



2019-2020

**Green Dot Public Schools Tennessee  
Student Policy Manual**

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## About this Student Policy Manual

The policies set forth in this Green Dot Public Schools Tennessee (“Green Dot” or “Green Dot Public Schools”) Student Policy Manual (“Manual”) are intended to inform Green Dot employees and families of students enrolled at Green Dot schools regarding common questions and issues that arise at school sites.

The Manual includes student policies that are intended to be user-friendly and provide insight into Green Dot’s culture, policies, and philosophies. Every situation is different, however, and individual circumstances often require individual solutions. Accordingly, this Manual provides guidelines and is not a contract. Green Dot may vary from any written policy in the Manual as necessary and as permissible by law. This Manual reflects Green Dot’s student policies at the time each policy was last revised.

Green Dot Public Schools Tennessee currently operates schools authorized by the Achievement School District (ASD) and the Tennessee State Board of Education (SBE). While most policies apply to all of our schools, it will be important to understand the school’s authorizer when reviewing ENROLLMENT & DISCIPLINE policies.

### ASD AUTHORIZED SCHOOLS:

- Fairley High School
- Hillcrest High School
- Kirby Middle School
- Wooddale Middle School

### SBE AUTHORIZED SCHOOLS:

- Bluff City High School

### AUTHORIZER CONTACT INFORMATION:

- Achievement School District (ASD)
  - (901) 260-9649
  - [Achievementschooldistrict.org](http://Achievementschooldistrict.org)
- Tennessee State Board of Education (SBE)
  - (615) 741-2966
  - [tn.gov/sbeschools](http://tn.gov/sbeschools)

### Green Dot’s Mission

Green Dot Public Schools is a non-profit organization whose mission is to help transform public education so ALL students graduate prepared for college, leadership and life.

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**Academic Policy**

**A. 1.0**

Policy: Academic Honors

The school will recognize students who have attained outstanding scholastic achievement each year based on the criteria listed below.

GRADE POINT AVERAGE	AWARD
3.0 – 3.40	Honors
3.5 – 3.99	High Honors
4.0 and above	4.0 Club

The Valedictorian(s) and Salutatorian(s) of each graduating high school class will be determined by the highest and second highest grade point average respectively. All students will be considered for these honors including transfer students.

## **Academic Policy**

**A. 2.0**

### Policy: Academic Integrity

Academic integrity is a central tenet of the school's honor code. Students are expected to complete their own work, test without external resources, and submit original work for all assignments. Furthermore, they are expected to deny all requests from others to copy from their work.

If a student violates expectations for Academic Integrity, the following consequences will be issued:

1. All test papers, quizzes, or assignments will be taken from the student(s) violating the policy.
2. A student found cheating may receive, at the discretion of the teacher, a grade of "F" or a zero for the test, quiz, or assignment. This may lower a quarter or semester grade substantially.
3. The student will be placed on a Student Conduct Agreement for a period determined by the administration.
4. Parents will be notified and a parent conference will be arranged if the teacher deems it necessary.
5. Repeated violations or a single serious violation may lead to more serious disciplinary actions, including expulsion.

**Academic Policy**

**A. 3.0**

Policy: Grading Scale

The school will implement a uniform grading system that aligns with state and district requirements. Grades will be reported on progress reports, report cards and transcripts as follows:

GRADE	PERCENTAGE	GRADE POINT AVERAGE
A	93% - 100%	4.0 GPA Points
B	85% - 92%	3.0 GPA Points
C	75% - 84%	2.0 GPA Points
D	70% - 74%	1.0 GPA Points
F	0% - 69%	0 GPA Points

Green Dot Public Schools Tennessee utilizes the Cube-Root methodology as advised by the Tennessee Department of Education.

**GRADES OF INCOMPLETE:** The grade of “I” (Incomplete) may only be given when extended illness or other unusual circumstances warrant giving the student additional time to fulfill the course work. These grades must be removed within six weeks of the next semester or they become an “F.”

**ATTENDANCE:** In adherence with the Green Dot Attendance Policy, any student who misses more than 20 days in a semester may not earn credit.

**STATE ASSESSMENTS**

- **HIGH SCHOOL:** Student scores on the state assessment may comprise 15% of the student’s final grade. The weight of the EOC examination on the student’s final average shall be determined by the Regional Superintendent in accordance with State Board LEA policy 4603 from a range of no less than fifteen (15%) and no more than twenty-five (25%) in the 2018-2019 school year and thereafter.
- **STATE ASSESSMENTS for MIDDLE SCHOOL:** Student scores on the state tests will comprise 15% of the student’s final grade for the spring semester in the subject areas of Mathematics, Reading/Language Arts, Science, and Social Studies.

## Academic Policy

A. 4.0

### Policy: Grade Changes

**TEACHER REQUEST FOR A GRADE CHANGE:** After grades are submitted, teachers must submit any requests to change grades to the Principal. All grade changes will be documented in student's cumulative folder using the official Green Dot Request for Grade Change form. The Principal will make the final determination on requests for grade changes.

**STUDENT REQUEST FOR A GRADE CHANGE:** A student or the student's parent/guardian may request a change of grade. Students shall address all grade change requests with the teacher first. If the teacher refuses to change the grade, then the pupil may submit a request as follows.

1. The request must be made in writing and should be directed to the Principal within ten (10) school days of the start of the new quarter/semester. The Principal or Principal's designee will attempt to resolve the appeal with a written response within ten (10) school days. The Principal shall consult with both the student and the teacher to determine if there is any evidence of fraud, clerical error or bad faith. The burden of proving the allegation is upon the student.
2. After request at the school level, if further appeal is desired, the appeal should be made to the Green Dot Public Schools Tennessee Executive Director for resolution with a written response within fifteen (15) school days. The Executive Director shall give the teacher the opportunity to address any concerns raised by the pupil.

If any appeal is denied, the parent may place a written rebuttal to the action in the student's file. The grade change request process will be modified for homeless students.

## Academic Policy

A. 5.0

### Policy: Withdrawal Grades

Green Dot does not grant credit for courses if the student transfers to an external school prior to the end of a semester. The current grade in Power School will be assigned as a progress grade for work completed at the time of the transfer. The receiving school is responsible for granting credit.

If the student is transferring out of a Green Dot school 20 school days or less prior to the end of the semester, the student will be responsible for all course requirements and must take the final in order to receive credit. A student will be granted an Incomplete "I" until the final exam and course requirements are completed. If the student does not take the final or complete the course requirements, he or she will automatically receive a failing grade on those assignments (including the final exam). These missing grades will result in a lower grade. The grade of an "I" must be removed within six weeks or it becomes an "F".

An exception to Green Dot's general prohibition of granting course credit to student who transfers mid-semester for foster youth, who shall receive full or partial credits based on seat-time for all work satisfactorily completed before transferring schools. Upon receiving notification from a receiving school that a foster youth is transferring away from a Green Dot school, Green Dot will issue check-out grades based upon the current grade assigned in PowerSchool, and award full or partial credits on an official transcript and send to the receiving school.

## Academic Policy

A. 6.0

Policy: Middle School Promotion, Graduation & Acceleration

These policies help ensure that each Green Dot student progresses through grade levels after attaining adequate achievement in his/her present grade level (i.e., without social promotion) to prepare for success in high school, college, leadership and life.

### Middle School Promotion

To be considered for promotion to the next grade level, each middle school student (grades 6 - 8) must obtain sufficient academic credit in required courses during that school year in accord with Green Dot's grading scale (see Green Dot Policy, "Grading Scale"). Middle school students are required to receive academic instruction and participate in the subject areas of English, Reading, Mathematics, Social Science, and Science.

Any student who misses a certain number of days in a semester in a class period may not earn credit in that course (see Green Dot Policy C. 1.0, "Attendance, Absenteeism, Truancy and SART"). Students who fail more than two courses per school year may not be promoted to the next grade level (i.e., that student may be retained in the same grade level for the following school year). Students who fail one or two courses in a school year may be required to pass summer school to be promoted to the next grade level.

Green Dot administration reserves the right to review special circumstances and allow consideration to be given.

### Acceleration

When high academic achievement is evident, the Executive Director or designee may recommend a student for acceleration into a higher grade level. The student's maturity level shall be taken into consideration.

### Middle School Commencement Ceremony Participation Recommendations

Each Green Dot middle school may require its students to complete any or all of the following to be eligible to participate in the school's commencement ceremony:

1. Community service hours (Green Dot recommends ten hours per school year);
2. Adherence to all disciplinary contracts/agreements.

A student may be prohibited from participating in the commencement ceremony for academic, behavioral, or other reasons at the school Principal's discretion and with the Executive Director's approval.

**Academic Policy**

**A. 7.0**

Policy: High School Promotion & Graduation

Each course is worth 0.5 credits per semester. Students must retake courses they fail during summer school, during the next school year, or during after-school credit-recovery. Students who fail to accumulate 24 credits may be offered a fifth year of high school at the discretion of the principal.

Credits to promote from one grade level to another are based on the completion of core classes:

GRADE	REQUIRED CREDITS TO ENTER GRADE
10 <sup>th</sup> Grade	6 Credits
11 <sup>th</sup> Grade	12 Credits
12 <sup>th</sup> Grade	18 Credits

**HIGH SCHOOL GRADUATION REQUIREMENTS:**

To ensure that students are qualified for entrance into college, they must earn 24 credits to graduate. Graduation requirements and additional elective offerings are outlined in the table below.

DEPARTMENT	REQUIRED CREDITS	COURSES OFFERED BY DEPARTMENT
English	4 Credits	Academic English Essentials Advisory Seminar 9-11 Advisory Senior Capstone 12 African American Literature Composition English 9* English 10* English 11* English 12 OR Advanced Placement Language* Expository Reading & Writing Course Journalism Literacy Enrichment Literacy Intervention
Fine Arts	1 Credit	Art 1-4 Band 1-4 Chorus 1-2 Drama 1-2
History	3.5 Credits	Government OR AP US Government and Politics* Economics* Personal Finance* (0.5 credits) US History & Geography OR Advanced Placement US History* World History & Geography* <b>*Pass US Civics Test</b>

Math	4 Credits	Algebra 1* Algebra 2* Bridge Math Calculus: Advanced Placement Calculus: Dual Credit Geometry* Integrated Math Math Support
Physical Education	1.5 Credits	Physical Education* (0.5 credits) Lifetime Wellness*
Science	4 Credits	Anatomy & Physiology OR Biology: Advanced Placement Biology* Chemistry* Physics
World Language	2 Credits	Spanish 1* Spanish 2* Spanish 3 Spanish 4: Advanced Placement
Electives	4 Credits	In addition to the required courses (*) denoted above, students must select 5 additional elective courses. Three credits must fall into one approved elective focus category.
<b>Total</b>	<b>24 credits</b>	

\* Denotes specific courses required for graduation.

### GRADUATING WITH DISTINCTION (HIGH SCHOOL)

Students will graduate with distinction by maintaining a “B” or better average and meeting two of the following criteria:

1. Successful completion of a 3<sup>rd</sup> year of any World Language,
2. Score at or above the readiness benchmarks on the ACT or SAT, or
3. National Merit finalist or semi-finalist
4. A composite score of 31 or higher on the ACT
5. A score of 3 or higher on two AP exams
6. 12 or more hours of transcribed post-secondary credit

### CREDIT DENIAL/RETENTION

Retention shall be considered only when it is in the best interest of the student. Retention decisions affecting a student receiving special education services shall be made in consultation with the student’s Individualized Education Program (IEP) team and in accordance with the provisions of the IEP.

If a retention decision has been made, the school shall develop an individualized academic remediation plan for the retained student prior to the start of the next school year. The academic remediation plan shall be designed to help the retained student attain and demonstrate learning proficiency and shall include at least one (1) of the following strategies:

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;
3. Individual tutoring outside of school hours; or

4. Attendance or truancy interventions.

A copy of the academic remediation plan shall be provided to the student's parent or guardian within ten (10) days of development of such plan. A student shall not be retained more than once in any grade. The Executive Director or designee shall keep an annual record of each student who is retained.

Retention Appeals

Each authorized charter school shall establish a retention hearing team which shall conduct appeals for students who have been retained. Each authorized charter school shall develop a policy outlining the processes and procedures for its retention team hearings which shall include the following minimum requirements:

1. Governing board members shall not serve on the retention hearing team.
2. The Executive Director shall appoint a chairman of the retention hearing team. The chairman shall perform the following duties:
  - a. Set the time, place, and date for each hearing;
  - b. Maintain order and structure during each hearing; and
  - c. Prepare, sign, and disseminate the minutes of each meeting.
3. An audio record of the proceedings shall be made by the retention hearing team, and will be made available to the student upon request.
4. The student shall have the right to legal representation, at the parent's expense. The school administrators are to be notified, in writing, at least five (5) school days prior to the hearing if the student is to be represented by legal counsel.
5. The authorized charter school shall inform, in writing, the student and parent or guardian that the retention may be appealed within five (5) school days of notification of the retention and provide the student and parent or guardian with a copy of the appeal policy/procedures. Upon receiving notification of the request to appeal the retention decision, the retention hearing team shall provide written notification to the student and parent or guardian, and any other appropriate person of the time, place, and date of the hearing in a language that the parent and student understand. The hearing shall be held no later than ten (10) school days after the retention notice. The retention hearing team shall make a decision within ten (10) days of the appeals hearing.
6. Within five (5) school days of the retention hearing team rendering a decision, the student, parent or guardian, principal, principal-teacher or assistant principal may request a review by the governing board, and the governing board shall review the record. Following the review, the governing board may grant or deny the request for a hearing or affirm or overturn the decision of the retention hearing team with or without a hearing. The notice of the hearing shall include a statement that, unless the student, parent or guardian requests an open hearing in writing within five (5) school days of receipt of the notice, the hearing shall be closed to the public. The governing board shall render a decision within ten (10) business days. The decision of the governing board shall be final.

**CREDIT RECOVERY**

Credit recovery is defined as a course-specific, skill based extended learning opportunity for students who have previously been unsuccessful in mastering content or skills required to receive course credit or earn promotion. Credit recovery programs, in general, have a primary focus of helping students stay in school and graduate on time.

The credit recovery program utilized by GDPST is Apex. During enrollment in Apex, students have access to content-specific teachers to support their progression in mastering the content. Preference is given to upperclassmen who lack two or more half credit units that need to be recovered. Students are scheduled for the class on campus, but some are able to work remotely without being scheduled in the class. The affords maximum access to credit recovery opportunities for students who struggle with some subject contents. GDPST also uses Apex as the summer school platform, and employs teachers to facilitate the summer school Apex credit recovery labs. All Apex content is College Board approved, and one class is equivalent to one half credit.

### Admission

In order to enroll in a credit recovery course, the student's parent/guardian must give written consent for the student to enroll in the proposed credit recovery course.

To be eligible for credit recovery, a student must have taken the initial seated course and received a grade of not less than 50%. Students who receive a grade of below 50% will not pass the course.

The school Principal or designee shall inform parents/guardians that not all post-secondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the full credit for the course until they have enrolled in and passed the second semester of the course.

### Instruction

Credit recovery teachers of record must be endorsed and certified in any content area for which they teach or otherwise facilitate credit recovery courses. Credit recovery teachers of record must work closely with credit recovery facilitators on class content and instruction. Credit recovery facilities must record training pertaining to the credit recovery course organization, online instruction management and related technology.

Students in credit recovery programs shall:

1. Complete a course skill specific diagnostic to determine skill-specific goals;
2. Meet individual skill-specific goals in a flexible time frame as established by identified student need; and
3. Master all individualized skill-specific goals as established by the diagnostic process in order to earn credit.

### Grades

Students passing credit recovery shall receive the grade earned through the course. The student transcript shall denote that the credit was attained through credit recovery. The original failing grade may also be listed on the transcript, but shall not factor into the student's GPA, in accordance with the State Board of Education's Uniform Grading Policy (3.301).

**Academic Policy**

**A. 8.0**

Policy: High School Commencement Requirements

In addition to completing required coursework, students will be expected to complete the following activities to be eligible to participate in graduation.

ACTIVITY	REQUIREMENT
College Applications	Students will be required to complete applications to at least three colleges (including one 4-year college).
Community Service	Students are required to complete 40 hours of community service (10 hours per year). Service learning projects will be offered through Advisory.

A student may be prohibited from participating in the commencement ceremony for academic, behavioral, or other reasons at the school Principal's discretion.

Policy: Testing Programs & Required Assessments

Testing Programs

Each school shall provide for a school-wide testing program, including any district or Green Dot-required assessments. State-mandated student testing programs shall be undertaken in accordance with procedures published by the Tennessee Department of Education. Any test directly concerned with measuring student ability or achievement through individual or group psychological or sociometric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.

Other tests may be administered as necessary as determined and approved by the school or as requested by students, teachers or parents when approved by the principal. Results of all group tests shall be recorded on the student's permanent record and shall be made available to parents and appropriate personnel in accordance with established procedures.

Except for situations where the Tennessee General Assembly has specifically provided the right to opt out in the law, such as the family life curriculum, parents and/or students may not opt out of state mandated content or instructional programs, including assessments.

Students shall take a series of assessments as outlined in the table below.

ASSESSMENT	GRADE(S)	
ACCESS	6-12	TDOE Requirement: Assessment of English proficiency for students who are English Language Learners
ACT	6-12	TDOE Requirement: A national college-readiness exam that measures high school achievement and is used in the college admissions process.
Civics Assessment	11	TDOE Requirement: The state requires all students to pass a Civics assessment to complete high school graduation requirements.
EOC Biology	6, 7 & 8	TDOE Requirement: A summative assessment of student achievement on course-specific TN learning standards.
EOC Chemistry	6, 7 & 8	TDOE Requirement: A summative assessment of student achievement on course-specific TN learning standards.
Lexile Assessment	6-12	District Requirement: A test to monitor progress of student reading growth.
MSAA & Portfolio (Students with Severe Cognitive Disabilities)	11	TDOE Requirement: An assessment of Reading, Math, and Science relative to TN learning standards for students whose disabilities prevent them from accessing standard summative achievement tests.
TCAP Science	6,7,8	TDOE Requirement: A summative assessment of student achievement on course-specific TN learning standards.
TCAP Social Studies	6-8	TDOE Requirement: A summative assessment of student achievement on course-specific TN learning standards.
TNReady English 1, 2 & 3	9, 10, 11 or 12	TDOE Requirement: A summative assessment of student achievement on grade-level TN learning standards.
TNReady US History	11	TDOE Requirement: A summative assessment of student achievement on course-specific TN learning standards.
TNReady Math	6-12	TDOE Requirement: A summative assessment of student achievement on grade-level TN learning standards.
TNReady Reading	6-8	TDOE Requirement: A summative assessment of student achievement on grade-level TN learning standards.

## **Attendance Policy**

**B. 1.0**

Policy: Excused and Unexcused Absences

Tennessee law requires that all children between the ages of six (6) and seventeen (17) attend school. At Green Dot, attendance is also mandatory for students who have been remanded to attend alternative education programs. Attendance is a key factor in student achievement; therefore, students are expected to be present and on-time each day that school is in session. Students and parents/guardians are responsible for ensuring regular school attendance. Unexcused absences are prohibited by law and policy.

Green Dot will notify parents/guardians when students are absent or excessively tardy, provide opportunities to restore the student's attendance, and offer access to resources to address truancy challenges.

### **EXCUSED AND UNEXCUSED ABSENCES**

Absences shall be classified as either excused or unexcused as determined by the principal or designee. Excused absences shall include:

1. Personal illness or hospitalization of the student;
2. Illness or incapacitation condition of an immediate family member that requires the temporary help of a student;
3. Death in the immediate family;
4. Validated court appearances of the student;
5. Religious observances;
6. College visits;
7. Pregnancy;
8. Extreme weather conditions;
9. One-day absence when the parent/guardian is deployed for military service and one-day absences when the parent/guardian returns from military service; or,
10. Circumstances, which in the judgment of the principal, create emergencies over which the student has no control.

**Attendance Policy**

**B. 2.0**

Policy: Make Up Work

The student is excused for the day(s) of absence, not the material covered in class. Therefore, it is the student's responsibility to request make-up work in all classes.

## Attendance Policy

**B. 3.0**

### Policy: Reporting an Absence

The parent or guardian must notify the school office by 9:00 am each day that the student is absent. If the parent/guardian does not make the call by 9:00 am, the school will notify home in an effort to find out if the student has an excused absence.

**PROCEDURE FOR RETURNING TO SCHOOL AFTER AN ABSENCE:** A student who does not receive approval from the school for an excused absence must submit documentation from a parent or guardian or other appropriate person describing the excused absence immediately upon the student's return to school or no later than three (3) days after the absence was taken. If no documentation justifying the absence as excusable is submitted within the three-day period, then absence will become an unexcused absence. The school is required to keep on file a note signed by a parent/guardian for every student absence. The note must be legible and written in ink. A valid note should contain:

- Full name of the student
- Date(s) or time of absence
- Specific reason for absence
- Telephone numbers where both parents/guardians may be reached (home and work)
- Signature of parent or guardian

**Attendance Policy**

**B. 4.0**

Policy: Early Dismissal

After their arrival on campus in the morning, students may NOT leave campus until dismissal time. Students leaving campus without permission are considered truant. If a student requests an early dismissal (for example, if a parent/guardian is picking him/her up for a doctor's appointment), the parent/guardian reports to the office to sign out the student.

The school may deny an early dismissal request if it falls within the final 60 minutes of the school day.

**Attendance Policy**

**B. 5.0**

Policy: Tardies

A student is considered tardy if he/she is not in the appropriate seat when the bell rings signaling the start of class. If a student arrives late to school, he/she must obtain a late-slip from the school office. Any tardiness of more than 30 minutes for any class is considered an unexcused absence. Excessive tardies will result in disciplinary action.

**TARDIES BETWEEN CLASSES:** Students have an allotted time to travel from one classroom to another. Students who take longer than that time will receive an unexcused tardy from the teacher.

**Attendance Policy**

**B. 6.0**

Policy: Truancy

If a student is absent without an excuse, schools may implement varying interim parent communications and school-based interventions to encourage regular school attendance. Once a student accumulates 10 unexcused absences in a single school year, s/he is considered a “truant” and his or her attendance record will be reported to the district and to the TN Department of Education. Each successive accumulation of five (5) unexcused absences shall also be reported.

If a parent or legal guardian fails to take appropriate action within three (3) days of truancy notification, the case may be referred to Juvenile Court, the District Attorney’s Office, and/or the Department of Children’s Services for appropriate legal action. Referrals to local law enforcement may go to court for Educational Neglect and result in fines and court-ordered programs.

Any student under age 18 is considered a dropout if he or she is absent ten (10) consecutive days or fifteen (15) unexcused absences in a single semester and system policies and procedures on truancy have been followed.

**Attendance Policy**

**B. 7.0**

Policy: Student Attendance Review Team (SART)

The Student Attendance Review Team (SART) aims to work with families to ensure that students comply with compulsory education laws. SART is both a prevention and intervention tool that can be utilized to address trancies, excessive tardies, and excessive absences. The SART’s duties include:

- Reviewing school-wide attendance data
- Creating prevention strategies to encourage consistent student attendance
- Identifying students struggling to meet attendance expectations
- Creating intervention plans for struggling students
- Monitoring progress of students on contracts
- Determining consequences for excessive absences, up to and including, loss of course credit or referral to the judicial system

**SART Members:** The SART consists of the Principal and designated classified and certified staff members. The student and parent/guardian experiencing attendance issues are encouraged to participate in the SART process. Members shall be trained and shall understand the confidential nature of the SART when dealing student names and identifying information. Members should meet on a regular basis to execute the duties defined above. In addition, the SART should convene as required when a student has accumulated an excessive amount of absences or trancies.

**Process for Addressing Excessive Absences:**

Absences	Totals by Semester	Contact	Interventions/Consequences
Phase 1	3 Absences	Send Warning Letter	<ul style="list-style-type: none"> <li>• Parent phone call</li> <li>• After school detention</li> </ul>
Phase 2	5 Absences	Send 5 Day Notification Letter	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Create Attendance Intervention plan</li> </ul>
Phase 3	10 Absences	Send 10 Day Notification Letter Certified Mail	<ul style="list-style-type: none"> <li>• Attendance Hearing with Admin</li> <li>• Develop or Refine Attendance Contract</li> </ul>
Phase 4	20 Absences	Send 20 Day Notification Letter Certified Mail	<ul style="list-style-type: none"> <li>• Attendance Contract Reviewed</li> <li>• Potential Loss of Course Credit</li> <li>• Potential Referral to Shelby County Juvenile Court</li> </ul>

**Inactive Status:** After three days of consecutive absence, the SART process will begin (see truancy matrix). After 10 days of consecutive absence with no response to phone calls or certified letters, or the SART process, a student will be placed on inactive status, withdrawn for school, and records will reflect that the student voluntarily withdrew from school. Students who are inactive are no longer part of the school’s enrollment count. Any student who becomes inactive will be returned to active status once he/she returns to school and will be placed on the waiting list if applicable. A meeting of the SART will be convened immediately.

**Legal Interventions:** The SART reserves the right to involve the judicial system in cases of excessive absences, excessive tardies and habitual truancy.

**Appeals:** Disputes over whether an absence is excused or unexcused shall be decided by the principal (or designee). After meeting with the parent/guardian, the principal will send the parent/guardian a letter confirming his or her decision and ensure that the student’s attendance record is adjusted accordingly. The principal’s

decision can be appealed to the Executive Director or designee, as specified in the principal's decision confirmation letter.



## **Calendar & Bell Schedule Policy**

**C. 1.0**

Policy: Green Dot School Year Calendar

Green Dot Public Schools Tennessee will offer a minimum of 182 days of instruction per school year. Whenever possible, Green Dot will align its calendar with the school calendars provided by the Achievement School District and Shelby County Schools.

The GDPST calendars will be published on school websites and distributed to families annually.

**Calendar & Bell Schedule Policy**

**C. 2.0**

Policy: Bell Schedule

Green Dot will offer a six (6) period bell schedule with an additional advisory period. The school may alter the regular bell schedule to accommodate holiday release, student testing and teacher professional development.

School bell schedules will be published on school websites and distributed to families annually.

## Code of Conduct Policy

D. 1.0

### Policy: Progression of Disciplinary Procedures

Each student is expected to behave in a manner that exemplifies dedication, discipline, desire, honesty, loyalty and respect. Students will be held responsible and accountable for behavior that conveys these principles. Proper behavior is expected at all school-sponsored activities both during and after the regular school day. Green Dot believes it is the role of educators to teach students proper behavior and to work with students who make poor decisions so they can become equipped to be college and career-ready adults. Students who consistently or repeatedly fail to uphold the Green Dot standards of conduct and behavior, however, may be subject to disciplinary action up to and including expulsion.

For the purposes of this handbook, "Suspension" shall be defined as dismissed from attendance at school for any reason for not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school. "Remand" shall be defined as assignment to an alternative school or program. "Expulsion" shall be defined as removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

#### PROGRESSION OF DISCIPLINARY PROCEDURES

Teachers are responsible for the day-to-day discipline in their classrooms within the understanding that teachers have many different roles beyond just disciplinarian. Teachers work with their students to meet their individual needs and work together to find a common ground in the classroom, to ensure that learning can take place. Disciplinary options available to the teachers include: warning, detention, parent-teacher communication, counseling referral, written assignment, and discipline referral to the administration. The Discipline Matrix can be found in Code of Conduct Policy D 2.0.

**ADMINISTRATIVE DETENTION:** These detentions are typically held after school. During the detention period, students are to sit quietly and complete assignments. No activity such as listening to music, sleeping, etc. is permitted. This detention is served after school and may consist of writing an assignment, sitting quietly in a classroom or assisting with cleaning of the campus. School events, activities or athletics are not valid reasons for missing a detention.

After a student is given a school detention, the student's parent/guardian may be notified by telephone by the Principal or designee.

**Code of Conduct Policy**

**D. 2.0**

Policy: The Discipline Matrix

The matrix below outlines the three-tier system for responding to both major and minor infractions.

Violation	Description	Examples	Potential Consequences
<b>Mild</b>	A mild behavior infraction is a minor misbehavior that does not impede the learning of others or only does so to a minimal extent.	<ul style="list-style-type: none"> <li>•Minor uniform infraction</li> <li>•Failure to complete work</li> <li>•Chewing gum</li> <li>•Food/drink violation</li> <li>•Calling out</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher intervention through any of the following techniques: non-verbal correction, gentle verbal reprimand, proximity correction or humor.</li> </ul>
<b>Moderate</b>	Moderate behavior infractions are misbehaviors that more persistently impeded the learning of the student or their peers.	<ul style="list-style-type: none"> <li>•Instigating a fight</li> <li>•Insubordination/defiance</li> <li>•Tagging</li> <li>• Inappropriate use of technology</li> <li>•Verbal altercation</li> <li>• Profanity/foul language not directed at an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Detention (lunch or after school)</li> <li>•Referrals</li> <li>•Parent conference</li> <li>•Parent shadowing</li> <li>•Loss of student privileges</li> <li>•Suspension (or ISS)</li> <li>•Student agreement</li> <li>•Other school service</li> </ul>
<b>Severe</b>	Severe behavior infractions are misbehaviors and actions that are very serious violations of our Code of Conduct, and/or are criminal violations of Tennessee law.	<ul style="list-style-type: none"> <li>•Bullying</li> <li>•Drug distribution</li> <li>• Leaving class without permission</li> <li>•Destruction of property</li> <li>•Fighting</li> <li>•Brandishing a weapon</li> <li>•Gang activity</li> <li>•Terrorist threats</li> </ul>	<ul style="list-style-type: none"> <li>• Detention (lunch of after school)</li> <li>•Suspension (or ISS)</li> <li>•Discipline Review Board</li> <li>•Student agreement</li> <li>•Probation</li> <li>•Expulsion</li> </ul>
<b>Zero Tolerance</b>	Zero Tolerance infractions are misbehaviors and actions that are very serious violations of our Code of Conduct, and/or are criminal violations of Tennessee and Federal law.	<ul style="list-style-type: none"> <li>• Possession of a firearm or explosive</li> <li>• Possession of an illegal drug or unauthorized prescription drugs</li> <li>• Battery against school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion for a minimum of one (1) year</li> </ul>

**ADMINISTRATIVE AFTER SCHOOL DETENTION:** These detentions are up to 60-minute detentions that occur after school five minutes after the dismissal bell. Students must report to detention on time and remain in detention for the entire time to clear the detention.

During the detention period, students are to sit quietly and complete assignments. No activity such as listening to music, sleeping, etc. is permitted. This detention may consist of writing an assignment, sitting quietly in a classroom or assisting with cleaning of the campus. School events, activities or athletics are not valid reasons for missing a detention.

After a student is given a school detention, the student’s parent/guardian may be notified by telephone by the Principal or designee.

**ADMINISTRATIVE LUNCH DETENTION:** Students will receive a detention reminder slip, which will have the date of your detention and the room lunch detention will be held. Students will have three minutes to report to the lunch detention room. The expectation for students is to serve their lunch detention the next time lunch detention is offered (Ex. Student receive lunch detention on Monday, student will serve lunch detention on Tuesday). Students who do not attend lunch detention will receive a school-wide detention, which may disqualify them from the next merit event (Exceptions will be made for students who were absent on the day of detention).

**HOW TO EARN MERITS**

Teachers should award merits anytime a student displays a “merit worthy” behavior. Merit worthy behaviors are observable actions that indicate or exemplify preparedness for college, leadership and life.

**Buckets of “Merit Worthy” Behavior:**

Preparing For College	Preparing for Leadership	Preparing For Life
Academic discourse High level questioning Persisting with difficult content (in class or out of class)	Taking Initiative Striving For Excellence	Showing Respect Acting Responsibly Interacting Positively and appropriately in all settings Nurturing Diversity and Collaboration

## Code of Conduct Policy

D. 3.0

Policy: Serious Infractions

In order to assure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors may be subject to suspension for a period of not less than one (1) school year.

1. Unauthorized possession of a firearm
2. Committing aggravated assault of a “teacher, principal, administrator, or any other employee of an LEA or school resources officer”
3. Possession of illegal drugs

Expelled means removed from the student’s regular school or removed from school attendance altogether.

Remanded means removed from the student’s regular school and placed in an alternative school. Green Dot Public School’s Director of Schools may modify this expulsion on a case-by-case basis.

The following behaviors are also considered serious infractions and may lead to immediate suspension and/or remand.

1. Violence or threatened violence against the person or property of any personnel or any student attending or assigned to any school;
2. Possession of a pistol, gun or firearm on school property;
3. Possession of a knife or other weapons, etc., as defined in TCA 39-6-170, on school property;
4. Willful or malicious damage to the theft of real or personal property of the school or the property of any person attending or assigned to the school;
5. Unlawful use or possession of barbitol or legend drugs as defined in TCA 53-10-101;
6. Unlawful use or possession of alcohol;
7. The sale or distribution of drugs and alcohol;
8. Assault or battery on school employees; (*this includes physical and explicit verbal assault*)
9. Willful and persistent violation of the rules of the school or truancy (*with prior unsuccessful interventions*)

## Code of Conduct Policy

D. 4.0

### Policy: Suspension

A student may be suspended or expelled/remanded for serious infractions. Misbehaviors in violation of the Student Code of Conduct not otherwise constituting an expellable offense may become a serious infraction subject to expulsion and/or suspension when the misbehavior is so persistent that, in cumulative effect, it is significantly disruptive of the educational process. The decision to expel shall be based on an assessment of the facts and circumstances of each case. Relevant factors, without prioritization, include, but are not limited to, the seriousness of the misconduct, the student's age, grade level, history of prior misconduct, health and safety issues, and disruptive effects upon the educational process.

### SUSPENSION PROCESS

In addition to the above list of serious violations, the Principal or designee has the authority to suspend a student for a period of up to five (5) school days to further investigate an incident or because of an emergency constituting endangerment to health or safety of students or staff.

#### 1. PREREQUISITES TO SUSPENSION

Prior to suspending a student, the Principal or designee must hold an informal conference with the student to:

- a) Notify the student of the accusations against him/her;
- b) Allow the student to relate his/her version of the incident; and
- c) Determine whether the student's conduct warrants suspension.

#### 2. NOTIFICATION TO PARENTS/GUARDIANS

If the Principal or designee determines the student's conduct warrants suspension during the school day, the Principal or designee must notify the student's parents/guardians that the student has been suspended before the student is sent home on the day the suspension occurs. The Principal/School Director or designee will notify a suspended student's parents/guardians of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal/School Director.

#### 3. CREDIT DURING SUSPENSION

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

**Code of Conduct Policy**

**D. 5.0**

Policy: Achievement School District (ASD) Expulsion & Remand Process

**EXPULSION PROCESS**

This process applies to expulsions (removal from the regular program for more than ten (10) days). When Green Dot Public Schools Tennessee finds the most serious disciplinary consequence – expulsion from school – to be required for a student, it should follow the steps below before applying an expulsion.

- **PREREQUISITES FOR EXPULSION**  
Prior to remanding a student, the Principal and/or designee must hold an informal conference with the student to:
  - a. Notify the student of the accusations against him/her;
  - b. Allow the student to relate his/her version of the incident;
  - c. Suspend the student for five (5) days pending a decision on an expulsion.
  
- **NOTIFICATION OF PARENTS/GUARDIANS**  
If the remand/expulsion is applied, the principal or designee shall immediately give notice of the remand/expulsion to the parent or guardian. After providing notice, the school should obtain the parent’s signature or, if the parent or guardian cannot be reached, mail a certified copy of the notice to the student’s home address. The remand/expulsion notice shall include the effective date and length of the remand/expulsion, the reason for the remand/expulsion, and information about the parent’s right to appeal the expulsion decision to the GDPST Executive Director. The notice shall also state that failure to request an appeal in a timely manner constitutes a waiver of further rights in the matter. All remand/expulsion appeals must be filed at the charter network level, orally or in writing, within five (5) days after receipt of the notice and may be filed by the student, legal parent or guardian.
  
- **APPEAL TO A DISCIPLINARY HEARING AUTHORITY APPOINTED BY THE SUPERINTENDENT**  
Appeals of remands/expulsions shall be heard by a disciplinary hearing authority, consisting of members appointed by the Superintendent. Each appeal shall be heard by a hearing authority with at least one licensed employee of the ASD or one of its authorized schools. The hearing shall be audio recorded.  
  
The Superintendent or designee shall give notice of the time and place of the hearing to the parent or guardian, the student, and the principal or school designee. The Superintendent or designee shall also notify the parties that:
  - The notice shall include the reasons for the remand and state the same student rights as provided for suspension hearings, above.
  - The hearing will be held within ten (10) days of the receipt of the request for appeal.
  - The hearing authority may affirm the decision of the school or order adjustment or removal of the remand/expulsion upon such terms and conditions as it deems reasonable.
  
- **DECISION OF THE DISCIPLINARY HEARING AUTHORITY**  
Immediately following the appeal hearing, the hearing authority will notify the student and the student's parents/guardians in writing of his/her decision. The decision shall specify:
  - The length of the expulsion, if any;
  - Assignment to an alternative school, if applicable;
  - When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
  - The right to appeal the decision to the ASD Superintendent or designee.
  
- **NOTIFICATION OF ASD OFFICE OF SUPERINTENDENT**

If the remand/expulsion is applied, all paperwork should be sent to the ASD's Manager of Enrollment and Discipline within two (2) days of the decision to remand. The ASD will partner with the parent to assign the student to an alternative school. In order to facilitate the ASD's swift placement of the student in alternative school and minimal lost instructional time, the remand notice to the ASD must include all required submission components as specified in the ASD's Remand/Expulsion Checklist, submitted no more than seven (7) days after the incident occurred.

- **APPEAL to the NETWORK HEARING AUTHORITY**  
Per TN49-6-1504, no student should be assumed to have violated school rules without a fair and unbiased hearing in front of people who can judge him or her impartially. Appeals of remand/expulsion decisions shall be heard by a network disciplinary hearing authority first. The purpose of the Network Hearing Office is to consider the fairness, reasonableness, and legality of the discipline decision. If a parent, student or student representative is not satisfied with the decision of the Network Hearing Authority, he or she may appeal to the ASD Office of the Superintendent.
  
- **APPEAL TO THE ASD SUPERINTENDENT OR DESIGNEE**  
The student or his/her parents/guardians may appeal the Disciplinary Hearing Authority's decision. The appeal process is as follows:
  - Parents may request a review by the ASD Superintendent by notifying her in writing within five (5) calendar days of the date of receipt of the decision by the Disciplinary Hearing Authority.
  - The ASD Superintendent will review the audio or transcribed record from the hearing.
  - The ASD Superintendent or designee will notify the student and his or her parents/guardians of the decision, in writing, within five (5) school days of the request for a hearing.

## Code of Conduct Policy

D. 6.0

Policy: State Board of Education (SBE) Expulsion & Remand Process

### Required Remand for Suspensions of More than Ten (10) Days

It is the State Board's philosophy that it is in the best interest of students to be in the classroom as much as possible. To that end, the State Board has determined that for disciplinary infractions justifying a suspension of more than ten (10) school days, an authorized charter school shall remand the student to alternative school for the period of the suspension, absent special circumstances. Students remanded to alternative school shall comply with the compulsory attendance law.<sup>1</sup>

If a special circumstance arises that the authorized charter school believes justifies a disciplinary action other than the required remand to alternative school, the authorized charter school shall immediately notify the Director of Schools, or designee, of the special circumstance. The Director of Schools, or designee, will consult with the authorized charter school regarding the special circumstance and will come to a decision regarding the proposed modification of the required remand within seven (7) business days. Special circumstance modifications will be considered by the Director of Schools on a case-by-case basis.

The required remand to alternative school shall not apply to students found to have committed a Zero-tolerance offense.

### Student Disciplinary Hearing Authority

Each authorized charter school shall establish a Disciplinary Hearing Authority ("DHA") which shall conduct appeals for students who have been remanded/suspended for more than ten (10) school days.<sup>3</sup> Each authorized charter school shall develop a policy outlining the processes and procedures for its DHA hearings which shall include the following minimum requirements:

- (1) The governing board of the authorized charter school shall appoint a DHA which shall consist of at least two (2) members (maximum number must not exceed total membership of the governing board). At least one (1) DHA member shall be a licensed employee of the authorized charter school. All appointments are for one (1) year terms and subject to reappointment. Governing board members shall not serve on the DHA.
- (2) The governing board shall appoint a chairman of the DHA from the members appointed by the board. The chairman shall perform the following duties:
  - (a) Set the time, place, and date for each hearing;
  - (b) Maintain order and structure during each hearing; and
  - (c) Prepare, sign, and disseminate the minutes of each meeting.
- (3) A audio record of the proceedings shall be made by the DHA, and will be made available to the student upon request.
- (4) The student shall have the right to legal representation, at the parent's expense. The school administrators are to be notified, in writing, at least five (5) school days prior to the hearing if the student is to be represented by legal counsel.
- (5) The authorized charter school shall inform, in writing, the student and parent or guardian that the remand/suspension may be appealed within five (5) school days of notification of the remand/suspension and provide the student and parent or guardian with a copy of the appeal policy/procedures. Upon receiving notification of the request to appeal the remand/suspension decision, the DHA shall provide

written notification to the student and parent or guardian, and any other appropriate person of the time, place, and date of the hearing in a language that the parent and student understand. The hearing shall be held no later than ten (10) school days after the beginning of the remand/suspension.<sup>3</sup> The deadline for the DHA to make a decision shall be set forth in each authorized charter school's policy.

- (6) The DHA may take the following disciplinary actions:<sup>4</sup>
  - (a) Affirm the decision of the school principal;
  - (b) Order removal of the remand/suspension unconditionally;
  - (c) Order removal of the remand/suspension upon such terms and conditions as it deems reasonable; or
  - (d) Remand/suspend the student for a specified period of time.
  
- (7) Within five (5) school days of the DHA rendering a decision, the student, parent or guardian, principal, principal-teacher or assistant principal may request a review by the governing board, and the governing board shall review the record. Following the review, the governing board may grant or deny the request for a hearing or affirm or overturn the decision of the DHA with or without a hearing. The governing board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the governing board.<sup>5</sup> The notice of the hearing shall include a statement that, unless the student, parent or guardian requests an open hearing in writing within five (5) school days of receipt of the notice, the hearing shall be closed to the public.<sup>5</sup> The governing board shall render a decision within ten (10) business days. In addition, each authorized charter school's policy shall outline the requirements for participation in a hearing granted by the governing board, including whether governing board members and other participants will be allowed to participate electronically. The decision of the governing board shall be final.
  
- (8) **Zero-tolerance offenses.** Zero-tolerance offenses (refer to the Code of Conduct Policy D. 2.0) require a mandatory calendar year expulsion unless modified by the Director of Schools.<sup>2</sup> Students found to be in violation of the Zero-tolerance policy shall be given the right to appeal to the DHA within five (5) school days of receiving notice of the expulsion. The DHA shall only have the ability to consider guilt or innocence of the Zero-tolerance infraction, and whether the student was provided with proper due process. The DHA shall render a decision within five (5) business days. The DHA shall not have the ability to modify the mandatory calendar year expulsion, however, the DHA may make a recommendation to the Director of Schools regarding a proposed modification of the student's mandatory expulsion.
  - (a) Within five (5) school days of the DHA rendering a decision, the student, parent or guardian shall have the right to appeal from the DHA to the Director of Schools to seek modification of the mandatory calendar year expulsion. The Director of Schools shall consider a recommendation from the DHA, if any, regarding a proposed modification of the student's expulsion, however, the Director of Schools shall not be bound by the recommendation. The Director of Schools shall render a decision within seven (7) business days.
  
  - (b) Within five (5) school days of the Director of Schools rendering a decision, the student, parent or guardian shall have the right to appeal to the governing board of the authorized charter school regarding guilt or innocence of the Zero-tolerance infraction, and whether the student was provided with proper due process. The governing board shall render a decision within ten (10) business days. In addition, each authorized charter school's policy shall outline the requirements for participation in a hearing granted by the governing board, including whether governing board members and other participants will be allowed to participate electronically. The governing board of the authorized charter school shall not have the ability to modify the decision of the Director of Schools with regard to modification of the student's expulsion. The decision of the charter school's governing board shall be final.

The DHA and governing board shall follow the same procedures and timelines for Zero-tolerance offenses and remands/suspensions of more than ten (10) school days, unless otherwise stated herein.

## Code of Conduct Policy

## D. 7.0

Policy: Discipline for Students with Disabilities

Schools may discipline students with disabilities using in-school suspension, or out-of-school suspension. During in-school suspension, the school must provide comparable services to the student's IEP and allow opportunities for the student to participate in his or her general curriculum.

A school may suspend a student with a disability for up to 10 days without a duty to provide continued services specified in the student's Individual Education Program (IEP), review his or her Behavior Intervention Plan (BIP), or reconsider the Functional Behavior Assessment (FBA).

If a student is remanded, removed from primary school longer than 10 days, a manifestation determination review (MDR) must be conducted within the first 10 days of the student's removal. Parents must be notified at least 24 hours prior to the MDR. The MDR shall be used to determine (1) whether the conduct in question was caused by, or had a direct or substantial relationship to the child's disability, or (2) whether the conduct in question was the direct result of the school's failure to implement the IEP. Regardless of the MDR determination, services shall recommence on the 11th day of the student being removed from their primary school.

If the MDR determines that the conduct for a non-zero tolerance offense was a manifestation of the student's disability, the school must do the following: (a) conduct or review the student's FBA, (b) develop or modify a BIP, and (c) return the student to placement from which he or she was removed unless parents and school agree to a change of placement as part of modifications to the IEP or BIP. If the conduct was a zero tolerance offense, the student can be placed in an alternative education setting for up to 45 days. If the MDR determines that the conduct was not a manifestation, the student shall be disciplined in the same manner as non-disabled students would be for similar violations. The school will remain responsible for service provision.

Parent or school appeals of the MDR determination must be conducted within 20 days of notice of the MDR decision by the school. Green Dot Public Schools has 10 days to render an appeal decision. During the appeal process, the student shall continue receiving disability services. Schools have the right to appeal to the special exceptions ruling if continuing IEP services is substantially likely to result in injury to the student or others.

Students suspected of a disability should receive IDEA discipline protections if the school has knowledge that the student may have a disability before the misconduct occurred. If the misconduct occurs and the parent then alleges the child has a disability, the child will not receive discipline protections for that misconduct.

**Code of Conduct Policy**

**D. 8.0**

Policy: Corporal Punishment

No employee of Green Dot shall engage in corporal punishment, condone its use, or seek permission from another (including a parent) to administer it. Some examples of corporal punishment include, but are not limited to:

- Shoving, striking, grabbing, shaking or hitting a student
- Throwing objects at a student
- Unreasonable restraint of a student
- Directing others to engage in any of the activities listed above

There may be times when a Green Dot employee may need to use physical contact with a student. This should only be done for reasons of self-defense or defense of another. Any action done for these reasons must be:

- Proportional to the student's conduct; and
- The most restrained means available to control the situation

Resorting to physical contact to protect oneself or another and/or regain/maintain order must be a last resort after all other reasonable means have been exhausted. Restraint and/or isolation of special education students are governed by relevant TN state law. Each situation will be reviewed by Green Dot Public Schools Tennessee.

**Code of Conduct Policy**

**D. 9.0**

Policy: Safe Relocation of Students

Employees who are directly responsible for a student's education or who otherwise interact within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others, or intervene in a physical altercation between two (2) or more students, or between a student and a Green Dot employee, to end the altercation by relocating the student. Such employees may use reasonable force to physically relocate the student or intervene in a conflict if the student is unwilling to cooperate with the employee's instructions. This policy shall be in effect on school property, as well as at official school functions, including, by not limited to, sporting events and approved field trips, taking place away from the local school property.

If an employee is unable to resolve the matter when the use of reasonable or justifiable force are required, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until such a time as a parent or guardian can retrieve the student.

In the event that physical relocation becomes necessary, the teacher shall immediately file a report of the incident with the building principal. If the student's behavior constitutes a violation of the Green Dot Student Conduct Policy, then the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record, and not become a part of that student's permanent record.

Each building administrator shall fully support the authority of the employees under this policy, and fully implement the policy and procedures of the system.

## Student Dress Code

E. 1.0

Policy: School Uniform

It is our goal to create a safe, orderly, and academically focused environment. Research shows that when combined with other appropriate measures, dress code policies have a positive impact on school climate, student behavior and academic success. Students are to focus on cleanliness, neatness, good taste, and safety. The regulations listed below are to be observed by all students at all times.

**SHIRTS:** Only plain collared, polo-style shirts are to be worn in the color that the school designates. The only approved logo or name is the name of the school. Plain shirts are acceptable, but no logos are permitted. All shirts must be tucked in at all times during school hours. When both hands are raised, the shirt must be long enough to remain tucked. All undershirts must be black, white, or gray and must be worn under not over the shirt.

**SWEATERS/SWEATSHIRTS:** Sweatshirts may be worn in the school's designated color. All sweaters must be worn with a uniform shirt underneath. Sweaters must be plain with no writing, emblems, or logos of any kind except the name of the school.

**PANTS/SHORTS:** Only trouser-style khaki pants/shorts/ are to be worn. Trousers are to be worn at least ankle length but not touching the ground. No cargo shorts are permitted. The hem must not be frayed or ripped and sweat pants are not allowed. It is not permissible to cut the leg seam. Shorts/skirts must reach the top of the knee in length. Pants and shorts must be worn at the waist, not at the hip.

**SKIRTS/SHORTS:** Khaki skirts/skorts must be the appropriate size and must fall just above the student's kneecaps.

**TIGHTS/LEGGINGS:** Only solid black, white, or gray may be worn under skirts of the appropriate length.

**BELTS:** Belts must be a black, white, or gray, standard width belt, and they must be properly worn at waist level. Belts may be webbed, braided or leather. Belts and belt buckles may not have logos, studs, chains or initials.

**FOOTWEAR:** Dress shoes or tennis shoes. All footwear must have closed toes and closed heels. No house shoes, slippers, or sandals of any kind are allowed. Shoes must be plain black, white or gray.

**HAIR:** Neat, clean, and fixed in such a way that it does not hang in the face. Beards and mustaches that are neatly trimmed.

**HEADWEAR:** No hats, bandanas, wave caps, or visors are allowed on campus. Students may not wear their hoods in class. Girls may wear ribbons, rubber bands, barrettes, or headbands. No sweatbands are allowed on your wrists or your head.

**SCHOOL GEAR:** School T-Shirts, Spirit Shirts, and sweatshirts may be worn on designated days.

**SOCKS:** Plain black, white or gray must be worn.

**COATS/OUTERWEAR:** Coats and outerwear may be worn but must be taken off and stored in lockers during the school day.

**SYMBOLS:** Symbols, either sewn or pinned onto clothes, backpacks or jewelry, may not display any messages of intolerance, gang, drug or sexual references. Such symbols will not be tolerated on any school materials or supplies.

We must establish the integrity of our dress code. Students who are not in uniform will be given opportunities to correct their attire, including using “loaner clothing” if it is available. Students who fail to return the loaner clothing at the end of the day may have their student accounts charged the cost of the clothing. The student should expect disciplinary action consistent with our progressive discipline policy. A phone call home may be made on the first offense for any student who fails to comply with the dress code. A family member may be asked to come to school with a change of clothes, and the student may receive detention and/or in-school suspension.

## Student Dress Code

E. 2.0

Policy: Casual Dress Days

The Principal authorizes all Casual Dress Days. They may reflect a particular holiday and/or theme; however, the following guidelines are to be observed on all Casual Dress Days:

1. Students are permitted to wear casual pants, including clean and untorn jeans.
2. Students are permitted to wear T-shirts, sweatshirts or other casual shirts/blouses provided they are modest and do not make reference to drugs, alcoholic beverages, taverns, offensive activities or hard rock concerts, etc. "Double meaning" T-shirts are not permitted. At no time are midriff T-shirts, sweatshirts or other casual shirts/blouses to be worn as well as clothing that exposes the midriff (stomach/waist).

CLOTHING FOR DANCES: The Casual Dress Day guidelines are to be followed for all informal dances. For formal dances, appropriate clothing is required. Formal dresses must be mid-thigh or longer. Clothing must not reveal undergarments. Slits anywhere on the dress cannot be higher than the thumbs when hands are kept at the side. Formal attire includes tuxes, suits, or dress pants with a suit coat. A long sleeve collared dress shirt with a tie must at least be worn. Dress pants must be long. No cut-offs, shorts, or sweat suits. If a student is not dressed in appropriate formal dance attire, the student will be sent home and no refunds will be given.

## Enrollment Policy

F. 1.0

Policy: ASD Student Eligibility and Enrollment Policy

As a member of the Achievement School District, Green Dot Public Schools Tennessee adheres to the ASD enrollment policy. The ASD guarantees enrollment to all attendance area students at either their assigned neighborhood school or an equivalent placement. ASD schools enroll all students in accordance with Tennessee legislation and civil rights laws. Enrollment is non-discriminatory on the basis on disability. The ASD also guarantees the continued enrollment of non-attendance area students (e.g. transfers) who attended an ASD school prior to the transformation.

In the event of additional capacity, ASD schools can serve other eligible, but not 'guaranteed enrollment' groups of students. The following policy outlines the application, lottery, and waitlist processes that govern enrollment in the ASD.

### STUDENT ELIGIBILITY AND ENROLLMENT PRIORITY

The Achievement School District's annual cycle of enrollment begins with conversations following the announcement of new ASD schools. ASD staff work with Green Dot to analyze current enrollment, attendance area student population, and building capacity for each ASD school. These discussions provide a perspective on various enrollment scenarios and an estimated number of preliminary seats available for non-attendance area students.

The ASD guarantees enrollment to all eligible students, as defined by state and federal laws. Enrollment eligibility is defined in three ways:

1. Priority-zoned. Students who, at the time of enrollment in an ASD school, reside in the designated attendance area of a school on the 2011 or 2015 Tennessee Priority list. NOTE: This applies to the attendance area of the school at the time that it became a priority school. A student is still ASD eligible if a local education agency creates new options, or even a new zone, for the priority school.
2. Priority-enrolled. Students who are not zoned to a priority school, but who, at the time of enrollment in an ASD school, are currently enrolled in a school on the Tennessee Priority list. This eligibility also applies to students who were enrolled in a priority school through the end of the previous school year.
3. Homeless students are eligible for enrollment in all GDPST schools

Generally, ASD schools have limited student enrollment. However, in accordance with T.C.A. 49-13-106(a), qualifying ASD charter schools may serve a limited number of non-priority zoned students who meet one of the following criteria:

- a. Child of a teacher, staff member, sponsor, or member of the governing body;
- b. Eligible for free or reduced price lunch; or
- c. Failure to test proficient on state standardized tests (EOC/TCAP/TNReady) in the previous school year. ASD schools that qualify to enroll students under this exception are (1) Tennessee charter schools, (2) that earned a TVAAS of 3, 4, or 5 in the previous year or are new schools, and (3) have conducted an initial enrollment period of at least 30 days and still have capacity to serve additional students. The enrollment of additional students under T.C.A. 49-13-106(a) may not exceed 25% of the school's total enrollment. The ASD has established an enrollment priority group structure to ensure that its schools serve certain students. Each transformation model carries certain requirements. Schools with attendance areas must serve all students assigned to their school. If a school has additional seats available after all students with guaranteed enrollment are offered seats, the school may offer enrollment to students according to the following Priority Groups.

**Enrollment Policy**

**F. 2.0**

Policy: Enrollment & Wait List Process

The Achievement School District’s annual cycle of enrollment begins with conversations following the announcement of new ASD schools. ASD staff work with school operators to analyze current enrollment, attendance area student population, and building capacity for each ASD school. These discussions produce an estimated number of preliminary seats available at each school.

ASD school enrollment begins in early February. During the enrollment period, the ASD communicates to families about their school choices, student eligibility, the benefits of enrolling early and how to enroll in their preferred schools. Charter networks also directly communicate with surrounding families and communities to inform them of their school choices, share the experiences of students and families in their schools and create opportunities for school staff to learn more about and prepare to meet the needs of prospective students.

At the end of the enrollment period, ASD operators review enrollment requests. If a school has additional seats available after all eligible students with guaranteed enrollment are offered seats, the school must host an enrollment lottery to determine enrollment order for the remaining students. Each lottery process is either (a) approved by the ASD prior to implementation or (2) required to be certified by a law or accounting firm after its completion.

Lotteries proceed according to the following priority groupings based on the transformation model. These priority levels apply to determine the order of enrollment when an ASD school has more interested students than they can accommodate. These priority levels do not create initial eligibility to attend an ASD school.

Priority Group	Description	Status
Attendance area	Students with current, legal residence in an ASD school’s attendance area	Guaranteed
Continuity	Non-attendance area students who attended the school the previous year (including students on transfer)	Guaranteed
Sibling	Brothers and sisters of enrolled students – either attendance area or continuity	Not guaranteed
Other ASD zone	Students with current, legal residence in another ASD school’s attendance area	Not guaranteed
Other priority school zone	Students with current, legal residence in a non-ASD Priority School attendance area	Not guaranteed
Other at-risk or children of staff, sponsor, or governing body (for qualifying ASD charter schools only)	Students meeting one of the following criteria: o Eligible for free or reduced price lunch, o Failed to test proficient on a prior year’s TCAP or End-of-Course exam, o Children of staff, sponsor, or governing body	Not guaranteed (may comprise no more than 25% of student body)

**WAIT LIST**

Openings may not exist for all students who participate in a school’s enrollment lottery. If no opening exists, the student will automatically be waitlisted for his/her school choices. The order that a student is randomly identified in the lottery determines the order of that student on the school’s waitlist.

The process of admitting students from the waitlist will be managed by the Operator. If a school would like to offer a seat to a student on the waitlist, it will select the highest ranking student, in accordance with ASD's Enrollment Priority Groups. Upon enrollment, the student is removed from the waitlist.

Waitlist policy differs slightly for students who live in an ASD school's attendance area, but apply to attend another ASD school. In the event that an opening does not exist for a student at the student's preferred school, the student will be placed on that school's wait-list and assigned to the student's neighborhood ASD school. In order to prevent unnecessary intra-district enrollment variability, ASD students can remain on other ASD schools' waitlists for the first two weeks of the school year. Following the first two weeks, those students will be removed from each school's waitlist. Students who live in the attendance area of other Priority Zone schools not served by the ASD may remain on waitlists indefinitely.

## Enrollment Policy

F. 3.0

Policy: SBE Enrollment, Lottery & Waitlist Processes

All State Board of Education authorized Green Dot schools use SchoolMint to conduct its lotteries and manage its waitlists. This document explains the mechanics of SchoolMint's automated lottery and the preferences configured that align with Green Dot's approved charter application and Tennessee charter school law.

### A. Green Dot Lottery and Waitlist Preferences

Green Dot will hold an initial lottery application period of at least 30 days each year. Applicants can complete forms via the SchoolMint system (this function was not ready for the 2017-2018 school year, but will be used in future years) or via paper forms which can be mailed, dropped off at any Green Dot school, emailed, or faxed. All forms will be date-stamped when they are received and entered into the SchoolMint system prior to the day of the lottery.

Lottery forms received prior to the application deadline will be categorized into one of the following priority groups:

- Priority Group 1:** All currently enrolled Green Dot Public Schools students
- Priority Group 2:** Children of Green Dot Public Schools regular, full-time employees and founding families (teachers, sponsors and members of the governing body) (not to exceed 10% of total enrollment or twenty-five students, whichever is less)
- Priority Group 3:** Siblings of students already admitted to the school
- Priority Group 4:** Students residing within Shelby County Schools

Students who may fall in multiple priority groups will be placed in the highest priority group for the lottery.

#### **Priority Group 1:**

Students are considered currently enrolled Green Dot Public Schools students if they are active in any of Green Dot Public Schools Tennessee schools as of the lottery form deadline.

#### **Priority Group 2:**

Priority Group 2 includes students who answer "yes" to one or more of the following questions: "Is one of the parents or guardians on the board of this organization?", "Is one of the parents or guardians employed by this organization?", and "Is the parent or guardian a Founding Family Member?" Each question with an answer of "Yes" will require a name to be submitted. All students eligible for Priority Group 2 will be verified through Green Dot Human Resources department.

#### **Priority Group 3:**

Priority Group 3 includes students with siblings who are currently enrolled at Green Dot Charter High School. A sibling is defined as someone who shares at least one biological parent or guardian with another student currently enrolled.

#### **Priority Group 4:**

Students are considered residing within Shelby County Schools District based on his/her address. This information can be verified either through SchoolMint's geographic boundary data service, Maponics, or by using Shelby County School District's school finder web query.

All preferences will be verified by Green Dot staff prior to the lottery being run. Verification will occur using one or more methods for each priority group:

Priority Group	Verification
<b>Priority Group 1</b>	<ol style="list-style-type: none"> <li>1. Current school listed on lottery form</li> <li>2. Verification in Green Dot’s SIS system that the student is actively enrolled</li> </ol>
<b>Priority Group 2</b>	<ol style="list-style-type: none"> <li>1. Questions on lottery form and submission of name if answer is “Yes”: “Is one of the parents or guardians on the board of this organization?” “Is one of the parents or guardians employed by this organization?” “Is the parent or guardian a Founding Family Member?”</li> <li>2. Verification with Green Dot Human Resources that immediate family member is a current full-time, regular employee</li> </ol>
<b>Priority Group 3</b>	<ol style="list-style-type: none"> <li>1. Question on lottery form, “Does the student have a brother or sister currently attending this school?”</li> <li>2. Verification by Green Dot staff that sibling is currently enrolled at the time of the lottery</li> </ol>
<b>Priority Group 4</b>	<ol style="list-style-type: none"> <li>1. Verification by SchoolMint’s geographic boundary data service Maponics</li> <li>2. Verification by Green Dot staff that address provided on lottery form falls within Shelby County Schools</li> </ol>

If the number of completed lottery forms exceeds the grade-level capacity, a random, public drawing lottery will be held within 7 days after the end of the initial student application period.

The school reserves the right to select more than the applicable 9th grade capacity for admission to ensure the school’s overall enrollment is stable as long as the increase would not require a material revision to the charter.

**B. Post Lottery and Waitlist Management**

If after the lottery, there are still seats available, Green Dot will accept students based on the order they register.

However, if all seats have been filled via the automated lottery, all remaining applicants participating in the lottery will be randomly placed within their priority groups for a spot on the waitlist.

Post-lottery, any lottery forms received after the lottery deadline but before the actual lottery taking place will be placed on the waitlist based on lottery preference in the order received behind those waitlisted students placed in the lottery.

Lottery forms received after the lottery has occurred will be placed on the waitlist in the order they are received with no preference being granted.

The waitlist for every grade expires annually on the last day of the school year. As a best practice, Green Dot will reach out to each waitlist student to invite them to submit a lottery form for the next school year during the annual application period and notify the parent/guardian of the waitlist expiration at the end of the year.

**C. SchoolMint Lottery Mechanics**

SchoolMint’s random number generator (PRNG) is currently implemented as a modified Mersenne Twister with a period of 2\*\*19937-1.

For example, let’s say there are 5 students (s1, s2, s3, s4 and s5) who have applied. Everyone has a "no priority." In this case, SchoolMint puts x number of tickets for each student in the hat (i.e. our randomizer - Ruby).

Let's say there is only 1 seat available for the grade that these 5 students are applying to. Therefore,  $x=1$  and each student will get 1 ticket in the hat: s1 (t1), s2 (t2), s3 (t3), s4 (t4), s5 (t5).

Now let's say there are 3 seats available for the grade that these 5 students are applying to. SchoolMint will randomly pick up tickets for 3 students (e.g. t3, t1, t4). In this case, students 3, 1 and 4 are selected and the remaining students go on the waitlist in the order selected.

The above process will be repeated for each priority group starting with Priority Group 1 and ending with Priority Group 5.

#### ***Additional SchoolMint Details***

- SchoolMint uses an industry standard randomizer.
- SchoolMint uses a pseudo-random number generator which is currently implemented as a modified Mersenne Twister with a period of  $2^{19937}-1$ . This is the default random number generator available with Ruby Language. More information can be found here (<http://ruby-doc.org/core-2.2.0/Random.html>). The generator uses a source of entropy provided by the operating system, if available (/dev/urandom on Unix systems or the RSA cryptographic provider on Windows), which is then combined with the time, the process id, and a sequence number. Because of this randomizer, every lottery run will show different results.
- SchoolMint maintains an audit-trail for all the changes including any waitlist changes that can happen as result of students accepting or declining offers.
- SchoolMint does not allow any user (school admin or SchoolMint employee) to tamper with the randomization of the lottery.

## **Enrollment Policy**

**F. 4.0**

Policy: Physical Examinations and Immunizations

Proof of a complete physical examination must be presented prior to (a) each student entering school for the first time and (b) each student participating as a member of an interscholastic athletic team or in any other strenuous physical activity program.

No students entering school will be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school which the student is to attend.

Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization. The immunization requirement may be waived for Homeless Students.

Proof of exceptions will be in writing and filed in the same manner as other immunization records.

A list of transfer students shall be kept at each school throughout the school year in order that their records can be monitored by the Department of Health.

## Enrollment Policy

F. 5.0

Policy: ASD Transfers In to & Out of School

### TRANSFERS INTO SCHOOL

1. Achievement School District TO Achievement School District
2. Other LEA TO Achievement School District

Ultimately, ASD school and operator leadership are responsible for deciding whether or not to receive a transfer student. The Achievement School District would like to ensure that its schools are able to make transfer enrollment decisions with full information and context. Accordingly, the following process should be followed when a transfer student arrives at an ASD school:

1. Ask the family to provide the name of the student's previous school and school district.
2. If the student is transferring from Shelby County Schools, require the family to present a copy of the SCS Withdrawal Entry Form. An ASD school should not register a transfer student until it can confirm the student has been appropriately withdrawn from his/her previous school.
3. ASD schools are encouraged to call the student's previous school directly to confirm the reason the student is no longer enrolled in the school.

ASD schools can choose to enroll a transfer student, even if he/she has an outstanding expulsion. However, administrators should always conduct the appropriate diligence before registering a student. Once a student has been registered at an ASD school, that school assumes responsibility for his/her education and placement.

1. Achievement School District TO Achievement School District
2. Achievement School District TO other LEA

### TRANSFERS OUT OF SCHOOL

When a student transfers out of the ASD school, district and school/operator leadership must make an effort to understand a student's needs, attempt to address those needs in the current placement, and inform families of available school options. Transfers should always be requested by families. Under no circumstances should ASD staff directly 'counsel out' or advise a family to seek a voluntary transfer. In the event that an ASD school cannot adequately serve a student's needs or there are extenuating safety, discipline, or medical issues – school and operator leadership should work with ASD Support Team staff to find a suitable administrative placement. For questions or assistance with administrative placements, please contact the district's Special Education Manager for special education issues and the Manager of Enrollment for all other issues.

In the event that a family voluntarily requests to transfer a student to another school, the following process should be followed:

1. The family should contact the student's current school to discuss the transfer request process and receive a Transfer Request Form. The parent should complete, sign, and submit the form to the student's current school.
2. A follow-up meeting and exit interview is required for all transfer reasons other than moving/relocation. The school leader (or designee) will contact the family to arrange a meeting to discuss the transfer within 5 school days of receiving a completed Transfer Request Form. At the meeting, the school leader (or designee) will conduct an exit interview with the family, student, and other school staff as necessary. The exit interview ensures that the family has been adequately informed of options and that the ASD understands and documents the family's reasons for requesting a transfer. The Exit Interview Summary Form outlines the information that should be captured.

3. The school leader should discuss available school options with the family. Potential options include another ASD school, the student's zoned school (if different), an SCS school, or a private/parochial school. The family should be given some time to make a decision.
4. School leaders are encouraged to place a courtesy phone call to the student's new school to confirm capacity exists and the student will be registered upon arrival. Under no circumstances should a family be granted a transfer without some confirmation of capacity for that student at another school. For questions or assistance in securing a new placement for a student, please contact the Manager of Student Membership & Access.
5. Once a transfer has been granted, an ASD Withdrawal Form should be completed and the family should be issued a copy of the Transfer Request Form. Both ASD and SCS schools have been instructed not to register transfer students without the proper, signed withdrawal documentation.

Please use the enrollment hotline and enrollment email if you need more information or have questions (901-877-8ASD and [enrollment@tn-asd.org](mailto:enrollment@tn-asd.org)).

Additional processes exist to ensure Green Dot appropriately serves families of students with disabilities or other special needs.

#### MID-YEAR TRANSFERS IN

Once a transfer student has enrolled (either by school choice or voluntary mid-year transfer) at an ASD school, he/she is required to meet behavioral and attendance expectations set forth in this handbook. Student transfers may be denied or revoked if the student fails to meet those expectations, despite intensive interventions implemented by the school. Students whose transfers are denied or revoked are to return to their attendance zoned school.

## **Enrollment Policy**

**F. 6.0**

Policy: SBE Transfer Policy

Enrolled students may at any time request to transfer to another school. Green Dot Public Schools will encourage them to stay, especially if it is mid-semester. In a situation that a student does leave and later chooses to return, the student must complete an application and return it to the main office. When the application is submitted, the student will be informed if there is space available or if they will be placed on the waiting list, pursuant to the enrollment policy. Students who have been incarcerated must attend a conference with their parent/ guardian and an administrator before returning to the school. Students who have been previously expelled must complete the re-enrollment process prior to being eligible to return to school.

## Extra-Curricular Activities Policy

**G. 1.0**

Policy: Athletic Eligibility

All Green Dot campuses follow the guidelines established by the SCIAA and TSSAA. Students must maintain a minimum grade point average of 2.5 for the previous grading period to remain eligible.

Students who fall between a 2.0 and a 2.5 GPA, are placed on probation for one quarter. During the probationary period, students will continue to participate in practice and games as long as they meet all requirements of the Student Athlete Probationary Agreement.

In addition to meeting GPA expectations, student athletes will be expected to adhere to the following guidelines:

- Athletes cannot receive a semester grade of “F” in any subject.
- Students must exhibit satisfactory citizenship and conduct on and off the field.
- Students must observe all regulations outlined in the current addition of the SCIAA guidelines.
- Students must pass a physical examination given by a medical doctor.
- Students must carry adequate insurance.

The mission of our athletic programs is to provide student athletes with competitive opportunities in interscholastic sports. It is our goal that each student athlete will learn and demonstrate the life-long values of leadership, sportsmanship, teamwork, and integrity.

## **Extra-Curricular Activities Policy**

**G. 2.0**

Policy: Extra-Curricular Eligibility

**STUDENT LEADERSHIP:** Students wishing to apply for or maintain leadership positions must meet the following requirements for academics, attendance, and behavior:

- Students must maintain an overall GPA of 2.5 or higher, with no failing grades.
- Students must attend school regularly – a student with 10 or more absences may be removed from office.
- Students must be in good behavioral standing – a student earning an out-of-school suspension may be removed from office.

Any student can be excluded from social activities for academic or behavioral reasons.

**Health & Welfare Policy**

**H. 1.0**

Policy: Administration of Medication During the School Day

Green Dot may not furnish any medications. School personnel are prohibited by law from giving any medication to a student unless the student's physician has given written instructions. All medications require physician and parent/guardian authorization. Once authorization is obtained, the medication must be given to the Office in original containers, labeled with the name of the medication, dosage, name of student, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration. Medications will be stored in a secure location labeled with the student's name, dosage, and time to be given. Parents will be notified if a student requires an "only if needed medication" while at school. Medication administration will be documented in a medication log maintained for each child. This form will be incorporated into each student's permanent file upon transfer or graduation.

## Health & Welfare Policy

H. 2.0

Policy: Communicable and Infectious Disease

No student will be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

No student with a communicable disease which may endanger the health of either himself/herself or other individuals will enter or remain in the regular school setting. If a school principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or other individuals in the regular school setting, the principal shall:

1. Assign the student to a setting which will protect other students, employees and the student himself; or
2. Exclude the student from school until certification is obtained from a physician or the County Health Department by either the parent or principal stating that the disease is no longer communicable.
3. If the superintendent/designee has reason to believe that the student has a long-term communicable disease, the principal must require confirmation from a physician or the County Health Department as to the student's condition. If the student is confirmed to have a long-term communicable disease the principal shall refer the student for special education services.

Green Dot may request that further examinations be conducted by a physician or County Health Department and may request periodic re-examinations after the student has been readmitted to the school.

Expenses incurred from examinations requested by school officials shall be paid by the school.

### **Students living with Human Immunodeficiency Virus (HIV) or Acquired Immunodeficiency Syndrome (AIDS)**

To the extent practical with medical and educational needs, the student shall be subject to the same rules for class assignment, privileges, and participation in any school-sponsored activities as all other students. The school shall strive to maintain a respectful school climate for students living with HIV. Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV, shall not be a condition for school entry or attendance.

The school shall be responsible for requesting medical records from the parent/guardian and a statement from the student's physician regarding the health status of the student reported to be HIV-positive.

No information concerning a student living with HIV shall be divulged, directly or indirectly, to any other individual or group without the written consent of the parent/guardian. Under no circumstances shall information identifying a student living with HIV be released to the public.

Students shall be taught universal precautions through the Tennessee Health Education and Lifetime Wellness Standards for Grades K-12 and through the school's HIV prevention education program. Students shall also have access to voluntary and confidential counseling about matters related to HIV and AIDS.

## Health & Welfare Policy

H. 3.0

Policy: Concussion and Sudden Cardiac Arrest

In accordance with the Tennessee Secondary School Athletic Association, any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as a loss of consciousness, headache, dizziness, confusion or balance problems) or sudden cardiac arrest (such as fainting or seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate or extreme fatigue) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health-care professional.

Green Dot employees shall adhere to the following protocol if players exhibit signs, symptoms, or behaviors consistent with a concussion or sudden cardiac arrest during practice or competition:

1. Continue to monitor players for possible signs of injury as usual.
2. Immediately remove any player that shows signs, symptoms, or behaviors consistent with a concussion or cardiac arrest from the activity or competition.
3. The school shall have the player examined by the school's designated health care provider. If the designated health care provider determines that the student has not sustained a concussion or experience sudden cardiac arrest, the player may return to the activity or competition.
4. The head coach shall be responsible for obtaining clearance from the school's designated health care provider.
5. If the school does not have access to a designated health care provider, or if the school's designated health care provider suspects that the athletic may have sustained a concussion or experience sudden cardiac arrest, the only means for an athlete to return to full or graduated practice or play is for the student to be evaluated and given written clearance from a licensed health care provider.

Per Tennessee State Board of Education requirements, coaches must take the National Federation of State High School Associates Elective Course – Sudden Cardiac Arrest and Concussion online courses.

## **Health & Welfare Policy**

**H. 4.0**

### **Policy: Epinephrine Auto Injectors**

During the enrollment process, parents/guardians must indicate if their child has any chronic health problems, medical conditions, medications, or allergies on the Enrollment Form.

**Stocking:** Green Dot shall obtain a prescription for epinephrine auto-injectors (“EpiPen”) from an authorizing physician and surgeon that includes at least one regular EpiPen per Green Dot school, unless there are students at the school who require a junior EpiPen. Such a prescription may be filled by local or mail order pharmacies or EpiPen manufacturers. Green Dot recommends that each Green Dot school stock a minimum of two regular EpiPens. The designated school administrator is responsible for restocking EpiPens.

**Volunteer Requests:** Green Dot will distribute an annual notice to all school staff that contains the following information:

- a description of a volunteer request stating that the request is for volunteers to be trained to administer an EpiPen to a person if the person is suffering, or reasonably believed to be suffering, from anaphylaxis; and
- a description of the training that volunteers will receive.

**Training:** Each school’s Office Manager, Parent Coordinator, and Office Assistant(s) will be trained to administer EpiPens, and receive annual refresher training. Such training shall be consistent with the most recent “Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs” published by the federal Centers for Disease Control and Prevention and the most recent guidelines for medication administration from the CDE.

**Administration:** If a student is, or reasonably believed to be, suffering from an anaphylactic reaction, only the school’s Office Manager, Parent Coordinator, Office Assistant, or volunteer staff member who has received EpiPen training can administer the EpiPen to the student. During the administration of the EpiPen or as soon as practicable thereafter, or if no trained individual is present at the time of the anaphylactic reaction, the school will immediately call 9-1-1 to request an emergency response and stay with the student until paramedics arrive. The school will also contact the student’s parent/guardian and physician as soon as practicable upon learning of the student’s anaphylactic reaction.

## Health & Welfare Policy

H. 5.0

Policy: Home and Hospital Schooling

Green Dot requires regular attendance at school to ensure students receive a quality education. If a student incurs more than 10 school days of consecutive absence because of health or physical impairment, he/she shall seek home and/or hospital based instruction.

Home and hospital schooling shall begin as soon as the student's physical and mental health permits. The amount of instructional service time provided through the home and/or hospital program shall be determined in relation to each student's education needs, as well as his/her physical and mental health.

If a student is eligible for home and/or hospital schooling an Educational Planning Conference will be convened by an administrator within 5 days of the receipt of the written request and doctor's forms. This meeting will include the parent, student, Counselor, and a grade level representative and will determine the schedule for the home school teacher to provide service.

A student who requires home and/or hospital schooling on a temporary basis shall be provided with instructional services sufficient to enable him/her to return to school with a minimum of difficulty. **Instructional tutoring should not be less than five (5) hours per week unless the physician certifies that the student should not receive this level of instruction due to medical reasons.** A student who requires home and/or hospital schooling for an extended time shall be provided with instructional services sufficient to appropriately advance the student's basic educational development.

A student may receive home and/or hospital schooling through telephonic or other electronic communication systems if such a system is available to the student and instructor. **However, at least two (2) hours per week of direct instructional services shall be provided.** All instructional services and home visits will be documented via Power School to ensure the student's needs are being met.

Before a student returns to school, an Educational Planning Conference must be held wherein the school approves a plan for successful re-entry. The plan will be created by the parent, Counselor, administration, the physician/therapist (if necessary), and the home school teacher. A student will not be permitted to return to classes until the plan has been approved.

### **Long-term Hospitalization**

In the event a student must be hospitalized for a long period of time (i.e. for physical or psychological reasons or for treatment with substance abuse) he/she may retain his/her status at Green Dot.

If the hospitalization is for physical reasons, an administrator or designee will serve as the liaison between the family, hospital and school. The administrator will meet with the school Counselor and student's teachers to determine the education needs of the student. The administrator is responsible for the ongoing coordination of the student's educational program.

If the hospitalization is for psychological or substance abuse reasons, a school psychologist will work with the administrator as the liaison between the family, home, and school. Before discharge of the student and his/her return to school the school psychologist and administrator will conduct a meeting with all school professionals who will be working with the student to determine the strategies needed for a positive transition to the school setting.

## Health & Welfare Policy

H. 6.0

### Policy: Illness at School

1. A staff member will assist a student in need of help for sudden illness or injury occurring in school. Conditions occurring at home should be taken care of before coming to school.
2. Students should be covered under family insurance. The school is not responsible for medical bills for injuries occurring at school.
3. The secretary/administrator does not diagnose illnesses. Students who are unable to remain in class because of illness will be sent home. Parents will be contacted to make transportation arrangements for their student to go home if s/he is too ill to stay in school. No student will be allowed to leave the campus without parent notification. If ill, the student should be given care at home or, if the condition persists, the student should seek medical attention.
4. Arrangements to leave school because of illness or injury must be made through the office.
5. Health matters are treated confidentially.
6. Students expecting to be absent two weeks or more for medical reasons MUST contact the office regarding home instruction. The student's physician must make a request for home instruction.

## Health & Welfare Policy

H. 7.0

Policy: Injury or Medical Illness

All injuries and illnesses MUST be reported to the nearest faculty member in charge or to the office. Most injuries are avoidable if safety rules are observed.

Parents are advised that if their child is hurt at school, there is no school insurance to cover medical costs. In case of injury, GDPST staff will administer first aid. An ambulance will be called in case of serious injury. The school will immediately notify parents or other adults listed on the emergency form.

If a student feels sick at school, he/she will be able to lie down. If the student is running a fever or has severe illness symptoms, parent will be notified. Students cannot be released until a parent or guardian (*listed on the emergency card*) comes to pick them up.

**Health & Welfare Policy**

**H. 8.0**

Policy: Pregnant or Parent Students

Pregnant or parenting students, regardless of their marital status, have the right to attend Green Dot Public Schools and to participate in any program or activity for which they would otherwise qualify in an environment free from discrimination or harassment. Classes, programs and materials offered to pregnant and parenting students must be equal to those offered to other students and students must be provided access to those classes needed to complete their course of study.

Pregnant and parenting students have a right to full participation in school classes, programs, and activities and it is the school's responsibility to make reasonable accommodations to keep pregnant students safe on campus and facilitate their continued participation. Such accommodations may include, but are not limited to: additional time for use of facilities and class changes and home schooling during absences due to pregnancy related illness or recovery. Students should not be checked out from a school based on their pregnancy or parenting status. Students shall not be required to attend a charter school, and charter staff may present alternative educational opportunities to pregnant or parent students, so long as the staff also informs the student that she/he has the right to continued attendance at Green Dot.

**Health & Welfare Policy**

**H. 9.0**

Policy: Science Laboratory Safety

Green Dot recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. Green Dot shall ensure that all of its staff who work, teach, or supervise in a laboratory environment (e.g., science teachers) are provided with the Green Dot Lab Safety Handbook as it may be updated from time to time, to review and adhere to such safety standards.

Green Dot shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances that is authorized in advance by Green Dot likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to Green Dot.

## Health & Welfare Policy

H. 10.0

### Policy: Suicide Prevention

Green Dot recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students, families, and stakeholders, Green Dot has developed this policy to codify preventive strategies and intervention procedures.

#### Prevention and Instruction

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

Green Dot's comprehensive health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. Suicide prevention instruction may be incorporated into the health education curriculum in the secondary grades. Any such instruction shall be aligned with state content standards and shall be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies. At appropriate secondary grades, Green Dot's suicide prevention instruction shall be designed to help students:

1. identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide; identify alternatives to suicide and develop coping and resiliency skills; learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent; and identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, and/or suicide prevention services

Green Dot may offer parents/guardians education or information which describes the severity of the youth suicide problem, Green Dot's suicide prevention curriculum, risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis. The Executive Director and/or designee shall ensure that the contact information of The National Suicide Prevention Lifeline – 1-800-273-8255 – shall be conspicuously placed at each GDPST school.

#### Professional Development

Suicide prevention training for staff shall be designed to help staff identify and respond to students at risk of suicide. Any such training shall be offered under the direction of a Green Dot counselor/psychologist and/or in cooperation with one or more community mental health agencies and may include information on:

1. research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors;
2. warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior;
3. research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health;

4. school and community resources and services; and
5. Green Dot procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide.

#### Intervention

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the principal or school counselor. The principal or counselor shall then notify the student's parent(s)/legal guardian(s) as soon as possible and may refer the student to mental health resources in the school or community. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-referral. Upon notification, the Principal shall ensure the student is placed under adult supervision. Emergency medical services shall be contacted immediately if an in-school suicide attempt or in-school suicide occurs.

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

To ensure student safety and appropriate communications in the event that a suicide occurs or an attempt is made on campus or at a school-sponsored activity, Green Dot shall follow any established crisis intervention procedures in the school safety plan. After consultation with the Superintendent or designee and the student's parents/guardians about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the principal or designee may provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

When a suicide attempt or threat is reported, the principal or designee shall:

1. Ensure the student's physical safety by one of the following, as appropriate:
  - a. securing immediate medical treatment if a suicide attempt has occurred;
  - b. securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened;
  - c. keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
2. designate specific individuals to be promptly contacted, including the school counselor, psychologist, nurse, superintendent, and/or the student's parent/guardian, and, as necessary, local law enforcement or mental health agencies;
3. document the incident in writing as soon as feasible;
4. follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed;
5. provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at the school
6. provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Prior to a student returning to school, the counselor and Principal or designee shall meet with the student's parent/guardian, and student, if appropriate, to discuss re-entry. The Principal will identify an employee to periodically check in with the student to ensure the student's safety and address any problems with re-entry.

#### Postvention

Immediately following a student suicide, the Crisis Team shall meet and implement the Crisis Management Plan. At a minimum, the Crisis Management Plan shall address the following:

1. Verification of death;
2. Preparation of postvention response;
3. Informing faculty and staff of student death;
4. Informing students that a death has occurred; and
5. Providing information on the resources available to students, as well as have grief counseling sessions available to students in the days following.

The Crisis Team shall work with teachers to identify the students most likely to be impacted by the death, or students showing signs of extreme grief, in order to provide additional assistance and counseling if needed. Additionally, staff and faculty will immediately review suicide warning signs and reporting requirements.

## Health & Welfare Policy

H. 11.0

Policy: Student Wellness and Health Services

### Commitment to Coordinated School Health

All GDPST shall implement the CDC's Coordinated School Health approach to managing new and existing wellness related programs and services in schools and the surrounding community based on State law and School Board of Education CSH standards and guidelines. School counselors shall serve as the designees, and shall support GDPST's Director of Student Services in overseeing compliance with State Board of Education CSH standards and guidelines.

### School Health Advisory Council

GDPST has established and shall maintain a School Health Advisory Council to serve as a resource to school sites for implementing programs. The Council shall consist of individuals representing GDPST, such as the Director of Student Services, Director of Finance and Operations, Director of Curriculum and Instruction, and the Superintendent of Schools. The primary responsibilities of the Council include by are not limited to:

1. Making recommendations regarding student physical activity and nutrition policies;
2. Ensuring that all GDPST schools create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity Guidelines shall be used as guidance by the Council to make recommendations. The Executive Director or designee will consider recommendations of the Council. Minutes will be kept of each meeting of the Council.

### Nutrition Guidelines

The nutrition guidelines for all food and beverages offered for sale to students are as follows:

- Will be consistent with the meal pattern requirements and nutrition stands for competitive foods developed by the USDA Smart Snacks in School nutrition standards.
- For other, non-sold foods and beverages made available on the school campus during the school day each school Principal shall monitor all such foods and beverages to ensure that non-sold food and beverages comply as much as possible with the USDA Smart Snacks in School national standards.

### Commitment to Nutrition

All GDPST schools shall participate in the USDA child nutrition programs, which will include but not be limited to, the National School Lunch Program and the School Breakfast Program. Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals. All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools. The school Principal and/or designee shall be responsible for overseeing the school's compliance with the State Board of Education Rules and Regulations for the sale of food items.

### Nutrition Education

Nutrition Education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition Education will encourage students to start each day with a healthy breakfast.

Only those foods and beverages that meet the nutritional standards 7 C.F.R. § 210.11 may be marketed on GDPST school campuses.

Commitment to Physical Activity and Physical Education

GDPST recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program. Physical Education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education 8 Standards and State law.

Commitment to Curriculum

All applicable courses of study shall be based on State-approved curriculum standards. All GDPST schools shall annually administer a baseline assessment on each of the recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the State Department of Education.

Record Keeping Compliance

The District's Coordinated School Health Specialist shall ensure that records demonstrating compliance with community involvement requirements are maintained.

Promoting Student Welfare

The Executive Director or designee, in conjunction with GDPST Principals and Director of Student Services and Director of Curriculum and Instruction, shall develop standards and procedures for:

- a. Attendance services;
- b. Guidance services;
- c. School student health services, including the administration of medications;
- d. School psychological services (i.e. school based individual and/or group sessions, family in-home counseling, and psychological assessments for students with disabilities);
- e. Student wellness plans; and
- f. Student social work services.

## Parent & Guardian Policy

I. 1.0

### Policy: Communication

Green Dot Public School believes that the communication between parents/guardians and the school is integral to the success of a student. Parents can expect that all communication will receive a response within 48 hours or two (2) school days.

#### SCHOOL TO HOME COMMUNICATION:

- **TEACHERS CONTACTING PARENTS BY PHONE:** Expect regular phone calls from teachers regarding your child's progress. If you do not hear from one of your child's teachers, do not assume your child is doing satisfactory work. The only way to assure your child is on track is to communicate with your child's teachers by phone, email, or by scheduling an appointment.
- **AUTOMATED COMMUNICATION SYSTEM:** Staff members and/or parent volunteers call home on a regular basis to inform parents of school events and to discuss specific issues regarding individual students. The school may also use an automated calling or email system to remind parents of schedule changes, holidays, or other important announcements (e.g., student absences or truancy). Please make sure that you provide the office with the phone number and email that is best for receiving such communication. Should you wish to change this contact number or email address during the school year, please provide the office with the change in writing.
- **SCHOOL CORRESPONDENCE:** School bulletins, monthly calendars, flyers and letters from the Principal are sent home with students or mailed on a regular basis. Please ask your child or check your mail for school correspondence in order to keep informed of what is happening at school.

#### HOME TO SCHOOL COMMUNICATION

- **CHANGE OF CONTACT INFORMATION:** Parents/guardians will be asked at the beginning of each school year to provide the school with current contact and emergency information. If your contact information changes during the school year (including all telephone numbers), it is the responsibility of each parent/guardian to provide the Main Office with this new information in writing. The school cannot assume responsibility for missed communications in the event that the contact information is misreported or not updated by the parent or guardian.
- **PARENTS/GUARDIANS CONTACTING TEACHERS:** All teachers and staff members have email accounts where they can be easily contacted. From Power School, you may click on the teacher's name on your student's web page to send an email. You may also contact teachers by leaving a message with the main office.
- **MESSAGES AND DELIVERIES TO STUDENTS:** Students may not use the office telephones except for school business or emergencies approved by the administration. In an effort to limit classroom disturbances, staff will only deliver urgent messages to students during the instructional periods.
- **REPORTING CRIMINAL OFFENSES:** Parents/guardians must notify the school leader if a student has at any time been adjudicated delinquent for any of the following:
  1. An offense involving:
    1. First degree murder;
    2. Second degree murder;
    3. Rape;
    4. Aggravated rape;
    5. Rape of a child;
    6. Aggravated robbery;
    7. Especially aggravated robbery;
    8. Kidnap;
    9. Aggravated kidnapping;
    10. Especially aggravated kidnapping;
    11. Aggravated assault;
    12. Felony reckless endangerment;

13. Aggravated sexual battery; or
2. A violation of:
  1. Voluntary manslaughter;
  2. Criminally negligent homicide;
  3. Sexual battery by an authority figure;
  4. Statutory rape by an authority figure;
  5. Prohibited weapon;
  6. Unlawful carrying or possession of a firearm;
  7. Carrying weapons on school property;
  8. Carrying weapons on public parks, playgrounds, civic centers, and other public recreational buildings and grounds;
  9. Handgun possession;
  10. Providing handguns to juveniles.

#### AUTOMATED COMMUNICATION SYSTEM

Staff members and/or parent volunteers call home on a regular basis to inform parents of school events and to discuss specific issues regarding individual students. The school may also use an automated calling or email system to remind parents of schedule changes, holidays, or other important announcements (e.g., student absences or truancy). Please make sure that you provide the office with the phone number and email that is best for receiving such communication. Should you wish to change this contact number or email address during the school year, please provide the office with the change in writing.

## Parent & Guardian Policy

I. 2.0

Policy: Parent and Family Engagement

The GDPST Board is committed to increasing and ensuring the involvement of parents and other family members in the education of students. The GDPST Board shall implement the following as required by federal or state laws or regulations:

- GDPST shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
- GDPST shall provide the coordination, technical assistance and other necessary support to assist individual schools with planning and implementing parental involvement activities.
- GDPST shall involve parents with the development of required educational or improvement plans.
- GDPST shall coordinate and integrate parental involvement strategies with those associated with other federal or state programs.
- GDPST shall put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- GDPST shall ensure that activities and strategies are implemented to support this policy. GDPST shall include strategies for parental participation in GDPST's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher education opportunities for students.
- GDPST shall include procedures to enable parents to learn about the course of study of their children and have access to all learning materials.
- GDPST shall identify opportunities for parents to participate in and support classroom instruction in the school. Such opportunities include, but are not limited to, organizing fund-raising activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground offering after-school clubs and recycling clothes.
- If GDPST's parental involvement activities are not satisfactory to parents, GDPST shall submit parental comments regarding the plan to the State Department of Education as required.
- GDPST shall ensure Title I schools are in compliance with the Every Student Succeeds Act.

### SCHOOL LEVEL PROCEDURE

Each GDPST school shall submit to the Executive Director and/or designee, for review and comment, its Title I school parent involvement procedure, which must meet state and federal requirements. This school level procedure shall be developed jointly with and distributed to parents of participating students. A copy of these documents shall be retained in the GDPST Student Services Department.

### FAMILY-SCHOOL PARTNERSHIPS

Families and community leaders should be engaged in the education of students based on the following standards:

- Families are welcomed into the GDPST school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic and business resources are made available to strength school programs, family practices and student learning.

## Parent & Guardian Policy

I. 3.0

Policy: PowerSchool

Parents are encouraged to follow student progress through the Power School system. Student homework, grades, and test scores can be reviewed on-line 24 hours a day through Power School on the internet. Power School assists parents to track students' progress and stay informed. Power School also provided a direct link to teacher email directly using Power School. Power School can also be accessed through the school website.

To access your student's information on the internet, you will need the following information:

1. The website location: <http://ps.tn.greendot.org/public>
2. Your Username
3. Your Password

User name and password information is distributed to parents during the School Orientation, Back to School Night, and by contacting the main office.

## Safety Policy

J. 1.0

### Policy: Agency and Police Interrogation

Protection of student rights shall be balanced with Green Dot's responsibility to cooperate with local police and agency officials in the investigation of unlawful activities. Inherent in the process of cooperation is recognition of the function of the schools and respect for the civil and constitutional rights of students.

In matters involving threats to the safety of the students or staff, law enforcement officers specifically summoned by administrators or asked to remain on school premises by administrators are authorized to act as agents of the school, unless such authority is explicitly and specifically withdrawn. When acting on behalf of Green Dot, the officers will have the full scope of authority in dealing with students that the Principal would have in such situations.

Security officers and police officers whose regular duties involve working on the school campus shall have the authority set forth in the preceding paragraph.

When any law enforcement officer requests an interview with a student, the principal or designee shall request the officer's identity, his/her official capacity, and the legal authority under which the interview is to be conducted. The principal or designee shall require the officer to complete the form entitled "Investigations Conducted on [SCHOOL] Premises" prior to any such interview. The principal or designee shall maintain a record of all documentation relative to law enforcement interviews of students. The principal or designee shall accommodate the interview in a way that causes the least possible disruption for the student and school and provides the student appropriate privacy. At the law enforcement officer's discretion and with the student's approval, the principal or designee may be present during the interview.

When appropriate, school personnel will attempt to call parents/guardians to notify them of interrogation in advance.

Except in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian as soon as practicable after the law enforcement officer has interviewed the student on school premises. If a minor student is removed from school into the custody of law enforcement, the principal or designee shall attempt to notify the student's parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse.

Although subpoenas may legally be served at school on students age 12 or older, Green Dot believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. When served at school, the principal or designee shall take reasonable steps to protect the student's privacy rights and to minimize loss of class time for the student.

If access is required to apprehend/arrest a student, the principal or designee should be informed. If a student is apprehended, all reasonable efforts shall be made to remove the student from class or other public area and away from other students in the public prior to such apprehension.

**VICTIM INTERVIEWS BY SOCIAL SERVICES:** Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child.

A staff member selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act.

**Safety Policy**

**J. 2.0**

Policy: Banned Substances

Smoking is prohibited on campus or at any school event. Green Dot schools are 100% drug and alcohol free campuses. Green Dot's Drug/Alcohol Policy ensures a drug and alcohol free campus while enabling students who are struggling with drug and/or alcohol abuse to receive the treatment they need.

Disciplinary actions may be taken against students who consume, possess, use, sell, or distribute illegal drugs or alcohol in school building, on school grounds, in school vehicles or buses, or at any school-sponsored activity or event whether on or off school grounds. The Discipline Matrix can be found in Code of Conduct Policy D 2.0.

## Safety Policy

J. 3.0

### Policy: Barring Disruptive Persons from School Sites

The following guideline is prepared to assist school site administrators in dealing with disruptive persons who interfere with the normal course of business at school sites. Numerous laws and regulations give the site administrator the absolute right to insist on good order on their campus. This guideline lists the steps necessary to bar disruptive persons from the campus.

#### A. Important facts to remember are:

1. No person has the right to interfere with the orderly delivery of instruction.
2. Parents and guardians have a constitutional right to participate in the education of their children.
3. A parent's right is at all times tempered with the need to preserve order and tranquility at their children's school.

#### B. Parents and guardians who have been restricted from their children's school site can only legally remove children for the following reasons:

1. Disciplinary situations
2. Medical attention
3. Family emergencies

The restricted parents/guardians can only enter the "common area" or school office to request release of their children. They will not be allowed in other areas of the site.

#### C. In all cases of conflict, the school desires a positive outcome for all parties involved. If a parent/guardian or other person causes a systematic disruption of the educational environment, their access onto the school site will become limited and/or restricted.

The following are general guidelines for dealing with parents/guardians who are disruptive to the educational process on school sites.

1. When staff reports that a person is disruptive to the educational environment, that person should be **immediately** escorted to the school office. The school office is considered a "common area" where public business is conducted. An administrator will talk to the reported offender to determine if a productive solution can be found for the problem. The school's "Visitor Log-In Book" should be checked to see if the individual signed in. If not, the disruptive person will be informed that **all visitors to the campus are legally required to report to the office** prior to entering the campus for any reason. In all cases, if the disruption is extreme or involves any threat of violence, the school Security staff should be contacted to intervene and escort the visitor off campus. Also, if appropriate, call local law enforcement at 911. An Incident Report about the problem **will** be filed by the site administrator.
2. If the situation is not resolved on the first encounter, documentation will be prepared to track the problem behavior. This documentation is essential should the problem escalate and enforcement action (**an arrest**) is necessary. The administrator will consider some of the following steps as he/she attempts to resolve the problem.
  1. Meet with the parent/guardian and school staff and attempt to resolve the problem. Set up a specific set of guidelines to govern behaviors while the person is on campus.
  2. Consult with the Green Dot Public Schools Tennessee Executive Director regarding the behaviors exhibited by the disruptive person. By making Green Dot aware of the situation, it helps guarantee a more rapid response if there are continuing problems.

3. Send a **“stay away letter,”** which is designed to require a meeting prior to the disruptive person being allowed back on the school site. The required meeting will accomplish the following objectives:
  - o Requires the person to always report to the office, sign in and contact an administrator prior to conducting business at the site. Remember the office is a “common area” for conducting business.
  - o Forbids the person from going directly to a classroom or playground without being escorted.
  - o Discusses the specifics of the person’s disruptive behavior and advises them that they can be **arrested** for violations.
  - o In cases of extremely disruptive behavior, a Security staff member may be assigned to assist the disruptive person with their interaction at the school site.
  - o The letter is canceled in 14 days. This legal mandate does not relieve the disruptive person receiving the letter from obeying some fundamental rules and conditions of access after the 14 days. These would include:
4. Required reporting to the office to sign in prior to conducting business on site.
5. Calling and making an appointment prior to arriving on site.
6. Never going directly to a classroom or playground without an escort. Remember outside of the office is not a “common area”. Thus, a classroom or auditorium is not a “common area” and the offender can be forbidden access to this area.
7. All behavior while at the school site must be appropriate as defined by the site administration.
8. This letter is one of the last efforts made by staff to avoid possible stricter enforcement action (**arrest**).
9. If all efforts have been unable to resolve the behavior, then the Executive Director should be notified.

**Safety Policy**

**J. 4.0**

Policy: Child Abuse Reporting

Because immediate investigation by child protective agencies of suspected abuse may save a student from repeated injuries, any teacher, or other staff member, who suspects that a minor has been subjected to physical injuries, neglect, sexual abuse or emotional maltreatment, is mandated by the Child Abuse Reporting Law to notify the proper authorities.

School administrators have a duty to permit child abuse review teams to conduct interviews while the child is at school. The school leader may control the time, place, and circumstances of the interview, but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The school leader is not in violation of any laws by failing to inform parents/guardians that the child is to be interviewed even if the suspected abuser is not a member of the child's household.

**Safety Policy**

**J. 5.0**

Policy: Closed Campus

Our schools are closed campuses. All students are required to remain on school grounds during the regularly scheduled school day, including lunch period.

**Safety Policy**

**J. 6.0**

Policy: Confidentiality Policy

There are four instances in which a counselor and/or teacher is legally bound to inform a parent and/or authority with information given during a “confidential” counseling session: 1) when a student indicates he or she is going to physically harm himself or herself or jeopardize his or her life; 2) when a student indicates he or she is going to physically harm another or jeopardize another’s life or has knowledge that another’s well-being is threatened; 3) when a student indicates he or she is being physically and/or emotionally abused; 4) when a student indicates he or she has committed a felony (i.e. selling drugs, stealing a car, etc.).

**Safety Policy**

**J. 7.0**

Policy: Emergency Cards

Every student must have a completed and up-to-date “Emergency Card,” properly signed and on file in the school Office. Students may only leave campus with an adult whose name is listed on the emergency card and proper identification will be asked for all adults signing students out.

**Safety Policy**

**J. 8.0**

Policy: Emergency or Weather Shut Down

In the event of severe weather conditions or other emergencies, the school may be closed. Each of the ASD schools follows the decision of the Superintendent or his designee regarding school closings. Parents/guardians should listen to the radio, watch local TV stations, or check the Achievement School District's website and expect to be contacted directly to know the Superintendent's or his designee's decision for the particular day.

## Safety Policy

J. 9.0

Policy: Emergency Preparedness

The schools' emergency policies and procedures are formulated with the guidance of local law enforcement and Green Dot Public Schools Tennessee in order to prepare for:

- Natural Disasters (i.e., Earthquake, Fire, Flood or Tornado)
- Terrorist (bomb, chemical) threats

School staff will implement and maintain the following:

1. A site-specific disaster preparedness plan.
2. Training for all staff on the elements of the plan, as well as an instruction program in first-aid and CPR.
3. A stockpile of emergency and medical supplies, back up communication equipment, and two-days' worth of food and water at the school site.
4. Placards posted in classrooms and offices, which indicate evacuation routes.
5. Emergency cards on file for all students and staff.
6. Fire and drop drill maneuvers understood and drilled on a regular basis.
7. Established policy on the release of students to parents or guardian.
8. Clearly understood policy on the release of school and district staff and their emergency assignments.
9. Clearly outlined procedures for use of school facilities as emergency shelters.

## Safety Policy

J. 10.0

Policy: Harassment and Hazing Policy

Green Dot is committed to providing a learning environment that is free from harassment of any kind. Harassment or hazing of any student by another student, employee, or teacher is prohibited. The school will treat allegations of harassment and hazing seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment or hazing shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment and/or hazing will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Incidents of hazing include any intentional or reckless act, on or off school property, by one (1) student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger that student's mental or physical health or safety. Hazing is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization, not including customary athletic events or similar contests or competitions.

Harassment, bullying and cyber-bullying includes, but is not limited to, when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school hours or during school related activities. It includes, but is not limited to, any or all of the following:

- **VERBAL HARASSMENT:** Any written or verbal language or physical gesture directed at a teacher or a student that is insolent, demeaning, and abusive or implicitly or explicitly implies a threat of bodily harm is totally unacceptable and shall be deemed harassment and will be dealt with as such.
- **BULLYING:** Any aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts. Bullying behavior may include, but are not limited to:
  - Verbal
  - Non-Verbal
  - Physical
  - Emotional/Psychological
  - Cyber Bullying
- **PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault deliberately impeding or blocking movements, or any intimidating interference with normal work or movement.
- **VISUAL HARASSMENT:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures.
- **SEXUAL HARASSMENT:** Includes unwelcome sexual advances, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
  - Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
  - Such conduct has the purpose or effect of unreasonably interfering with the individual's academic performance or creating an intimidating, hostile or offensive educational environment.

It is the responsibility of Green Dot to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;

2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, harassment, or hazing.

It is the responsibility of the student to:

1. Conduct herself/himself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the Principal;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Please refer to Uniform Complaint Procedures Policy L. 15.0 for how harassment and hazing complaints, investigations and responses will be handled.

**Safety Policy**

**J. 11.0**

Policy: School Jurisdiction

Students are held accountable to all school rules and policies while under the school's jurisdiction. The school's jurisdiction is defined as:

- School grounds and property
- Travel to and from school
- Any school-sponsored event or activity, including travel to and from that activity (i.e., athletic events, field trips, etc.)

## Safety Policy

J. 12.0

Policy: Search and Seizure

Green Dot recognizes its responsibility to maintain order and security within its schools and during school-related activities. Accordingly, administrators or their designees are authorized to conduct searches of students and their personal effects, as well as the property of the school, in accordance with this policy.

**STUDENTS AND THEIR PERSONAL EFFECTS:** Administrators or their designees may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when they are being carried by the student and when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

1. Outside the view of others, including students
2. In the presence of a school administrator or adult witness
3. By a certified employee or administrator of the same sex

Immediately following the search of a student, documentation shall be made by the school authority who conducted the search indicating whether or not improper items were found. The parents/guardians of a student searched in accordance with this policy shall be notified of the search as soon as possible.

Green Dot Public Schools reserves the right to use canine services to proactively ensure a safe academic environment.

Green Dot may conduct a random metal detector weapon search at its schools if:

1. Green Dot determines that a substantial need exists to keep weapons off campus;
2. No system of more suspicion-intense searches are workable;
3. The searches are minimally intrusive in that students are not touched and are only required to open pockets or jackets if they trigger the metal detector (if clothes are extremely baggy, the clothes may be touched such that the wand is about 3-4 inches away from the student's person);
4. The persons searched are selected on neutral criteria; and
5. Parents and students are given prior notice of the practice.

**SCHOOL PROPERTY:** Green Dot authorities may inspect and search school property and equipment owned or controlled by Green Dot (such as, lockers, desks and parking lots), without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas.

**SEIZURE OF PROPERTY:** If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the school's rules, such evidence may be seized and impounded by administrators, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**IMPLEMENTATION OF POLICY:** Green Dot campus administrators may develop rules and regulations to further implement this policy.

## Safety Policy

J. 13.0

Policy: Visitor Policy

Visitors and volunteers are welcome in our schools. Principals are responsible for managing involvement of volunteers and visitors in their respective schools, and for ensuring that the activities of visitors and volunteers do not result in undue disruption of the instructional program. It is also important that the presence of visitors and volunteers does not contribute to safety or security issues for students and staff members or for the visitors themselves.

- **Volunteers** include individuals who have been recruited by classroom teachers, Parent Coordinators or school administrators, and have received authorization from the principal (or principal designee)
- **Parents** function as volunteers, visitors or both, during their child's tenure in a school
- **Home Office and other support personnel** provide resource assistance to students and staffs in schools.
- **Visitors** include all individuals who are not in any of the above listed categories or are not employed by the school.

**Note:** All visitors, volunteers, school board members, parents and home office personnel are expected to comply with the procedures outlined in this policy.

### Procedures:

The principal or principal's designee will:

1. Require all parents, visitors and volunteers to report to the main office of the school immediately upon entrance. This will allow the principal and school staff to account for all persons in the building, consistent with the above stated "purposes" of this directive.
2. Require all parents, visitors and volunteers to sign-in and sign-out on a Visitors and Volunteers Log. Uniformly, logs should solicit the following information: date, time (to include sign-in, sign-out); visitors name; purpose of visit, destination, and additional information the principal may require. This is for the safety of students, staff, as well as the individual in case of an emergency.
3. Provide all parents, visitors and volunteers with a visitor's badge to wear during their stay at the school. The school will make all reasonable efforts to ensure that the visitor reaches his or her stated destination. The badge is to be returned to the school office when the visitor or volunteer signs-out. Home Office and support staff are expected to wear their identification badges during visits to school buildings. No one is to be permitted to visit or volunteer without a badge.
4. Principals may ask any parents, visitors or volunteers who refuse to conform to visitors' procedures to exit the building. Parents, visitors and volunteers are not permitted to make impromptu visits to classrooms during the school day without the permission of a building administrator.
5. Require that visitors, who wish to observe instruction, pre-schedule classroom visits. The principal should consult with the classroom teacher(s) to arrange a requested visit. The final authority for the decision of when a visit will occur rests with the principal, who must determine whether the frequency of visits by an individual or group of individuals to a classroom cause disruption to the individual program.

Inform parents and school staff of the procedures outlined in these procedures and any additional procedures instituted, at the school level, to manage visitor involvement in the school. The principal shall transmit annually, in writing, all such information to parents and staff during the first two weeks of the new school year

## Student Information Guidelines

K. 1.0

Policy: FERPA and Tennessee Law

FERPA stands for the Family Educational Rights & Privacy Act administered by the US Department of Education. FERPA guarantees certain rights to families with respect to their children's education records. Tennessee's laws regarding open records, contained in T.C.A. § 10-7-504, further refine the requirements for handling student records and information.

A cumulative record shall be kept for each student enrolled in a Green Dot school. The record shall contain a health record, attendance record, scholarship record, and enrollment record i.e. birth certificates, proofs of residency, etc. The cumulative record shall accompany the student through his/her school career. Schools may use a unique student identifier instead of a student's social security number on official school records. In addition to protecting student privacy, unique student identifiers are used to improve the quality, accuracy, and reliability of student data. If you would like to use a unique student identifier, please contact your school's data information manager.

When a student transfers to another school within GDPST, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school.

### What are education records?

Education records include anything that contains information directly tied to a student (i.e. personally identifiable) and is maintained by a school or education organization. These records span formats and include both print and electronic information. The law distinguishes between "education records" and directory information.

### What is directory information?

Directory information includes things that would generally not be considered harmful or an invasion of privacy if disclosed, such as name, address, photograph, and age. Directory information may not include things such as a student's social security number or grades. Schools are required to notify parents of what information they designate as directory information.

If appropriately designated, directory information can be disclosed to anyone. However, parents must have the right to 'opt out' of having their child's information released. Tennessee law does not allow for schools to identify student achievement as directory information. Therefore, schools cannot post honor roll or other academic information without consent.

### Access to student records

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate education purposes. A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s) or eligible student's prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s) or the eligible student\* before making a disclosure;

2. If the information requested is “directory information” (unless the parent/guardian or eligible student exercise their right not to have directory information disclosed);
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address and age of the child; the name and address of the person responsible for the care of the child and the facts requiring the report;
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;
5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system’s behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the student was conducted;
6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the
7. To accrediting organizations to carry out their accrediting functions;
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
11. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production;
12. To any agency, caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student’s educational records when such agencies or organizations are legally responsible for the care and protection of the student.

Authorized school officials may release information from a student’s education record if the student’s parent(s) or the eligible student gives written consent for the disclosure. The written consent must include:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s) or eligible student\*;
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student’s parent(s) or the eligible student\* may obtain a copy of any records disclosed under this provision.

GDPST will maintain an accurate record of all requests to disclose information from or to permit access to a student’s education records. GDPST will maintain an accurate record of information it discloses and access it permits. GDPST will maintain this record as long as it maintains the student’s education record. The record will include at least:

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

\*The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary school at which time all of the above rights become the student’s rights.

**Rights of non-custodial or non-resident parent**

A non-custodial or non-resident parent may request in writing that a copy of the child’s report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents be furnished directly to such non-custodial or non-resident parent. The written request must include the mailing address of the non-custodial parent. A non-custodial parent will not have access to this information if GDPST is presented with a legal document prohibiting release of the information to the non-custodial or non-resident parent.

In addition, a non-custodial or non-resident parent has the same right to review the education record of a student as that given to the custodial parent, unless there is legal documentation prohibiting such review by the non-custodial or non-resident parent. However, the personal information of a custodial parent shall not be accessed by or released to a non-custodial or non-resident parent with the child’s education record. GDPST shall provide proof of a child’s graduation from high school to either of the student’s parents within twenty (20) business days of the parent’s request.

## Student Information Guidelines

K. 2.0

Policy: Annual Notification

Under FERPA, a school must annually notify parents of their rights. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), the right to obtain a copy of this policy and a copy of the student's educational records, and the right to file a complaint with the DOE regarding an alleged failure by a school to comply with FERPA.

FERPA exempts disclosure of records to school officials with a legitimate educational interest from parental consent. Therefore, the school must also notify parents of its definitions of the terms "school official", and "legitimate educational interest." The annual notification may be published by various means, including any of the following: in a student handbook, at annual registration, in a letter/notice to parents, or on the school's website. Green Dot's directory information can be found in this handbook.

### ASBESTOS HAZARD EMERGENCY RESPONSE ACT NOTIFICATION

All parents, teachers, employees, short term workers or other building guests are notified of the presence of asbestos in school facilities. Anyone may review a copy of the management plan, planned or in-progress inspections, reinspections, response actions, and post-response actions upon request. GDPST will comply with the Federal Law, "known as AHERA," which requires schools to have in place a management plan that describes and identifies the location of known asbestos containing building materials (ACBM). The school maintains records of all asbestos related activities and events pertaining to those identified materials. This notice is provided yearly in the school student handbook. All asbestos related activities are conducted in compliance with asbestos rules and standardized work practices which are designed to provide safety for building occupants.

### INFORMATION REQUEST ON TEACHER/PARAPROFESSIONAL QUALIFICATIONS

Annual Notice to Parents Title I of No Child Left Behind (NCLB) requires GDPST to notify parents of children in Title I schools at the beginning of each school year, their right to request information regarding the professional qualifications of the students' classroom teachers and any paraprofessionals providing support to the child. Parents may request, at a minimum, the following information:

- i. Whether or not the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- ii. Whether the teacher is teaching under emergency or provisional status through which State qualification or licensing criteria have been waived.
- iii. The baccalaureate degree major the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- iv. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Per Federal law, Title I schools are responsible for providing timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

For further information regarding a specific teacher's qualifications, parents should refer to the Tennessee Department of Education, Teacher Licensing Web Site: [http://www.state.tn.us/education/lic\\_home.htm](http://www.state.tn.us/education/lic_home.htm).

**Student Information Guidelines**

**K. 3.0**

Policy: Parent Access

Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following the receipt of a written request. A school is required to provide a parent with copies of education records, or make other arrangements if necessary (e.g., the parent cannot travel to the school to view the record.)

Under FERPA, a school is not required to provide information that is not routinely maintained or to create new education records in response to a parent's request. Accordingly, a school is not required to provide a parent with special updates on his or her child's progress in school unless such information already exists in an education record.

## **Student Information Guidelines**

**K. 4.0**

### Policy: Amendment

Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records, it must consider all requests. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

The FERPA amendment procedure exists to challenge facts that are inaccurately recorded. It may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require that schools keep fair records, not to override the standards and procedures for making academic assessments, disciplinary rulings, or placement determinations.

## Student Information Guidelines

K. 5.0

### Policy: Confidentiality

Under FERPA, a school cannot disclose personally identifiable information from a student's education records unless the student's parent has provided written consent. However, there are a few important exceptions to that rule:

1. FERPA allows "school officials," including teachers, within a school to access personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. School officials can include: teachers, administrators, support staff, nurse/health staff, etc. As mentioned previously, a school must define both "school officials" and what it deems "legitimate educational interest" in its annual notification to parents. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
2. Another exception permits a school to disclose personally identifiable information from a student's education records, without consent, to another school or district in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included a statement that it forwards education records in such circumstances in its annual notification of FERPA rights.
3. For students who are in state custody (including foster care), the Tennessee Department of Children's Services may access a student's educational records without parental consent, and school districts are not required to notify the parents of the child before releasing the information pursuant to a court order.
4. Authorized school officials may release or permit access to a student's education record, without consent, in the following circumstances. School or district officials will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure:
  - a. To comply with a judicial order or lawfully issued subpoena;
  - b. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the child; the name and address of the person responsible for the care of the child, and the facts requiring the report;
  - c. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;
  - d. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;
  - e. To accrediting organizations to carry out their accrediting functions;
  - f. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements; when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
  - g. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production;

- h. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.

The need to maintain confidentiality implies that records should be stored in a safe and secure location. Student records are kept in a locked file cabinet or another location with equivalent security.

#### **WHAT IF I HAVE QUESTIONS OR CONCERNS?**

1. Consult the following resources:
  - a. FERPA General Guidance for Parents:  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>
  - b. FERPA Revised Guidelines for State Educational Agencies and Local Educational Agencies:  
[http://www2.ed.gov/policy/gen/guid/fpco/pdf/sealea\\_overview.pdf](http://www2.ed.gov/policy/gen/guid/fpco/pdf/sealea_overview.pdf)
2. Contact your child's school (see Appendix).
3. Contact the Green Dot Public Schools' Executive Director

Complaint: Families have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Achievement School District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202

To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor.

## Student Information Guidelines

K. 6.0

### Policy: Directory Information

The Family Educational Rights and Privacy Act mandates that Green Dot adopt a policy identifying those categories of personally identifiable information from a student's education records considered to be "directory information," which may generally be released unless the parent/legal guardian notifies Green Dot, in writing, of his/her refusal.

"Directory information" is student information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow Green Dot to include this type of information from a student's education records in certain publications, which include, but are not limited to:

- annual yearbooks;
- graduation programs;
- Green Dot/school website(s);
- sports activity sheets showing weight and height of team members;
- honor roll or other recognition lists; and
- a playbill, showing the student's role in a drama production.

GDPST has designated the following student information as directory information:

- name;
- address;
- telephone listing;
- electronic mail address;
- photograph;
- date and place of birth;
- grade level
- major field of study;
- dates of attendance;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- degrees and awards received; and
- most recent previous school attended.

In addition, federal law requires that education agencies receiving assistance under the Elementary and Secondary Education Act of 1965 must provide military recruiters, upon request, with students' names, addresses and telephone listings, unless parents/legal guardians have advised Green Dot that they do not want their child's information disclosed without their prior written consent.

Directory information does not include a student's social security number or student identification number. However, Green Dot may disclose a student's identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number, password, or other factor that only the authorized user knows. A student's social security number will not be used for this purpose.

Private schools and colleges/universities may be given the names and addresses of 12<sup>th</sup>-grade students and students who are no longer enrolled in a Green Dot school provided that the information is used only for purposes directly related to the institution's academic or professional goals.

If parents/legal guardians do not want Green Dot to disclose directory information from their child's education records without their prior written consent, they must notify their child's school site principal, in writing, by September 1, or within 30 days upon a student's enrollment. The request to withhold directory information is applicable only to the school year in which the notification was provided to Green Dot.

## Student Information Guidelines

K. 7.0

### Policy: Research Requests

Green Dot recognizes the value of academic research to improve educational programs and practices that are aligned with Green Dot's mission and is likely to benefit Green Dot without disrupting the school program. The Executive Director or designee must give prior authorization for research projects within Green Dot or at any Green Dot schools. Researchers shall respect the privacy rights of students, including their right to refrain from participation in research projects in accordance with law and Green Dot policy. The Executive Director or designee shall ensure that parents/guardians receive prior notification of any surveys or evaluations that collect personal student information and that consent is obtained in accordance with law.

Persons or groups wishing to use Green Dot staff, students, or property in connection with an academic research project shall submit to the Executive Director or designee a written proposal which includes, but is not limited to:

1. name of researcher(s) and academic credentials;
2. purpose, scope, and duration of the project;
3. method of study or investigation to be used;
4. approval from the institution's internal review board;
5. extent of participation expected of students and staff;
6. a certification that the researcher(s) will not use the Green Dot name or brand in any publication of findings without prior approval from Green Dot;
7. use to which project results will be put; and
8. benefits to the school(s) or Green Dot.

The Executive Director or designee shall evaluate the proposal based upon, but is not bound solely by, the following factors:

1. shows potential for improving instructional programs and strategies;
2. addresses a relevant educational problem, concern or issue; and
3. is designed to minimize interruptions and demands upon the time of students and staff.

Should the Executive Director or designee grant permission for the research project, the researcher(s) shall adhere to the Green Dot Policies for volunteers, including, but not limited to, policies regarding Criminal Background Checks and Tuberculosis Testing.

## Student Information Guidelines

K. 8.0

Policy: School Surveys

Green Dot Public Schools will administer student and parent surveys periodically to assess school climate, teacher performance, and general satisfaction.

Additionally, surveys for research purposes shall be allowed when the project is viewed as contributory to greater understanding of the teaching-learning process, the project does not violate the goals of Green Dot and the disruption of the regular school program is minimal. All external party requests shall outline what is to be done, who is to be involved and how the results will be used and distributed. Green Dot shall develop administrative procedures for approving requests of external parties to conduct surveys that are consistent with the following requirements:

- Parents shall have the right to inspect all instructional material that will be used for a survey, analysis or evaluation as part of a federal program.
- No student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information covering:
  - a. Political affiliations or beliefs of the student or the student's parent;
  - b. Mental or psychological problems of the student or the student's family;
  - c. Sexual behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of other individuals with whom respondents have close family relationships;
  - f. Legally privileged relationships;
  - g. Firearm ownership;
  - h. Religious practices, affiliations or beliefs of the student or the student's parent; and
  - i. Income.

### ***Protection of Pupil Rights Amendment (PPRA)***

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety

of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

• *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

GDPST will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. GDPST will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. GDPST will make this notification to parents at the beginning of the school year if GDPST has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## Student Rights & Responsibilities

L. 1.0

### Policy: Accommodations for Student Religious Practices

In accordance with Green Dot policy against discrimination and the Establishment Clause of the U.S. Constitution, students are entitled to excused absences for the observance of religious holidays provided that they adhere to the school's Attendance Notification Procedures and to the extent the accommodation does not place undue burden on the school. A student may be granted an "Excused Absence" for religious observance for no more than three (3) days per semester, and/or five (5) days total per school year. Students that are absent are responsible for making up any missed assignments.

If any additional accommodations are required, a student's parent or guardian must submit a written request to the Principal. The request must state: (a) the specific accommodation requested; (b) why the accommodation is needed and (c) the time and duration of accommodation. To the extent possible, students should fulfill their religious obligations during lunch or free periods. If a student must fulfill a religious obligation during class time, the Green Dot Principal should grant an excused absence for a limited, defined time. Students who are excused from class for religious needs must have an opportunity to make up any work, assignment or test missed as a result of their absence.

## **Student Rights & Responsibilities**

**L. 2.0**

Policy: Bus Rules

Students are expected to adhere to school rules while on the bus. In addition, the following guidelines apply:

### Bus Rules

1. Remain seated
2. Wear seatbelts, if they are available
3. Refrain from unnecessary noise, singing, whistling, loud conversation or boisterous conduct
4. Keep all parts of the body inside the bus
5. Be courteous
6. Do not eat, drink, or chew gum
7. Do not wear shoes with cleats or spikes
8. Do not carry hazardous articles or weapons on the bus
9. Do not throw items in or out of the bus
10. All other school rules will be followed on the bus

## Student Rights & Responsibilities

L. 3.0

### Policy: Bills

Students often contract bills during the year in various ways: lost textbooks, damaged computer equipment, damage to school property, athletic equipment and uniforms, outstanding lunch balances, etc. A record of these bills is kept in the Main Office. Students are expected to pay their bills promptly, without constant reminders. Students should always request a receipt when paying any bills.

No fees or tuitions shall be required of any student as a condition of attending a public charter school or using its equipment while receiving educational training. All school fees must be authorized by the governing body of the school. The governing body of the school will determine activities during the school day and supplies that are required for participation in courses offered for credit or grade for which the governing body authorizes the requesting of fees.

The following school fees may be requested from but not required of any student, regardless of financial status:

1. Fees for activities that occur during regular school hours (the required one hundred eighty (180) instructional days), including field trips, any portion of which fall within the school day; or activities outside regular school hours if required for credit or grade;
2. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with governing body of the school; and
3. Refundable security deposits collected by a school for use of school property for courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit.

The parent or legal guardian of a student shall be given the opportunity to pay all or any portion of the authorized fee if they desire. However, if the parent chooses not to pay a fee, the child may not be prevented from participating in the activity or course for which the fee is being requested.

The school may require and collect the following fees/fines from students:

1. Fines imposed on all students for late-returned library books; parking or other traffic fines imposed for abuse of parking privileges on school property; or reasonable charges for lost or destroyed textbooks, library books, workbooks or any other property of the school;
2. Debts incurred to a school;
3. Refundable security deposits collected by a school for use of school property for participating in extracurricular activities;
4. Cost for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs or social events.

A process to waive the following school fees for students eligible for free or reduced price school lunches shall be established by the school:

1. Fees or tuition applicable to courses taken for credit or grade during the summer by a student; except that non-resident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses; and
2. Fees required for graduation ceremonies.

Parents that wish to submit a fee/fine waiver should contact the school directly.

### Student Activity Funds

Student activity funds of each school shall include all money received from any sources for school sponsored student activities or school-sponsored events held at or in connection with a school, and specifically include, but are not limited to, any money:

- A. Derived from a school-sponsored academic, art, athletic or social event involving students;
- B. Raised by school-sponsored clubs involving students;
- C. Raised by school-sponsored fundraisers involving students who are under the supervision of a school employee;
- D. Received from a commission for the direct sale of items to students pursuant to a cooperative agreement between the school and an outside organization;
- E. Received for the direct sale of items to students from a school-run bookstore located on school grounds;
- F. Raised from fees charged to students;
- G. Obtained from interest from any account that contains student activity funds; or
- H. Obtained from any related, school-sponsored activity that involves the use of school personnel, students and property during the school day. "School day" means the regular hours of operation of the school during which classes are conducted.

Schools may receive funds for student activities and for events held at or in connection with the school. Funds derived from such sources shall be the property of the respective schools provided that the schools follow the Tennessee Internal School Uniform Accounting Policy Manual. With the exception of funds received by school support organizations, the Principal shall be liable to account for the safekeeping and handling of all funds raised by student activities, school services and school events, regardless of the sources of the funds or the purpose for which they were raised.

Funds raised by organizations composed of parents and teachers or parents and students used in a manner that benefits less than the student body as a whole may be used only if the funds benefit the overall school program for which the funds are raised and the use of the funds are used in a manner consistent with GDPST Board policies.

Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be subject to disciplinary action.

Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and disbursements shall be maintained in accordance with the Tennessee Internal School Uniform Accounting Policy Manual.

Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in writing by both the activity sponsor and the Principal. An annual audit of the account and records of all student activity funds shall be conducted as a part of the audit of all other district funds. Any unencumbered class or activity funds automatically revert to the general activity fund of the school at the conclusion of each school year and/or when an activity is discontinued.

## Student Rights & Responsibilities

L. 4.0

Policy: Computer Usage Policy

This policy is for management and usage of computer resources owned and operated by Green Dot Public Schools ("School"). The policy indicates what privileges and responsibilities are characteristic of acceptable computer usage. Violators of computer resources use policies will lose computer access privileges. Families will be held financially responsible for the loss of or damage to school-issued laptop computers.

### GUIDING PRINCIPLES FOR RESPONSIBLE COMPUTER USAGE

- Users assume an affirmative obligation to seek answers from appropriate computer personnel for any questions concerning the ethical or legal use of computer facilities.
- Unless noted to the contrary, data files should be considered private and confidential.
- Users are responsible for knowing regulations concerned with copying software and may not use the school's equipment, materials or software to violate the terms of any software license agreement. Duplication of computer materials and software without proper authorization from the holder of the copyright is prohibited.
- The School's computers, materials or software may not be used for unauthorized commercial purposes or monetary gain.
- The School's computers may not be used to play games or transmit material via any media, including email or internet pages, that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Students shall not engage in an act of bullying on School computers, including, but not limited to, bullying committed by means of an electronic act
- Users may not use the electronic information services to plagiarize another's work. Credit is to be given to the person(s) who created the article or idea.
- Users may not vandalize computer resources or the electronic information services in any form. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy school equipment, electronic information services or the data of another user.
- The School reserves the right to monitor computer and/or electronic information services activity in any form seen fit to maintain the integrity of the computer equipment, the school's network services and/or the Internet web site.

**CONCERNING INTERNET USAGE:** Reasonable precautions are established to prevent access to pornography, "hate groups," and other non-educational Internet sites. Such precautions include, but are not limited to, an Internet router system, which scans and limits access to Internet sites, a monitor scanning software allowing the instructor to view each student monitor from the instructor's monitor and instantly blank, lock, or deactivate the student's system. Any student intentionally attempting to or bypassing these precautions will be denied computer access. The discipline board or school officials will determine other administrative disciplinary actions. The student and his/her parents accept responsibility for the student's on-line actions. All other disciplinary policies of the School apply to the use of technological resources. Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web;
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by students online;
- Unauthorized discourse, use and dissemination of personal information regarding students;
- Restricting students' access to materials harmful to them.

Students will be given appropriate instruction annually in internet safety as a part of any instruction utilizing computer resources. The Executive Director or designee shall provide adequate in-service instruction on internet safety.

Users with network access shall not utilize GDPST resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system, including e-mail, chat rooms and other forms of electronic communications). All data including e-mail have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

**CONCERNING GENERAL USAGE:** The School will report suspected criminal activity to law enforcement authorities. Criminal activity includes, but is not limited to: defamation; obscenity; discrimination; violation of copyrights, trademark and/or licenses; and/or violation of other rights arising under the law. The School also reserves the right to discipline students for violations of this policy, up to and including suspension and expulsion.

Students are encouraged to remove any "personal" information stored on the School's computers. Generally, the School will delete information left on computers/networks to better facilitate the use of computers for legitimate School purposes, and the School shall not be liable for any damages resulting from the deletion of personal files or personal electronic information stored on School computers.

## Student Rights & Responsibilities

L. 5.0

### Policy: Field Trips and Student Travel

Green Dot recognizes that field trips and student travel are an enriching aspect of a student's educational experience. These guidelines are developed to ensure the safety of students and adult chaperones during student trips. Green Dot is interested in providing student travel that is educational in nature and provides student knowledge and experiences to supplement the school curriculum. Educational trips include but are not limited to visiting museums, businesses, universities, cultural exhibits, nature centers, and government agencies. Student travel should be avoided during the first three weeks and last two weeks of the academic year, the first or last two of any semester, or during exam week.

All student policies, rules and procedures are in effect during the period of student travel.

Students are not permitted to travel in private vehicles on field trips.

When a situation arises that poses a threat to the safety or welfare of the student participating in a trip, the school administrator will consult with supervising faculty to determine whether to cancel a trip.

**FIELD TRIPS:** All field trips require administrator approval. The nature, purpose, cost, and timing of the trip should be outlined for approval no later than TWO WEEKS prior to the trip. No arrangements should be made in advance of the Principal's final approval.

**OVERNIGHT AND OUT-OF-STATE TRAVEL:** The Principal must approve overnight trips at least ninety (90) days prior to the anticipated travel date. Only the Principal is authorized to approve or sign contracts with any travel agency.

Sponsoring faculty members are expected to generate and collect waivers and inform staff about participating students. The school administration can remove a student from the scheduled trip at any time prior to departure for academics, excessive absenteeism, behavior violations, and/or health safety concerns. Students shall not be excluded on the basis of a disability.

Overnight student travel requires appropriate supervision consisting of at least one adult chaperone for every seven student travelers. A minimum of two adult chaperones is required regardless of the number of students on the trip. Chaperones should be Green Dot Public School faculty and staff of adults approved by the administration. Chaperones commit to remaining with students to and from the travel designation and throughout the tour.

Parents/guardians of students participating on an overnight trip must be fingerprinted, and attend an informational session to review the objectives of the trip, standards of conduct required, clothing and equipment needs, responsibilities of students, costs for the trip, daily itinerary, and protocols for handling emergencies.



**Student Rights & Responsibilities**

**L. 6.0**

Policy: Food Services

Green Dot Public Schools offers the Universal Free Breakfast and Lunch programs to all students.

## **Student Rights & Responsibilities**

**L. 7.0**

### **Policy: Gifts, Donations, Grants and Bequests**

Green Dot and its schools may accept any gift, donation, grant, or bequest of money, property, or service from any individual, private agency or organization, or other public agency that desires to support Green Dot. While greatly appreciating suitable donations, Green Dot shall reject any gift that may directly or indirectly impair its authority to make decisions in the best interest of students or its ability or commitment to provide equitable educational opportunities.

Before accepting any gift, donation, grant, or bequest, Green Dot administration shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with Green Dot's vision, philosophy, mission, and operations. If Green Dot believes it will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Any gift of books and instructional materials shall be accepted only if they meet regular Green Dot criteria for selection of instructional materials.

All gifts, donation, grants, and bequests, including those directed toward a particular classroom or subject of instruction, shall become Green Dot property. Donors are encouraged to donate all gifts to Green Dot rather than to a particular school. At the Executive Director's or designee's discretion, a gift may be used at a particular school.

All gifts, donation, grants, and bequests made to particular employees, by virtue of their position and employment with Green Dot, shall become Green Dot property.

**Student Rights & Responsibilities**

**L. 8.0**

Policy: Health Insurance and Medical Services

Green Dot does not provide student accident insurance to help cover the costs of paramedic/ambulance care or transportation, or any medical, surgical, dental or hospital costs due to school related injuries to students.

Students with a medical condition, and who have been approved by the school, may be allowed to wear protective gear (hats, sun visors, and/or sunglasses) while outdoors at recess, gym, etc. However, Green Dot may regulate the type of sun protective clothing/headgear worn by students. Green Dot is not required to provide protective materials. Students are also allowed to use sunscreen (over the counter) as an allowable sun protection measure for his/her outdoor activities while at school.

School authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the parent or guardian.

## Student Rights & Responsibilities

L. 9.0

Policy: Personal Property

### Items Prohibited on Campus

Certain items are not allowed at Green Dot because they interfere with, and/or distract from, instruction and the learning environment. If brought to campus, they will be confiscated. All confiscated items will be kept until the end of the school day and returned to the student, when appropriate, at the end of the school day. Unless for an approved academic purpose, these items include, but are not limited to:

- audio devices (e.g., headphones or music devices);
- blankets;
- dolls or stuffed animals;
- hoverboards;
- laser pointers;
- permanent markers;
- electronic games;
- still or video cameras;
- balloons;
- toy weapons;
- lighters;
- stink bombs;
- gang paraphernalia;
- explicit material; and
- any item listed in the “Matrix for Suspension/Expulsion Recommendations”

### Cell Phones

Cell phones (including walkie-talkies, pagers, or any electronic signaling device) must remain turned off and out of sight (i.e., in a student’s backpack and not in pants/shorts pockets) during school hours, but may be used before and after school. If a student violates such policy:

- First Offense: Device will be returned to the student at the end of the school day.
- Repeated Offenses: Device will be returned to the student at the end of the school day. Parents will be called and notified, and/or school-level consequence assigned.

### Lost, Stolen, or Damaged Items

Green Dot is not responsible for any loss or damage to personal items. Students are responsible for any personal items they bring to school and must watch their belongings carefully.

### Skateboards and Bicycles

During school hours, students must store skateboards and bicycles in a storage area designated by the school. Students may not ride their skateboards or bicycles during the school day or on school grounds. Students who do not adhere to these conditions will have their skateboards or bicycles confiscated and returned to the student, when appropriate, at the end of the school day.

### Lost and Found

Items that have been found at school should be returned to the office. Students who have lost an item at school may come to the office before school, during break, or after school to check the Lost and Found. Items in the Lost and Found will be discarded on a regular basis.

## Student Rights & Responsibilities

L. 10.0

Policy: Photo Release and Consent Agreement

Permission is granted by the student and the student's parent or legal guardian for the following terms of release and consent:

1. Permission for Green Dot to use the below-identified materials in connection with the publication and distribution of materials, in various media, regarding and/or promoting Green Dot and its activities, operations or accomplishments.
  - a. Video or film materials incorporating student's name, image, likeness, voice and/or spoken or written words.
  - b. Photographic materials incorporating student's name and/or image.
  - c. Printed materials incorporating student's name, likeness and/or image.
  - d. Telephonic or other recorded, electronic or digital materials incorporating student's name, voice and/or spoken or written words.
  - e. Web-based or other electronic or digital materials incorporating student's name, image, likeness, voice and/or spoken or written words.
2. Green Dot and any of its subsidiaries, affiliates, representatives or agents shall have the right to reproduce, publish, broadcast or otherwise use, throughout the world, in any medium (including, without limitation, print, radio, television, web or other online or electronic media), student materials, or any portion or derivation thereof, in connection with the discussion or promotion of Green Dot or any aspect of Green Dot. Such right shall include the right to reproduce the student materials, in whole or in part, and the right to create derivative works based upon the student materials. All materials prepared by Green Dot that incorporate, consist of, or include student's name, image, likeness, voice, words or any portion of student materials, including, but not limited to any copyrights or other intellectual property rights shall belong to Green Dot, and Green Dot shall be the author for all purposes.
3. Green Dot agrees to use student materials in a reasonable manner to fairly and truthfully represent the student.
4. Student and parent or legal guardian acknowledge and agree that he/she is able to give this release and consent, that he/she gives this release and consent voluntarily and without obligation or compensation. Student and parent or legal guardian further acknowledge and agree that he/she is not a member of SAG or other such professional organization.
5. Student and parent of legal guardian acknowledge and agree that Green Dot has complete creative control over its use of student's name, image, likeness, voice, words or student materials, and student waives any right of inspection or approval of any use of the student's name, image, voice, words or any of the student materials and any liability of Green Dot or its subsidiaries, affiliates, agents or representatives for such use including, without limitation, any typographical or printer errors, alterations, optical illusions or distortions, faulty mechanical or other reproduction arising out of the exercise of any of the rights granted in this Agreement.

## Student Rights & Responsibilities

L. 11.0

### Policy: Solicitation by Outside Organizations

Green Dot has adopted the following policy limiting advertising and soliciting for any cause, charity or benefit not sponsored by a Green Dot group or organization.

1. Students may not sell tickets or solicit contributions in the school for any external agency or charity unless it is a beneficiary of a Green Dot-endorsed charity drive.
2. The distribution of commercial handbills, cards, or other handouts in or around the school building is prohibited.
3. The school's name is not to be used in any testimonial or advertisement in support of a commercial product or enterprise.
4. Broadcasting by a commercial firm of any sports event or recording for later broadcast of any musical event must be approved by the Principal.

Groups, companies, individuals and/or staff and associations interested in the solicitation and recruitment of Green Dot students for trips, tours, ski and camping expeditions, and other similar activities shall not solicit and recruit such students at any time on school premises. Compliance with this prohibition makes it necessary to prohibit the practices hereinafter enumerated:

- The written or oral identification of the activity as being a "Green Dot trip," including the identification of employees with such activity
- The publication of news articles or the publication of paid advertisements describing the activity in student newspapers
- The solicitation of students or the promotion of the activity during school hours and on school premises
- The promotion of the activity or the solicitation of students for such activities at any time on the school grounds
- The promotion of the activity or the solicitation of students by using school mailing lists or school records

## Student Rights & Responsibilities

L. 12.0

Policy: Student equal access/limited public forum

To establish guidelines for the provision of student equal access in a limited public forum. This policy applies to all Green Dot Public Schools Tennessee students and schools.

Limited public forum means public property that Green Dot Public Schools Tennessee provides for students as a place for expressive activity which may impose reasonable, content-neutral time, place and manner restrictions on certain groups or topics of speech; provided that the restriction is necessary and narrowly tailored to serve a compelling state interest. (Definition as used in state law, TCA 49-6-1801)

It is the policy of Green Dot Public Schools Tennessee to establish a limited public forum. In doing so, guidelines are set forth below: 1) for the provision of student equal access in a limited public forum; 2) to prevent discrimination against a student's voluntary expression of a faith based viewpoint, if any; and 3) to eliminate any actual or perceived affirmative school sponsorship or attribution to Green Dot of a student's expression of a religious viewpoint, if any.

### Noncurriculum-related Student Meetings (Religious, Political, Philosophical, or Other Content)

Before the beginning and after the end of a school day, students in grades 9 through 12 may initiate noncurriculum-related meetings regardless of the political, philosophical, or other content of the speech at the meeting. Additionally, before the beginning and after the end of a school day, all students may initiate noncurriculum-related meetings regardless of the religious content of the speech at the meeting. The use of school media, such as the public announcement system, the school paper, and the school bulletin board used to announce meetings must be applied to all noncurriculum-related groups in a non-discriminatory manner. No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three (3) days prior to the proposed date.

The principal shall approve the meeting if from the application he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the government or its agents or employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of Green Dot are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Nonschool persons will not direct, control or regularly attend. (A nonschool person is a person not: (1) employed by Green Dot (e.g., school/home office staff) or (2) acting on behalf of Green Dot (e.g., official GDPS volunteers, partners, vendors, etc.)

Additionally, while Green Dot Public Schools Tennessee shall not discriminate on the basis of its viewpoints when making facilities available for student use, Green Dot shall (1) adhere to applicable federal/state laws and local ordinances and regulations; and (2) reserve the right to impose reasonable, content-neutral restrictions on the time (i.e., specific time and/or day), place (i.e., location), and manner (i.e., activities) of use of Green Dot facilities.

The following are parameters for the time, place, and manner of activities:

- The activity does not unduly disrupt traffic, either vehicular or pedestrian.
- The activity does not create unreasonable safety risks.
- The activity does not use unauthorized sound amplification equipment or create unreasonable noise disruption.
- The location will be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement.

- Expression that is obscene, defamatory, or consists of fighting words, threats of physical harm, insightful of imminent lawless action or otherwise not entitled to protection as expression is not permitted.

#### Student Expression of Religious Viewpoints

Green Dot shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner, as provided pursuant to this policy, in which it treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint, if any, expressed by the student on an otherwise permissible subject.

#### Student Speeches

When Green Dot determines that it is appropriate to allow a student speaker to publicly speak at a school event, Green Dot shall:

1. Provide the forum in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. Provide a method, based on neutral criteria, for the selection of student speakers at school events and graduation ceremonies;
3. Ensure that a student speaker does not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use; and
4. State, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of Green Dot. (This disclaimer shall be provided at all applicable circumstances at school events and shall also be provided for any communications in which a student makes a public expression, for as long as a need exists to dispel confusion over Green Dot's nonsponsorship of the student's communications.)
5. Student expression on an otherwise permissible subject may not be excluded from the limited public forum because the subject is expressed from a religious viewpoint.

#### Student Work

Students may express their written beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the student's submissions. Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate academic concerns identified by Green Dot. Students may not be penalized or rewarded based on the religious content of the student's work.

#### Student Groups

Students may organize religious student groups, religious clubs, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other noncurricular student activities and groups. Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the students' expression. If student groups that meet for nonreligious activities are permitted to advertise or announce meetings of their groups, then Green Dot may not discriminate against groups that meet for prayer or other religious speech. Green Dot may disclaim school sponsorship of noncurricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in expressions of faith or religious speech. (Religious student groups, religious clubs, "see you at the pole" gatherings, or other religious gatherings shall adhere to the guidelines for Noncurriculum-related Student Meetings (Religious, Political, Philosophical, or Other Content) as set forth above).

Principals are responsible for ensuring that this policy is administered at his/her school; the Executive Director is responsible for ensuring that this policy is followed.

## **Student Rights & Responsibilities**

**L. 13.0**

### Policy: Textbooks and Instructional Materials

Students assume full responsibility for the security and maintenance of their own textbooks. Should books be lost, stolen, damaged, or defaced after issuance to a student, that student will be required to pay a replacement fee before a new book is issued or at the end of the academic year. Students are required to keep textbooks covered and in good condition. Students may not write in or deface their textbooks.

Students may lose the privilege of participating in school activities due to lost or damaged textbooks. These activities include, but are not limited to: dances, field trips, prom, and senior activities.

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable (instructional) program shall be available for inspection by the parents or guardians of students.

Parents may request to review instructional materials by submitting a written request to the principal. A grievance may be submitted in writing by the parent within five days of reviewing the material. The principal will have five days to respond to the grievance.

## Student Rights & Responsibilities

L. 14.0

### Policy: Transportation of Students

Green Dot is committed to transporting students safely and recognizes that, in addition to general busing of students by licensed bus drivers, situations arise that require student transportation by the staff of Green Dot or its family of schools. Such situations include transportation of students for:

- Green Dot or school-sponsored field trips, excursions, or other extracurricular activities (e.g., athletic competitions); and
- compelling circumstances (e.g., an emergency situation reasonably requiring action to help ensure student safety and/or health).

Without preventative measures, the foregoing situations may expose Green Dot to potential legal liability. Unconventional transportation arrangements (e.g., staff driving students home after an extracurricular activity), or students being left on or near campus without transportation, elevate the risk of liability to Green Dot and its family of schools. To help avoid such liability, employees of Green Dot or its family of schools shall not transport students in their personal vehicles unless the:

- student's parent has completed the Transportation Permission and Release of Liability Form and returned it to the student's school of attendance; and
- the driver has completed the Employee Driver Agreement, which has been approved by an administrator at the employee's assigned school.

#### EXITING THE BUS AT ALTERNATIVE LOCATIONS

State law requires that a student whom a parent or guardian desires to exit a school bus at a destination other than the student's regular bus stop on the student's return bus route after dismissal of school shall provide the bus driver with a signed note from the parent or guardian informing the driver of the change in the student's bus stop for that day. The driver shall be required to turn the signed note over to the student's school principal or other school authority as soon as practicable after completion of the route.

#### UNRULY STUDENTS

In accordance with state law, a driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver and exiting the bus without the driver's permission at a point other than the student's destination for that trip.

#### TRANSIT TIME

No pupil shall be allowed to remain in transit to or from school on a school bus more than one and one half (1 ½) hours in the morning or one and one half (1 ½) hours in the afternoon, in accordance with state law

#### HOMELESS and FOSTER CARE TRANSPORTATION

By federal law, student who lose their homes may continue in their school of origin. Transportation must be provided, within reason, if requested. Transportation should be from a temporary residence, shelter or transitional housing.

Under federal law, students placed in foster care may also continue in their school of origin. Transportation must be provided, within reason, if requested. Transportation should be from the student's residence. If you are homeless or in foster care, contact your school's principal and/or the GDPST Director of Student Services, who will begin procedures to initiate transportation services. It is important to notify all parties involved of any changes to the family's housing status.

#### ALTERNATIVE EDUCATION TRANSPORTATION SERVICES

When students are remanded to an alternative education school, the sending school should ensure transportation accommodations have been made. These may include, but are not limited to, public bus passes, school bus routes, and private vehicle pick-up. If a student is expelled or remanded to a second alternative school, transportation is the parent/guardian's responsibility.

#### COMPLAINT PROCESS

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and
2. Complaints may be submitted via phone or email

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and the date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's finding as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students.

## Student Rights & Responsibilities

L. 15.0

Policy: Uniform Complaint Procedures

### PURPOSE

Green Dot recognizes the primary responsibility to ensure its compliance with applicable state and federal laws and regulations governing Green Dot's educational programs. Accordingly, Green Dot shall investigate complaints alleging failure to comply with such laws and regulations, or alleging unlawful discrimination, harassment, intimidation, or bullying.

Further, Green Dot shall seek to resolve any complaint alleging unlawful discrimination, harassment, intimidation, and/or bullying in Green Dot programs based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or based on association with a person or group with one or more of these actual or perceived characteristics.

Green Dot will disseminate this policy annually to Green Dot employees, students, parents/guardians, appropriate school officials or representatives, school advisory committees, and other interested Green Dot parties.

### FILING A COMPLAINT

Prior to filing a formal complaint, Green Dot encourages the early, informal resolution of complaints at the school site level whenever possible.

Any individual, public agency, or organization may file a written complaint that alleges a violation of federal or state laws or regulations governing Green Dot's educational programs or unlawful discrimination as identified above.

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he or she personally suffered unlawful discrimination, harassment, intimidation, or bullying, or by a person who believes that an individual or any specific class of individuals has been subjected to it. Such a complaint must be filed no later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the school principal or designee may extend the filing period for up to 90 calendar days.

Complaints are to be submitted, in writing, to the principal at the school at which the alleged violation occurred. Such complaints must include the following:

- The underlying facts;
- Details, such as the name(s) of the those involved (including witnesses) as well as the date(s) and location(s) of the incident or alleged violation;
- Information regarding any attempts to address the complaint at the school site; and
- Copies of written documentation or evidence that may be relevant or supportive of the complaint.

Any individual who is unable to prepare a written complaint (e.g., disability or illiteracy) can receive assistance from the school site administrator or designee, or by contacting the schools site at which the alleged violation occurred.

Green Dot shall maintain confidentiality of the involved parties to the maximum extent practicable without obstructing the investigation. Green Dot prohibits any form of retaliation against any complainant in the process.

Participation in the complaint process shall not in any way affect the complainant's status, grades, or work assignments.

#### COMPLAINT INVESTIGATION AND FINAL RESPONSE

Green Dot shall complete an investigation and provide a written final response within 60 calendar days from the date of receipt of the complaint by the school principal unless the complainant agrees, in writing, to an extension of the timeline. The principal or designee shall provide the complainant and/or his or her representative with an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The principal or designee also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the principal or designee with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

Green Dot's final response shall include the following:

- The finding(s) of fact based on the evidence gathered;
- The conclusion(s) of law;
- Disposition of the complaint;
- Rationale for such disposition;
- Corrective action, if any are warranted; and
- Notice of the complainant's right to appeal the final response within 15 calendar days to the Green Dot Public Schools Tennessee Board of Directors and procedures to be followed for initiating such an appeal.

The principal of the school at which the complaint was filed shall maintain a record of each complaint and subsequent related actions, including, but not limited to, Green Dot's final response.

#### APPEAL

The complainant has a right to appeal Green Dot's final response to the Green Dot Public Schools Tennessee Board of Directors with a written appeal within 15 calendar days from the receipt of Green Dot's final response. The appeal shall specify the basis for the appeal and whether the findings of facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the original complaint filed with Green Dot and a copy of Green Dot's final response.

**Student Rights & Responsibilities**

**L. 16.0**

Policy: Work Permits

No minor under eighteen years of age is allowed to work without a work permit. Students can obtain a “School Verification for a Work Permit” and a “Request to Issue Work Permit” from the Office. Students must have a minimum of a 2.0 GPA to obtain a work permit.

**Student Services Policy**

**M. 1.0**

Policy: Equal Education Opportunities

At Green Dot all students shall be afforded the right and opportunity to an equal education. No student shall be excluded, segregated or discriminated against in the Green Dot Public School environment for reasons of race, ethnicity, color, national origin, gender, economic status, sexual orientation, actual or perceived disability, religion, or religious affiliation.

**Student Services**

**M. 2.0**

Policy: English Language Learners

English Language Learners (ELL) are non-English language background students whose level of oral, reading, and written proficiency in English does not allow them to fully benefit from the curriculum and creates difficulty in regular classroom curriculum without specially designed modifications. ELL students have not yet met the definition of fluent English proficient (FEP). If the inability to understand, speak, read, or write the English language excludes a student from effective participation in the educational programs offered by the school, the school shall take appropriate action to rectify the English language deficiency in order to provide the student equal access and participation in its programs. The school shall develop and periodically update a local plan for providing ESL services for students whose native or dominant language is not English. The plan for implementation of appropriate instruction and ESL services for students who have limited English proficiency shall be in accordance with the current Rules, Regulations, and Minimum Standards of the State Board of Education, and state, and federal law.

## Student Services Policy

M. 3.0

Policy: Homeless, Migrant, and Foster Care Students

Educational services will be provided for homeless or migrant students in accordance with local, state and federal guidelines. A homeless child lacks fixed, regular and adequate residence or has a primary residence in a supervised publicly or privately operated shelter for temporary accommodations, a public or private place not designated for use as regular sleeping accommodations for humans.

Homeless children and youth have the following rights:

1. The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment (e.g., such as previous academic records, immunization records, proof of residency or other documentation). GDPST will request previous academic records to determine the appropriate courses for the student to be enrolled in. A review of the student's transcripts will be used to determine credits completed towards graduation; and
2. The right to attend (1) his/her school of origin, (2) last school attended, or (3) the school in attendance area where the family or youth is currently residing, based on the parent's request of views of an unaccompanied homeless student and where feasible to GDPST considering the best interests of the child; and
3. The right to receive transportation (i.e. bus pass, etc.), within reason, to his/her school, if this is requested by the parent or GDPST staff charged with assisting homeless students; and
4. The right to services comparable to those received by housed schoolmates including transportation and supplemental educational services; and
5. The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited.

Parents/guardians are required to submit contact information to the school's homeless coordinator. Information regarding a homeless student's living situation shall not be considered directory information.

By federal law, students who lose their homes shall continue in the building they attend for that entire school year.

Parents are to contact school leaders to begin the process who will then, in turn, notify the coordinator for transportation services to set up transportation. It is important to notify all parties involved of any changes to the family's housing status.

Green Dot Public Schools Tennessee administration is directed to identify migratory students, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory students, GDPST will:

1. Identify migratory students and assess the educational and related health and social needs of each student. Students identified will be coded in EIS and data will be verified by the school counselor;
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, language programs, counseling programs, elective classes, etc.;
3. Provide migratory students with the opportunity to meet the same statewide assessment standards that all students are expected to meet;
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for GDPST staff and;
5. Provide parents an opportunity to participate in the program.

If a migrant student is identified by GDPST, the Executive Director or designee shall notify the Tennessee Department of Education and request assistance if needed.

#### FOSTER CARE STUDENTS

It shall be the policy of Green Dot Public Schools Tennessee to enroll students who are required by Tennessee law to attend school in grades K-12 who have been placed in foster care or who are awaiting placement in foster care. Inability to produce records that are required for enrollment shall not be grounds for denying admission of a student who has been placed in foster care or who is awaiting placement in foster care.

The foster care student shall be enrolled or remain enrolled in the child's school of origin, unless a determination is made that it is not in the child's best interest to attend the school of origin, which decision shall be based on all factors relating to the child's best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

GDPST will request previous academic records to determine the appropriate courses for the student to be enrolled in. A review of the student's transcripts will be used to determine credits completed towards graduation.

GDPST Student Services will work with the Tennessee Department of Children's Services to develop a plan regarding how transportation for children in foster care will be provided, arranged, and funded, and which ensures that:

- A. Children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with federal law; and
- B. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, GDPST will provide transportation to the school of origin if-
  1. The Tennessee Department of Children's Services agrees to reimburse GDPST for the cost of such transportation;
  2. GDPST agrees to pay for the cost of such transportation; or
  3. GDPST and the Tennessee Department of Children's Services agree to share the cost of such transportation.

## Student Services Policy

M. 4.0

Policy: Special Education (ASD)

The ASD is the local education agency (LEA) for all students with disabilities (including students eligible for IEPs or 504s) geographically zoned to attend schools operated by the ASD. Green Dot offers a full continuum of service options to meet the needs of all students. Unless otherwise required by a student's individualized education program (IEP), all students with disabilities may attend the same zoned school as her or his nondisabled peers, as the vast majority of special education needs can be met in the Least Restrictive Environment (LRE) at any ASD school. In situations where an IEP team (including the parent/guardian) decides a placement outside the ASD is in the best interest of the student, the home school remains responsible for monitoring the service provisions and IEP compliance for the student. Each school shall provide access to a free appropriate public education to all disabled children ages 3-21, inclusive, residing within the jurisdiction of the school system.

The plan for implementation of appropriate instruction and special education services shall be in accordance with the current rules, regulations and minimum standards of the State Board of Education, and State, and federal law. Administrators, principals and teachers are responsible for providing an IEP or 504 Plan for each disabled student and for adhering to all components of the plan. Each ASD school will annually distribute and maintain a copy of "Procedural Safeguards" for all students with disabilities.

EXTERNAL PLACEMENT: Schools are expected to develop Special Education programs within their school to support the needs of enrolled students. In the rare case, when a student's needs are so extreme that the school is not equipped to provide the most appropriate services, Green Dot Public Schools may externally place, or partner with outside Service Providers (e.g., SCS, MNPS, or private providers) to provide appropriate services with the cost to be billed to the Operator.

## **Student Services Policy**

**M. 5.0**

Policy: Student Study Team

The Student Study Team is an efficient and effective way to bring together all resources, human and programmatic, to support students having difficulties in regular classes. This is a concentrated solution-seeking meeting where all the needed persons, including the student and parent, are present at the same time. The SST is an expression of the school's concern for students and provides a supportive atmosphere for students to become actively involved in determining their own needs and in implementing strategies designed to help them.

The goals of the SST are to:

- Work with the student and parent to identify causes of poor academic performance, disruptive behavior, and potential developmental problems
- Work with the student and parent to identify viable interventions that could occur before a student's poor academic performance results or behavior issues
- Discuss a variety of academic interventions and/or positive behavioral reinforcements and develop strategies that have a high likelihood of positive academic and behavior performance
- Inform parent and student of the referral process, where the student is in the process and the consequences of further poor academic performance and/or disruptive behavior
- SSTs are also established to fulfill requirements of current federal and state legislation.

**Student Services**

**M. 6.0**

Policy: 504 Plans

Section of the Rehabilitation Act of 1973 states that no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (29 USC 794)

- Compliance monitored by the Office of Civil Rights.
- Applies to all institutions receiving federal financial assistance, such as public schools.
- Schools are obligated to provide a "free appropriate public education" (FAPE) to children with a disability.

Section 504 prohibits discrimination while assuring that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. If you would like to know more about 504 Plans or other types of assistance available to your student, please contact your Principal. Please refer to the Uniform Complain Procedures Policy L.14.0 for information regarding filing a complaint or investigations.

## 2018-2019 Student Policy Manual Signature Page

This Student Policy Manual contains important information about your child's school and Green Dot Public Schools Tennessee. My signature below hereby certifies that:

- I have read this Student Policy Manual, and I understand my rights and responsibilities described in the policies herein;
- I understand that I should contact the school office or Principal regarding any questions I have that are not answered in this Student Policy Manual; and
- I understand that the policies described in this Student Policy Manual may change at any time.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **BLUFF CITY HIGH SCHOOL - STUDENT HANDBOOK ADDENDUM**

This school is a charter school authorized by the Tennessee State Board of Education, which serves as the overseeing school district. This document provides important contact information for the school district as well as a link to school district resources and information for parents and students.

### General Contact Information:

**TN State Board of Education**  
**710 James Robertson Parkway, 1st Floor**  
**Nashville, TN 37243**

Main Phone: **(615) 741-2966**

Email: **Stateboard.Schools@tn.gov**

State Board of Education District Staff:

**Director of Schools:** Dr. Sara Morrison Sara.Morrison@tn.gov (615) 741-2966

**Director of Charter Schools:** Tess Stovall Tess.Stovall@tn.gov (615) 770-1190

**Deputy Director of Charter Schools:** Jay Whalen Jay.Whalen@tn.gov (615) 837-5142

**Deputy Director of Policy and Accountability:** Angie Sanders Angela.C.Sanders@tn.gov (615) 507-6979

**Special Education Coordinator:** Kelly Johnson Kelly.R.Johnson@tn.gov (615) 741-2966

**Federal Programs Coordinator:** Julie McCargar Julie.McCargar@tn.gov (615) 741-2966

Website:

The State Board of Education has school district policies and procedures that apply to all of its schools. These policies and procedures, along with additional information about the school district and its schools are located on their website at: [www.tn.gov/sbeschools](http://www.tn.gov/sbeschools)

*A Spanish version of the Student Handbook Addendum is available from GDPST and the State Board.*

## **BLUFF CITY HIGH SCHOOL CLUBS AND ORGANIZATIONS – STUDENT HANDBOOK ADDENDUM**

Bluff City High School offers the following clubs and organizations:

- Student Ambassadors
  - The mission of the Student Ambassador program is to cultivate a campus culture of academic support, engagement and excellence. As student leaders, Bluff City Student Ambassadors serve as positive role models, help new and prospective students feel more connected to the school community, support student leadership growth, and positively represent the Bluff City student body.