

Evergreen Academy

Regional Safe School Program of McHenry County



Student/Parent Handbook

2021 - 2022

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Union, IL 60180

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Program Hours

Office: 7:30 am - 2:00 pm

Students: 8:00 am - 1:30 pm

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Student Enrollment Status

Attendance at the Regional Safe School Program is a privilege and compliance with rules and standards is an integral and inherent component of the program.

Students who attend the Regional Safe School Program remain a student of their Home School District. Each student and parent should always refer to the Student/Parent Handbook of the Home district, as each district handbook will vary. During the entire period of enrollment the Board policy of the Home School district shall remain in effect.

The Regional Safe School Program Handbook is developed for both student and parent to understand the program structure and procedure in which the program operates, however, the Home School District Handbook should always be viewed as the legal notification.

Mission

To support students of McHenry County in educational achievement by using a Trauma-Sensitive approach. In order to reach this goal, all students need to feel safe-physically, socially, emotionally, and academically.

Focus Areas:

Effective Curriculum: Use of high quality, standards aligned, culturally responsive material and practices.

Effective Instruction: Student's needs are met in a school led by highly qualified and trauma informed educators.

Family and Community Engagement: Authentically engage with families and communities.

Safe and Supported Students: Students learn in an environment that promotes social, emotional, and physical well-being and removes barriers to learning.

Relationships with Students: Students have a meaningful connection with at least one adult in the school.

Secured Campus

Evergreen Academy is a closed campus. Students will remain on campus at all times unless participating in a staff-supervised field trip activity, PE class, or other pre-arranged activity.

All visitors will be greeted and/or admitted by program staff. All visitors are required to report to the main office and sign-in.

The Campus uses surveillance equipment to monitor the movement of our students and visitors. The surveillance equipment records and will be used as school code allows.

MORNING CHECK-IN: Drop off phones, wallet, Food including Candy (must be in original sealed package or it will be thrown out.)

General School Policies

The following guidelines and policies are set forth as the minimum behavioral requirements necessary for the conduct of the Regional Safe Schools Program for all students.

1. Students and staff will use appropriate language and conduct themselves in a mutually respectful and socially appropriate manner.
2. Acts of threats and/or physical aggression toward staff or students will not be tolerated and will be treated as criminal acts.
3. Leaving the program without permission will result in immediate police notification. Students who leave the program without permission will be searched upon return.
4. Limited personal items will be kept in the students assigned lockers during the school day.
5. Evergreen Academy is not responsible for any personal items brought to school such as iPods, cell phones, or headphones.
6. Inappropriate conversations referring to illegal behaviors are disruptive to the learning environment, and will not be tolerated.
7. If an infraction happens during the day and it is deemed necessary for the student to be picked up, a **parent/guardian must be available** to do so.

Contraband

The Regional Safe Schools of McHenry County does not permit the presence of any items that are deemed as inappropriate for a positive learning environment.

The list of inappropriate items includes but is not limited to the following items:

1. Tobacco products and related paraphernalia including vaping materials
2. Illicit drugs and related paraphernalia
3. Weapons of any kind
4. Drinks/Water Bottles: No **open** liquid containers will be allowed into the building. Contents will be poured out and will not be returned to student at the end of the school day. Please bring a reusable container to fill and refill here at school. Plastic water bottles will not be permitted in class or in the lunchroom.

School Dress Policy

Students enrolled in the Regional Safe Schools Program of McHenry County are expected to abide by the dress code. Students attending school appropriately attired without distractions are better prepared for success at school. To promote a more effective learning environment, maintain the orderly process, eliminate or reduce gang activity, foster school unity and pride, foster self-esteem, improve student performance, and to insure that a student's dress is neither disruptive to the educational process, the following standards must be complied with by all students:

1. **Shirts:** Students will be assigned an Evergreen polo, P.E. shirt, and a fleece on their first day of school. Students may opt to wear a **Forest Green** polo of their own choosing. No other sweatshirts, hoodies, or outerwear will be worn during the school day.
2. **Pants:** Khaki style pants, jeans, and shorts of any color may be worn. Pants must be worn around the natural waistline. Rubber bands on pant legs are not permitted.

NOT Allowed: Pajama pants or excessive holes/rips in pants.

3. **Hats:** No hats of any kind are to be worn at school. All hats are removed upon arrival.
4. **Shoes:** All students will wear laces in shoes requiring them and must have the same colored shoelaces. Gym shoes are needed every day for P.E. Students must have an extra pair of gym shoes in their locker.
5. **Nails:** Short nails are necessary for safety and health reasons. Nails must be appropriately groomed/cut. All must be the same length. Nail polish must be of uniform color without designs.
6. **Hair:** No graphic designs are allowed in a student's hair or eyebrows. A student may be asked to fill in eyebrows if deemed inappropriate for school.
7. **Tattoos:** At staff discretion, Inappropriate tattoos must be covered at all times. If deemed inappropriate, tattoos must be covered with an approved cover such as band-aid or long sleeve shirt.

8. **Makeup:** Makeup is allowed to be worn in moderation and must not disrupt the educational environment. Makeup is not allowed to be brought to school.
9. **Deodorant:** Students may keep a stick of deodorant for use after P.E. class. No spray aerosol deodorant, cologne, or perfume.
10. **Jewelry:** At staff discretion, inappropriate jewelry must be removed. CAUTION: Evergreen Academy is not responsible for injuries caused due to jewelry being worn during gym class.

****Program discretion will be applied as appropriate - We have the option of providing students with more appropriate dress wear.****

Student Search Policy

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as ROE property. All students may be subject to spot searches of any item carried to school at any point of the school day as deemed appropriate by the staff of Evergreen Academy.

School administrators, with a witness employee, may search a student and/or the student's personal effects (e.g., wallets, notebooks, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the RSSP student handbook rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

If a student is to be found in violation of Evergreen Academy's contraband policies, they will be subject to daily searches until it is deemed no longer necessary by staff.

- No Items considered by the school as contraband will be returned to the student.
- Student possession of any item deemed contraband will result in immediate parent contact and appropriate disciplinary action.
- Discovery of controlled substances and or paraphernalia may result in the involvement of local law enforcement.
- The refusal to consent to a search may result in the involvement of local law enforcement.
- If it is suspected that a student has come to school under the influence, the following steps will ensue:
 1. The parent/ guardian will be notified to pick up the student.
 2. The student will be drug tested.
 3. Referred to a substance abuse counseling program

If this happens for a second time, placement at Evergreen will be jeopardized.

Notice: For safety reasons, if a parent/guardian is unable to be reached, an ambulance will be called at the expense of the parent/guardian, to assess and transport the student to the hospital for an evaluation.

Breakfast/Lunch

Breakfast: A breakfast item will be provided to students. Students may bring in their own breakfast.

Lunch: Available for purchase. Free or reduced lunches are available to those who qualify.

Students will have access to a refrigerator to store food items and a microwave to heat food items.

As space is limited, the student is asked to carry all lunches in a small sack or carrier with his/her name written on the outside of the container/sack.

Students are to abide by the lunch rules that are posted in the cafeteria.

Candy: Must be in **original sealed package**. Must be checked in with a staff member during morning check-in.

Substance Abuse Policy

The staff members of Evergreen Academy are committed to establishing and maintaining a drug-free population. All students are subject to random drug-screenings while enrolled in the Regional Safe Schools Program. Communication is an important part of taking responsibility for one's behaviors and attitudes. Staff and counselors are here to help and will provide any necessary referrals.

Evergreen Academy Policy:

- No tobacco, alcohol, drugs or other intoxicants are allowed on school property, on one's person or property, or on the bus to/from school.

Evergreen Academy reserves the right to have the student screened and/or evaluated for potential drug/alcohol use.

If a student is suspected of substance use, a urine sample will be obtained and/or a breathalyzer test will be administered; and the necessary steps will be taken. Steps include, but are not limited to, attending counseling sessions and/or groups, completing a referral to an outside agency, and dismissal from the program. Parent(s)/Guardian(s) will be called to retrieve any student who refuses to comply with the screening request and additional consequences may result.

Referring school districts may opt for monthly drug testing.

****Parents/guardians will be responsible for fees for services via a licensed substance abuse treatment facility.***

Cell Phones

Cell phone usage is not allowed during the school day. Students will drop their phones in the office in the morning and will be returned before boarding the bus home. If phone is found on the student or his/her property after office drop off:

- First offense: parent/guardian is called; cell phone is sent home.
- Second offense: parent/guardian has to come and pick up the phone during school hours.
- Third offense: Cell phone will be kept for 5 days: parent must pick up phone after the 5 days.

Bullying

No student will pressure other students for food, school supplies, personal property or anything else. No student may threaten, intimidate, or name call others. This is considered bullying and will immediately be addressed.

Sexual Harassment

Sexual harassment of students and staff is prohibited. This includes the electronic transmission of sexually explicit pictures, texts, video, or other materials. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex.

Types of Sexual Harassment

- Physical Sexual Harassment** - Any physical contact or behavior of a sexual nature that makes a person uncomfortable, or interferes with his/her right of privacy and/or creates an intimidating or hostile environment is physical sexual harassment.
- Verbal Sexual Harassment** - Any unwanted sexual advance, request for sexual favors or comments that make a person feel uncomfortable, or interferes with his/her right of privacy and that creates an intimidating or hostile environment.

School Attendance Policy

Regular attendance is central to student success. Students are expected to be in attendance except in cases of illness, family emergency, or court appearances. A minimum of 90% attendance is required for all students. The parent must report student absences prior to 8:00 AM on the day of absence. If the office is closed, please leave a message on the voicemail system. Give your name, telephone number, student's name, and reason for absence. 815-923-2789

Unreported absences shall be considered unexcused absences. The transportation department that is responsible for the transportation of your student also must be contacted by you to prevent an unnecessary trip to pick up your student.

Students who are absent due to illness for three (3) consecutive days must have a note from a physician stating that the student may return to school.

We monitor the attendance of our students very carefully. Excessive absences, excused and unexcused, will require parent contact to correct this pattern. Notification of truancy to the student's district of origin will be made.

School Property

Students are expected to respect and preserve school property, this includes School Issued Chromebook and Hotspot. Student misuse or destruction of any item of school property may lead to an immediate consequence including but not limited to:

- Parent contact; payment to replace property
- Suspension; payment to replace property
- Police involvement; payment to replace property
- Litigation; payment to replace property

One serious incident of purposeful student damage to school property is grounds for the immediate removal of the student from the program.

Medications

If your child is taking any prescription medication the school must have a medication form completed and on file. This form must be completed even when the student only takes the medication at home. This information is of critical importance if your student were to require emergency medical attention.

Students who need to take medications during the school day must:

- have the medication form completed, signed by the doctor, and on file with the school office.
- **Medications must be delivered by the parent** in the prescription bottle with the doctor's/pharmacist's orders on the bottle.
- A certified school person dispenses all medications and the date, time, and dosage are noted for our records.
- Parents will be notified when the prescription needs to be refilled.
- Students are not permitted to personally transport medications to school.

Students found to be in possession of medications while at school may be subject to consequences and student's placement will be reviewed.

Bathroom Policy

All students will be permitted bathroom breaks as deemed necessary by staff.

Transportation

The student will be transported to and from the program by the home school district or by the parent/guardian. The student will not be allowed to drive his/her own vehicle to the program. The student is to be outside 10 minutes prior to the pick-up time and 10 minutes after the pick-up time. Please be patient in poor weather conditions. When picking up a student or bringing a student to school, the parent/guardian must come into the school office and sign the student in or out.

School bus/cab transportation is a privilege. Failure to accept the driver's authority and to follow instructions and safety procedures may result in loss of this privilege and would require parent/guardian to provide transportation.

Parent Academy

Parent(s) are a child's first and most important teacher. Evergreen Academy believes that responsibility does not end when a child enters school and that it continues throughout a child's school career. Parent Academy is the family component of the program. There are two Parent Academies per school year that are approximately an hour in length and are held at Evergreen Academy. Each Parent Academy has a different theme or topic.

As active partners in their education, parents are encouraged to:

1. Keep informed about their child's school and progress.
2. Maintain ongoing communication with teachers and other school personnel.
3. Become involved in their child's school and education.
4. Learn how they can assist in their child's learning.

School Closing and Delay

If weather or any unexpected emergency requires that school be closed, the information will be broadcast at the earliest possible time. School will be cancelled if:

a. Marengo Union Elementary CSD#165 cancels school due to severe weather, Evergreen Academy will not have classes.

Or

b. Your students' homeschool (referring school district) cancels school, the student will be excused from attending due to district closure.

The following will be used to post such occasions:

Facebook: @EvergreenAcademyMCRSSP

Emergency Closing Center: Look for Marengo D#165 or your homeschool. <https://www.emergencyclosingcenter.com/ecc/home.jsp>

Make-Up Work Policy

When absent, students are expected to assume the responsibility to make-up missed work. The student is responsible for collecting or making arrangements to secure their missing work, either prior to, or immediately following an absence. Students can expect the following in regards to their missing work:

1. Students will be allowed at least one day for every day absent to make-up work.
2. Teachers will be required to be fair in establishing all rules for make-up work. All make-up work will be accepted at original credit value.
3. Students who are absent on the day of a test may be required to make up the test on the day they return to school unless the absence covers a prolonged period of time or is caused by a unique circumstance.
4. Pre-announced assignments are due on their original due date unless medically excused or with administrative approval.
5. Tests, quizzes, and assignments not completed by the end of the grading period will result in a “0” grade.

Missing/Late Work Policy

Students will have until the end of a quarter to turn in late/missing assignments. Teachers will have the discretion to deduct penalty points for late assignments.

Work Study

The work study program provides students an opportunity to meet their academic requirements for graduation while gaining valuable work experience.

Requirements:

1. Student must work a minimum of 5 hrs per week.
2. Turn in a weekly schedule and time-sheet of hours worked signed by their supervisor.
3. 9th - 11th graders: 60 hrs in a semester = 0.5 credit
12th grade Only: 120 hrs in a semester = 1.0 credit
4. Parents can not be their supervisor.

5. Babysitting does not count.
6. Student must remain employed for the entire semester.

Service Learning

The service learning program provides students an opportunity to meet their academic requirements for graduation while gaining valuable volunteer experience.

Requirements:

1. Student must complete a Volunteer verification form before being allowed to participate.
2. Student must volunteer at the same organization for the entire semester.
3. Student will turn in Time-sheets on Friday showing all hours volunteered with supervisors signature.
4. 9th - 11th graders: 60 hours in a semester = 0.5 credit
12th grade Only: 120 hrs a semester = 1.0 credit

SCHOOL CALENDAR 2021-2022

August	Thursday	12th	Teacher Institute Day
	Friday	13th	Teacher Institute Day
	Monday	16th	First Day of School
September	Monday	6th	No School-Labor Day
October	Friday	8th	Parent/Teacher Conferences-No School
	Monday	11th	Columbus Day/No School
November	Wednesday	24th	No School- Non Attendance Day
	Thursday	25th	No School-Thanksgiving
	Friday	26th	No School- Non Attendance Day
December	Thursday	19th	Finals - Dismissal 1:30 pm
	Friday	20th	Finals - Dismissal 1:30 pm
	Monday	23rd	Winter Break Begins
January	Monday	3rd	School Resumes
	Monday	17th	MLK Day
February	Friday	11th	Parent/Teacher Conferences-No School
	Monday	14th	No School-Presidents Day Observed
March	Monday	28th	No School- Spring Break Begins
April	Monday	5th	School Resumes
	Friday	15th	Non Attendance Day
May	Friday	20th	Last Day of School
	Monday	23rd	Teacher Institute Day

May 23th-27th Proposed Emergency Days

School will start at 8:00 a.m. and end at 1:30 p.m.