



2019-2020 Parent Handbook

Elmwood Village Charter School Hertel

665 Hertel Ave.
Buffalo, NY 14207

Main Office: 716-424-0555
Fax: 716-464-3600

Website
www.evcsbuffalo.org

Welcome to Elmwood Village Charter Schools. 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.

7:00	Bus drop-offs only
7:05-7:55	Breakfast
7:30	Main doors to school open. Parent drop-offs to the cafeteria for breakfast
7:45	Students transition to homerooms
8:00	Class begins
3:15-3:45	Bus dismissal
3:20-3:45	Parent pick-up
3:50	Late bus/pick-up notification via EVCS text/email alert

School Hours
8:00 AM-3:15 PM

Message from the Principal

Dear Families,

Welcome to a new school year at Elmwood Village Charter School Hertel, 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 us at 716-424-0555 or via email at kjamil@elmwoodvillageschool.org. I look forward to a wonderful school year!

Sincerely yours,
Kathy Jamil, 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)
6 - Open House at Days (PM)	11 - Open House at Hertel (AM)
12 - Meet the Teacher Night	13 - Open House at Days (AM)
20 - Early Dismissal (12:30 PM) Professional Development	17-21 - Midwinter Recess
October	March
14 - Indigenous Peoples Day	6 - End of Second Trimester
17 - Early Dismissal (12:30 PM) Parent-Teacher Conferences	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	
27 - Early Dismissal (12:30 PM)	May
28-29 - Thanksgiving Recess	14 - Early Dismissal (12:30 PM) 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
	19 - End of Trimester 3 (grades)
	24 - Early Dismissal (12:30 PM)
January	24 - Last Day of School
1 - New Year's Day	25 - <i>(make up day if over 2 weather days)</i>
20 - Martin Luther King, Jr. Day	25-30 - Teacher Workdays
23 - Early Dismissal (12:30PM) Parent-Teacher Conferences	

EVCS Hertel Leadership**Kathy Jamil**, Principal**Liz Fisher**, 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**Liz Santacrose**, Chair**Jennifer Bernacki-Smith**, Vice Chair**Pamela Pollock**, Secretary**Matthew Moscati**, Treasurer**BOT—Founders****Marguerite Battaglia****Mimi Barnes Coppola****BOT—Community Members****Kathleen Franklin-Adams****Matthew Ryan****Evelyn Kerney****BOT—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, unless otherwise noted. All meetings are open.

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 424-0555 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 five 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 will take the following steps to assist families with attendance:

EVCS staff closely monitors student attendance.

- Students will be marked tardy at 8:00 am.
- Chronic tardiness, seven (7) or more tardies, will result in a meeting with the Principal or designee to discuss the circumstances contributing to the tardiness and offer assistance.
- Unless a parent calls about an absence beforehand, the school office or alert system will attempt to contact the parent/guardian the day of your child's absence.
- Once a child has six (6) unexcused absences within a trimester, the school will contact the parent/guardian.
- Once a child has ten (10) unexcused absences, the school will contact the parent/guardian to offer assistance.
- Once a child exceeds fifteen (15) days of absences, his/her parents/guardians will receive written notification from the school and will be required to meet with the Principal or designee to discuss the circumstances contributing to the absenteeism.
- Once a child exceeds eighteen (18)

days of 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 members thoughtfully place each child in a class with the intention of maximizing 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 the Front Office Assistant at 424-0555 ext. 2300 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 with students and via email. 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.

EVCS Alerts

EVCS uses an alert messaging system to reach families quickly. Parents/guardians may select a primary method of contact (email, phone call, text message) at the beginning of each year. Contact information is maintained through the Student Management System.

Website and Social Media

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

Facebook: <https://www.facebook.com/EVCS2/>

COMMUNITY ASSOCIATION (CA)

Elmwood Village Charter Schools has a history of having an 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, generally held on the last Wednesday of each month at 6:00 PM in the school library.

EVCS is a community not just of students, but of families. 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.

View the CA meeting schedule and learn about upcoming CA events at <http://www.evcsbuffalo.org/get-involved/the-evcs-community-association/>

Family Directory

The CA compiles a family directory each school year. At registration, families may opt in or out of having their contact information included in the directory. Families are expected to keep information contained in the directory confidential; not to share it with anyone outside of the school community, nor use it for marketing, nor for political or commercial solicitation.

Room Parents

A room parent volunteers in their child's classroom teacher on various activities. The room parent is the communication liaison between the parents of that class, and attend CA meetings monthly. Parents interested in participating in this role should notify the classroom teacher within the first two weeks of school.

Evening with EVCS

This year, Evening with EVCS will take place on Saturday, November 9, 2019 from 7:00-11:00 PM at the Hertel campus. This is an adults-only event. We look forward to seeing you to share this very enjoyable evening.

The Evening with EVCS is the school's largest fundraiser, which 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, so the success of this type of fundraiser helps our school immensely.

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.

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 ASSESSMENTReading, 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.

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. Every class also has regularly scheduled health and library classes.

Curriculum Opt-out

EVCS was founded on the principles of diversity, with the express intention to form an inclusive community where all different types of students feel welcome 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 to the world around them. When children learn about new ideas and other cultures, it helps them understand the world. They begin to understand how other people live, their traditions and values, religions and languages.

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

Time spent understanding and appreciating differences benefits everyone. It is equally important to stress the many things we have in common. Research shows that when students' cultures are understood and appreciated by teachers, they do better in school. They feel more accepted and a part of the school community.

Should you have any questions or concerns about the content presented in school, please feel free to contact the 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

EVCS Hertel will administer the 3rd-4th grade state assessments, in accordance with Federal and State requirements, that all students in public and charter schools in grades 3 to 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

Test dates are updated annually on the calendar at EVCSBuffalo.org.

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 deliver 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 Schools 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. Students can also choose items from the salad bar as an addition or alternative to their lunch.

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 **Wednesday, September 10, 2019**. EVCS depends on a significant sum of money in federal grants that are based on the information from these applications.

HEALTH

Our full-time nurse will be glad to answer your questions and assist with any health concerns for your child/family. The services we provide are consistent with the mandates of the New York State Education Department and the New York State Department of Health. Please help us in meeting your child’s health needs by notifying us of any new medical conditions, treatments, medications, or immunizations. Emphasis is placed on teaching proper hygiene, such as hand-washing, in order to prevent illness.

Health Screening

During the school year, students are screened based on NYS screening guidelines for possible difficulties in the following areas: vision, hearing and Scoliosis (curvature of the spine). Parents will be notified in writing if any problems have been identified from the screenings.

Illness

Please keep your child home for the following reasons:

- **Vomiting** before school or last night and hasn’t eaten since.
- Students should not be in school today if they had a **fever** yesterday. They should be fever free for 24 hours without the use of Tylenol/Motrin. Any child coming to school with a fever or flu-like symptoms will not be admitted to class and will be sent home.
- **Sore throat** with white spots or sore throat and headache, stomachache or fever (strep throat).
- Conjunctivitis: **“Pink Eye”** requires 24 hours of treatment (antibiotic drops) before returning to school.
- **Impetigo**: your child must be receiving antibiotic treatment for 24 hours before returning to school.
- **Ringworm** requires anti-fungal treatment. Please cover the area with a bandage.
- **Onset of a cold**: the child is most contagious in the first 48 hours of sneezing, watery eyes, and runny nose. If your child is not feeling well and has severe cold symptoms, we suggest he or she stay home from school.
- **Lice**: If you suspect your child has lice, please contact the EVCS nurse. We can help with diagnosis and advise you on proper treatment. Your child must be treated before returning to school.

Food Allergies

If your child has any food-related allergies, please make sure that your child’s teacher and the school nurse are aware of this. 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 do not send in any snacks or treats for the class that contain any nut products. Nuts of any kind are prohibited in the classrooms. We prefer that parents provide a treat that has been baked in a commercial kitchen and send these snacks to school in the original packaging (with the manufacturer’s label). We cannot accept any home-canned foods. 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. Sharing of food in the cafeteria is prohibited. We also offer a nut-free table in the cafeteria.

School Injury/Illness

Parents will be notified of illness or serious injury during school and first aid will be provided by the school nurse.

Please notify the school if you have new work, home or cell phone numbers. If parents cannot be reached, the adults listed on the emergency contact form will be called, if necessary.

Medication

New York State Education Law states that for medication (prescription and over-the-counter) to be administered to a student by school personnel, the following NYS regulations must be followed:

- A written order signed by the student’s doctor indicating the name of the medication, frequency, dosage, route of administration, duration, and possible side effects of the medication must be provided.
- Parents must sign the physician order before a medication can be given at school. A new prescription/medication form signed by

the medical provider is required at the beginning of every school year.

- Medication must be brought to school by the parent in the original pharmacy container. **The student cannot bring the medication to school.** Please call the nurse to make arrangements for medication drop-off.
- Your child's medication needs to be picked up by a parent at the end of the school year, or in accordance with New York State regulations, it will be properly discarded.

Required Health Documentation

EVCS requests a current copy (last 12 months) of your child's physical each school year, to include BMI (body mass index) and weight status category.

A dental health certificate is requested annually.

Proof of NYS required immunizations must be provided within 14 days of entering school. Thereafter, you will be notified when proof of updates such as T-dap booster, are required. 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.

EVCS Afterschool Sports

Proof of a physical exam is required for participation in all sports.

Links

All forms can be obtained from our website, <http://www.evcsbuffalo.org>

2019-2020 School Year New York State Immunization Requirements for School Entrance/Attendance may be found at:

<https://www.health.ny.gov/publications/2370.pdf>

EVCS has adopted the Department of Health's policy on when to keep a sick child home from school: https://www2.erie.gov/health/sites/www2.erie.gov/health/files/uploads/pdfs/home_from_school.pdf.

MEET THE TEACHER NIGHT

Meet the Teacher night will take place on **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

Start and end times for these sessions are firm, and parents are asked to arrive promptly on time. Additional information about Meet the Teacher Night will be communicated in classroom newsletters.

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. The school has early dismissal on these dates. Dismissal time is 12:30 on Parent-Teacher Conference days.

RESPONSIVE CLASSROOM

At Elmwood Village Charter School, 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.

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 has 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 424-0555 or email Ms. Jamil at kjamil@elmwoodvillageschool.org and we will be happy to provide you with the requested information.

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 School will be closed when the Buffalo Public Schools are closed. School closings are announced on television and websites of 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 School. 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 will be available beside the main entrance to the building 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.

TECHNOLOGY

EVCS is a school with many technology resources, including Promethean 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 Conduct. 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, E-watches, and other electronic devices 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 accompanied by a note from a parent or guardian and given to the classroom teacher or main office personnel for safekeeping. If kept in a school locker, the cell phone must be turned off 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.

iPads, tablets, and e-readers may be used in school for educational purposes only, and under the direction of a teacher. Each teacher has the discretion to allow iPads, tablets, or e-readers in his/her classroom and to determine the educational use of such devices. 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 ugly 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., Instagram, Snapchat, etc.).
- 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).

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 concerns of bullying or harassment to our DASA (Dignity for All Students Act) Coordinator, Laura Dowling at 716-424-0555 or ldowling@elmwoodvillageschool.org.

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/>.

TRANSPORTATION

Buses

Bus transportation is provided by the Buffalo Public Schools, and students must adhere to all rules established by BPS 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 U-drive in front of the building until all buses have departed. Should the driver need to park their vehicle, they should park in the designated parking lot.

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 at 816-4895
- If your child's bus does not arrive at school by 3:50 PM, an AMG Alert will be sent. You may call the bus terminal to determine the estimated time of arrival at your child's bus stop.
- If a bus is running late, please call the terminal and they will be able to tell you what time the bus will arrive to your stop.

Bus #200s **874-0544**

Bus #300s, 400s **835-5410**

Bus #500s **826-4771**

Bus #600s **896-1171**

Bus # 700s, 800s, 900s **894-4778**

Parent Pick-ups and Drop-offs

Families may wish to provide their own transportation to and from school. Morning drop-off begins at 7:30 AM. Students report to the library until 7:45 AM and then proceed to the classrooms. If the student is having breakfast, the student would report to the cafeteria instead of the library. Parent pick-up for dismissal begins at 3:25 PM.

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

- Please observe all restricted parking signs.
- Please observe parking restrictions in the U-drive to ensure that cars, buses, and emergency vehicles can pass.
- 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.

In addition:

- Please be courteous of our neighbors on St Florian St. We ask that drivers be careful not to block driveways during arrival and dismissal.
- Parents are encouraged to allow children to enter the building on their own after the first week of school. School staff will be stationed in front of the building during arrival to help children enter the school safely.
- Note that cars left unaccompanied in the U-drive between 7:00 AM and 4:00 PM may be ticketed by Parking Enforcement.

Morning Kiss & Drive Drop-off:

- During morning kiss & drive drop-off, parking is not permitted in the bus loop U-drive in front of the school.
- Please park in the visitor parking lot if you plan to escort your child into the school. Additional parking is available in the visitor's lot.

Afternoon Pickup:

- K-3 students are dismissed to the main entrance with their teacher at 3:25.
- Do not park in the U-drive.
- Students will only be dismissed when a school staff member sees the parent/guardian or designated persons from the pick-up list (no exceptions).
- 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.

General Dismissal Information:

- Establish a consistent dismissal routine with your child. A consistent schedule helps prevent mistakes that can jeopardize student safety.
- Avoid early pick-up whenever possible, with the exception of emergencies or important appointments (medical, dental, counseling). Providing the school with written notification in the morning helps ensure a smooth and safe dismissal for your child.

Changes in Dismissal Procedures

- Timely communication about changes in dismissal is essential. Please understand that all school staff are 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 dismissal changes.

- **Please notify the main office by 1:00 PM** of any changes in your child's dismissal procedure. For student safety, timely notification to teachers and substitutes, and to protect instructional time, dismissal procedures may not be changed after 2:00 PM., with the exception of emergencies.

Phone: **716-424-0555 ext 2300**

Email: **lsteuer@elmwoodvillageschool.org**

- 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 or visiting in the main office between 2:45-3:45 PM unless necessary. We appreciate your cooperation.
- If you want your child to walk 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.

BelfSelf Behavioral Health (BSBH) Afterschool Program

For our families' convenience, EVCS Hertel has partnered with BSBH to offer afterschool programming for EVCS Hertel students, free of charge. The program is located here at EVCS Hertel, and runs from 3:30 to 5:30, Monday through Friday, with certain calendar exceptions.

BSBH's afterschool program focuses on developing social-emotional skills. Each day, children receive a snack. After eating, a block of time is devoted to working on academics, and another block of time is devoted to enrichment activities, including a plethora of arts, cooking, sports, and STEM (science/technology/engineering/math) activities, and community-based programming.

There is limited space in the EVCS Hertel-BSBH afterschool program; spots will be filled on a first-come, first-serve basis.

To be considered for a spot: Parents **must** complete an after-school application that will be sent home in the beginning of the school year. The tentative afterschool program dates are September 16 through June 19 (dates may change). The program is free for EVCS students. BSBH may request funds to cover additional program costs, such as bussing for field trips, if any are offered. The after-school coordinator, Nicole Campbell, can be reached at ext. 2310.

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 any questions, or need additional information, please do not hesitate to contact Ms. Jamil by phone at 424-0555 or via email at kjamil@elmwoodvillageschool.org.

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