Egremont Schools, Inc.

A California Non-Profit Corporation

Student/Parent Handbook
2020-2021

Setting the Standard in Academic Achievement

Due to COVID-19, many of the established policies and procedures contained in this handbook have been modified to comply with CDC guidelines and regulations set forth by the California Department of Public Health… in conjunction with Egremont's modified operations. Extensive technology rules and regulations have been implemented to correlate with the technology use for virtual learning.

Learning is the Key to Endless Possibilities

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Welcome to Egremont...

We welcome you to Egremont School. We are delighted to have you as a member of our Egremont family. We take great pride in knowing that you have entrusted us with the awesome task of educating your son/daughter... a responsibility we pride ourselves on achieving in a structured, nurturing, and supportive environment. Our students will be given the foundation to become academically knowledgeable, ethically diligent, and socially responsible. They will be afforded the opportunity to explore options, think critically, demonstrate proficiency, utilize technology, and acquire skills necessary for the challenges ahead. Each student's commitment to his/her education and Egremont's determination to lay the foundation for each student's success will become the collaborative effort necessary to ensure each student's willingness to be a productive and positive contributor to society.

The information contained in this handbook identifies pertinent information regarding rules/ regulation/policies/procedures (collectively "policies") adopted by Egremont. All policies must be followed and adhered to by all students and parents of Egremont School. A signed acknowledgement form for this handbook must be submitted to your child's teacher by the first day of school to acknowledge receipt of the information and your express agreement to abide by all policies.

This handbook is designed to acquaint the reader with the policies in place at Egremont School. While every effort has been made to make this handbook as thorough and encompassing as possible, it does not address all situations. The handbook is designed to provide general guidelines related to various aspects of the school. All previously issued handbooks and any inconsistent policy statements are superseded with the publication of this handbook.

Egremont reserves the right to revise, modify, delete, or add to any and all policies and practices stated in this handbook or any other document at its sole discretion.

Important Contact Information

Address:

Egremont Schools, Inc.
19850 Devonshire Street Chatsworth, CA 91311

Telephone Numbers:

Office: 818.363.7803 Fax: 818.831.5670 EDC: 818.832.0282

Website:
www.egremont.org

Email:
info@egremont.org

Egremont's Administration

Tina Struve - *President/CEO & Principal*
Claudia Newby - *Preschool/Early Kindergarten Director*
Mary Morris - *Health Director*
Bradley Alcantara - Director of Security Operations
Ricardo Mejorado - Director Of Facility Operations

Support Staff

David Burkhardt - Accountant

Faculty

Elizabeth Castrejon - Preschool Teacher
Claudia Newby - Early Kindergarten Teacher
Zack Grissom - Early Kindergarten Teacher
Kara House - Kindergarten Teacher
Carrie Alpert/Lauri Sherbon - 1st Grade Teachers
Summer Newell - 2nd Grade Teacher
Karen Bordeleau - 3rd Grade Teacher
Maureen Frank - 4th Grade Teacher
Emily Manwell - 5th Grade Teacher
Jackson Ridd - Computer Teacher
Alyse Rubinich - Spanish Teacher
Katie McTyre - Music Teacher

Maintenance/Custodial Staff

Jose Castellon - Custodian
Ramona Castellon - Custodian

EDC Staff

Kathy Conaway

Egremont Board of Directors:

Chairman of the Board:	**Steve McNulty**
Secretary:	**Tina Struve**
Member:	**Curt Witeby**
Member:	**Jon Perica**
Member:	**Mark Brutto**
Member:	**Joy Buller**

Family members play an integral part in each student's educational experience. As such, it is critical that Egremont parents are well informed of the reasonable expectations of them in terms of their relationship with our school and the Board of Directors. Egremont approaches the relationship of families and school as a partnership in which the ultimate goal is to educate the student in a manner that is safe, nurturing, challenging, and appropriate to foster knowledge necessary for successful growth. Accordingly, the specifics of this intended partnership are stipulated below.

The Egremont Board of Directors is the governing entity of the private, non-profit corporation of Egremont School. Individuals on the Board are deeply committed volunteers who serve without compensation for their services. Their main function is to act as the creators and enforcers of all policies and procedures necessary to ensure the future of the school. They are vested with the legal and fiduciary responsibilities of leadership for the corporation and exercise their authority through approval of the budget and guaranteeing that the school maintains the philosophy, goals, and mission of the school. The Board hires the President, who is responsible for the day to day operations of the school and is fully responsible to the Board of Directors. Additionally, the Board of Directors is responsible for clearly communicating the vision, direction, and progress of Egremont to the community. Accordingly, its scope of responsibility includes:

- Supporting Administration
- Setting basic policies
- Evaluating the overall performance of the school
- Developing and implementing strategic plans for the school
- Overseeing financial support

Additionally, the Board of Directors operates through subcommittee structures staffed by the administration and non-board members as deemed appropriate. The subcommittees include: Budget and Finance, Bylaws, Facility, Planning and Policy, and Advancement.

The Egremont Board of Directors entrust the daily operations of the school to the President. The President is the individual employed by the Board of Directors who is responsible to the Board and the State of California Office of the Attorney General for each facet of the overall school program including educational programs and curriculum planning. The President is responsible for organization and management of the school's financial structure, hiring, purchasing, insurance, investments, personnel policies, and campus welfare in general. The President works closely with the Egremont Board of Directors in the overall management of school matters.

The Egremont Board of Directors expects that parents will support the vision and mission of the school and participate in activities to further the financial stability of the school, including donations whenever possible.

Egremont Schools, Inc. is a California 501c3 Non-Profit (Public Benefit) Educational Institution. Accordingly, Egremont admits its students to all programs, privileges, and activities and does not discriminate on the basis of race, color, creed, sex, national origin, disability, ancestry, or any other consideration made unlawful by federal, state, or local laws.

No employee, member, client, volunteer, or subscriber to Egremont Schools, Inc. shall retain, use, communicate, or transfer to any other person or entity any information for any private purpose or monetary gain whatsoever. Any such alienation of information for personal gain is a violation of both California and/or federal law.

The Circle of Communication - Parent / Student / School

Egremont is committed to educating students in a comprehensive manner which includes academic, social, and ethical realms. Egremont provides a rigorously challenging education. Coupled with the commitment of the faculty and staff to provide a devoted learning environment, Egremont is dedicated to establishing a positive, supportive, and professional relationship with students and families of Egremont. Communication is paramount in the success of the student, therefore Egremont and its staff will strive to provide timely updates to parents regarding student progress. Additionally, Egremont will strive to respond to parent inquiries within 24 hours to assure a prompt response to questions or concerns.

Egremont's pledge to students and families is to provide an environment which fosters creativity, curiosity, integrity, and academic curiosity. Egremont shall make every effort to enforce standards of student behavior in a fair but firm and consistent manner.

Egremont understands that the education of the child is not solely the responsibility of the school, but rather a partnership between families and the school to provide the optimal learning structure. Accordingly, Egremont expects that parents will support the school by providing a home environment conducive to learning. Open lines of communication, collaboration, and mutual respect are key features of the partnership between home, school, and the student. Egremont expects that parents will seek information directly through proper channels of communication via direct contact with school officials or the Egremont website.

In order to resolve questions about grading, classroom procedures, class-related discipline problems, or other matters of concern in the classroom, the following procedure should be utilized:

1. First, parents should contact the teacher to discuss the matter.
2. Then, parents should feel free to contact the Administration if they have not had the matter resolved in discussions with the teacher. If requested and warranted by the circumstances, a face to face meeting may be scheduled with parents, teachers, and Administration.

Parent/Teacher conferences are held on an ongoing basis. Conferences are strongly encouraged and may be initiated by a parent, teacher, or Administration. To arrange a conference, please call the front office.

Egremont believes that a positive partnership with parents and students is essential to the attainment of the school's vision and mission. Parents who do not support the school's vision or mission or who disrupt the civility of the relationship jeopardize the relationship. Accordingly, Egremont reserves the right to suspend or discontinue enrollment or not to re-enroll a student if the school justifiably concludes that the actions of any parent or student make a constructive and positive relationship impossible or otherwise interferes with Egremont's mission to fulfill its educational purpose as a school organization.

Egremont's Colors, Motto, and Mascot

Colors: Blue and white
Motto: *Learning is the Key to Endless Possibilities*
Mascot: Eagle

Egremont Believes...

The destiny of mankind lies always within its children and that each generation is morally bound to prepare these children to make their contribution to the future.

The best preparation is an education which makes children aware of today's world and gives them the ability and desire to function productively in tomorrow's world.

Each child has an individual potential for greatness, and, if given a thorough foundation in the basic academics and encouragement to develop his/her particular talents, he/she will more nearly realize this potential.

Next to love, the greatest gift a child receives from his/her parents is the opportunity to fully explore his/her capabilities within the framework of a comprehensive education.

Egremont's Philosophy

Egremont Schools, Inc. is an educational institution grounded in the belief that a traditional education is the foundation of its existence. Our school seeks to educate and strengthen the moral, intellectual, and physical characteristics of all its students so as to foster individuals who are capable of achieving high standards and making positive contributions to the future. Within the framework of our curriculum, we aspire to provide students with the ability to think critically through logical thought progression and establish structured means by which to foster superior study habits. Coupled with the academic portion of our studies, Egremont provides an environment rich in physical development which promotes health and fitness as well as a cooperative learning structure. Egremont takes great pride in its promotion of character development in all realms of its school environment. From the playing fields and the classroom to the community at large, students at Egremont are afforded the opportunity to build their character awareness and leadership skills through daily activities and community service projects. Egremont provides its students with the opportunity to fully explore their capabilities

within the framework of a comprehensive education. Egremont offers a safe, supportive, and nurturing educational environment which is essential to developing our leaders of tomorrow.

Egremont's Mission

Egremont's mission is to develop well-rounded individuals with strong moral character, physical fitness, and intellectual curiosity who are capable of achieving high standards of excellence and who will be productive contributors to the future.

Egremont's Expected Student Learning Goals (ESLRs)

- ***Egremont students shall gain a solid academic foundation.***
- ***Egremont students shall become critical thinkers and problem-solvers.***
- ***Egremont students shall become practical and creative learners.***
- ***Egremont students shall become technologically aware and adept.***
- ***Egremont students shall become responsible citizens and productive contributors to society.***
- ***Egremont students shall become effective communicators.***
- ***Egremont students shall develop sound habits of health and fitness.***

Non-Discrimination Policy

Egremont admits students regardless of race, color, religious beliefs, gender, national and/or ethnic origin to all the rights, privileges, activities, and programs made available to students at Egremont. Egremont does not discriminate on the basis of race, color, religious beliefs, gender, or national and/or ethnic origin, in administration of educational policies, scholarship programs, athletic, and other school-administered programs.

Egremont's Parent Volunteer Committees (PVC)

Due to COVID-19, Egremont is unable to accommodate on-campus volunteers for the 2020-2021 school year. Under normal circumstances, the following parent volunteer structure would be implemented…

We look forward to the new school year... and welcome all parents to take part in the wonderful volunteer opportunities available. Egremont's volunteer structure is called "Parent Volunteer Committees" or PVC. The motto for this group is "The Pipeline to Parent Involvement"... and we hope that all parents will actively participate in the many exciting activities planned for the new school year. There is no better way to share your child's academic adventures than to get involved! Egremont offers numerous volunteer enrichment opportunities throughout the school year in which parents may participate. Experience first hand the true meaning of our Egremont community!

The Parent Volunteer Committees will be comprised of volunteer groups of dedicated Egremont family members, under the guidance of Grade Level Teachers and Administration, who join together to fulfill a commitment to helping raise funds for the school and provide enrichment activities for the students and their families. These committees will be instrumental groups that plan class parties, holiday events, and fundraising activities.

School Hours

Activity	Start Time	End Time
Morning EDC: Preschool-Early Kindergarten Kindergarten-5th	7:00 AM 7:00 AM	8:15 AM 8:00 AM
Preschool/Early-Kindergarten School Hours	Doors open at 8:15 AM Class begins at 8:30 AM	2:30 PM
Elementary (K - 5th) School Hours	Doors open at 8:00 AM Class begins at 8:15 AM	2:45 PM
Morning Recess: Preschool Early Kindergarten Kindergarten-1st 2nd-3rd 4th-5th	10:00 AM 10:00 AM 10:00 AM 10:20 AM 10:40 AM	10:30 AM 10:30 AM 10:20 AM 10:40 AM 11:00 AM
1st Lunch (Preschool - Grade 1) Lunch Recess	11:00 AM 11:20 AM	11:20 AM 11:45 AM
2nd Lunch (Grades 2 - 3) Lunch Recess	11:30 AM 11:50 AM	11:50 AM 12:15 PM
3rd Lunch (Grades 4 - 5) Lunch Recess	12:00 PM 12:20 PM	12:20 PM 12:45 PM
Afternoon EDC: Preschool/Early Kindergarten Kindergarten-5th	2:30 PM 2:45 PM	6:00 PM 6:00 PM
Half Day Dismissal (Preschool - EK)	8:30 AM	11:45 AM
Half Day Dismissal (K - 5th Grades)	8:15 AM	12:00 PM
Half Day (EDC) Some half days do not have EDC... Consult the Egremont Calendar for specific dates	11:45 AM (Preschool - EK) 12:00 PM (K - 5th Grades)	6:00 PM

Due to COVID-19, Egremont has modified its drop-off procedures for school attendance.
Preschool and Early Kindergarten students will be dropped off and picked up in the basketball court area of our campus (supervisors will be present). Students attending on-campus instruction in grades Kindergarten - 5th will be required to enter and exit campus from the Oakdale Gate closest to the classroom buildings through our carline only (supervisors will be present). Entry to or exit from campus will not be permitted through the main building (unless a student is tardy or is leaving early). Parents/guardians are not permitted on campus (unless an appointment is made for entry).

Students attending Egremont's Preschool and Early Kindergarten programs may enter the classroom at 8:15 AM. Students attending Egremont's Kindergarten - 5th grades may enter the classroom at 8:00 AM. If any student is on campus before his/her scheduled classroom entry time, he/she must report to EDC (fees apply).
Classes begin promptly at their designated times. For those students who are participating in virtual online learning, students must be logged in to their classes at the start of each class.

Attendance

Due to COVID-19, students may be required to participate in online learning. As such, students must login at the start of class and remain actively participating in the class activities throughout the day, including specialty classes. Each student must have his/her camera on and face visible by the teachers at all times during class. Student work space should be situated in an area that is appropriate for learning. It is highly recommended that students have a wall behind them so

that other individuals in the household do not walk behind the student. Furthermore, it is important to note that, when a student's microphone and camera are on, all individuals in the classroom meeting are able to hear conversations taking place and see surrounding areas close to your child's work area. Thus, please be aware of words exchanged and appropriate conduct in surrounding areas.

At times, it may be required for a teacher to mute or disconnect a student, if something distracting to other students is taking place.

While a teacher is permitted to mute a student… a teacher is never permitted to unmute a student… as this is a privacy issue. It is the student's responsibility to learn to mute and unmute the microphone on the Chromebook during class.

If a student is going to be absent or tardy, please inform the teacher via email. If a student does not attend an entire day of classes and no notification to the teacher has been made, parents will be notified via email.

Each teacher will have policies and procedures set in place for submission of assignments when a student is absent… to accommodate individual needs.

Regular attendance at school is essential to ensure a student's academic progress. Frequent or prolonged absences or numerous tardies are disruptive to the educational process. Many classroom experiences are difficult or impossible to duplicate when absent. It is with this premise in mind that the following attendance policy has been adopted by Egremont.

- It is the parent's obligation to call the school to inform the front office by telephone between 7:45 AM and 8:30 AM on the morning of each day of an absence. This call is mandatory. An email is not accepted as a notification of an absence.
- Parents should try not to make doctor or dental appointments during school hours.
- Family vacations should not be planned during the school year when classes are in session. If a trip is unavoidable, written notice should be submitted by a parent, to the teacher and front office at least five (5) business days in advance. Absences due to travel are NOT excused.
- Work/tests/projects missed during an absence will be made up at the discretion of the teacher.
- Excessive unexcused absences will warrant a meeting with the Administration to discuss the reasons for the absences. Avoidance of future absences will be discussed. Further action may be taken as necessary in order to ensure the child has the ability to maximize his/her potential for success.

❑RETURNING FROM AN ABSENCE

All students who have been absent from school must have a note from a parent upon their return. Students absent due to illness for three or more consecutive days may need a doctor's note to be readmitted to school. This note must be submitted to the front office. Students are not allowed to go to class after an absence until they have checked-in with the front office.

❑EARLY DISMISSAL

Students who must leave school early must bring a note before 8:15 AM to the front office. Students must be signed-out through the front office by their parent or guardian. If a person other than the parent/guardian is to pick up a student during school hours, the name of that person must be submitted to the front office, in writing, beforehand. Identification will be asked for when the person arrives on campus for pick up.

❑*TARDINESS*

Students who are not seated in their classroom at the start of their class are considered tardy. Students arriving at school tardy must report to the front office accompanied by their parent or

guardian. If you know your child will be tardy to school, parents are to notify the front office by telephone before 8:00 AM. Emails are not accepted as notification of a tardy.

All students arriving late to school must check in with the front office prior to entering the classroom.

Because of the effect on a student's education and the disruption to a class, there are consequences for being tardy to school.
Grades Kindergarten-5th:
• 1-5 tardies - Warning issued to parents
• 6th tardy - Recess detention for student
• 7-10 tardies - Lunch recess detention for student
• 11th tardy - 1 day (at home) suspension for student
• 12th tardy - Meeting with Administration

Tardies are accrued on a semester basis.

Rainy Day Dismissal Procedures

Due to COVID-19, Preschool/Early Kindergarten dismissal will remain seperate from the Kindergarten-5th grade dismissal. Preschool/Early Kindergarten dismissal will be from the garage entry area. Kindergarten-5th grade dismissal will take place at the Oakdale Avenue Gate.

Rainy day dismissal time is the same as it is on regular, non-rainy days unless extreme circumstances warrant a change in the time for dismissal.

Rainy day Preschool/Early Kindergarten dismissal will be from our subterranean entry to the parking lot garage. Teachers will be in the parking area to assist with the dismissal.

On rainy days, siblings of Preschool/Early Kindergarten students will be dismissed at 2:30 PM and directed to the garage area where they will be picked up concurrently with their younger siblings.

Kindergarten - 5th grade students will be dismissed at the Oakdale Gate (students will wait in Rooms 3-4 until called for car pick-up).

Lunch

Due to COVID-19, The Caterer will not be providing snacks or lunches during the 2020-2021 school year. For those students on campus, lunches and snacks will need to be brought to school in a lunch container… and will be brought into the classroom for storage. We are unable to heat or refrigerate food. No sharing of food items with other students is permitted.

Extended Day Care

Due to COVID-19, only students permitted on campus by the California Department of Public Health and state agencies will be permitted to participate in EDC. If you are in a grade level not permitted on campus… and you have a monthly EDC contract… you will not be charged for this service during non-attendance.

EDC is available to contract users and those who pay on a daily basis. The following is a schedule of EDC hours and fees:

Grade Level	Morning EDC	Afternoon EDC	Morning Fee Only (per month)	Afternoon Fee Only (per month)	Morning and Afternoon Combined Fee (per month)	Hourly Fee (Must be paid on a daily basis)
Preschool and Early Kindergarten	7:00-8:15 AM	2:30-6:00 PM	$125	$225	$280	$20
Kindergarten-5th Grades	7:00-8:00 AM	2:45-6:00 PM	$125	$225	$280	$20

Students attending afternoon EDC (Preschool - 5th) must be picked-up no later than 6:00 p.m. A late fee of $1.00 per minute (for the first 5 minutes) will be charged after 6:00 PM. A $5.00 per minute charge will be assessed beginning at 6:06 PM. Payment for the late fee, as well as hourly EDC participants, must be made at the time of pick-up. Cash check, or credit card (fee applies) will be accepted. Monthly contract users will be billed through Smart Tuition.

Failure to make scheduled payments for EDC services will result in dismissal of the student from the EDC program.

If a parent/guardian is late for pick up more than 5 times, a meeting will be required with the Administration to determine eligibility for future use of the afternoon EDC program.

Families who choose to contract on a monthly basis for their child must do so for the duration of the 2020-2021 school year (September-June). Egremont is able to afford the opportunity for families to pay a minimal monthly contract fee based on the contractual obligation of the entire school year... paid in 10 monthly installments. Once enrolled in the monthly installment plan (September-June), the contract may not be cancelled. If a parent/guardian wishes to enter into a monthly contract after September, the full EDC charge for 10 months will be applied.

Please note: Students may purchase snacks in the cafeteria during EDC for $1 each. Egremont does not provide free snacks during EDC. Payments need to be made at the time of purchase. We will not accept IOU's for snacks. If your child is staying for EDC, please make sure you provide a snack for your child or provide money for him/her to purchase a snack. Please contact the front office to make special arrangements for in-advance snack payments. Due to allergy concerns, students may not share snacks.

As during Egremont's normal school hours, we require students to exhibit good behavior during EDC. Unruly conduct may result in expulsion from the EDC program and may include disciplinary action including expulsion from the school if necessary.

Students who are not enrolled in EDC may not use Egremont's playgrounds after school and must leave the school premises upon dismissal from their classroom.

Siblings of students who are not enrolled Egremont students may not attend the Egremont EDC program. The only exception to this rule is students who perform community service hours through our EDC program. Under this circumstance, prior written approval by the President/ CEO must be obtained.

Enrichment Activities

Due to COVID-19, all after-school enrichment activities are currently suspended.

Academics

Due to COVID-19, students in Kindergarten-5th grade will be using Chromebooks for virtual learning during at-home instruction. These devices must be used in an appropriate manner, as outlined in the addendum section of this handbook.

Egremont is proud to offer its students an outstanding educational environment. We provide accelerated curricular offerings and promote academic excellence within the classroom setting. Character awareness and nurturing of the whole child are fundamental aspects of the educational scope. In addition to the core curricular offerings of subject areas which include math, science, social studies, reading/literature, English, spelling, phonics, and handwriting in the elementary grade levels... additional specialty classes offered include: Foreign language, computer, robotics, music, art, theatrical dance, and physical education. Physical education, art, foreign language, dance, and music are offered to our Preschool students.

Curriculum Subject Overview by Grade Level:

Preschool	Early Kindergarten	Kindergarten	First Grade
Core Curriculum: Colors and Shapes Upper/Lower Case Letter Recognition Number Recognition Name Recognition Activities to Enhance Fine Motor Skills	**Core Curriculum:** Recognizing Upper/Lower Case Letters Writing Upper/Lower Case Letters Phonics Numbers (Counting/Writing) Math (Addition and Subtraction) Activities to Enhance Fine Motor Skills	**Core Curriculum:** Math Science Social Studies English Spelling Reading/Literature Handwriting	**Core Curriculum:** Math Science Social Studies English Spelling Reading/Literature Handwriting
Specialty Classes: Foreign Language Art Music Physical Education	**Specialty Classes:** Computer Foreign Language Art Music Physical Education	**Specialty Classes:** Computer Foreign Language Art Music Theatrical Dance Physical Education Robotics	**Specialty Classes:** Computer Foreign Language Art Music Theatrical Dance Physical Education Robotics
Second Grade	**Third Grade**	**Fourth Grade**	**Fifth Grade**
Core Curriculum: Math Science Social Studies English Spelling Reading/Literature Handwriting	**Core Curriculum:** Math Science Social Studies English Spelling Reading/Literature Handwriting	**Core Curriculum:** Math Science Social Studies English Spelling Reading/Literature Handwriting	**Core Curriculum:** Math Science Social Studies English Spelling Reading/Literature Handwriting
Specialty Classes: Computer Foreign Language Art Music Theatrical Dance Physical Education Robotics	**Specialty Classes:** Computer Foreign Language Art Music Theatrical Dance Physical Education Robotics	**Specialty Classes:** Computer Foreign Language Art Music Theatrical Dance Physical Education Robotics	**Specialty Classes:** Computer Foreign Language Art Music Theatrical Dance Physical Education Robotics

Entrance Examination and Supporting Documentation

The Egremont entrance exams for Kindergarten - 5th grades are designed to evaluate the current knowledge base of a student. The exam covers curriculum concepts in math, reading comprehension, and writing skills. Furthermore, each student will be evaluated on his/her ability to focus and effectively complete multi-step written and oral directions. The exam results, however, are only one aspect of the overall determining factor for admittance into our school.

As part of the application process, parents are required to submit the "Consent to Obtain Student Records" document. This document formalizes the request to obtain student records from previous schools attended by a student (if applicable). Comments present on report cards,

cumulative cards, and summary reports indicating behavioral patterns and academic achievements are a critical portion of our evaluation process, in addition to the Egremont entrance examination. The teacher comments and summary reports provided to Egremont, which include detailed and comprehensive background information, are used to consider the likelihood of the student's future success in Egremont's rigorous academic environment.

Once all relevant materials have been received and reviewed, a determination as to acceptance of a student into our school will be made. Parents will be informed of our decision via a personal telephone call and/or through a letter mailed to the parents.

Classroom Placement

Egremont takes great pride in its ability to offer families small class sizes and an individualized attention to student needs in the area of curriculum content. Class sizes do not exceed 20 students in our Kindergarten through 5th grade programs. Students are placed into classroom settings by the Administration. Although preferences for specific teacher requests may be submitted (in the case of more than one grade level class), no guarantee as to the requested teacher will be granted. Preferential treatment is not given to current students over new students. Once placements have been made, no changes shall be conducted, unless the severity of a particular situation warrants the change. Then, and only then, may the Administration authorize such change of classroom placement.

Egremont does not guarantee that placement of teachers for a particular grade level will remain consistent from year-to-year. Although the Administration attempts to maintain consistency in the placement of teachers to specific grade levels, circumstances may occur which require teachers to be placed in different grade levels. Notification of grade level teacher placements will be announced to parents one-to-two weeks prior to the beginning of school.

Upon completion of an academic school year, students may be requested to repeat a grade level if the academic progress and/or behavior of a student does not indicate a warranted promotion to the next grade level. Parents will be informed of academic and/or behavioral issues as they arise through progress reports, report cards, parent-teacher conferences, and written correspondences. These notifications will be monitored throughout the school year in order to forewarn parents of the potential for grade retention.

Grading Scale

Grade	Percentage	Grade	Percentage	Grade	Percentage	Grade	Percentage
A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62

Any grade below a 60% is considered a fail.

Some classes issue a work habit grade. This grade reflects a student's preparation, participation, and cooperation in class. Work habit grades include: "E" (Excellent), "S" (Satisfactory), "NI" (Needs Improvement), or "U" (Unsatisfactory).

Kindergarten Grading scale:
E+ 100%
E 91-99
E- 86-90
S+ 81-85
S 76-80
S- 70-75
NI 69 and below

Progress Reports and Report Cards

The school year is divided into four quarter sessions. Semester 1 is comprised of Quarters 1-2 and Semester 2 is comprised of Quarters 3-4.

All students in Kindergarten-5th grade receive four progress reports and four report cards during the academic year, one for each quarter. Preschool and Early Kindergarten students receive evaluations at the end of Quarter 2 and Quarter 4. The following is a schedule of progress report and report card distributions:

Progress Report	Distributed	Report Card	Date Available Online
Quarter 1	October 9, 2020	Quarter 1	November 13, 2020
Quarter 2	January 11, 2021	Quarter 2	January 29, 2021
Quarter 3	March 5, 2021	Quarter 3	April 1, 2021
Quarter 4	May 14, 2021	Quarter 4	June 18, 2021

The progress reports are used to help parents track their child's performance in various subject areas before report cards are finalized. ***It is the parent's responsibility to log on to Gradelink to view grades.***

Students who obtain a C- grade in a core subject area on any progress report will be required to attend after school free tutoring sessions with his/her teacher during the time period of 3:00-4:00 PM. In the event that a student receives a C- or below on a report card, the student will be

placed on academic probation and will be monitored to track progress. If progress is not shown by the end of the school year, the student may be retained or dismissed from the school.

Parents may access grades on line through our Gradelink data system. Specific instruction regarding access to this program will be discussed during Back-to-School Night.

If a parent has any questions or concerns, please feel free to contact the teacher for a conference. A formal discussion with the Administration may be requested, if needed.

Achievement Testing

Students in 1st - 5th grades participate in nationally normed standardized tests during the year, specifically the STAR 360 Assessment testing. The STAR 360 tests are given four times throughout the school year. The STAR 360 tests measure the achievement of a student in his/her current grade level in math and reading comprehension. Test results will become part of the students' cumulative record, and the results will be used to determine curricular content and instruction successes and areas for growth.

National Elementary Honor Society/Presidential Awards

Students in 4th and 5th grades are eligible to become members, by recommendation of their teachers, in Egremont's chapter of the National Elementary Honor Society. Students must attain and maintain a 3.5 GPA or above and have excellent citizenship in order to be recognized at graduation for their achievement.

Student Council

Due to COVID-19, we will not be having a formal Student Council group this year. Each classroom will have their own form of community involvement to support student activities.

Student Files

Egremont Schools, Inc. maintains a policy that any parent or legal guardian will be permitted access and may review their student's file. Only in the case that a court order is in effect that prevents a party from obtaining access to the student's records will denial of access be enforced. Copies of the court order must be submitted to the front office and will be filed. The parent or guardian must call for a conference. Any record which is maintained by the school, upon written request, may be reviewed and such review shall take place at the school premises during regular business hours upon at least three business days prior request. Should the parent or guardian wish to obtain copies of any documentation in the file which they had executed, it will be made available upon written receipt of acknowledgement, identifying each document so copied and delivered. If any parent or guardian wishes to challenge any record maintained by Egremont, it must be done in accordance with California law.

Student records will remain on file in the admission's office for 10 years after a student's departure from Egremont School.

Textbooks

Egremont provides each student with text, supplemental materials, and related workbooks. These books are on loan to each student and remain the property of Egremont. All hard bound texts must be covered with paper or nylon book covers provided by each student. If a student loses or damages a book or workbook, a fee will be required of the student's parent(s) to replace the lost/damaged materials. The books and workbooks provided are a valuable tool used to deliver the curriculum materials and must be treated with care.

Homework

Due to COVID-19 and online learning, homework policies and procedures will be modified according to the specifications of each grade level teacher and specialty teacher.

Homework is given as a means to reinforce concepts learned in class. Homework may take the form of written work, reading, projects, or studying for tests.

Your child's teacher posts all homework assignments/test/projects on his/her class website. A user name and password are required (your child's teacher will provide you with this information). Please review this site to verify homework assignments. Additionally, upper grade students are provided with a homework notebook in which to write their assignments as well as projects and upcoming tests, etc.

Parents should review the homework assignments to ensure that all work is completed. Unless otherwise indicated, all homework is due the day after it is assigned.

At times, parents may need to help students with homework. However, it is strongly encouraged that parents do not do the work for their child. Homework is a reinforcement of classroom materials covered during class... therefore, if a student is struggling with homework, it is important to inform the teacher of the problem rather than do the work for your child.

Assignment lengths, duration of time to complete assignments, and frequency of assignments vary by grade level.

No homework is given on weekends unless it involves completing a project or book report.

Parents may call the front office by 9:00 AM to request homework material for their child in grades Kindergarten-5th, if he/she is absent. The assignments and any necessary books/materials will be available to pick-up in the front office after 2:30 PM. It is expected that students who are absent for any given length of time bring all completed homework assignments to class upon arrival to school after their illness unless otherwise instructed by the teacher.

Late or missing homework assignments will affect overall grades for the subject areas in which they are missing. In addition to reinforcing taught material, homework teaches an important lesson in responsibility... therefore, homework should be completed and returned to the teacher on time. Students who do not return homework as designated by the teacher will have a note sent home to the parent indicating the missed assignment(s). Accumulation of multiple missing

homework assignments will jeopardize the overall grade of a student in that particular subject area.

Field Trips

Due to COVID-19, no field trips will take place this year… but students will "visit" places virtually.

Dress Code

Due to COVID-19, students learning on campus must be in full uniform and must wear appropriate fitting masks. Students learning virtually are required to wear an Egremont uniform top and be fully clothed while on camera.

In order to maintain a cohesive look to our student body, we continue to implement a school uniform policy for the 2020-2021 school year for the Preschool - 5th grade programs.

All sweatshirts, sweaters, sweatpants, jackets, polo dresses, vests, hats, beanies, and shirts must be purchased from Egremont School with the Egremont logo. All undershirts must be solid white, solid light blue, or solid navy blue.

Uniform pants, shorts, jumpers, or skirts may be purchased from outside sources.

*Pants, shorts, and skirts

- Pants: Solid navy blue or solid khaki (no cargo pants)
- Shorts: Solid navy blue or solid khaki (no cargo shorts)
- Skirts: Solid navy blue, solid khaki, or a combination of black, royal blue, and white plaid
- Bike shorts/shorts must be worn underneath skirts

*Jumpers

- Solid navy blue, solid light blue, solid khaki, or a combination of black, royal blue, and white plaid.

*Ankle Socks, Knee Socks, and Tights

- Solid navy blue or solid white (no colored logos, words, or designs)

*Shoes

- Tennis shoes (on P.E. days, tennis shoes must be worn) NO BLACK SOLES
- Laced, velcro, or slip-on shoes (no open toed shoes and no high heel shoes)
- Shoes must be worn with socks or tights
- <u>Boots may be worn on rainy days only</u>

*Hats/Beanies

- Only Egremont hats and beanies may be worn

*Jewelry

- No hoop or dangle earrings (small studs only)
- No necklaces (Religious necklace will be permitted with a note from the parent)
- No metal rings or metal bracelets
- Watches may be worn

On special days, students may wear free dress, jeans, or spirit attire as designated by Egremont.

Students who are not in full uniform will be issued a uniform violation slip which must be signed by a parent and returned the following school day. A recess detention will be given to the student for a second violation. Upon the issuance of a third violation slip, the child's parent will be

called to bring the proper uniform item(s) to school. A student will not be permitted to return to class after a third violation without the proper uniform.

It is the parent's responsibility to check his/her child's attire before sending the student to school.

Classroom Supply List

Due to COVID-19, supplies may vary. Please consult with your grade level and specialty teachers.

Please visit Egremont's website to view the supply list for each grade level (under Student Life-General Information).

Behavior

Due to COVID-19, some students may be learning remotely. The same behavioral standards apply to students on campus as well as those learning remotely. Bullying or inappropriate conduct will not be tolerated. Please review the addendum to this handbook for additional information.

EXPECTED STUDENT BEHAVIOR

The following is a list of, but may not be limited to, the expectations of an Egremont student:

☑ **Classroom conduct ~ students should:**

1. be seated when asked to do so
2. be courteous to teachers, visitors, and other students
3. follow all classroom rules and teacher directions
4. use only their own supplies unless given permission to do otherwise
5. never enter a room without an adult supervisor present
6. never remain in a classroom without an adult supervisor present
7. never engage in any shoving, pushing, or other physical contact with another student
8. never engage in conduct which could be viewed ass harassing or bullying toward another student

☑ **Assembly conduct ~ students should:**

1. be courteous and quiet
2. stay seated
3. pay attention and participate in activities as required by the speaker/presenter
4. applaud to show appreciation for the speaker/presenter
5. follow all dismissal directions

☑ **Cafeteria/lunch time ~ students should:**

1. eat and finish lunch on the designated eating tables
2. follow the directions of supervisors on duty
3. clean up after themselves
4. walk in the cafeteria

☑ **Recess time ~ students should:**

1. play fairly
2. share

3. include all students who want to participate
4. speak kindly to others
5. follow all directions given by faculty/staff supervisors
6. ask permission before leaving a supervised area to go to the bathroom, office, or classroom

☑ **On campus ~ students should:**
1. be courteous and respectful at all times
2. stay in designated areas only
3. not chew gum
4. not graffiti/mark walls, desks, tables, or doors
5. not litter

☑ **EDC attendance ~ students should:**
1. play fairly
2. stay in designated areas only
3. never leave campus without a parent/guardian signing-out
4. be courteous and respectful at all times
5. vever engage in inappropriate physical contact with another student such as shoving, hitting, pushing, etc.

☑ **Field trips ~ students should:**
1. be on their best behavior and respectful to others
2. pay strict attention to the supervisor and all directions given
3. not leave trash on the bus or at the field trip site
4. stay with your assigned group and leader
5. never stray or walk away from the group and leader

Discipline

Due to COVID-19, students learning remotely will still be held accountable for their actions during off-campus learning. it is imperative that parents, students, and teachers work collaboratively to ensure an appropriate conduct expectation. If inappropriate conduct is engaged in, parents will be notified immediately, and students will be held accountable for their actions.

Attending Egremont is a privilege.

You, as the parent, are your child's most important teacher and disciplinarian.

Students are expected to behave in a way that reflects good judgement and an adherence to the school's mission and philosophy. Egremont recognizes that students and parents are responsible for their actions and behavior and must be held accountable for the resulting consequences of inappropriate actions or behavior. Egremont believes that all students and community members should treat all persons equally and respectfully, and avoid inappropriate behavior against any person on the basis of race, color, sex, religion, physical or mental disability, national origin, immigration status, age, sexual orientation, or political belief.

Egremont also recognizes the responsibility of parents and guardians for the behavior of their children and actively includes them in the disciplinary process.

Policies and Procedures

The goal of Egremont's discipline process, and its consequences, is to clearly indicate to the student when his/her actions and behavior are inappropriate or unacceptable. **Students who continually veer from acceptable behavior are sent to the Administration.** The Administration then decides the appropriate consequence for reported actions.

Detention

Detention during recess is given to students for behavior deemed not acceptable, but for which a serious violation did not occur.

Suspension

Suspension is a serious consequence that keeps students from attending school. Suspensions are issued for serious violations or an accumulation of violations over time. Students are responsible for completing all classroom assignments missed during any suspension. Students must make-up all tests/quizzes missed during the suspension when they return to school.

Students may be suspended for one or more days at home. At the conclusion of the home suspension, a parent conference with the Administration and/or teacher may be required.

Disciplinary Probation

Students are placed on disciplinary probation for a serious, single offense or repeated misconduct. Probation status should always be interpreted as being one level below dismissal from the school. Probation is given for a period of one quarter. At the end of a probationary period, the Administration reviews the student's disciplinary record during the probation and extends or terminates the probation. A student on disciplinary probation may be excluded from participation in extracurricular school activities including, but not limited to, EDC and Egremont team sports.

A student on disciplinary probation may be asked to leave the school if:

1. He/she participates in another serious offense as determined by the Administration.
2. No improvement in behavior is shown over a period of one quarter.

Expulsion

Expulsion is the most serious of punishments and is given for a severe offense, an accumulation of offenses, or if it is in the school's or the student's best interest. A student may be expelled on his/her first offense if it is determined to be serious enough by the Administration. Some offenses will require immediate suspension, disciplinary probation, or referral to the Administration for possible expulsion.

Students whose behavior, either on or off campus, is deemed to be contrary to the philosophy and goals of Egremont may be required to withdraw from the school or may not be allowed to register for the following year.

When behavioral issues are reported to the Administration for review, the following options are available:
1. immediate dismissal with no reentry possibility
2. mandatory counseling for student and parents in an outside program

If mandatory counseling is the option given to a family by the Administration, the student is allowed to remain in school on disciplinary probation. Failure to complete counseling will result in immediate dismissal from Egremont.

Egremont does not refund tuition or fees for students who are suspended or expelled from school because of disciplinary reasons.

Lost and Found

Egremont's lost and found is located on the south wall of the classroom building nearest the pool area. Items are placed on hooks inside the closet area. It is the student's and/or parent's responsibility to periodically check the closet for lost personal items.

Students should have their name on all items brought to school to assure proper identification of personal items.

During winter break and at the end of the school year, all items left in the lost and found are gathered and sold as used clothing and/or donated to charity. Notices will be sent via email, website postings, and/or mailed letter to inform parents/guardians when collection of lost items for sale and/or donation purposes will be conducted. Egremont reserves the right to dispose of the non-labeled items in its lost and found during such times in the aforementioned manners.

Every attempt is made to return labeled items to their rightful owners. Egremont will not be held responsible for any item lost by a student.

Computer Usage Policies

Due to COVID-19, some students may be learning remotely. Please review the addendum section of this handbook for additional information.

The purpose of this information is to ensure compliance with the rules and policies of Egremont with regards to the school's computers, the internet, and computer networks. Agreement is required before using Egremont's technology resources. Compliance with these rules is required at all times while using Egremont's technology resources. Failure to comply will result in disciplinary actions, and/or revocation of usage privileges. Egremont reserves the right to revoke access at will, with or without reason.

Passwords

- Egremont can change, modify, and/or reset passwords at will.

- Passwords must be kept secure at all times. Under no circumstances should passwords be shared or disclosed to others.

How to Treat Technology
- The technology on this campus is valuable and should be treated with respect.
- Open containers of liquids such as drinks should not be kept or placed near equipment. Food should not be consumed over the keyboards as debris can damage the equipment.

Computer Data
- Egremont provides no assurance or safekeeping of any data or documents stored or created on its network or computers.
- Students may bring thumb drives from home but are responsible for their safekeeping.

Moving Technology Equipment
- All technology is to remain where it has been assigned.

Use of Technology Equipment
- Technology is to be used for school purposes.
- Students are only to use technology under the supervision of their teacher. Students are not to use technology unsupervised.
- ***If students are permitted to take technology devices home by their grade level teacher (Chromebooks for Grades 3-5), the utmost care must be given to the equipment. Any damage to the device will be charged to the student's parent(s) in accordance with the repair costs assessed by our technology department. Each student in Grades 3-5 will be issued a carrying case for his/her Chromebook… and it must be used when taking the computer out of the classroom.***

Internet
- No student may use the internet unless under the supervision of a staff member.
- Students must wait for instructions before navigation to new pages or websites.
- Even though the school has an excellent firewall and content filtering service, inappropriate websites might still be accessed. If this happens, the student is to inform the teacher immediately.
- Students are prohibited from accessing any website which is not related to school work

Email
- Students are not to access their personal email while on campus.

Printing and Copying
- Students are to ask their teacher's permission before printing.

Software License Agreement
- Only the Technology Coordinator may install software.
- Most software comes with a license agreement. If this agreement is violated, Egremont could face major fines. (above $100,000 per violation)
- Installing licensed software without approval will be cause for disciplinary action.

- Unauthorized copying of software will result in disciplinary action.

File Sharing / P2P Software

- Egremont does not authorize the use of Peer to Peer (P2P) software on any network or equipment.
- No installation of any such software is allowed.

Hacking, Cracking, and Unauthorized Access

- Any form of hacking, cracking, or unauthorized access will be met with disciplinary measures.

Websites

- The visiting of pornographic, hate, or racist promoting, violent, and/or inappropriate websites are prohibited. Repeated attempts to access these websites will result in disciplinary action including immediate expulsion from school. All website requests are logged and monitored by the school's firewall and technology personnel.

Expectation of Privacy

- Any user of technology equipment (computers) or communication (phones) at Egremont should have **no expectation of a right to privacy**.
- Egremont School reserves the right to monitor, download, retrieve, modify, reset passwords, gain access to, delete, or listen to anything sent over or using Egremont's equipment.
- For questions or clarification regarding Computer Usage Policies, please contact the Technology Coordinator.

Health Issues

Due to COVID-19, the health and safety of our school community is of the utmost importance to us. Masks must be worn by all students, faculty, staff, and visitors while on campus. Frequent hand washing will be required. All policies and procedures set forth by the CDC, California Public Health Department, and local/state mandates will be followed.

It is the responsibility of all parents or guardians to comply with all regulations relating to the proper inoculations of their students. Egremont, and the state of California, require that evidence in compliance with health regulations, prepared by a licensed physician, be submitted to the school before the student may attend any class. Health laws and doctor certifications cannot be waived or extended.

Students are not permitted to attend school if they have a temperature, severe/chronic cough, or cold or flu. Please do not send your child to school if you think your child is developing an illness, even though symptoms may be negligible. If a child becomes ill/injured at school, parents will be notified and must pick-up their child **immediately.** Be sure that all contact numbers and emergency contact numbers are current. A doctor's release may be required for students to re-enter school following three or more days of absence or a severe injury.

Physical education class excuses must be presented in writing, signed by a doctor and/or parent or guardian specifying duration to which the student will be void of participation in the class.

All medical conditions must be reported to the front office in writing. This documentation is essential in providing necessary care as needed... otherwise, Egremont is held legally harmless

for unknown consequences. Written permission is required and must be on file for any treatment and must be identified on your child's earthquake/disaster form. All allergies must be on file in writing with the front office. Any medication, including but not limited to cough drops/syrup, aspirin, or inhalers, must be brought to the office by a parent. A written permission form must be signed to administer all medications. If your child is taking prescribed medication, the doctor must provide signed written instructions to Egremont for dosages and times of day to administer. Medications must be provided in their original container with clear labels of the content and instructions for administering.

Parents are notified of all but the most minor injuries, such as paper cuts, minor abrasions, or bumps. Notification is made for all known head injuries. Minor wounds will be dressed. Serious injuries will result in a 911 call and emergency notification to the family. Please keep all phone numbers current with the front office.

If your child has an allergy or is recovering from an illness (and is no longer contagious), but still requires medication, it may be taken at school only if:

- All medicine is brought to the office by a responsible adult
- The medication is clearly labeled with the child's first and last names, and the doctor prescribing the medication is listed with a phone number contact.

These health policies and regulations apply to all students notwithstanding grade level. No student may keep any medication in their possession while on Egremont's campus, on a field trip, or while attending a sporting event.

Egremont has a "No Nit" and "No Lice" policy. The Health Department requires that all students exposed to lice must be examined. Egremont retains this right for health purposes and will examine students as the need arises based on outbreaks. If a nit or lice is discovered in your child's hair, you will be immediately contacted to pick-up your child. Upon returning to school, the student will be checked in the front office prior to re-entry into the classroom.

Please consult a physician or http://www.cdc.gov/lice/head/fact for important facts regarding treatment for lice. Please notify Egremont if you observe any lice or nits on your child.

Harassment Policy

Egremont is committed to providing an educational environment that is void of harassment in any form and from any individual on campus or during school related activities. Harassment is illegal and is strictly prohibited. Egremont views all allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Harassment occurs when an individual is subjected to treatment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical or mental disability, medical condition, sex/gender, and religious beliefs. Harassment can occur at any time during school or during school-related activities.

A report of harassment shall not, in and of itself, create the presumption of guilt or wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal from Egremont. Individuals found to have filed false charges will also be subject to disciplinary action, up to and including dismissal from Egremont.

Verbal Harassment - Derogatory comments, name-calling and jokes; threatening words spoken to another person.
Physical Harassment - Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or any intimidating interference with normal work or movement.
Sexual Harassment - Unwelcome sexual contact, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Students must:
1. Conduct themselves in a manner which contributes to a positive school atmosphere
2. Avoid all activities that may be considered discriminatory or harassing
3. Report all incidents of discrimination or harassment to a teacher or the Administration

Bullying Policy

Egremont is committed to providing a safe learning environment for all of its students to enjoy. As such, Egremont does not tolerate, condone, or allow bullying on campus or during school related functions. Egremont has a strict "NO BULLYING" policy that is enforced. This policy includes, but is not limited to, students, employees, volunteers, guardians, and parents.

In general terms, bullying is a repeated form of aggression directed by a single individual or group towards another person. Bullying may take the form of verbal, written, physical, or electronic form which creates a hostile school environment. The action may place the student in fear of harm or disrupt the student's ability to benefit from the activities, services, or privileges provided by Egremont.

Any student, employee, volunteer, guardian, or parent who witnesses or becomes aware of conduct in violation of the bullying policy is required to report the inappropriate conduct to the Administration.

Child Abuse Reporting Policy

What is Child Abuse?
Child abuse is defined as: "a physical injury which is inflicted by other than accidental means on a child by another person." It also includes emotional abuse, sexual abuse, neglect, or abuse in out-of-home care. (P.C. 11165.6, Welfare and Institutions Code [W&IC] Section 300).

Who Reports?
Legally mandated reporters are identified as "child care custodians," including teachers.

Why Must There Be A Report?
The primary intent of filing a report is to **protect the child.** In addition, the report may also provide the opportunity to protect other children within the home.

What are the Responsibilities of the School Employing a Mandated Reporter?
Any person entering employment, which makes him/her a mandated reporter, must sign a statement, provided and retained by the employer, to the effect that he or she has knowledge of the reporting law and will comply with its provisions (P.C. 11166.5[a]).

When is a Report Generated?
Child abuse must be reported when a person who is a legally mandated reporter possesses knowledge of or observes a child while fulfilling employment obligations whom he or she knows or reasonably suspects has been the victim of child abuse.

If the school professional suspects child abuse, it must be reported.

Who Receives the Report?
The report must be made to a "child protective agency." A child protective agency is a county welfare or probation department or a police or sheriff's department.

What are the Consequences for Failure to Make a Required Report?
A person who fails to make a required report is guilty of a misdemeanor punishable by jail time and/or a fine. He or she may also be found civilly liable for damages.

Immunity
Those persons legally required to report suspected child abuse have immunity from criminal or civil liability for reporting as required. (Penal Code Section 11172[a]).

Use of Electronic Devices

Students may not bring any electronic games, cell phones, and/or devices to school. Such items will be taken from the student by the supervising employee of Egremont and given to the child's teacher. Retrieval of the electronic item may be made only by the parent. Neither Egremont, its teachers, or other staff members shall be responsible for lost or damaged electronic items brought to school.

Image Release

While in attendance at Egremont, a student may occasionally be photographed or video taped in the course of their studies and other school related activities. Egremont may, therefore, have occasion to publish such photos containing the student's image in the form of videos or various media including, but not limited to, advertising media. The images may be used without further

authorization or permission from the parent, student, or legal guardian. Use of these materials by persons other than Egremont employees is not permitted. If you do not wish your child's pictures to be used in these various media options, please be sure to fill-out the "Photography Opt-Out" section of the enrollment contract.

Egremont's Traffic Rules and Procedures

Due to COVID-19, students in Preschool and Early-Kindergarten will enter and exit school from the Oakdale Avenue Driveway Gate entry. Supervisors will be present to direct traffic. Masks must be worn while on the campus. Students in Kindergarten-5th grade will enter and exit school from the Oakdale Avenue Gate entry by the outside classroom buildings. Supervisors will be present to direct traffic. Masks must be worn while dropping off and picking up students in the carline.

Preschool/Early Kindergarten Students:

Parents/guardians with Preschool/Early Kindergarten students are required to drive their child inside the campus for morning drop-off (between 7:00-8:15 AM for morning EDC or 8:15-8:30 AM for regular drop-off). A sign-in sheet must be signed. Parents/guardians dropping off Preschool/Early Kindergarten students will drive into the Egremont circle area (located inside the campus around the outside basketball court). Please be mindful of the car line signs posted in the driveway.

Students in Preschool/Early Kindergarten must be picked-up in the Egremont circle area between 2:30-2:45 PM on regular school days and between 11:45 AM-12:00 PM on half days. Please follow the directives of the attending supervisors. **Cars must have a current Egremont identification placard hanging from the rear mirror of the car to enter Egremont's Oakdale Avenue driveway entrance and for students to be released into the car by Egremont faculty/staff**. If you need additional placards, you may purchase them from the front office ($10 each).

Faculty/staff members are not permitted to fasten seat belts or buckle students into car seats.

Please inform the front office via written notification if someone else will be picking up your child from school. Proper identification will be required in order for the attending supervisors to release your child. Please be sure all authorized individuals for pick-up are updated on your authorization form. Students may only be released to individuals 18 years of age or older.

K-5th Grade Students:

Students in Kindergarten-5th grades must be dropped-off and/or picked-up at the Oakdale Avenue gate (located north of the main building entrance). Morning drop-off is between 8:00-8:15 AM, and afternoon pick-up on regular days is between 2:45-3:00 PM. Half day pick up is between 12:00-12:15 PM. Parents are required to remain in their cars and proceed north on Oakdale Avenue in the car lane. Egremont faculty/staff members will load and unload students. Faculty/staff members are not permitted to fasten seat belts or buckle students into car seats. Faculty/staff members on duty may not load/unload backpacks in trunks of cars or load/unload students on the left side of the car, for safety reasons. Students will not be allowed to walk into the street for any reason.

Please do not cut in line, double park, or park in the opposite direction of traffic flow to drop-off or pick-up students. Please do not park in the carpool line... it is intended to be a flowing drive lane.

Cars must have a current Egremont identification placard hanging from the rear view mirror of the car in order for students to be released into the car by Egremont faculty/staff. These placards will be issued to families… once Egremont has been granted permission to hold on-campus classes. If a placard is not visible in the window, the driver will be required to pull forward, out of the carpool lane, and proceed to the main building to sign-out the student at the front door. This procedure is a safety precaution and will be strictly enforced. Even though the attending supervisor may know you as the parent of the student, no student will be released in the Oakdale Avenue pick-up line without the identification placard. Please follow the directives of the attending supervisors. The Oakdale pick-up line is intended to be a courtesy procedure for our families so as not to have to walk on to campus to pick up students. If you need additional placards, you may purchase them from the front office ($10 each).

Please inform the front office via written notification if someone else will be picking up your child from school. Proper identification will be required in order for the attending supervisors to release your child. Please be sure all authorized individuals for pick-up are updated on your authorization form. Students may only be released to individuals 18 years of age or older.

Please note… parents/guardians may not enter or exit the Oakdale Avenue gate during morning drop off or afternoon pick up. Entry to or exit from the campus must be done through the front office, and only with an appointment.

Thank you for your cooperation regarding the rules and regulations for drop-off and pick-up...
safety is our main goal!

Emergency and Safety Procedures

Egremont is committed to providing a safe environment for its students and everyone who enters the premises. To accomplish this, rules and regulations have been formulated to ensure compliance with safety procedures. It is expected that all students, faculty/staff members, and visitors will cooperate with these regulations and any other directives given by Administration and security personnel… regardless of whether or not procedures/policies are in writing. Egremont contracts with a security firm to provide a security officer on our premises. His presence is intended to monitor the school and provide security.

Students are expected to follow the guidelines identified below in order to prepare for an earthquake, fire, or intruder/lock down:

1. Participate in all emergency drills
2. Remain calm in order to hear directions
3. Duck and cover in an earthquake situation until given the all clear signal
4. Immediately exit the classroom in line formation in a fire situation
5. Immediately gather in the designated area in the classroom during an intruder/lock down situation ("Swarm of Bees")
6. Exit the building in a quiet and orderly manner at the direction of the teacher/supervisor
7. Line-up in the designated grass area or basketball court area for attendance to be taken
8. Exhibit exemplary behavior until given instructions to return to normally scheduled classes or until students are picked-up by a parent or guardian

Major School Safety Regulations

To maintain a safe environment at Egremont, the following key regulations have been adopted. Failure to abide by these regulations will result in disciplinary action including, but not limited to, suspension or expulsion.

1. Weapons – Possession of firearms, knives, or any explosives on campus is expressly forbidden.
2. Theft and Vandalism – Students are expected to respect the school's property as well as property belonging to others on campus. Taking property belonging to others or vandalism are not permitted.

Visitors on Campus

For security purposes, ALL visitors (including but not limited to parents/guardians, spouses/family/friends of employees, salespersons, and vendors) must sign in at the front office upon entering the campus. All visitors will be issues a "Visitor Badge" to be worn throughout the duration of their stay on campus to identify them as guests of our school.

EMERGENCY PROCEDURES

Earthquake:

In the event of an earthquake or similar emergency, the following Earthquake Procedures will be implemented:

- During the earthquake, all faculty, staff, and students will follow duck and cover procedures to protect themselves during the actual earthquake.
- Following the initial earthquake, all faculty, staff and students will evacuate the buildings and assemble in their designated areas.
- As needed, stored food, water, and first aid supplies will be distributed.
- Designated search and rescue team members will conduct a comprehensive search of all buildings.
- Students will be kept in their designated safe areas until picked-up by a parent, guardian, or authorized individual. Students will be dismissed according to the information supplied on their emergency form.
- The campus will immediately be secured so that monitoring of all incoming and outgoing traffic can be observed.

Lock-Down and Evacuation Procedures:

In the event of a lock-down or evacuation, students are to follow the directives set forth by the Faculty/Staff/Administration.

Use of Egremont's Facilities

Egremont's facilities are to be used by authorized persons only. Pets, such as but not limited to, dogs, cats, snakes, rabbits, and birds, are not allowed to be brought on campus, except where allowed by law (e.g. registered service animals). Exceptions to this rule must be requested in writing to the President/CEO.

Areas such as the gymnasium, cafeteria, library, pool, Lecture Hall, and playgrounds must be used in accordance with safety rules and procedures. All students, parents, and/or community members must be cautious when using Egremont's facilities so as to minimize the risk of injuries. Specific regulations regarding use of Egremont's facilities can be obtained by contacting the President/CEO.

Egremont reserves the right to refuse admittance to, or require removal of, any persons from the school premises if an individual in any way fails to comply with facility regulations or usage policies.

Tuition

Due to COVID-19, students may be required to partake in virtual learning. There is no tuition or fee reduction for this type of learning platform (except that for monthly EDC charges).

The annual school tuition is billed through Smart Tuition to the parents or guardians of Egremont students per the enrollment agreement. Additional billing for EDC and/or other charges may be billed through Smart Tuition as well.

Please consult Smart Tuition directly (or you may call the Egremont front office for questions related to billing) to clarify all questions related to their billing procedures. Please make sure

that you are fully aware of the late fees charged on delinquent accounts and credit card usage fees applied to your account (if your method of payment is by credit card). It is your responsibility to read all literature distributed regarding Smart Tuition in order to be fully knowledgeable of their provided service.

A contract with Egremont is initiated and finalized once registration is completed. Registration fees are due at the time of registration. Tuition may be paid in full by the 10th of August, in two semester payments (due on or before August 10th and on or before January 10th), over an eleven-month period (EK-5th grades) beginning August 10th, or over a ten-month period (Preschool) beginning September 10th. Tuition refund insurance is mandatory for families in Early Kindergarten-5th grades choosing the two semester or 11 month payment option plans. Payment of the Tuition Refund Insurance fee is optional ONLY for families choosing to pay tuition in full by the designated due date.

- All fees, deposits, and tuition are non-refundable and non-excusable.
- Once a registration contract is signed, the party/parties responsible are bound to fulfill the obligations of the entire contract (including full tuition), regardless of withdrawal or removal.
- If tuition insurance is not purchased, the responsible party/parties is/are obligated to pay the entire balance on his/her/their account.
- Please consult the President/CEO to determine coverage percentages for the Tuition Refund Insurance plan (a copy of the plan is available at the front office).
- Contracts remain enforceable notwithstanding student withdrawal or expulsion of student from the school.

Policies Regarding Late Payments:

- Tuition, EDC, and all other fees are due by the designated payment date (10th) of each month (September - June for Preschool and August - June for EK-5th grades).
- Contractual payments must be paid directly to Smart Tuition.
- Payments are applied to the oldest outstanding charge first.
- Payments not received by the due date of each month are subject to late fees assessed by the school AND Smart Tuition.
- If payment for two months becomes delinquent, the student must remain at home until payment is made and the account becomes current.
- Chronic late payments may result in the acceleration of tuition payment in full.
- If it becomes necessary for the school to write a collection notice or a demand letter, special mailing charges must be reimbursed to the school.
- If it becomes necessary for the school to turn delinquent accounts over to an attorney for collection, all attorney's fees, costs (including investigators and skip tracers), and reasonable administrative costs shall constitute additional fees, which will be added to the tuition statement.

Egremont School 2020-2021 Student/Parent Handbook Addendum Online Learning

Egremont students and families in Kindergarten - 5th Grade should understand:

1. Use of the Chromebook technology is a privilege provided by Egremont.

2. All users of the network and equipment must comply at all times with Internet Safety Rules and Regulations.

3. Chromebooks and all technology equipment associated with the device are on loan to students and remain the property of Egremont School.

4. All users are accountable to all school, local, state, and federal laws.

5. All use of the technology equipment and network must support education.

6. Students and families must follow all guidelines set forth in this document and directives by faculty/staff.

7. All rules and guidelines are in effect before, during, and after school hours for all technology equipment whether on or off the school campus.

8. All files stored on school equipment or on the network are property of the school and may be subject for reviewing and monitoring.

9. The term "equipment" or "technology" refers to laptops, Chromebooks, iPads, batteries, power cord/chargers and bag/cases/covers. Each piece of equipment is issued as an educational resource.

10. Students are expected to keep the equipment in good condition. Failure to do so will result in bills for repair or replacement.

11. Students are expected to report any damage to their device as soon as possible to their teacher.

12. Students who identify or know about a security problem are expected to reveal the details to their teacher without discussing it with other students.

13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

14. All users are expected to follow existing copyright laws and educational fair use policies.

15. Students may only log in under their assigned Egremont School username. Students will not share their password with other students at any time.

16. Students may not loan equipment to any other person for any reason as students are held financially responsible for any loss of components.

17. Any failure to comply with the rules as outlined in this handbook and addendum may result in disciplinary action. Egremont School may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

18. Egremont School reserves the right to confiscate the equipment at any time.

Parent/Guardian Responsibilities for Students with Mobile Devices

Egremont School makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the laptops in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent Handbook Acknowledgement Form (located at the end of this document)

Parent/Guardian Responsibility

In order for students to be granted use of a Chromebook, a student and his/her parents/guardians must acknowledge receipt of the Egremont Student/Parent Handbook. A hard copy of the acknowledgement must be signed by both parents and student and returned to the school via scanned copy to your child's grade level teacher.

Accept Liability

Parent/Guardian Responsibility

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Damaged because of negligence

Lost or stolen devices must be reported to school and/or police immediately. In cases involving theft a police report will be required.

Monitor Student Use

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home (if applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions:

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.
- Only allow internet use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you his or her work often.
- The parent/guardian must agree to monitor student use at home (if applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Electronic Resource Policy and Responsible Use Procedures

General Guidelines

All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders

- Do not share logins or passwords

Exception: Students are asked to share passwords with parents or guardians

- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow Internet safety guidelines

Inappropriate Content

- All files must be school appropriate. Inappropriate materials include explicit or implicit references to:
- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Email for Students

Guidelines and Reminders

• Email should be used for educational purposes only.
• Email transmissions are monitored by the district to ensure appropriate use. This means that administrators and teachers may check students' email and will be alerted to any inappropriate content.
• All email and its/their contents are property of the district.
• Email should only be used by the authorized owner of the account.
• Students should protect their passwords at all times. Any suspected breach of a student's assigned Egremont account should be reported immediately.

Unacceptable Use Examples

• Non-education related forwards (e.g. jokes, chain letters, images, etc.).
• Harassment, profanity, obscenity, racist terms.
• Cyber-bullying, hate mail, discriminatory remarks.
• Email for individual profit or gain, advertisement, or political activities.

Web Cams

Purpose

Each student's Chromebook is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

• Web cams are to be used for educational purposes only, under the direction of a teacher and/or parent.

Examples include:

• Recording videos or taking pictures to include in a project
• Recording a student giving a speech and playing it back for rehearsal and improvement.

Movies

At School

Watching movies on your Chromebook is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

At Home

Streaming movies on your laptop or iPad is allowed at home with permission from parents/guardians.

Gaming

At School

Online gaming is not allowed during school hours unless you have been given permission by a teacher. All games must be in support of education.

At Home

Online gaming is allowed at home if all of the following conditions are met:
• You have permission from your parent/guardian.
• The content of the game is school appropriate.
• The game is in support of education.
• All school work is complete.
• No download of any kind is needed.

You are not allowed to load personal software onto your Chromebook.

Desktop Backgrounds and Screensavers

Any images set as the desktop or home screen background must be appropriate.
• Inappropriate pictures may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action and/or loss of Chromebook privileges.

Plagiarism

Students are expected to produce and submit their own work. Copying information directly from the internet or someone else's work is prohibited.

Technology Discipline

Progressive Discipline

The following steps are for illustration purposes only. The appropriate progressive discipline steps for the individual situation would apply.

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the district Internet filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email
19. Attempts to defeat or bypass the district's Internet filter
20. Deleting browser history
21. Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
22. Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
23. Unauthorized downloading or installing software
24. Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Damaged Equipment

Accidents do happen. There is a difference, however, between an accident and negligence. The difference between an accident and negligence is a discipline issue, not a difference in financial consequences. Damages caused due to a student's failure to follow the guidelines set forth in this handbook will be deemed negligent.

Lost Equipment

Reporting Process

If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. If it is reported that a student has not brought the device to school for an extended period of time, the school will consider the device to be lost and could charge the student's account for full replacement of the device and its related equipment.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated. Students/parents will be held financially responsible for any lost equipment. After investigation, if a Chromebook is deemed lost, the school will make a determination regarding a replacement device.

Stolen Equipment

Reporting Process

If equipment is stolen, the school must be notified, and a police report must be filed immediately. A copy of the police report must be provided to the school by the student or parent in a timely manner.

Financial Responsibility

Students/parents will be held financially responsible and will be billed for full replacement costs for stolen equipment. Remember, it is the parent's/student's responsibility to report the theft to the proper police and school authorities immediately upon incident. After investigation, if a Chromebook is deemed stolen, the school will make a determination regarding a replacement device.

Replacement and Repair Costs

Students are responsible for the proper care of the issued Chromebook including the power cord. Each family is responsible for the financial obligation of repair/replacement of the Chromebook and power cord. Charges are based on costs associated with repairs.

Terms and Conditions of the Computer Device Agreement:

Student access to computers is one way that Egremont School enhances the learning opportunities for our students. Use of the devices is a privilege. Students who use a computing device at school or home are expected to follow Egremont's policies, procedures, and practices. It is imperative that the device the student is issued be maintained and handled in a responsible way.

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the technology resources is prohibited.

I understand, and pledge, that:

- I will take good care of my Chromebook.
- I will always secure or have in my possession my Chromebook.
- I will recognize that the Chromebook is for my use only.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs or modifications.
- I will protect my Chromebook.
- I will use my Chromebook in ways that are appropriate.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
- I will not deface the serial number.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Egremont School.
- I will follow the policies outlined in this regulation while at school, as well as at home.
- I agree to immediately notify my teacher upon occurrence of any loss to, damage to, or malfunctioning of any part of the Chromebook for any reason.
- If it becomes a necessity due to loss or theft, I understand that a tracking system may be enabled to identify the location of the Chromebook. This program will only be utilized to find devices that have been reported lost/stolen.
- I agree to return the Chromebook at the end of the school year in the same condition in which it was issued.

Students are expected to return the computer in the same condition in which it was issued. While normal wear and tear will be taken into consideration, students who have mistreated the equipment will be subject to fines.

Egremont Schools, Inc.

Egremont Student/Parent Handbook
2020-2021
Acknowledgement of Receipt Form

Student's Name: _____

Teacher's Name: _____

Grade Level: _____

I am aware that the Student/Parent Handbook for the 2020-2021 school year is available to view on the Egremont website at ***www.egremont.org.*** I acknowledge that our family must adhere to the provisions set forth in the document and that I am responsible for overseeing the proper conduct of my child with respect to the rules and regulations set forth. Additionally, I understand and agree that proper parental conduct must be maintained at all times.

Furthermore, I am aware that information contained in the Student/Parent Handbook may be changed at any time, at the discretion of Egremont, and that Egremont reserves the right to alter sections of the handbook as necessary to ensure the welfare of Egremont and its community members. Accordingly, I acknowledge that it is my responsibility as a parent to periodically check the website for changes, updates, and revisions to the Student/Parent Handbook. I acknowledge that I will be given this notification from Egremont via email, written correspondence, or acknowledgement of change on the school website, and I will adhere to the revised policies. Any formal disagreements with the content of the handbook must be submitted in writing to the President/CEO for review and determination.

Failure to comply with the rules and regulations set forth in the Student/Parent Handbook may result in the termination of enrollment with Egremont at any time during the school year, and I acknowledge and understand that there will be no refund of any pro rated portion of tuition paid.

_____	_____	_____
Parent's Name (Print)	Parent's Signature	Date
_____	_____	_____
Parent's Name (Print)	Parent's Signature	Date
_____	_____	_____
Student's Name (Print)	Student's Signature	Date