's name.
- The main entrance of the building is monitored by a security camera, and surveillance cameras are positioned throughout the interior and exterior of the school.
- Parents, guests, and visitors may not enter a classroom unless invited to do so by the teacher (i.e. parent/guest volunteers).
- All students at EVCS are minors, and it is expected that parents will not approach another person's child to discuss grievances, arrange play dates, change dismissal procedures, or share any other information that should only be discussed with the child's parent or guardian.
- Emergency safety procedures are reviewed and updated on a regular basis.
- Fire, lockdown, and other safety drills are conducted at least twelve (12) times per year.

SCHOOL CLOSINGS

In the event of a school closing due to inclement weather, Elmwood Village Charter Schools will be closed when the Buffalo Public Schools are closed. School closings are announced on the websites of television channels 2, 4, and 7, and on the school's Facebook page.

STUDENT SAFETY

Student safety is always the top priority at Elmwood Village Charter Schools. Please review these guidelines which have been established to ensure a safe learning environment.

Dress Code

Students should dress comfortably, modestly, and appropriately for school. Sneakers may be worn, but for student safety, "heelys" and flip-flops are not permitted. A student's manner of dress should not distract from instruction.

Printed shirts must be appropriate for elementary school and not promote values that are contrary to those of the EVCS community. Hats and head coverings are not permitted in the building, except for religious observance or medical reasons. Once a student has arrived at school, he/she may not change outfits.

On days when students have physical education or dance classes, they should wear sneakers with socks, and loose-fitting, comfortable clothing. It is recommended that students not wear jewelry on these days. School administration determines appropriate attire for school. Students who are not dressed appropriately may be removed from class until a parent/guardian can bring them an acceptable change of clothing.

Bicycles and Skateboards

Bicycle racks are available between the building and the parking lot where students can securely lock up their bikes. The school is not responsible for bicycles parked on school grounds, and bicycles may not be parked inside the building. For the safety of young children, students and parents should not ride their bikes or skateboards directly in front of the school or in the dismissal area.

Reports of Child Abuse or Neglect

Public Notice

1-800-342-3720 is the toll-free telephone number operated by the New York State Office of Children and Family Services (OCFS), to receive reports of child abuse or neglect.

To access the OCFS website, visit <http://ocfs.ny.gov/main/cps/>.

Noticia pública:

1-800-342-3720 es el número de teléfono gratuito operado por la Oficina de Servicios para Niños y Familias del Estado de Nueva York (OCFS), para recibir informes de abuso o negligencia infantil.

Para acceder al sitio web de OCFS, visite <http://ocfs.ny.gov/main/cps/>.

TECHNOLOGY

EVCS is a school with many technology resources, including SMART Boards, Chromebooks, and iPads. School technology is to be used for educational purposes only, and under the director of a teacher, teaching assistant, or library/media specialist. The school's Acceptable Use Policy is included in the Code of Con-

duct. Please review the Acceptable Use Policy with your child (ren). Any student found in violation of the Acceptable Use Policy will have his/her technology privileges suspended or revoked.

Electronic Devices

Cell phones, SmartWatches, and other electronic devices are not permitted in school, per the Code of Conduct in our charter. In the event that a student may need to bring a cell phone to school, it must be given to the classroom teacher for safekeeping until the end of the school day. Cell phones found in class will be confiscated by staff and kept in the main office until a parent or guardian can claim the device.

Computers, laptops, and tablets are available in all classrooms and in the library; therefore, it is recommended that students do not bring their own electronic devices from home. EVCS is not responsible for lost or stolen devices. Any student possessing an electronic device during a test or state assessment will not receive credit.

Cyber-Bullying

Cyber-bullying refers to any harassment that occurs via the internet, cell phones, or other electronic devices. Communication technology used to intentionally harm others through hostile behavior such as sending text messages or posting unkind comments on the internet may be considered cyber-bullying. The National Crime Prevention Council defines cyber-bullying as "the process of using the Internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person." Cyber-bullying could be limited to posting rumors or gossip about a person on the Internet, bringing about hatred in others' minds, or it may extend to personally identifying victims and publishing materials that defame and humiliate them.

State law requires schools to take immediate action when students experience cyber-bullying or other forms of harassment via electronic devices. To support every student's right to learn, the law ensures that schools work with families, communities, and law enforcement to help prevent any form of discrimination and harassment, including cyber-bullying. This law enables schools to extend disciplinary policies to address acts of harassment, intimidation, threats of violence, or discrimination that are communicated electronically on or off school premises.

EVCS will work with families, the school counselor, and law enforcement to minimize and address incidents of cyber-bullying. Parents/guardians are asked to:

- Monitor your child's use of social networking sites (i.e. Facebook, Snapchat).
- Closely monitor your child's use of the Internet and texting devices, including iPods, iPads, and cell phones.
- Talk with your child about safe and responsible use of the Internet and texting devices.
- Explain the seriousness of cyber-bullying and how to recognize it.
- Discuss with your child what he/she should do if he/she is the victim of cyber-bullying.
- Report incidents of cyber-bullying to school officials (provide evidence if possible).

TECHNOLOGY, continued

Elmwood Village Charter School will thoroughly investigate all allegations of cyber-bullying. Should allegations be found credible, disciplinary actions will be taken per our Code of Conduct in the same manner as if the behavior occurred on school premises.

Students and parents/guardians can report any concerns of bullying or cyberbullying to our DASA (Dignity for All Students Act) Coordinator, Mrs. Ebony McMillan at 886-4581, by email at emcmillan@elmwoodvillageschool.org, or through the EVCS Bully Report on our school website.

TRANSPORTATIONBuses

Bus transportation is provided by the Buffalo Public School District or the student's district of residence, and students must adhere to all rules established by the district of residence and EVCS. Bus transportation is a privilege that may be suspended if a student does not follow established rules. The EVCS Code of Conduct applies to students on school buses. Bus drivers have the right to suspend a student from the bus for unacceptable behavior.

Bus arrival begins at 7:00 AM, and bus dismissal begins at 3:15 PM. Cars may not park directly in front of the building until all buses have departed. Drivers may not park in front of the school at arrival or dismissal.

Bus Information:

- An adult must be present to receive a kindergarten student at the bus stop. The driver will not release a kindergarten student without an adult present.
- Please review the drop-off and pick-up information that is provided by the BPS Transportation Office and notify them of any incorrect information.
- If your child's bus is late, an EVCS Alert will be sent via text message. You may call the bus terminal to determine the estimated time of arrival at your child's bus stop.

200 Buses—874-0544

300 Buses—835-5410

400 Buses—835-5410

500 Buses—826-4771

600 Buses—896-1171

700 Buses—894-4778

800 Buses—894-4778

900 Buses—894-4778

Parent Transportation

Families may wish to provide their own transportation to and from school. Morning drop-off begins at 7:30 AM through the front doors. Students must report to the cafeteria upon arrival; classroom doors open at 7:50 AM. Pick-Up dismissal begins at 3:30 PM.

Safety of our students is the utmost priority at arrival and dismissal, and we ask families to observe the following:

- Please observe all parking and traffic flow signs.
- Please observe parking restrictions on Cottage Street to ensure that cars, buses, and emergency vehicles can pass.
- In order to maintain a smooth flow of traffic, please be ready to have your child enter/exit the car quickly. Cars must come to a full stop, and children must enter/exit the passenger side of the vehicle for safety. School staff may not walk students to cars in the middle of the street.
- Please exercise extreme caution whenever entering or exiting the parking lot; watch for children who may be crossing the entrance to the lot.
- Please pull away from the building slowly, and be particularly careful when backing up (small children may be in a blind-spot below the driver's line of sight).
- Students should not cross between parked cars. Please remind students to look carefully whenever walking/crossing near cars during arrival and dismissal.
- Please be courteous of our Days Park, Cottage Street, and Hudson Street neighbors—we ask that drivers are careful not to block driveways during arrival and dismissal.
- Please be courteous to other EVCS families—refrain from double parking and stopping in the street to let students in and out of vehicles.
- Note that cars left unaccompanied in front of the school between 7:00 AM and 4:00 PM may be ticketed by Parking Enforcement. Cars parked illegally on Cottage Street will be ticketed.
- Cars must not be parked in front of the school after 2:30 PM in order to ensure adequate space for bus parking and a safe dismissal. If you are parked in front of the school between 2:30 and 3:00 PM, you may be ticketed.

Morning Drop Off Tips:

- During morning drop-off, please pull cars as close as possible to the end of the building near Cottage Street. Parking is not permitted directly in front of the school in the drop-off zone.
- Please park in the visitor parking lot if you plan to escort your child into the school. Additional parking is available on Hudson Street (behind the school).

Afternoon Pick Up Tips:

- Please do not park in front of the building during dismissal and observe all parking signs in order to ensure a smooth dismissal for all buses and cars.
- Students will only be dismissed when a school staff member sees the parent/guardian at pick-up.
- School staff are not permitted to release children from the classroom or dismissal line without prior notification from the main office. Please follow our procedures for early dismissal in order to ensure safety of all students.
- All students must be picked up by 4:00 PM, when the main office closes, unless they participate in the Boys and Girls Club program.
- Please make every effort to avoid picking up your child between 2:30-3:30 PM except in the case of emergencies.

Changes in Dismissal Procedures

- Timely communication about changes in dismissal is essential. Our school is committed to student safety. We will not release children from the classroom or dismissal line unless we have explicit communication from the parent/guardian (by 1:00 PM) about any dismissal change.
- **Please make dismissal changes in School Dismissal Manager by 1:00 PM.** For student safety, timely notification to teachers and substitutes, and to protect instructional time, dismissal procedures may not be changed after 1:00 PM., with the exception of emergencies.
- Please be courteous of school staff during dismissal time. Student safety is of the utmost importance. Please support our office staff by refraining from calling the main office between 2:30-3:45 PM, except in the case of emergencies. We appreciate your cooperation.
- If you want your child to walk or take a Metro Bus home, we must have written permission to release your child without an adult.
- Students will not be released to any adult who is not on the approved pick-up list, unless the parent/guardian sends written permission to release the student to another adult. The adult will be required to show photo identification before the child is released.

After Dismissal: Boys and Girls Club

For the convenience of our families, the Boys and Girls Club of Buffalo runs an afterschool enrichment program on the EVCS campus. The program is not affiliated with the school, and staff members from the Boys and Girls Club are not employees of EVCS. The school administration does not supervise Boys and Girls Club staff or regulate Boys and Girls Club policies and procedures.

There is a separate registration for this program. The direct number for the Boys and Girls Club is (716) 783-7187.

We hope that this handbook has provided you with helpful information about Elmwood Village Charter School. Please note that this document is not all-inclusive. If you have questions, or need additional information, please do not hesitate to contact the school at any time.

Best wishes for an enjoyable school year for you and your child.

