



GREEN

CHARTER SCHOOLS

Family Handbook
2022-2023

**GREEN CHARTER SCHOOLS
SOUTH CAROLINA**

GREEN Upstate High School (9-12)
356 Centerpointe Boulevard
Simpsonville, SC 29681
upstatehs@scgreencharter.org
864.509.6302

GREEN Charter Middle School (6-8)
211 Century Drive
Greenville, SC 29607
gylms@scgreencharter.org
864.241.0151

GREEN Charter Elementary School (K-5)
1440 Pelham Road
Greenville, SC 29615
gvles@scgreencharter.org
864.288.4134

GREEN Charter School Midlands (K-8)
7820 Broad River Road
Irmo, SC 29063
midlands@scgreencharter.org
803.563.5387

GREEN Charter School Spartanburg (K-8)
8150 Warren H. Abernathy Highway
Spartanburg, SC 29301
spartanburg@scgreencharter.org
864.586.3939

GREEN Charter School Lowcountry (K-7)
8717 Old University Boulevard
North Charleston, SC 29406
lowcountry@scgreencharter.org
843.501.7911

Table of Contents

A MESSAGE FROM OUR EXECUTIVE DIRECTOR	4
Strategic Plan: February 2021 - June 2024	5
GREEN School Calendar 2022-2023.....	7
General Overview	8
Mission Statement	8
Vision Statement.....	8
Non-Discrimination Statement.....	8
For Families Experiencing Homelessness	8
Special Programs.....	9
Child Find.....	9
English as a Second Language	9
Special Education Services	9
Section 504 Services	9
Individualized Educational Plans.....	9
Students Experiencing Learning Difficulties	10
Admission and Enrollment	10
Admission Applications	10
Lottery	10
Lottery Priority Exceptions	10
Acceptance Procedures.....	10
Grading System & Reporting	11
Attendance	12
Tardiness	12
Early Dismissal.....	12
Written Excuses.....	12
Excused Absences.....	13
Unexcused Absences	13
Truancy	13
Withdrawal.....	14
School Dress Code Guidelines.....	14
Student Code of Conduct	15
Behavior in the Classroom	16
Behavior Outside the Classroom	16
Guidelines for Student Conduct at GREEN	16
Discipline Policy	17

Prohibition Against Firearms and Weapons.....	18
Prohibition of Alcohol and Tobacco	18
Drug-Free School Notice	18
Health Policies	18
Visits to the Health Room	18
Contacting Parents/Legal Guardians	19
Illness Protocol	19
Immunization Requirements.....	19
Student Medication Policy.....	19
Youth Suicide Prevention and Intervention Policy	21
Important Resources	21
Communicable Diseases	21
Head Lice.....	21
School Safety Protocols	22
Visitors	22
No Solicitation Policy	22
Cell Phones/Electronic Devices.....	22
Animals on Campus.....	22
Hall Passes	23
Car Lines.....	23
After-School Activities.....	24
After-School Care Program	24
Classroom Observation	25
Student Drivers	25
Field Trips.....	25
Volunteers.....	25
Parent Volunteer Organization	26
Student Grievance Policy	27
Student Records	27
Inclement Weather.....	27
School Communication	27

A MESSAGE FROM OUR EXECUTIVE DIRECTOR



Dear GREEN Charter Schools Families and Staff:

The 2022-2023 school year is upon us. With enthusiasm, I share this handbook with you. This is a defining time in the history of GREEN Charter Schools, and we have never been more aligned as a school system or more prepared to serve you. As a native New Yorker, I must quote Yogi Berra when he said, “The future ain’t what it used to be.” The future of GREEN Charter Schools is a bright, beautiful GREEN and we are so glad you are part of our team GREEN.

This handbook is just a first step to help you become familiar with GREEN Charter Schools and understand our expectations and commitment to your success. GREEN Charter Schools is a special place to work and learn for our students AND our staff. We appreciate your full involvement and support for our collective and deliberate efforts to serve our students. Our learning communities are rich, vibrant, well-structured, and safe to optimize autonomy, mastery, and purpose for everyone at GREEN.

At GREEN, we believe that every member of our learning communities, our students, staff, parents, or leaders, is deserving of a *Voice and Choice* in academic, social, and professional pursuits. This is a simple and highly prized ideal embedded within the GREEN strategic plan as well as a brand promise of myself, our leaders, and the Executive Board. We are committed to this work in this manner.

This handbook is developed from our policy manual and aligned with South Carolina and federal education law. We ask that you review it. From time to time, as we pursue continuous improvement, the guidance contained in this handbook will need to be improved. When that occurs, we will communicate with you so you may understand our new expectations and adjust accordingly. On behalf of all of us at GREEN, we are so excited for the future and how we can ALL achieve our personal and professional Dreams and Aspirations!

At your service,

Thomas F. Cronin
Executive Director
GREEN Charter Schools



GREEN for All - All for GREEN

The Global Renewable Energy Education Network (GREEN)

Strategic Plan: February 2021 - June 2024

The GREEN Strategic Plan is approved by the Executive Board to serve all levels of our organization. It represents our areas of focus for improvement from February 2022 through June 2024. This plan will be reviewed and adjusted to ensure it remains a living document.

GREEN MISSION: Why do we exist?

The Global Renewable Energy Education Network (GREEN) will prepare students in STEM to creatively and responsibly impact our complex world in renewable energy, sustainability, and conservation efforts.

GREEN GOALS: What is our direction?

- **Customer Satisfaction:** GREEN is committed to serving the development of conscientious global citizens aware of our growing energy demands and its impact on our complex world. This service will include a regular feedback loop across all aspects of our schools ensuring we are meeting the needs of our students, families, and the high expectations we have for ourselves.
- **Increase Quality:** We will develop an effective approach focused on high quality student and staff success. This will require us to effectively and efficiently manage all resources, responsibilities, and talent. We will seek excellence without exception.
- **Capacity Development:** GREEN's success will depend on the quality of our professional staff and the adequacy of our facilities to fulfill our mission. We will grow our personnel and improve our instructional settings toward creating expanding options that better serve our customers. In addition, we will offer our educational expertise regionally, statewide, and beyond.
- **Fiscally Sound:** We will review our budget development process and increase net revenue, create fiscal strength, ensure stability, and fund new programs and services.

CORE PRINCIPLES: What do we believe?

1. We believe autonomy, mastery, and purpose will be applied to every member of our organization and school communities.
2. We believe our collective efforts will develop integrated global citizens.
3. We believe in the dignity and contributions of all members of our school communities.
4. We believe in the value of and need for high quality productive human relationships.
5. We believe in building confidence, character, and leadership, so that our students can excel in a complex world.
6. We believe in teaching curiosity and critical thinking skills, so that we can empower students to be lifelong innovators and creative problem solvers.
7. We believe in supporting the personal and professional goals of all staff.

SUPER-GOALS - What are our long range, highly challenging goals?

1. GREEN will increase its reserve fund by 30% by June 2024.
2. GREEN will raise enrollment across the GREEN network to 3000 students by June 2024.

Key Steps: What big steps do we have to take?

1. Create our GREEN graduate profile and program frameworks for K-5, 6-8 and 9-12.
2. Create policies and procedures for students, staff, fiscal, instruction, and operations.
3. Ensure high quality alignment in all operations and instruction
4. Increase relational capacity across our schools and our stakeholders.
5. Implement a facility plan to support our instructional program and future expansion.
6. Effectively plan for all student transitions.
7. Ensure full transparency of all processes.
8. Utilize curriculum benchmarks to inform instruction.

VISION: What do we want to see?

At GREEN, every student is empowered to pursue their dreams and equipped to impact the world for the better.

STAFF SANDBOX: Where do we want to play?

We will support our staff's right to autonomy, mastery, and purpose in aligning their professional goals to GREEN's Strategic Plan.

SMART NUMBERS: How will we know we are successful?

1. Student accomplishments and their impact on our communities
2. Student enrollment & retention
3. Staff engagement, retention, and leadership development
4. Corporate partnerships aligned with our mission
5. Number of students on our waiting lists
6. State assessments and benchmark assessment data
7. SCPCSD Approval of Amendments and expansion
8. Community outreaches, partnerships, and fundraising events
9. Transition data and discipline referral information
10. Staff, student, and parent surveys as well as telephone interviews
11. Anecdotal evidence regarding student engagement and school connectedness.
12. District provided school performance framework and school report card
13. Parent Engagement
14. Comparison with other STEM curricula and other STEM schools

BRAND PROMISE: What is our service promise to our customers?

We promise to be thoughtful and responsive to the needs of all students and receptive to the input of parents and the community. We are *GREEN for All* which speaks to the value of renewable energy, sustainability, and conservation efforts. We are *All for GREEN* to create the togetherness needed to fulfill our mission and this strategic plan. ***GREEN for All - All for GREEN.***

THE PROCESS:

The Executive Director and the Executive Team will develop plans that build from this strategic plan. The plans will be measurable and inform our overarching goals.

GREEN School Calendar 2022-2023

All campuses

		July 2022							January 2023								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
Independence Day	4						1	2	1	2	3	4	5	6	7	Teacher Workday - No School	2
		3	4	5	6	7	8	9	8	9	10	11	12	13	14	End of Q2/S1 (89th Day)	6
		10	11	12	13	14	15	16	15	16	17	18	19	20	21	- In Session, Early Release	
		17	18	19	20	21	22	23	22	23	24	25	26	27	28	MLK Day - No School	16
		24	25	26	27	28	29	30	29	30	31						
		31															
		August 2022							February 2023								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
First Day of School	10		1	2	3	4	5	6				1	2	3	4		
		7	8	9	10	11	12	13	5	6	7	8	9	10	11		
		14	15	16	17	18	19	20	12	13	14	15	16	17	18	Early Release Day	15
		21	22	23	24	25	26	27	19	20	21	22	23	24	25	Presidents' Day - No School	20
		28	29	30	31			26	27	28							
		September 2022							March 2023								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
Labor Day - No School	5					1	2	3				1	2	3	4		
		4	5	6	7	8	9	10	5	6	7	8	9	10	11	End of Qtr 3 (131st Day)	9
		11	12	13	14	15	16	17	12	13	14	15	16	17	18	Teacher Workday - No School	10
Early Release / Parent Conference Day	21	18	19	20	21	22	23	24	19	20	21	22	23	24	25		
		25	26	27	28	29	30	26	27	28	29	30	31				
		October 2022							April 2023							Spring Breaks will take place in March or April and will be announced by each campus.	
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
End of Qtr 1 (46th Day)	13							1							1		
		2	3	4	5	6	7	8	2	3	4	5	6	7	8		
		9	10	11	12	13	14	15	9	10	11	12	13	14	15		
		16	17	18	19	20	21	22	16	17	18	19	20	21	22		
Teacher Workday - No School	14	16	17	18	19	20	21	22	16	17	18	19	20	21	22		
Early Release Day	26	23	24	25	26	27	28	29	23	24	25	26	27	28	29	Early Release Day	26
		30	31					30									
		November 2022							May 2023								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
Election Day - No School	8			1	2	3	4	5		1	2	3	4	5	6	Early Release Days	22-25
		6	7	8	9	10	11	12	7	8	9	10	11	12	13	Last Day (180th Day)	25
		13	14	15	16	17	18	19	14	15	16	17	18	19	20		
Thanksgiving Break - No School	21-25	20	21	22	23	24	25	26	21	22	23	24	25	26	27	Memorial Day	29
		27	28	29	30			28	29	30	31				Weather MakeUp Days	30-31	
		December 2022							June 2023								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
Winter Break	19-30					1	2	3					1	2	3	Weather MakeUp Days	1
		4	5	6	7	8	9	10	4	5	6	7	8	9	10		
		11	12	13	14	15	16	17	11	12	13	14	15	16	17		
		18	19	20	21	22	23	24	18	19	20	21	22	23	24	Tentative Start Date	
		25	26	27	28	29	30	31	25	26	27	28	29	30		for 23-24 School Year:	
															8/9/2023		

 Campus Closed
 Only Staff on Campus
 Weather Make-up days
 Term End Dates
 Early Release Days
 Student Orientation Day

General Overview

This Family Handbook contains helpful information regarding GREEN Charter School's (GREEN's or School's) policies and procedures, and includes topics such as admission and enrollment, special programs, student safety protocols, the school dress code, academics, health policies, and more. This overview is not legally binding and is not intended to replace the actual policies and procedures established by the School's Board of Directors (Board). The administration and the Board reserve the right to amend or delete any rules and regulations contained herein when deemed necessary to facilitate the smooth operation of the School.

Mission Statement

The Global Renewable Energy Education Network (GREEN) will prepare students in STEM to creatively and responsibly impact our complex world in renewable energy, sustainability, and conservation efforts.

Vision Statement

At GREEN Charter Schools, every student is empowered to impact the world for the better.

Non-Discrimination Statement

GREEN is committed to a policy of nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, personnel, and community members who participate or seek to participate in its programs or activities. Therefore, the School does not discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law. The School will use the grievance procedures set forth in policy to process complaints based on alleged violations of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963; the Genetic Information Nondiscrimination Act of 2008; and Titles I and II of the Americans with Disabilities Act of 1990.

For Families Experiencing Homelessness

Students experiencing homelessness are insured specific educational rights and protections under the McKinney-Vento Homeless Education Assistance Act of 2001. Children who are homeless will be provided flexibility regarding certain policies and procedures. These include but are not limited to proof of residency, immunization requirements, educational program placement, award of credit, and graduation requirements.

Parents/legal guardians are encouraged to inform GREEN if you or your child are experiencing homelessness. School staff can share resources with you that may be able to assist you and your family.

Special Programs

Child Find

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate, and evaluate children with disabilities, regardless of the severity of their disabilities, who may need special education services.

English as a Second Language

GREEN offers English as a Second Language (ESL) services for students who are limited in their English proficiency. The goal of this program is to provide additional English language assistance to students, enabling them to become academically successful in all classes.

Students will be assessed with the state-approved Oral Language Proficiency and Norm-Referenced Test to qualify for placement in the program. If the test results indicate either limited oral or limited cognitive academic English ability, the student, with parent approval, is provided additional English language support.

Special Education Services

As required by Federal law, GREEN provides a Free Appropriate Public Education (FAPE) to each qualified student with a disability, regardless of the nature or severity of the disability. The School will consider a 504 plan for accommodations if a School-Based Leadership Team feels that a child may have a disability which would meet the criteria for such a plan. This can occur when a teacher identifies a student who is having difficulties, a parent requests a team to consider the needs of a student, or if a medical report has been submitted identifying a student as having a disability.

Section 504 Services

To be eligible for a 504 plan, the student must meet two separate criteria: The student must have a disability, and the student's disability must substantially limit a major life activity. In the context of school, this life activity can include tasks such as learning, communicating, and thinking. It can be related to schoolwork, such as a problem with executive functioning, to participating in a school activity, such as a severe allergy, or the need for physical accommodations.

Qualified students with disabilities will be placed in the regular educational environment, unless the School demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, the School will comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for non-academic and extracurricular services and activities, GREEN will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

Individualized Educational Plans

Every student who receives special education services has an Individualized Education Programs (IEP) which is developed by a team that includes but is not limited to a general educator, a special educator, a school psychologist, a school administrator, and the child's parent. This team will

consider the student's disability and determine the appropriate accommodations, supplementary aids, and/or services that are necessary to participate in the general curriculum. Parents of students new to GREEN should advise the School of any previous (IEPs) or special services their child received in the past.

Students Experiencing Learning Difficulties

If a student is experiencing learning difficulties in the classroom, the parent should contact the child's teacher to inquire about a general education referral and screening system for support services. The student will be evaluated for tutorial, compensatory, and other academic or behavioral support services including a process based on Response to Intervention (RtI).

Admission and Enrollment

Admission Applications

The School will conduct an enrollment period each year during which parents/legal guardians may register their children for the upcoming school year by a specified deadline. An enrollment preference is given to returning students who were enrolled at GREEN the previous school year. If an application is received after the submission period has passed, the applicant's name will be added to a waiting list behind the names of the applicants who applied before the deadline. If there is enough room for every interested student, the School will not need to conduct a lottery and students will be admitted on a first-come, first-served basis.

Lottery

If the School receives more applications than it has spots available, it will conduct a lottery for available seats in which student names will be selected at random, by grade, with spots offered in the order of names selected. Once all enrollment spots have been filled by the lottery, applicants will be placed on a waiting list in the order in which their name was drawn. If a vacancy arises before the beginning of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and removed from the waiting list. Applicants who remain on the waitlist must re-apply each school year within the required timeline.

Lottery Priority Exceptions

Lottery priority exceptions may be given if allowable by Board policy. For example, a simultaneous enrollment process for grades 6 and 9 will allow students enrolled at the Greenville campus preference for the GREEN Upstate location. Additionally, siblings of students already admitted to or enrolled at GREEN may be given priority consideration in the lottery if such a priority has been established by the Board in accordance with state law.

Acceptance Procedures

Parents/legal guardians of accepted students offered enrollment will be provided with a registration packet with instructions for registering. The registration packet must be completed and returned by the deadline in order to secure enrollment. If an enrollment offer is declined or if the submission deadline is missed, the student's seat will be offered to the next potential applicant on the waiting list.

Grading System & Reporting

The School strongly encourage parents to check their student's current progress in each course. Student grades may be reported either numerically or alphabetically on report cards. For Grades 2nd and above, any grade below 60 is considered failing.

Students in Kindergarten and first grade will receive hard copy report cards at the end of each quarter. Parents and students in grades second and above will be able to view grades on PowerSchool throughout the school year and at the end of each reporting period. Teachers will send an email to parents/legal guardians during a grading period in cases where it is apparent that a student may fail or is doing unsatisfactory work that may lead to failure in a course. The parents/guardians will be offered the opportunity for a conference with the teacher and/or an administrator to discuss the student's performance.

Grading Scales:

Students in Grades K5 -1

Grade	Definition
C	Consistently Meets Standards
S	Sometimes Meets Standards
R	Rarely Meets Standards
I	Introduced but not formally assessed
Blank	Not introduced at this time

Students in Grades 2-12

Grade	Grading Scale	Definition
A	90 - 100	Outstanding
B	80 - 89	Above Average
C	70 - 79	Average
D	60 - 69	Below Average
F	59 or Below	Failure to Make Progress
W	Withdrawal	Student withdrawn

Grading Scale for Related Arts in Grades K5-6

Grade	Definition
E (90-100)	Excellent
S (80-89)	Satisfactory
N (70-79)	Needs Improvement
U (0-69)	Unsatisfactory

For students with disabilities working on the Participatory Level, the scale is as follows:

P: Pass
NG: No Grade/Insufficient Enrollment

Category Weightings

Assignments for students in grades 2-12 will be placed into one of two categories as follows:

Major Grades - The average of the assignments in this category will count as 60% of the quarterly grade.

Minor Grades - The average of the assignments in this category will count as 40% of the quarterly grade.

Attendance

GREEN strongly believes that regular school attendance is an essential factor in student success. Parents/legal guardians are responsible for ensuring that their child attends school consistently.

Tardiness

Parents/legal guardians and students should make every attempt to ensure that the student arrives on time for school each day. Students who are late for the start of school and who do not drive themselves must have their adult driver come to the Main Office to sign in each student as tardy (this rule applies to carpools as well). Students who drive themselves and are tardy shall also report to the Main Office upon arrival at school.

Once the student(s) have been properly signed in, they will receive a late slip for admittance to class. Tardiness due to medical reasons should be accompanied by a physician's note and will be deemed excused. Habitual unexcused tardiness may result in disciplinary action.

Early Dismissal

Leaving school prior to the official end of the school day is considered an early dismissal. Persons picking up a student must be prepared to show a photo ID and have been previously authorized by the parent/legal guardian to pick up the student and officially recorded in the student's file.

Written Excuses

Students are allowed ten absences per school year. Any student who misses school must provide a written excuse upon their return, signed by a parent, legal guardian, or physician. This excuse note must be presented within two school days of returning to school. The school administration will keep all excuses confidential.

The excuse note should include the student's name, date(s) of absence, the reason for the absence, telephone number of parent, legal guardian, or doctor, and the required signature. An excuse not properly submitted may result in the absence being recorded as unexcused.

If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, his/her teacher will refer the student to the school administration for disciplinary action.

Notes from parents/legal guardians will excuse a student's absence until they hit the maximum allowable absences. After that point, their absence will be excused only if the student presents an

official medical note from the physician treating the child stating that the student had to be out the entire day for each day they missed.

Excused Absences

Lawful excused absences include but are not limited to absences due to:

- a) Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician's statement within two (2) days of the student's return to school.
- b) Absences due to an illness or death in the student's immediate family verified by a statement from the parent/legal guardian within two days of the student's return to school.
- c) Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the administration in writing.
- d) Absences for students whose parents/legal guardians are experiencing a military deployment. Specifically, absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the administration so that the student can visit with his or her parent/legal guardian relative to such leave or deployment of the parent/legal guardian.
- e) Absences due to activities that are approved in advance in writing by the administration. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unexcused Absences

Unlawful absences include but are not limited to:

- a) Absences of a student without the knowledge of his or her parent/legal guardian.
- b) Absences of a student without acceptable cause with the knowledge of the parents/legal guardian.
- c) Suspension is not counted as an unlawful absence for truancy purposes.

Truancy

It is the intention of GREEN to ensure that all of its students succeed academically. Regular attendance at school is therefore needed, expected, and required by law. A child is categorized as either a truant, a habitual truant, or a chronic truant depending on the surrounding circumstances, as described below:

A. Truant: A child who has accumulated three consecutive unlawful absences or a total of five unlawful absences. The School will contact the parent/legal guardian to request a conference with the student and parent/guardian to address the absences via the development of a Truancy Intervention Plan.

B. Habitual Truant: A child who fails to comply with the Truancy Intervention Plan and accumulates two or more additional unlawful absences is considered a habitual truant. The parent/legal guardian will be sent a notification email and the child may need court intervention and an initial truancy

petition may be filed. The written Truancy Intervention Plan and all documentation of noncompliance must be attached to the truancy petition asking for court intervention.

C. Chronic Truant: A child who (1) has been through the school intervention process; (2) has reached the level of a habitual truant and has been referred to family court and placed under an order to attend school and (3) continues to accumulate unlawful absences is deemed a chronic truant. South Carolina law allows only ten unexcused absences per academic year before advancement is at risk. After 10 consecutive days of unexcused absences the School will drop the student from its enrollment on the 11th day.

Withdrawal

Voluntary

A student under 18 years of age may be withdrawn from school only by a parent or legal guardian. If you are withdrawing your child from GREEN for any reason, please contact the Main Office for a withdrawal form to ensure your child's records are sent promptly upon the request of the receiving school. All school property must be returned prior to withdrawal. Parents/legal guardians are also reminded that they must adhere to compulsory school attendance laws for their student.

Involuntary

Withdrawal may also be initiated by the School due to a student's failure to adhere to school rules and/or discipline policies.

School Dress Code Guidelines

The following Dress Code Guidelines are provided to assist our families and applies to all students at GREEN. Deviation from the Dress Code will result in a call to parents/legal guardians for a change of outfit or in possible disciplinary action for repeated offenses.

All clothing must be neat and clean without rips, tears, holes, patches, or frayed edges. Students should be dressed and groomed in a manner which keeps the focus on learning.

Attire for School Buildings:

Shoes

- Closed-toed shoes are required.
- Slippers, flip-flops, sandals, shoes with wheels, and open-toed shoes are prohibited.
- Tennis shoes are required for PE classes.

Bottoms

- All bottoms must be khaki or navy blue. Shorts must be at least fingertip length when standing with arms at the sides.
- Skirts, skorts, shorts, capri pants, and regular pants are permitted.
- All bottoms must be worn at the waist and undergarments shall not be visible.
- Leggings, athletic wear, sweatpants, joggers, and overalls are prohibited.
- Bike shorts or leggings for under skirts or jumpers are recommended.

- Students in **grades K-5** may also wear tan jumpers with the school logo over a polo shirt in navy blue, green, or white.
- Students in **grades 9-12** may wear jeans in standard shades of blue denim with no rips, tears, holes, patches, or frayed edges.

Tops

- GREEN Charter School-issued or approved logo shirts are required.
- GREEN Charter School logo hoodies are permitted.
- Solid navy blue vests, cardigans, sweaters, sweatshirts, and jackets are permitted.
- Any color long sleeve t-shirt may be worn under the short sleeve polo shirt during colder months.

Head Coverings and Hair

- Hats are not allowed. Only religious head coverings are permissible.
- Hair color and hair style should not be distracting to the learning environment.

Jewelry and Accessories

- All jewelry and accessories must be school appropriate. Spiked, oversized, or distracting or dangling items are not allowed.

Attire for Dress Down Days, Field Trips, and Other Events During School Hours

- Dress Down Days are typically held monthly as a fundraiser, with specific information given at school shortly before the event.
- Clothing worn on these days may not be revealing, expose undergarments, or display suggestive wording or illustrations.
- Leggings are not permitted unless worn under a dress or tunic-length top.

GREEN Charter-issued or approved branded apparel can be purchased in the main office on each campus or from the Lands' End School Store at www.landsend.com. **GREEN Upstate High School** has a separate school store at **322 Sports**. The link is on the school's website.

Land's End School Store Information

- Click on *School* followed by *Find Your School* and enter the School Code found below.
- Each campus has its own Lands' End School Code.

→ GREEN Greenville Elementary School	900194135
→ GREEN Greenville Middle School	900180795
→ GREEN Spartanburg	900194150
→ GREEN Midlands	900194143
→ GREEN Lowcountry	900194200

Student Code of Conduct

At GREEN, we believe in a culture of care. We continuously remind our students that their behavior, whether on campus or off, reflects on both them and on our School. It is our goal to provide close

communication with families at the onset of discipline problems, so that together we can find early solutions for any of our students facing behavioral issues.

Behavior in the Classroom

At GREEN, our faculty and staff work with our students to encourage a successful and cooperative learning environment. In the classroom, we ask students to model the following behavior:

- Respect themselves and others
- Follow directions the first time
- Be prepared for each class
- Keep hands and feet to yourself
- Transition quickly and quietly

Classroom teachers will address general classroom disruptions by taking appropriate in-class disciplinary actions. Should misbehavior continue or interrupt the instructional environment, the teacher may create a behavior agreement between the student and the teacher and/or hold a parent/legal guardian conference prior to referring the issue to the School administration. If violations are repetitive or serious in nature, immediate referral will be made to the administration.

Behavior Outside the Classroom

We also expect students to model good behavior outside of the classroom while on GREEN property or when participating or attending GREEN-sponsored events.

Students should follow the following rules while on any GREEN property:

- Students shall model behavior skills at all times while in the cafeteria or in other parts of the campus.
- Students are not permitted outside or in the gym during class periods unless accompanied by a teacher or in the possession of a hall pass issued by a staff member.

Guidelines for Student Conduct at GREEN

- A. Repeated violations of the Code of Student Conduct in school will be considered willful disobedience and/or open defiance of authority resulting in possible suspension or expulsion from the school for the remainder of the school year or a specific period of time.
- B. Federal and state laws grant individuals reasonable expectations of privacy, and freedom from unreasonable search and seizure of property. Such guarantees are limited and must be balanced against the School's responsibility to protect the health, safety, and welfare of all its students. Students may be subject to search of person or property if a reasonable suspicion exists that the student may have violated the Code of Student Conduct or state or federal law. Student lockers and other storage areas (including, but not limited to, motor vehicles, book bags, pocketbooks, notebooks, pockets, etc.) may be searched at any time.
- C. Students will be held responsible for having prohibited items in their personal control, including, but not limited to, items located in vehicles, backpacks, clothing, or with items belonging to someone else.
- D. Technology-based infractions may result in a suspension of network privileges and/or Internet access. Alternative instructional materials may be provided.

- E. Cyberstalking, or engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose is strictly prohibited and subject to immediate disciplinary action.
- F. Cyberbullying, or the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., Facebook, Twitter, TikTok, YouTube, chat rooms, instant and text messaging, and cell phone technologies) is also strictly prohibited and subject to immediate disciplinary action.
- G. Students may not use school equipment or networks to engage in cyberbullying or cyberstalking, including, but not limited to, the posting of harassing messages on the internet, any social networking sites, or other digital technologies, which may include social cruelty, direct threats, or other language or expressions unprotected by law. Cyberbullying or cyberstalking may also include breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. As mentioned above, both cyberstalking and cyberbullying strictly prohibited and subject to immediate disciplinary action.

Discipline Policy

GREEN Charter School believes that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. Ensuring student discipline practices are effective, fair, and equitable is a cornerstone of this effort. We want to make discipline a learning experience for our students.

When students violate the Code of Conduct, the following approaches may be utilized:

Classroom Intervention: For minor classroom disruptions or failure to follow directions, teachers may use classroom interventions to address the problem. These interventions include, but are not limited to changing the location of the student's seat in the classroom, speaking with the student outside of class, verbal warnings, contact with the parent/legal guardian, etc.

Administrative Intervention: When a teacher has attempted to reduce minor student behavior issues but the student continues to disobey school rules, the teacher may request Administrative Intervention. Administrators will speak with the student and teacher to problem solve and brainstorm solutions to address the problem. Parents/legal guardians will be contacted and informed of the issue and the plan for reducing future incidents. A plan will be put into place, and if unsuccessful, a new plan will be created, or more severe consequences will be assigned.

Major Behavioral Issues

Referrals will be given for major behavior issues such as: Fighting, bullying (see below), profanity, lying, cheating, stealing, harassment, gross disrespect, etc. Referrals may result in consequences for the student which include but are not limited to: Detention, In-School Suspension (ISS), or Out-of-School Suspension (OSS).

Prohibition Against Firearms and Weapons

GREEN takes threats of violence extremely seriously. Any acts or threats of physical violence, including but not limited to intimidation, harassment, and/or coercion, which involve or affect students, staff, parents/guardians, visitors, or others, or which occur on school property will not be tolerated.

Any use or possession of weapons, whether illegal or not, on any GREEN campus is strictly prohibited. This includes knives, guns, martial arts weapons, or any other object that could be used as a weapon. Violations of this policy by any individual on GREEN property will lead to disciplinary action, up to and including expulsion and/or the involvement of law enforcement as appropriate.

Prohibition of Alcohol and Tobacco

Alcohol

Alcoholic beverages are prohibited on all GREEN property at all times, including school vehicles, and at all school-related or school-sanctioned activities occurring on or off school property. Violators are subject to possible prosecution, as allowed by law, as well as to school disciplinary action.

Tobacco

GREEN students are strictly prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vapor product while on campus, in school vehicles, or at school-related or school-sanctioned events on or off school property. Violators are subject to possible prosecution, as allowed by law, as well as school disciplinary action.

Drug-Free School Notice

GREEN believes that the use of illegal drugs is harmful to students. The School therefore strictly prohibits the use, sale, possession, or distribution of illegal drugs by students or any other individuals on school premises or at any school activity, regardless of its location. GREEN also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illegal drugs. Violators are subject to possible prosecution, as allowed by law, as well as to school disciplinary action.

Health Policies

GREEN recognizes that healthy students learn better. The School employs a licensed CPR-certified nurse at each of its campuses to enhance the educational process by removing health-related barriers to learning while optimizing the level of wellness. GREEN Charter School nurses engage in an active partnership with students, parents/legal guardians, school staff, and local community resources. As part of this partnership, parents/legal guardians should report any illness or condition that a student has that may require medical support during the school day.

Visits to the Health Room

Students must obtain a pass from a teacher to visit the Health Room on campus. If a student is injured or becomes sick at school, the student will be assessed and evaluated by the school nurse. Students

suffering from the following illnesses will be sent home for their own well-being and for the health of our students and staff:

- Active vomiting or diarrhea;
- A fever of 100.4 degrees Fahrenheit or above;
- Any condition that may be contagious; or
- An injury/illness that requires further evaluation by a physician.

Contacting Parents/Legal Guardians

If it is determined that a student must be sent home for health reasons, their parent/legal guardian will be contacted to pick up the student. It is therefore essential that the School has current contact information for all students so that we may reach parents/legal guardians when necessary. If a student has an emergency health situation and needs immediate care that cannot be provided on campus, the emergency contacts for that student will be called if we cannot reach a parent/legal guardian first.

Illness Protocol

Parents/Legal Guardians must follow the following protocol before a student may return to school:

- Students must be fever-free for 24 hours without the use of fever-reducing medications. Fever is defined as a temperature of 100.4 or greater.
- Students must be diarrhea-free for 24 hours without the use of diarrhea-suppressing medication. Diarrhea is defined as three or more episodes of loose stools in a 24-hour period.
- Students must remain out of school for 24 hours from the last vomiting occurrence and have eaten 1 or 2 meals without vomiting before returning to school.

Immunization Requirements

According to South Carolina state law, a child cannot be admitted to any school without a valid SC Certificate of Immunization or a medical, religious, or special exemption at the time of school entrance. Students entering from another South Carolina school must submit an immunization record at registration. Students from out-of-state may obtain a special exemption and have thirty (30) days to obtain a valid SC Certificate of Immunization record from a healthcare provider or from the Health Department. Students that do not meet immunization requirements will not be allowed to remain in school.

Student Medication Policy

Whenever possible, medication should be given before or after school so that the parent/legal guardian can administer it. All medication required to be given at school must be delivered to the School Nurse or his/her designee by the student's parent/legal guardian or a previously designated adult. Students may not carry any medication on their person without the joint written permission of their physician, parent/legal guardian, and the School allowing the student to self-administer and self-monitor. All medication will be maintained in the Health Room. Medication needed on field trips is also covered by this policy and must be given to and administered by an employee of GREEN Charter Schools designated by the school Principal.

For your student's safety, please remember:

- All prescription medication must have written parent/legal guardian and physician authorization before it can be administered at school.
- All prescription medication will be administered as labeled and Over the Counter (OTC) medication doses may not exceed package directions.
- All prescription medications must be received by the School in the original container with the pharmacy label containing the student's name, name of medication, dose, and amount clearly visible on the bottle/container.
- OTC medication provided by the parent/legal guardian must be in a new original unopened container, clearly labeled with the student's name, and accompanied by a signed GREEN Charter School Authorization for Non-Prescription Medication at School.
- OTC medications that are to be given daily for more than one week must have a doctor's order.
- Parents/legal guardians are responsible for knowing the expiration date of any medication brought to school and replacing the medication before the expiration date. GREEN School Nurses will not administer expired medication.
- Parents/legal guardians are responsible for informing the school of any changes in prescription medications or doses. A new GREEN Charter School Prescription Authorization form must be completed, and a newly labeled pharmacy container provided by the parent/legal guardian.
- Any newly prescribed medications or changes in dosage must be initiated at home for at least two to three days so the parent/legal guardian can monitor student for adverse reactions.
- Medication authorization forms are only valid for the current school year and must be renewed each school year.
- School nurses may only administer medications with FDA approval.
- No medication containing Aspirin will be given at School without a doctor's authorization. This includes but is not limited to Pepto Bismol, Excedrin, and certain OTC cold medications.
- If a student forgets to take a morning dose of medication, GREEN School Nurses are prohibited from administering that dose at school. Parents/legal guardians may come to the Health Room to give the missed dose once the parent/legal guardian has brought the medication to school.
- If there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others, (e.g., stimulants, pain relief medication, anti-depressants) the School may refuse to allow the student to carry the medication. Medications approved for self-administering are asthma inhalers, insulin for diabetic students, and Epi-Pens for severe allergic reactions.
- Unused medication will be securely disposed of by the School unless picked up within one week of being discontinued.
- Any medications that are not picked up by a parent/legal guardian by the last day of school will be destroyed.

GREEN and its employees reserve the right to refuse to honor medication requests that are inconsistent with professional standards, accepted prescribing limits (e.g., manufacturer's guidelines, Physician's Desk Reference, etc.), deemed unsafe for the school setting, and/or other legitimate reason(s). A licensed nurse may refuse to administer any medication that, based upon the nurse's individual assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. If this occurs, alternatives for meeting the student's needs will be discussed with the parent/legal guardian.

Youth Suicide Prevention and Intervention Policy

GREEN seeks to cultivate and sustain safe, effective, and collaborative schools. This involves creating learning environments where students, staff, and families feel valued, comfortable, and supported. Each of our schools must connect emotional, social, behavioral, cultural, and academic safety across all facets of the GREEN community.

All school personnel and students are asked to assist in creating a culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell a staff member if they or a friend are feeling suicidal or need help. While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first.

We strongly encourage anyone in need of help to reach out to the following resources for additional support:

Important Resources

- ◆ **Mental Health America of Greenville County: (864) 271-8888 or Text Crisis Line at 839863 (TEXTME)**
- ◆ **National Suicide Prevention Lifeline: 1-800-273-8255 parentheses (TALK)**
- ◆ www.suicidepreventionlifeline.org
- ◆ **The Trevor Lifeline: 1-866-488-7386 www.thetrevorproject.org/get-help-now**

Communicable Diseases

To protect our school community from contagious illnesses, students infected with certain diseases are not permitted to attend school law while contagious. Parents/legal guardians of students with a communicable or contagious disease should notify the school so that other students who might have been exposed to the disease can be alerted.

Students who reveal that they have contracted a communicable disease will have their status safeguarded in accordance with federal and state statutes dealing with confidentiality and their civil rights will be respected.

Head Lice

If a student is discovered to have head lice, the following protocol will be observed:

- The parent/legal guardian will be notified, and the student will be sent home.
- The student must be treated for head lice before returning to school.
- Parents/legal guardians must notify the school that the student has been successfully treated.
- Before the student can be allowed back into school, the School Nurse must check the student's head with the parent/legal guardian present to ensure there are no live lice or excessive nits present.
- If necessary, students in an entire classroom may be checked for lice.
- Students experiencing chronic problems with lice will be checked frequently to avoid spreading them to others.

School Safety Protocols

The safety of all GREEN students and staff is of paramount importance. Within each school year, state law requires all schools to conduct at least two fire drills, two active shooter/intruder drills, and two severe weather/earthquake drills, with at least one of each drill conducted each semester.

Visitors

Visitors on school business are welcome at school; however, immediately upon entering the school grounds, all visitors must check-in at the front office and state the nature of their visit and present a driver's license for proper identification. A background check will be run before access is granted. They will also receive a temporary ID tag from the office. Students are not permitted to have visitors under any circumstances unless the school grants permission in advance. Anyone failing to comply with this procedure will be asked to leave campus. If the visitor does not leave after a warning, the police will be notified, and the violator will be prosecuted for trespassing.

No Solicitation Policy

GREEN strictly prohibits soliciting for any cause on school grounds. Any person found violating this policy shall be considered a trespasser and will immediately be referred to law enforcement.

Cell Phones/Electronic Devices

Students may not use cell phones/personal electronic devices of any type for any purpose during designated school hours without prior teacher or administration approval. Students are required to check their cell phone before entering the school building and make sure that it is in the "off" or silent mode. At the elementary school level, cell phones must be turned off and kept in the student's locker or in the student's backpack if no locker is provided.

Failure to follow cell phone/electronic device procedures will result in confiscation of the item. Parents/legal guardians may retrieve the phone/electronic device from the administrator who confiscated it or from the main office at the end of the day. This same policy applies to smart watches and/or watches containing games and/or pictures.

GREEN will not be held responsible for the theft, loss, or damage to cell phones or other electronic devices brought onto its property.

Animals on Campus

Students may not bring pets or animals to any GREEN campus at any time unless cleared in advance in writing by the administration. Special events involving animals must be approved by the Principal two weeks prior to the event. If the event is approved, a list of all animals to be present will be sent home to parents to ensure that no students have allergies to the animals. If a student has allergies to an animal, the teacher is responsible for finding another environment for that student and providing opportunities to gain from the learning experience as the students who do not have allergies.

Classroom Pets

Teachers are permitted to have classroom pets only if the pet pertains to the curriculum being

offered. Prior to bringing the pet into the classroom, the Principal must give written approval to the teacher, and the teacher shall obtain signed consent forms from the parents/guardians of all students with access to the classroom. These forms must be submitted to the Principal prior to bringing the animal(s) into the School.

The School requires that all animals be treated with the utmost care in order to teach the importance of kindness to all creatures. It is the responsibility of the teacher to ensure that all animals are treated well and ethically and not treated as a toy by students. The animal must have plenty of space to move and must have sufficient food and water at all times, including when School is closed on nights, weekends, and holidays. The teacher will be responsible for the care, cleaning, and well-being of all classroom pets. The Principal has the right to ask that the animal be removed at any time. Any purported abuse of a classroom pet will be deemed a disciplinary infraction.

Hall Passes

Teachers may issue Hall Passes to students who have justifiable reasons for leaving the classroom. Students may only engage in the activity for which they were given the Hall Pass and are expected to return to the classroom promptly. Failure to do so may result in disciplinary action.

Food Services

Students may purchase a nutritional breakfast and/or lunch in the school cafeteria or may bring one from home. The cost for breakfast and lunch is announced at the beginning of the school year and can be paid in advance via an online payment system. Students from households with qualifying income may receive their meals free or at a reduced price. Applications and a complete copy of this policy are available in the school office.

Food Delivery

Students and/or parents may not order food from a restaurant to be delivered to a student on campus.

Car Lines

Each campus at GREEN has procedures in place designed to ensure that the car lines move orderly, timely, and safely. We ask for parents' full cooperation with this process. A Traffic Flow Diagram showing how the car line works can be found on the school's website. To keep our children safe and to be respectful of other drivers, we ask that you comply with the following guidelines:

- Please be patient. Do not cut in front of other drivers in the line or cut around the line to bypass it.
- Drivers must stay with their vehicles at all times. Do not park your vehicle and walk children through the carline.
- Do not let students out of your vehicle anywhere other than at the curb in front of the building.
- Honking is prohibited.
- Cell phone use of any kind while cars are moving is strictly prohibited.

After-School Activities

Many extracurricular clubs and enrichment activities are offered at GREEN. In most cases, this is a service our teachers provide free of charge to our students. In some cases, nominal fees may be charged for participation in order to cover the cost of materials and/or supplies for certain club/activities. These activities allow students to participate in current interests and try other areas that pique their interest.

Students sent to the Administrative offices to serve In-School Suspension may not participate in after-school activities on the day the time is served. Students staying for after-school activities will be expected to obey the following rules in order to continue their participation:

- Students must be with a teacher or other staff member at all times.
- Students must abide by the GREEN Code of Conduct while participating in the activity.
- Students must depart the building immediately following after-school activities.
- Students must arrange for their own transportation to arrive promptly at the end of the activity.

Please note that after-school activities are considered privileges and will be canceled if discipline becomes a problem. Signing up for after-school activities is required for each semester in order to be eligible to participate. If a student does not have any after-school club or activity, he/she should report to After-School Care.

After-School Care Program

The After-School Care Program was created to accommodate parents who cannot pick up their students by regular dismissal time. The program runs from the time school is dismissed until 6:00 p.m. Students will be supervised by an adult and will be expected to engage in the planned activities of the program. If a student fails to obey school rules, he/she will receive three verbal warnings before being removed from the program. Parents will be notified of each warning.

Parents/legal guardians may visit the school's website or visit the front office for more information about the program. Children in households with incomes up to 185% of the federal poverty level are eligible for a 30% discount upon application.

Parents will pay a weekly fee with a credit given for any days that school is not in session. Families will be charged the full weekly rate even if they do not utilize the service for all 5 days of the week. Families will be pre-billed for the Program one week in advance. In addition, an enrollment fee will be required to enter the program. The number of participants in the program is limited. The fee schedule is as follows:

Enrollment Fee	\$50
First Child Fee	\$85 per week
Each Additional Child	\$75 per week
Late fees for pick up after 6:00 p.m.	\$20 per child for every 15 minutes late

Classroom Observation

GREEN values parents as partners in the education of our students. Parents of currently enrolled students or prospective students may wish to observe the classroom setting. To minimize disruption of the classroom environment, all classroom observations must be scheduled in advance with the teacher and/or Administration.

Skateboards, Roller Blades, and Scooters

Skateboards, roller blades, and scooters are not permitted on school property at any time.

Student Drivers

All student drivers are required to submit a copy of their driver's licenses and insurance coverage to the main office at the school. All students must park in designated student parking spaces and use the utmost care while driving on campus. Seat belts must be used by all car occupants as required by state law.

Field Trips

Students

GREEN students will have the opportunity to participate in field trips at various times throughout the school year. The following rules apply to all School fieldtrips:

- Students must abide by the GREEN Code of Conduct while on the field trip.
- Students must follow the GREEN Dress Code unless otherwise specified.
- Students must return a signed Field Trip Permission Slip from their parents/legal guardian by the specified date in order to participate. In most instances, this form will be given to students by the classroom teacher.
- If a student is in danger of failing and/or has absentee or suspension issues, he/she may not be allowed to participate in School field trips. Any money paid up front will not be reimbursed.

Chaperones

Chaperones must adhere to the guidelines that will be emailed and/or attached to the field trip permission slip. Parents/legal guardians wishing to chaperone must have an updated and clean SLED background check in order to participate. In the event the SLED check shows any past criminal violations which have not been expunged, the parent/legal guardian shall be prohibited from participating in the field trip.

It will be left up to the discretion of the teacher/administration when selecting chaperones for field trips. Several criteria in addition to clean background checks may be considered, such as frequency of previously attended field trips, parent/legal guardian conduct, availability/scheduling, etc. GREEN Charter School reserves the right to deny chaperones participation in a field trip at any time. .

Volunteers

It takes a combined community to help our students succeed and we welcome volunteers to join in the goal of making our School the best that it can be. However, our paramount concern remains the safety of all GREEN students, and therefore a strict protocol must be followed anytime a volunteer visits one of our campuses or participates in any School activity involving our students, whether on campus or off.

GREEN welcomes parents/guardians as volunteers on campuses at times when their presence will not be disruptive to students and/or staff. Any individual who is not employed by the School must press the outside buzzer to announce themselves and request entry. If granted, he/she must enter through the main office at each campus for the safety of our students. Should he/she wish to go beyond the main office, they must present a valid South Carolina Driver's License (SCDL) for identification purposes. It is the responsibility of all staff members to monitor the halls to ensure that all visitors have properly checked into the office. Any individual who does not have an appropriate name badge must be walked back to the main office to ensure they are signed in properly.

Background Checks

If an adult plans to volunteer with students (such as field trip chaperones, student tutoring, etc.) the individual must complete a volunteer registration form. If the adult will be responsible for student supervision (such as running an after-school club), the parent must go through a Level 2 background check, the cost of which the adult is responsible for. The school district conducts the complete background check to ensure the individual is clear of anything in their past which would prevent them from working with children. The adult may not volunteer until the background check is received and approved in writing by the Executive Director.

Responsibilities

Every volunteer must report to the main office and present their driver's license, state issued identification or valid passport upon arrival. All volunteers will need to obtain a visitor's badge from the main office. No one will be permitted in the building without a visible visitor's badge. All volunteers must have an updated SLED check on file in order to participate in activities within the school. If the volunteer does not have a cleared SLED check, the volunteer may not participate in activities within the school. Examples of this include, but are not limited to field day, field trips, volunteering in the classroom. At the end of the volunteer time, the volunteer should report to the office.

Volunteers play a key role in the classroom and other school-related activities. Teachers plan volunteer activities, but they do understand when occasions arrive when a volunteer has to cancel. Please provide the teacher with as much advance notice as possible if you cannot volunteer for a scheduled time. Teachers and other staff will do the same, should their volunteer requirements change.

Volunteers shall exercise mature judgment in supervising children and shall in all instances respect each student's rights and privacy. It is essential that confidentiality is maintained. It is essential that confidentiality is maintained, and that student/parent contact information is not shared. Volunteers should discuss any concerns directly and exclusively with the supervising teacher/staff.

Parent Volunteer Organization

GREEN's Parent Volunteer Organization (PVO) was originally started on the Greenville campus. It is a separate entity from the School and is registered with the Secretary of State's office as a non-profit organization and has no legal affiliation with GREEN. Its mission is to actively support, promote, and strengthen our School community. It was created to facilitate parents having access to the volunteer opportunities. The current PVO does not operate on all campuses, however we encourage parents to work together to develop parallel organizations on each campus. For more information about the PVO, please reach out to the school office.

Student Grievance Policy

Complaint Process

GREEN prides itself on the quality of the teaching and care provided to its students. All members of the School community should strive to contribute to a respectful and inclusive environment. Staff, students, and/or parents/legal guardians may raise concerns about any issues that could affect a student's well-being and/or academic performance and work together to resolve them. In rare cases where the issue cannot be resolved informally, an official written complaint can be registered by a parent/legal guardian with the School's administration.

Complaints will be referred through the proper administrative channels for solutions before investigation or action by the Governing Board. Exceptions are complaints that concern Governing Board actions or operations.

The proper channeling of complaints concerning instruction, discipline, or learning materials is as follows:

1. Teachers
2. Principals
3. Central Office Directors
4. Executive Director
5. Governing Board

The School will keep all grievance proceedings confidential to the extent permitted by law.

Student Records

FERPA is a federal law that affords parents the right to inspect and review their children's education records upon written request. It also grants them the right to seek to have the records amended, to consent to disclosure of the records, and to file a complaint concerning potential violations. All information contained in student records, including information in the electronic database, is private and confidential and maintained in accordance with FERPA. Access by school employees is severely restricted. Only those employees having a job responsibility requiring continued access are authorized to access the records.

Inclement Weather

In the event of inclement weather, the decision to close schools will be made by the Executive Director in conjunction with the school principals. Announcements will be made via email to parents/guardians and via media notifications.

School Communication

Every effort is made to ensure effective communication between families and the school. Parents may communicate directly with staff members via e-mail or phone. Please note that all communications from the school are sent via email, so parents must have a working email address on file. A weekly newsletter is sent from each campus and is the primary source of important updates. Parents are encouraged to read the email in full each week. Hard copies will not be sent.

Corrections or Modifications to this Handbook

GREEN reserves the right to make changes or modifications to this Handbook as needed. The latest version will be available on our website at www.scgreencharter.org.