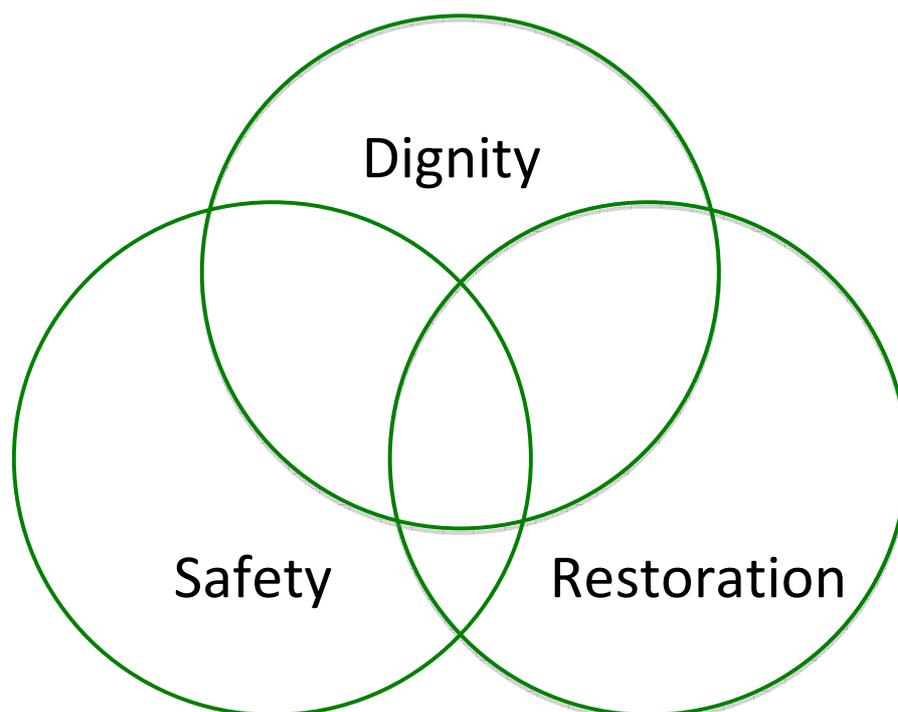




Cultivating a community that is participatory, just, sustainable and peaceful



Escuela Verde
Student Handbook

School Year 2014-2015

Vision

Cultivating a community that is participatory, just, sustainable and peaceful.

Values

Safety, Dignity, and Restoration.

Mission Statement

Escuela Verde embraces hope for a more sustainable and just community. We live our vision through:

- Graduating high school students prepared to live happy, healthy, meaningful lives;
- Collaborating with the community to create a strong sense of place and skills to flourish without harm;
- Providing staff who model our vision and embrace education as liberation;
- Engaging urban youth by adhering to an ecopedagogical praxis;
- Offering immersion opportunities for those interested in transformative education.

School Staff

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OVERVIEW

PROJECT-BASED LEARNING

In Project-Based Learning, students engage in rigorous research in order to answer a complex question, problem or challenge. With the guidance of an advisor, the students self-select the state-approved educational standards they will address within their project. Through many one-on-one consultations with their advisors, the students assess and reassess their learning until they are satisfied with their projects. The result is a presentation and final assessment of the project, which is then assigned credit hours (rather than grades) based on time spent, as well as quality of product.

Project-Based Learning allows students to learn in a natural environment about the subjects that they are interested in. We believe that allowing students to construct their own learning in an environment that values inquisitiveness, curiosity, and inventiveness leads to authentic, real-life learning. We acknowledge that students are also expected to perform at the same testing levels as their peers in traditional school, and we firmly believe that the skills students acquire and exercise while in a Project-Based Learning environment will serve to prepare them for these standardized assessments. In summary, we believe in Project-Based Learning because it satisfies the needs of the whole person and prepares them for a fruitful life during and after their educational journey.

STANDARDS FOR SUSTAINABILITY

We believe that empowering students to create a better world around them will lead to overall improved health and wellness of person, community, and natural environment. Because of that belief, we embrace the Cloud Institute for Sustainability Education's Standards for Sustainability, and we view these standards as complimentary to the Common Core State Standards for academic education. All students will be asked to incorporate these standards into every project they complete.

- A.) Cultural Preservation and Transformation
- B.) Responsible Local/Global Citizenship
- C.) The Dynamics of Systems & Change
- D.) Sustainable Economics
- E.) Healthy Commons
- F.) Natural Laws and Ecological Principles
- G.) Inventing and Affecting the Future
- H.) Multiple Perspectives
- I.) A Sense of Place

SCHOOL STRUCTURE

Escuela Verde is a student-driven, project-based, democratically-run school for students in grades 7-12. Escuela Verde is set in an open-concept space to encourage a sense of community, belongingness, and collaboration. Because of a strong commitment to the use of technology in learning, Escuela Verde allows students to work on their own iPad in the space most comfortable throughout the school building. Students work under the guidance of an advisor, with a student to teacher ratio of no more than 20:1.

PROJECTS

While projects at Escuela Verde take a variety of forms, projects will have many common components. Projects generally last 4-6 weeks and students are expected to document approximately 100 hours of work time for each project credit. Students begin each project by completing a Project Proposal Form on Project Foundry and presenting it to a Proposal Team that consists of two advisors and one student. After acceptance of the project plan, students complete the project by following the steps outlined in the Project Checklist. Students collaborate with advisors to seek assistance in problem areas and to incorporate academic standards. After students complete the Project Checklist, they submit their finished work to the Proposal Team for evaluation and credit.

In order to receive credit for completed projects, students must meet acceptable requirements/standards on each of the following:

- Completing a Project Proposal, which must be approved by the student's advisor/ proposal team
- Charting completion of all phases of each project on the Project Checklist, which will be regularly reviewed and discussed with the student's advisor
- Documenting time and learning using a the Project Time Log system on Project Foundry
- Evaluation of the project based on the selected rubric, self-evaluation, evaluation by the student's advisor, and possibly parent evaluation.

CREDITS/ACADEMIC PROGRESS

Students at Escuela Verde will not receive letter grades or GPAs. Students are evaluated based on rubrics, advisor assessment and self-assessment. After assessment, they are awarded credits toward the Learning Targets chosen in their Project Proposal.

Middle School Program

Students in the Middle School Program are expected to earn a minimum of 500 Middle School credit hours per year. Accumulated credit hours allow students to graduate from the Middle School Program into the High School Program.

Credits breakdown is as follows:

EXPECTED MIDDLE SCHOOL CREDIT HOURS = 1000

English	200	P.E. / Health	100
Mathematics	200	Fine Arts	100
Social Studies	100	Post- Secondary Prep	50
Science	200	Service Learning	50

High School Program

Students in the High School Program will need a total of 22 credits in order to graduate from Escuela Verde, as dictated by the State of Wisconsin and the City of Milwaukee. However, students will have the opportunity to earn as many as 40 credits throughout the four years of the program. Incorporation of Service Learning into projects is highly encouraged.

Credit requirement breakdown is as follows:

REQUIRED HIGH SCHOOL CREDITS = 22

Language Arts – 4 credits total

- 1 credit of English 1
- 1 credit of English 2
- 1 credit of English 3/4
- 1 credit of Writing/Composition

Science – 3 credits total

- 1 credit of Biology
- 1 credit of Chemistry
- 1 credit of other Science

Other – 5.5 credits total

- 1.5 credits of Physical Education
- .5 credits of Health and Wellness
- 1 credit of Fine Arts
- 2 credits of Post-Secondary Prep
- .5 credits of Community Service

Mathematics – 3 credits total

- 1 credit of Algebra
- 1 credit of Geometry
- 1 credit of Higher Math

Social Studies – 3 credits total

- 1 credit of U.S. History
- 1 credit of World History
- 1 credit of Urban Citizenship

Electives – 3.5 credits total

- Elective credits are reserved for study in various subjects, to be incorporated into a 1 credit Junior Project and a 3 credit Senior Project.

9th Grade: 0 – 5.5 credits 11th Grade: 11 – 16.5 credits
10th Grade: 5.5 – 11 credits 12th Grade: 16.5 – 22 credits

PARENTAL INVOLVEMENT

Parental involvement at Escuela Verde (EV) begins with the development of the student's Personal Learning Plan (PLP) along with the student and advisor. Parents will provide further support through school involvement, organization of community events, participation in our Families Engaged in Education group, and participation in mentoring and apprenticeship programs. Additional opportunities for involvement include conferences, presentation nights, and community nights at the school.

Depending upon talents, availability, and schedule, a parent/guardian may choose to participate in one or more of the following ways:

- Participate in student/parent/advisor consultations for planning and evaluation
- Learn the Project Process along with your child so that you can support and assist him/her
- Provide input/feedback to advisors
- Share with people in the community the exciting goals and philosophy of EV
- Attend EV Presentation Nights
- Participate in carpools to and from school events and learning experiences
- Chaperone EV student events
- Offer yourself as a resource to EV students in your area of expertise
- Share knowledge of community resources with EV students and advisors
- Assist EV students and advisors on site
- Provide administrative assistance from school or home (e.g., mailings, phone calls, promotions)
- Organize community events
- Be active on an EV committee
- Support your child's interest and efforts!

At the very minimum, we ask that all parents or guardians attend two out of the three scheduled Parent/Student/Advisor Conferences.

PROCEDURES

DAILY SCHEDULE

MONDAY

9:00-12:00	<i>Internships/Home Study</i>	Independent/Interdependent/Service Learning/Work Study
12:00-12:25	<i>Lunch</i>	
12:25-12:45	<i>All-School Advisory</i>	Language Arts/Communication
12:45-1:30	<i>Reading</i>	Language Arts/Reading Skills
1:30-2:30	<i>Math Skills</i>	Math
2:30-3:35	<i>Active Project Time</i>	Determined by Personal Learning Plan (PLP) and project proposal
3:35-3:45	<i>Wellness-Closure</i>	PE/Health

TUESDAY - FRIDAY

Time	Activity	Credit Category
9:00-9:10	<i>Advisory</i>	Language Arts/Communication
9:10-10:10	<i>Math Skills</i>	Math
10:10-12:00	<i>Quiet Project Time</i>	Research/Project Planning determined by PLP
12:00-12:25	<i>Lunch</i>	
12:25-12:45	<i>Advisory</i>	Language Arts/Communication
12:45-1:30	<i>Reading</i>	Language Arts/Reading
1:30-2:00	<i>Wellness</i>	PE/Health
2:00-3:35	<i>Active Project Time</i>	Determined by PLP and project proposal
3:35-3:45	<i>Wellness-Closure</i>	PE/Health

ANNUAL CALENDAR

(See following page)

2014-2015 School Calendar

July 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PARENT MEETINGS 5:30-6:30PM

August 7	January 29
September 4	March 5
October 2	April 2 (Celebration)
November 6	May 28
December 4	

Progress Reports Sent Home

October 10, 2014
March 6, 2015

ESCUELA VERDE
 126 E. Mineral Street
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 Milwaukee, WI 53204

IMPORTANT DATES TO REMEMBER

July 30 - Aug 1	Professional Development Days
Aug 4 - 15	Orientation
Aug. 18	Banking Day - No School
Sept 1	Labor Day- No School
Sept 11	Community Night 5-7pm
Oct 6	Banking Day - No School
Oct 8	Presentation Night 5-7pm
Oct 9	Parent/Student/Advisor Conferences 4-7pm
Oct 10	Conferences 9am-12pm - No School
Oct 13 - 24	Fall Break- No School
Oct 28	Community Advisory Council Meeting 6pm
Nov 20	Community Night 5-7pm
Nov 24 - 28	Thanksgiving Vacation- No School
Dec 8	Banking Day - No School
Dec 9 - 12	Treehaven Trip/Credit Recovery Week
Dec 15 - 18	Winter Project Week
Dec 18	Presentation Night 5-7pm
Dec 22 - Jan 9	Winter Break- No School
Jan 19	MLK Holiday- No School
Feb 5	Community Night 5-7pm
Feb 16	Presidents' Day- No School
March 2	Banking Day - No School
March 4	Presentation Night 5-7 pm
Mar 5	Parent/Student/Advisor Conferences 4-7pm
Mar 6	Conferences 9am-12pm- No School
April 2	Parent & Volunteer Appreciation Dinner
April 6 - 24	Spring Break- No School
May 2	Green Tie Gala
May 25	Memorial Day - No School
June 11	Senior Presentation Night
June 12	Banking Day - No School
June 15 - 17	Summer Project Week
June 18	Conferences 9am-2pm - No School
June 18	Graduation and Solstice Eve Block Party
June 19	Records Day - No School
June 22 - 26	Camping Trip/Credit Recovery Week
June 26	Last Day of School

OCHO SCHEDULE

Ocho 1: Aug 19 - Sept 12	(18 days)
Ocho 2: Sept 15 - Oct 9	(18 days)
Ocho 3: Oct 27 - Dec 5	(25 days)
Ocho 4: Jan 12 - Feb 6	(19 days)
Ocho 5: Feb 9 - Mar 5	(17 days)
Ocho 6: Mar 9 - Apr 3	(20 days)
Ocho 7: Apr 27 - May 22	(20 days)
Ocho 8: May 26 - June 11	(13 days)

SPECIAL WEEKS

Aug 4 - 15: Orientation
Dec 9 - 12: Treehaven / Credit Recovery Week
Dec 15 - 19: Winter Crafts / Community Service
June 15 - 17: Summer Crafts / Community Service

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

TESTING WINDOW DATES

ACT Grade 12	Oct 25
WKCE Grades 8 & 10	Oct 27 - Nov 7
ACCESS - ELL	Dec 1 - Feb 6
ACT Grade 11	March 3 - 4
ACT Aspire Grades 9 & 10	Apr 27 - May 22
Smarter Balanced Grades 7 & 8	Mar 30 - May 22

ATTENDANCE

Escuela Verde Policy

Escuela Verde believes that regular school attendance is directly related to success in academic work, benefits the student socially, provides opportunities for important communications between staff and students, and establishes regular habits of dependability important to the future of the student. We recognize that school attendance is the joint responsibility to be shared by the student, parent or guardian, and staff. Parents/guardians must notify the school in the morning if their child will be absent and are required to verify in writing the reason for the absence from school.

State Law

Wisconsin state law requires children between the ages of six and 18 to attend school full time, and Escuela Verde adheres to this law. Parents/guardians have the right to excuse students from school for any reason for up to 10 days per year with written excuse. A student is considered truant when: they are absent for all or part of the school day and the parent/guardian has not contacted the school with a valid excuse; they attend school irregularly but often enough that they are not in violation of the state laws that require children to attend school. A student is considered habitually truant if they miss a total of five full or partial days without a valid excuse during a school semester. If a student should accumulate 5 unexcused absences, the parents will be notified by letter and after 5 unexcused absences a conference must be held. The school will continue to notify parents through the 10th unexcused absence. Following 10 unexcused absences, the student will be dropped from the school attendance rolls and will need to complete a full admissions packet in order to return at which time the application will be reviewed by the academic team for consideration as to whether the student will be able to meet the requirements of Escuela Verde.

Timeliness

Students are expected to arrive at Escuela Verde by no later than 9:00 am, unless they have previously made arrangements with their advisor to earn credits outside of the school. All students who are not in attendance at the beginning of the school day will have a call made to their parent/guardian during the morning each day the student is missing. While habitual tardiness will not be counted as absences, it may be grounds for intervention by Escuela Verde staff.

Out-of-School Learning

Acknowledging that learning happens everywhere, there will be occasions that a student will not be in the school building but will still be marked as 'Present.' These occasions may include:

- Community Service Experiences
- Field Experiences
- Teacher-led Field Trips
- Field Research (libraries, bookstores, workshops, etc.)
- Internships/Workstudy

All such occasions require the pre-approval from advisors and parents/guardians.

Attendance concerns may be handled on a case-by-case basis utilizing the student's personalized learning plan (PLP). Failure to attend school regularly may result in a student's dismissal from Escuela Verde.

SIGN-OUT PROCEDURES

Medical/Dental Appointments

Students who have a medical or dental appointment that requires them to be out of the building during the school day must have written, signed parent/guardian permission specifying the date and time when the student must leave the building. The student must present this written permission to their advisor before leaving the building. Students must check out with their advisor before leaving the building and check in with their advisor when they return.

Service Learning/Out-of-School Learning

Students who have arranged service learning or other off-site learning experiences must receive advisor and parent/guardian approval beforehand. A Site Visitation Form must be completed, signed, and submitted to their advisor. Students should give their advisor at least 24 hours advance notice. If approved, students will also need to check out with their advisor before leaving the building and need to check in with their advisor when they return.

Excused Absences

Absences will be excused if they are caused by the following reasons: illness, serious illness in immediate family, death in the immediate family, medical or dental appointments, counseling appointments, court appearances, family vacations, planned educational experiences, religious instruction (< 3 hours per week), physical emergencies (flood, storm, etc.), official school sponsored outings, or suspension.

Approval for excused absences will be granted when advisor has received a parent/guardian letter or phone call. Students must make every effort to give their advisor at least 24 hours advance notice.

Please use to following guide when writing a note for your student.

A NOTE FROM HOME

Date _____

Student Name _____

- Is late because _____
- Is returning to school after being sick the last _____ days
- Other reason _____

Parent signature _____

Phone number _____

PHONE POLICY

Escuela Verde phone policies reflect the desire to maximize student and advisor time-on-task and minimize distractions and interruptions. The cooperation of all will help insure that EV operates in the most efficient manner.

- Cell-phones must be kept on silent during school hours and should be used only with permission from an advisor. EV students have access to phones for the purposes of contacting sources and conducting other school business.
- General phone use: Please plan ahead! Phone calls to make transportation arrangements, lunch plans, or reminders of appointments should be kept to a minimum. The timing of these items should be determined before school to avoid interruptions to both students and advisors. Parent-Student calls and texts for the purpose of “checking-in” are inappropriate and detract from the learning environment.

HEALTH SERVICES

Emergency Information

Parents/guardians of each student will be required to complete an emergency information form and return it to the school before the first day of the student’s attendance.

If a student becomes ill or injured at the school, first aid or other necessary care will be given immediately. (First aid is the “immediate and temporary care given in the case of an accident or sudden illness before the service of a physician can be secured.”)

School personnel will not assume responsibility for any treatment beyond first aid. First aid procedures do not include any form of medical treatment. No drugs or medication, including aspirin or Tylenol, will be given. The faculty is NOT permitted to dispense either Tylenol or aspirin to students.

Medications

The administration of medication to students is carried out under written orders from a student’s physician and written permission of the parents. The policies of the Wisconsin Department of Health and the State Department of Education are followed.

Illness/Accidents

If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, an advisor will give first aid. If the accident is of a serious nature, parents/guardians will be called immediately. If the school is unable to contact the parents/guardians, a doctor will be called or the student will be transported to the nearest clinic for examination.

We will try to contact you at home or at work, as you should assume responsibility for the care of your child. If we are unable to contact you, we will contact the persons designated on your child’s emergency form. If all attempts to contact someone fail, your child will remain in school and will be sent home at the end of the day in the same manner in which they came to school. A child will be sent home with a temperature above 100 degrees. If a child has a temperature above 100 degrees, vomits or has diarrhea within the past 24 hours, please do not send him/her to school.

Communicable Diseases and Infectious Disease

To prevent the spread of contagious diseases, Escuela Verde needs to be informed of all students with a communicable disease. These include the following: chicken pox, pinkeye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, head lice, scabies, strep throat, etc. If a student has chicken pox, pinkeye, lice, scabies, impetigo, or strep throat, the student needs to report to the nurse or advisor for clearance to return to school. Parents/guardians should contact the program coordinator regarding readmission guidelines for each particular disease.

Immunizations/Vaccinations

Escuela Verde will keep on file the immunization records of all students. State law requires that all students be properly vaccinated in order to remain enrolled in school, unless an official immunization waiver has been filed. Immunizations will need to be up to date PRIOR to school entrance for all students, including transfer students.

LUNCH/FOOD IN THE BUILDING

Escuela Verde is a closed-campus for lunch.

Students are encouraged to pack a lunch. There are a refrigerator, toaster, and microwave ovens available for students who choose to bring a bag lunch. We encourage students and parents/guardians to provide healthy choices for their student's lunch. Refrigerator space is reserved for food items only. Hot and cold water is available for drinking.

Students are asked to use common sense when consuming food and beverages. They are responsible to clean their eating area after every snack or meal. Snacks and meals should be consumed in the kitchen area and kept away from all electronics. No open food is allowed overnight outside an appropriate storage container or the refrigerator.

TRANSPORTATION

To and From School

Students have several options when traveling to and from school. First, they may take Milwaukee County Transit System and arrange to arrive to school before 9:00 AM. Bus stops are located on First and Mineral Streets.

Students who are driven to school should be dropped off and picked up in front of the school on Mineral Street. Students should arrange with their driver the precise time of pick-up so as not to congest the street.

Payment for Transportation

Escuela Verde is dedicated to safe and accessible transportation for all students. Because of that, we purchase bus tickets for students from Milwaukee County Transit System at full price. The school will provide MCTS bus tickets for all students who live one and a half miles or more from the school.

Transportation During School

Escuela Verde will provide transportation during group field trips. This may include MCTS buses, rented vans or buses, or volunteer drivers. Students who make arrangements with parents and advisors for individual trips must provide their own transportation and costs.

CRISIS PLAN

A Crisis Plan is on file at Escuela Verde, and staff will brief students on all components of this plan. If a crisis should occur, the advisors will contact parents as soon as feasibly possible. If students are evacuated from the building, they will meet with advisors in their assigned areas and attendance will be taken. All students will be expected to stay with the group for safety and security purposes.

RESTORATIVE JUSTICE

RESTORATIVE JUSTICE MINDSET

Restorative justice is a process to involve, to the extent possible, those who have a stake in a specific offense and to collectively identify and address harms, needs, and obligations, in order to heal and put things as right as possible. Escuela Verde practices Restorative Justice. We believe that those who have violated certain school rules should have to face or restore damage done to the victims or property. The consequence should address the issue of repairing the damage or correcting the behavior in respect for and remorse toward the victim(s).

The restorative justice mindset relies on five key principles:

1. Focus on the harms and consequent needs of the victims, as well as the communities' and the offenders'
2. Address the obligations that result from those harms
3. Use inclusive, collaborative processes
4. Involve those with a legitimate stake in the situation, including victims, offenders, community members, and society
5. See to put right the wrongs

- Adapted from *The Little Book of Restorative Justice* by Howard Zehr

STUDENT CONDUCT AND DISCIPLINE

Treating Our Building, Ourselves, and Each Other with Dignity

Technology Use Policy

It is important that when we use the internet we recognize the impact of our actions and use of resources on our community. When we use the internet we do it to learn individually and collectively. Therefore, our use of the internet should strengthen our dignity and the dignity of others.

The staff and students alike are expected to do the following:

- Be polite. Do not be abusive in any message to others. Social networking is prohibited during school hours.
- Use language appropriate to public settings. This means that profanity, obscene comments, sexually explicit material, and expressions of bigotry, racism, or hate will not be used for communication.
- Keep personal information confidential.
- Do not use the network in such a way that you would disrupt the use of the network or other users.

- Do not upload or create computer viruses. This is considered vandalism. (Vandalism is defined as a malicious attempt to harm or destroy electronic information including data or equipment).

Theft

Escuela Verde will not tolerate theft of property – either student, staff or school. We consider this an offense against our whole community and is grounds for removal.

Cleaning

Everyone at Escuela Verde is expected to pitch in to keep the school clean. This is an expectation with no exceptions. This includes helping to keep the school tidy, clean and safe.

Clothing

Escuela Verde expects students to dress appropriately for school activities and in keeping with community standards. When a member of the community is offended by another member's clothing, that individual could call for a mediation to discuss how to resolve the issue. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane. Students may be asked to turn shirts inside out or to cover up that which is inappropriate.

Tobacco

Escuela Verde is a tobacco-free place. This includes the area around the school as well, including the sidewalk and sides of the building.

Drugs/Alcohol

Escuela Verde is a drug and alcohol-free place. This includes the area around the school as well, including the sidewalk and sides of the building.

Weapons

The school takes a position of "No Tolerance" in regard to the possession, use or distribution of weapons and firearms by students. The consequence for students possessing, using or distributing weapons or firearms may be immediate expulsion.

Aggressive Behavior

Escuela Verde is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior is defined as inappropriate conduct that is repeated or serious enough to negatively impact a student's educational, physical, or emotional well-being. These behaviors may include but are not limited to bullying, cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, threatening, hazing or stalking. Every student is encouraged, and every staff member is required, to address any situation they believe to be aggressive behavior directed toward a student.

- **Bullying**
Bullying is when a person willfully and repeatedly exercises power or control over another

with hostile or malicious intent. Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

- **Intimidation**

Intimidation is any threat that interferes with another's property, causes substantial inconvenience, initiates unwanted physical contact, or inflicts serious physical harm based on race, color, religion, national origin or sexual orientation.

- **Harassment**

Bullying is a form of victimization and is not necessarily a result of, or part of, an ongoing conflict. Harassment is any act that subjects another person to unwanted abusive behavior. It can take many forms including verbal, physical, and sexual behavior. Harassment of a student or staff member by any other student or staff member is contrary to the our commitment to a safe learning environment. It may be a violation of state and federal law and will not be tolerated.

- **Menacing**

Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing. Menacing includes any act intended to place a person in fear of imminent serious physical injury.

Disciplinary Action

Communication

Parents and students will be informed when a student faces disciplinary action due to inappropriate conduct that endangers the property, health, and safety of others, or disrupts the educational process. Communication procedures attempt to keep parents and students informed. These communications include mail, e-mail, telephone contact, and in-person conferences.

Consequences

Consequences for inappropriate behavior include, but are not limited to, a verbal apology, written explanation, parent conference, police liaison conference, suspension, legal consequences, exit procedures, and possible expulsion.

When a student needs minor discipline, the advisor may decide from a variety of consequences:

- one-on-one conference
- call to parent
- round table with other advisors

When a student can better benefit from a short time out, the advisor may call the parent or guardian of the student to notify them of student suspension. Students under 18 should not be sent home without parent notification.

Discipline Committee

For major infraction of school rules, a Discipline Committee meeting will be called. On the day of the infraction, the student's parent/guardian will be notified immediately and the student will be sent home. The student's parents will be informed of the time of the committee meeting and invited to attend. The

Discipline Committee will consist of a minimum of three people that can include staff, parents, students, and community members. Any student brought before the Discipline Committee is represented by a staff advocate. The group must come to a collective decision as to the consequences of the infraction.

Any decision of the Discipline Committee may be appealed before an appeals committee of Escuela Verde's Board of Directors.

Suspension

Every attempt will be made to resolve conflicts in-house through restorative justice practices. However, in severe cases we reserve the right to suspend students for offenses against any of the above. Suspensions will be handled on a student-by-student basis and parents/guardians will be notified.

Expulsion

While we view this as a last resort, we reserve the right to expel students for severe offenses or numerous suspensions. Causes for immediate expulsion include:

- Possessing a gun or other dangerous weapon to school
- Possessing of or intent to distribute drugs or alcohol
- Harassment or physical violence
- 10 unexcused absences
- Other criminal offenses

STUDENT-PARENT CONTRACT

Sign, detach, and return this section of the Escuela Verde Student Handbook to your advisor.

I, _____, have read, understand and agree to the expectations within the Escuela Verde Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date

