

**GREEN Charter Schools**  
**STUDENT & PARENT HANDBOOK**  
**2019-2020**



[www.scgreencharter.org](http://www.scgreencharter.org)

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## **SCHOOL VISION**

Greenville Renewable Energy Education (GREEN) Charter School will be an engaging and innovative community that educates students in traditional subjects while integrating enriched math and science curricula. GREEN will also develop an understanding of environmental sustainability, renewable energy, and technology to enhance students' achievements.

## **SCHOOL MISSION**

GREEN Charter produces environmentally-minded citizens, who will rethink how energy impacts our world.

### **For Families Experiencing Homelessness (McKinney-Vento Notification)**

If your family is in a temporary or inadequate living situation due to a loss of housing, your child may be eligible for certain educational rights and services. Additional information is available in the front office of your school, or from the school's guidance counselor, or by going online to the following location on the web [https://ed.sc.gov/scdoe/assets/file/programs-services/87/documents/Parent\\_Brochure-English.pdf](https://ed.sc.gov/scdoe/assets/file/programs-services/87/documents/Parent_Brochure-English.pdf).

The contact information for the district and state liaisons is as follows:

District - Jennifer Almeda (803)734-1103; [jalmeda@sccharter.org](mailto:jalmeda@sccharter.org)

State- Linda Mirabal-Pace (803)734-6010; [lpace@ed.sc.gov](mailto:lpace@ed.sc.gov)

### **Public Notices:**

The federal No Child Left Behind Act of 2001 (NCLB) requires schools to notify parents or legal guardians when their child has been taught for four consecutive weeks by a teacher who is not considered "properly certified." The South Carolina Public Charter School law states that a charter school may, "in its discretion hire non certified teachers in a ratio of up to twenty-five percent of its entire teaching staff."

If you have questions regarding the qualifications of your scholar's teacher, please feel free to contact the building administrator. For additional information, please visit the South Carolina Department of Education's website at <https://ed.sc.gov/educators/certification/>

GREEN Charter School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding 504 and Title IX respectively: Wendy Ward and Katelin Spagnolo. For questions regarding the non-discrimination policies, please contact us.

# ATTENDANCE

The school year in South Carolina is 180 days long. Attendance Law says a student must be present for a minimum of 170 days (along with other criteria) to be considered for advancement to the next grade level. This means the state only allows a student 10 absences for the entire 180-day school year (or 5 absences for a 90-day semester class or 3 absences for a 45-day quarter class). The allowable days INCLUDES medical absences but makes no allowance for vacation times as those should be scheduled when school is not in session.

***We strongly suggest that you NOT use any of these 10 days for vacations, as they are your safety net for when your student truly needs them due to illness or injury. Again, medically necessary absences STILL COUNT toward your allowable days. A student must be physically present in class to get credit for that time.***

If a student misses more than the 10 days (or other number in parentheses above) allowed by the state, they are at risk of NOT advancing to the next grade level. Schools must approve or disapprove absences whether lawful, unlawful, or a combination of the two (as described below), for purposes of awarding credit for the year.

Parent Notes will excuse a student's absence until they hit the maximum allowable absences. After the maximum, their absence will be excused ONLY with a Medical Note that says the student had to be out the ENTIRE DAY for each day they miss. Please note that teachers are only required to give make-up work and/or tests if the absence is excused. If you have a medical note, please bring it in!

South Carolina law requires school attendance for every child 5 years or older on or before the first day of September until the child attains the age of 17 with limited exceptions. For exceptions, see S.C. Code Ann. §59-65-30. ***Parents/legal guardians are primarily responsible for ensuring that their children attend school regularly, and the law provides statutory penalties for those who neglect this responsibility (see section on Truancy).***

GREEN recognizes two kinds of absences and tardiness: excused (lawful) and unexcused (unlawful). Please read the definitions of each carefully so you understand what you and your parents'/guardians' responsibilities are. Also, be very aware of the consequences and responsibilities regarding all types of absences, including but not limited to make-up work, catching up on course material, and possible disciplinary action. **All notes for absences should be turned in to the Main Office upon the student's return to school.**

## **Excused Absences (referred to as Lawful Absences under SC Law)**

GREEN Charter School accepts only the following as excusable reasons for absence from school:

***Personal Illness:*** If a student will not be attending school due to an illness or the fact that their attendance in school would endanger either their own health or the health of others with whom they may come into contact, ***please notify BOTH your child's homeroom teacher AND the Main Office at your campus by email. Please do not contact the office and ask THEM to email your teachers.*** The emails for the main offices are [mainoffice@scgreencharter.org](mailto:mainoffice@scgreencharter.org) (K-6) or [centuryoffice@scgreencharter.org](mailto:centuryoffice@scgreencharter.org) (7-12).

***Serious Illness or Death in the Family:*** Serious illness or death in student's immediate family necessitating the absence is excused. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as excused absence(s) within three days of the student's return to school. Families should communicate with the student's homeroom teacher and copy the main office at either [mainoffice@scgreencharter.org](mailto:mainoffice@scgreencharter.org) (K-6) or [centuryoffice@scgreencharter.org](mailto:centuryoffice@scgreencharter.org) (7-12) to inform them of the situation and provide an estimated date of the student's return to school. Number of absences permitted for bereavement is at the Director's discretion but shall not exceed three days.

***Legal Requirements:*** Court order by a governmental agency mandating the student's absence from school is excused. A parent or guardian should email the student's homeroom teacher and copy the main office at their campus at [mainoffice@scgreencharter.org](mailto:mainoffice@scgreencharter.org) (K-6) or [centuryoffice@scgreencharter.org](mailto:centuryoffice@scgreencharter.org) (7-12) to explain the situation and give an estimated time of absence. Bring a copy of the court order documentation when you return to school.

***Special or Recognized Religious Holidays/Instruction/Ritual:*** Special or recognized religious holidays/instruction/rituals observed by the student's faith are excused, up to three per year. Additional days would require administrative pre-approval. A parent or guardian must email the student's homeroom teacher and the main office at their campus at [mainoffice@scgreencharter.org](mailto:mainoffice@scgreencharter.org) (K-6) or [centuryoffice@scgreencharter.org](mailto:centuryoffice@scgreencharter.org) (7-12) to explain the situation and give an estimated time of absence. **You must also provide a notice from your religious institution/congregation upon your return to school.**

***Weather or Environmental Conditions:*** Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety may be excused. A parent or guardian must email the student's homeroom teacher and copy the main office at [mainoffice@scgreencharter.org](mailto:mainoffice@scgreencharter.org) (K-6) and [centuryoffice@scgreencharter.org](mailto:centuryoffice@scgreencharter.org) (7-12) to explain and give an estimated time of absence.

**Financial or Other Conditions:** Other absences to be determined by, and at the discretion of the Director, may be excused.

**Administration Approved Absences:** Other absences may be considered and **pre-approved** by the administration through a formal request process. Please keep in mind that even if an absence is excused, a student should miss no more than 10 total days for the entire year.

**Out of School Suspension (OSS):** School days missed as a result of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy. GREEN Charter allows students who miss school for an out of school suspension to make up any work missed (refer to the section “Make-up Work for Excused Absences”).

## **Unexcused Absences (referred to as Unlawful Absences under SC Law)**

An unexcused absence is a part of a student’s school record. Students will be marked unexcused for:

**Failure to Attend School:** Failure to attend, with or without the knowledge of the parent/guardian, for reasons other than those specifically outlined as excused will be considered unexcused. Suspension doesn’t constitute an unlawful absence for truancy purposes.

## **Make-up Work for Absences (Excused and Unexcused)**

Absences from school, whether lawful or unlawful, one day or several, do not release students from their class responsibilities on the day they return. Students need to refer to the course syllabus in each class to be sure they comply with the requirements established by the teacher for missing work.

On their first day back to school, it is the student’s responsibility to find out what work needs to be made up and when it is due – failure to do this will result in a zero for each of those assignments.

Make-up tests will be scheduled at a time agreed upon by the teacher. It is the student’s responsibility to take the test then. If the student fails to do so, the teacher is not obligated to set another time. If the student fails to make up a test without making other arrangements, the teacher is not required to give the student.

## **Earning High School Credits**

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by GREEN Charter School. Any exception to the 120-hour requirement will be reviewed by the administration on a case-by-case basis.

## **Arriving to School Late (School Tardiness)**

Students may not be dropped off earlier than 7:15 AM. GREEN will not take responsibility for drop offs before 7:15 AM.

### **Start of Day Tardiness**

School begins at 8:00 AM (Pelham Rd campus) and 7:50 AM (Century Dr campus). Students who arrive after the doors close (*including carpools*) **must have their driver come into the Main Office to sign each student in as tardy**. Once the student(s) have been properly signed in, they will get a “late slip” for admittance to class (Excused Tardy for medical reasons or Unexcused Tardy for most other reasons). Habitual tardiness may result in disciplinary action based on the “Minor Violation Discipline Cycle” or an appropriate arrangement for making up missed class time.

### **Lower School**

*If we notice that a family gets into a pattern of sending a tardy student into the Main Office alone and not coming in to sign them in, we will begin holding your student in the lobby (each additional time they enter tardy and alone) until their first period class is complete.*

### **Upper School**

*Every five (5) morning arrival tardies will result in an after school detention. Three (3) after school detentions will result in contacting the Department of Social Services (DSS). If the pattern continues the school will keep contacting DSS.*

### **Class Tardiness**

Students are given about four minutes to get to each class. They are expected to be sitting in their assigned seats when the class starts; otherwise, they are considered tardy. If a student has checked in late via the Main Office, the student should have an admit-to-class slip showing their tardiness as either Excused (usually medical) or Unexcused (usually non-medical). Repetitive tardiness will result in the student receiving a disciplinary consequence based on the “Minor Violation Discipline Cycle.”

## **Class cuts/Skipping**

A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the office. Students who become ill or need to see a counselor or administrator during class time should FIRST report to class and obtain permission and a hall pass from the teacher. If a student is too ill to report to the office, he/she should have another person notify the office at once so that the nurse or a member of the administrative team may be called.

## **Leaving School Early (Early Dismissals)/Drop Offs**

Leaving school with a parent/guardian prior to the official end of the school day is considered an early dismissal. Persons picking up a child must be prepared to show a photo ID and have been previously approved by the parent/guardian and officially recorded on the paperwork in the student's file at school. **Students cannot be checked out during the last 30 minutes of the last period.**

Lower School students must be in the classroom receiving instruction for a minimum of 3.5 hours (including lunch) to be counted present for the day. Students leaving before meeting this requirement will be considered absent for the whole school day.

Upper School students must be in each class receiving instruction for a minimum of 25 minutes in order to be counted as present for that class. If a student is in a class for less than one half of the class time, then the attendance will be marked absent in that period. Since these students change classes throughout the day, they will receive credit only for the classes they were present.

Upper School students with schedules that end before the school day is complete (for Early College or having no assigned classes) must come to the Main Office and sign themselves out so staff is aware they are no longer on campus.

If early checkouts become habitual, a parent or legal guardian must be prepared to show appropriate documentation verifying the necessity of an early checkout at the time the student is released from school.

## **Truancy**

It is the intention of GREEN Charter to make sure your children succeed academically. However, a student who is not here cannot be successful. As such, the following is a description of the process we must follow when students are absent from school without valid excuse or documentation:

1. **After 3 consecutive days of unexcused absences**, the child is considered truant, and the parent/legal guardian will be contacted by the school via phone or email to request a conference with student and parent/guardian to address the absences via the development of a Truancy Intervention Plan.
2. **If there is no response to the above and 2 more days are missed (for a total of 5 consecutive days)**, the child is considered a habitual truant, and the parent/legal guardian will be sent an email to request a conference with both parent/guardian and student to address the absences via the development of a Truancy Intervention Plan. It will be noted in the letter that South Carolina law allows only 10 unexcused absences per academic year before advancement is at risk.
3. **After 10 consecutive days of unexcused absences:**
  - a. GREEN Charter School will drop the student from our enrollment on the 11<sup>th</sup> day.
  - b. GREEN will contact the student's district of residence to see if the child has been moved back into that school system.
  - c. If the student is not in their district of residence AND we have a Truancy Intervention Plan in place OR we have documentation to show reasonable efforts were made to create a Truancy Intervention Plan, then GREEN Charter will refer the student to the SC Family Court for truancy.

South Carolina Board of Education Regulation (SBE) 43-274 specifies state requirements for school attendance. Truant students are classified as Truant, Habitual Truant, or Chronic Truant.

Truant refers to a child 6 to 17 years old who has accumulated 3 consecutive unexcused absences, or a total of 5 unexcused absences for the academic year.

Habitual Truant is a child 12 to 17 years old who (1) has accumulated 2 or more ADDITIONAL unexcused absences and (2) has failed to comply with the Truancy Intervention Plan.

Chronic Truant is a child 12 to 17 years old who (1) has been through the school intervention process, (2) has reached the level of habitual truant and has been referred to family court and placed under an order to attend school, and (3) continues to accumulate unexcused absences.

## **Details Regarding SC Attendance Law**

### **SC Code § 59-65-20 (2013)**

#### **Penalty for failure to enroll or cause child to attend school.**

Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

HISTORY: 1962 Code Section 21-757.1; 1967 (55) 181.

### **SC Code § 63-7-20 (2014)**

(4) "Child abuse or neglect" or "harm" occurs when the parent, guardian, or another person responsible for the child's welfare:

(c) fails to supply the child with adequate food, clothing, shelter, or education as required under Article 1 of Chapter 65 of Title 59, supervision appropriate to the child's age and development, or health care though financially able to do so or offered financial or other reasonable means to do so and the failure to do so has caused or presents a substantial risk of causing physical or mental injury. However, a child's absences from school may not be considered abuse or neglect unless the school has made efforts to bring about the child's attendance, and those efforts were unsuccessful because of the parents' refusal to cooperate. For the purpose of this chapter "adequate health care" includes any medical or nonmedical remedial health care permitted or authorized under state law;

# GENERAL CODE OF APPEARANCE

Administrators and teachers of GREEN shall enforce dress codes that promote the successful operation of the school. The site administration shall be the final judge as to neatness and cleanliness of apparel, and whether or not such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules. **The General Code of Appearance shall not restrict the school administration's authority to implement the School Board's Policy on Student Uniforms.**

Each student is responsible for dressing appropriately for the school environment. Clothing, jewelry, hairstyles, and general appearance should not disrupt the classroom atmosphere. The following guidelines for dress and grooming are provided to assist parents and shall apply to all students at GREEN. Student dress and grooming shall be neat, clean, and as follows:

**Note:** Should a student's uniform not comply with the uniform dress code, they will be considered in violation. Students who violate the uniform code will be allowed to call home for an appropriate change of clothing after obtaining administrator approval. Otherwise, the student will be held out of class for the remainder of the school day.

All students must adhere to these minimal guidelines for acceptable apparel and appearance. In order to maximize instructional time, students will be given an opportunity to immediately correct dress code violations.

This dress code shall also apply to all school-sponsored activities and events unless otherwise authorized by the school administration.

## DRESS CODE

Students are expected to wear the GREEN uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. The Director or another duly authorized school official shall determine whether any particular mode of dress, grooming, and accessories is in violation of the spirit and/or the intent of the school's dress code policy. Students and parents are expected to honor the uniform code in order that valuable school time not be spent examining student attire to determine appropriateness.

### **GUIDELINES FOR CLARIFICATION ARE AS FOLLOWS:**

- 1) **Uniforms must be worn properly at all times while at GREEN.**
  - a) Students must be in complete uniform when they arrive at GREEN. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
  - b) Students must remain in full uniform until after they leave GREEN.
  - c) PE uniforms must be worn during scheduled PE time (Grades 4-12). The PE uniform consists of the grey t-shirt and the navy blue shorts or sweatpants, all of which must have the official school logo on them. They are only available for purchase at our school. No other items may be worn for PE. Students must stay in their school uniform if they do not have the required PE clothing.
- 2) **Shoes:**
  - a) Shoes must be closed-toe dress shoes in brown or black OR athletic shoes in any color. No special designs or patterns (checkered, plaid, camouflage, etc.) are permitted. No heel higher than 1 inch is permitted on any shoe. Students may not wear ANY shoe with a wheel on the bottom. Approved shoes must be worn at all times.
  - b) The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps secured or velcroed – nothing may dangle or drag from the shoe (like shoe charms). Slippers, thin-soled shoes, flip-flops, closed-toed shoes with back straps, or open-toed shoes are not permitted.
- 3) **Pants or Shorts:**
  - a) Pants or shorts must be khaki. All pants and shorts must have belt loops, and a belt must be worn through all the loops and fastened appropriately. Unhemmed pants/shorts and cargo shorts/pants are not permitted. Pant material may not be suede or corduroy – it must be 100% cotton or a cotton/polyester blend that is wrinkle resistant. Only bermuda shorts will be permissible- NO exceptions.
  - b) Students in grades 7-12 are allowed to wear jeans. No holes, jeggings, or washed out colors are allowed.
  - c) Pants or shorts must be worn properly at the waist and not sag below the top of the hips. Pants or shorts may not be rolled up or folded up. Pants or shorts must not fit too snugly. Students wearing the top of their pants or shorts below their buttocks will be given a **Disciplinary Referral** for improper exposure (see 2.25 under Class II Offenses).
  - d) Athletic shorts are not permitted.



4) **Skirts/Skorts:**

- a) Grades 4-12 may NOT wear skirts or skorts as part of their school uniform. Their uniform bottoms must be either Bermuda-length shorts, Capri-length pants, or full-length pants ONLY.
- b) Girls in grades K-3 may wear skirts and skorts. If a skirt is worn, they must wear either bike shorts or leggings underneath for purposes of propriety. Only navy, white, and black colors are allowed.
- c) Grades K – 2 only: Girls can wear a khaki jumper as an additional option to pants, skirts/skorts, and shorts. You may purchase a shirt to wear under the jumper anywhere as it does not need a patch (only solid light blue, white or black color t-shirts are allowed under the jumper). Jumpers can have the school logo on them.

5) **Top Options:**

- a) Polo knit shirts are blue with the school logo and come in a short or long sleeve style. **These are available at the school and Land's End ONLY.** You may wear white, navy, or black long sleeve t-shirts under the short sleeve polo during colder months.
- b) Students may purchase from our Land's End school store several options to keep warm, including jackets and other pullovers.
- c) Vests, sweaters, and jackets that are to be worn in the classrooms must be **solid navy blue** or those purchased from our school store at Land's End. When wearing any of the above stated apparel, the student must still be wearing the GREEN logo blue polo underneath. The outerwear **cannot** be worn alone with a plain shirt underneath.
- d) During colder months, students may wear any heavy coat to school regardless of color. However, if it is not navy blue, they will need to leave it in their lockers or cubbies during the day.

6) **Accessories:**

- a) Belts while not required must be leather, braided leather, or fabric in solid colors. Grommets, brads, or excessive ornamentation on the belt is not permitted. Belts are required to be worn properly with all pants or shorts – this means that the belt must go through all the belt loops on the pants, be properly fastened or buckled, and the “end” of the belt must not be allowed to hang down (it must also go through the loops if there is excess). The belt must also be tightened enough to prohibit the student's pants or shorts from sagging below the hips.
- b) Socks must be matching pairs and be white, navy blue or black only.
- c) Grades K-2 only: Tights or leggings may be worn. Only navy, white, and black colors are allowed. Fishnet, leg warmers, or other patterned stockings or hose are not permitted.

7) **Miscellaneous Guidelines:**

- a) Clothing should be neat and clean.
- b) Clothing may not be worn inside out or backward.
- c) Undergarments must not be exposed.
- d) Hair, face or body paint and tattoos are inappropriate for school and not permitted.
- e) Athletic outfits are not permitted in the school building, except in PE classes, sports practices and Dress Down Days.
- f) Cosmetics and/or makeup should be age and school appropriate and not attract undue attention.
- g) Clothing with rips, tears, holes or frayed edges is considered inappropriate for school.
- h) Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk. Piercings other than earrings are prohibited. Earrings, for safety reasons, are not to exceed the size of a quarter. Gold/silver mouthpieces, or “Grillz,” are not permitted.
- i) Extreme hairstyles are not permitted (examples: Mohawk cuts, designs, words, or names cut into the hair, hair coloring other than standard frosting or natural highlighting) and should not attract undue attention.
- j) Hats, caps, curlers, headscarves, bandanas, doo-rags, pics, combs, sweatbands, chains, sunglasses, tennis skirts, gloves, arm warmers and coats are not to be worn during school hours.
- k) Exemptions may be granted for religious purposes if approved in advance.

**FOR DRESS DOWN DAYS ONLY:**

- l) Clothing that is revealing, such as short mini-skirts, short-shorts, tank tops, loosely fitting, low-cut blouses or halter tops, mesh shirts, or shirts exposing the midriff are not to be worn to school. Sleeveless shirts are not allowed. Shirts must be worn buttoned up to second from the top.
- m) All t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for middle school students - i.e., alcohol and tobacco products, etc.). Administration-approved school spirit t-shirts may be worn in lieu of school uniform t-shirt.

# GRADING, HOMEWORK, GRADUATION & RETENTION

## GRADING SYSTEM & REPORTING

The GREEN Governing Board, in compliance with State Standards, approves the grading scale. Grades may be reported numerically or alphabetically on all report cards. Grades 2 and above: any grade below 60 is considered failing.

We strongly encourage parents to check their student's current progress for each course. Kindergarten and first grade will receive hard copy report cards at the end of each quarter. Grades 2 and above, parents and students will be able to view grades on Powerschool throughout the school year and at the end of each reporting period.

A teacher will send an email that serves as a written notification at any time during a grading period when it is apparent that a student may fail or is doing unsatisfactory work that may lead to failure in any course/subject. The parents will be offered an opportunity for a conference with the teacher and/or an admin.

## GRADING SCALE

### GRADING SYSTEM FOR ALL STUDENTS IN GRADES K5 AND 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.

### GRADING SYSTEM FOR ALL STUDENTS IN GRADES 2 and above:

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 lower	Failure to make progress
W	Withdrawal	Student withdrawn

### GRADING SYSTEM 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

**P** (Pass) - This grade is used for students with disabilities working on the Participatory Level rather than grades "A," "B," "C," "D," or "F."

**NG** (No Grade/Insufficient Enrollment)

## GPA CONVERSION

The State Board of Education approved both the new 10 point grading scale for South Carolina students and the corresponding GPA conversion chart for quality points. The correlation between grade point average, the course selection, and weighting can be found at <http://ed.sc.gov/newsroom/news-releases/10-point-uniform-grading-scale-approved-by-state-board-of-education/10-point-grading-scale-conversion-chart/>

## HOMEWORK POLICY

Homework is an essential part of your success at GREEN. Doing homework helps students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers give homework assignments that will foster individual learning and growth that is appropriate for the subject area. Homework is part of all students' regular evaluations.

**It is each student's responsibility to complete and turn in homework on time** – if it is not, a grade of zero (0) may be given. The student may also be asked to complete the assignment after school or during the school day. In case of conflict regarding homework assignments, the teacher's record is final. If students or parents have questions, immediately contact the teacher who assigned it.

## GRADUATION POLICY

Beginning with the 19-20 school year, all Seniors must complete the Senior Seminar class to qualify for graduation from GREEN Charter. This rule will apply to the graduating class of 2020 and all graduating classes that come after.

## RETENTION POLICIES

Each grade level has a set of standards set by the state and/or school that students must meet. If the end of year performance of a student does not meet the expectations for their grade level, that student's academic record will be reviewed by our Retention Team to determine whether to promote or retain for the next school year.

### ***Third Grade Retention Policy***

S.C. Code Ann. §59-155-160 (2014) of Act 284 states:

Beginning with the 2017- 2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment that equates to Not Met 1 on the Palmetto Assessment of State Standards (PASS).

The law provides seven good cause exemptions to retention; however, "students exempt for good cause from the mandatory retention requirements shall continue to receive instructional support and services and reading intervention appropriate for their age and reading level." Section 59-155-160 (A).

Good cause exemptions from mandatory retention include students:

- with limited English proficiency and less than two years of instruction in English as a Second Language program;
- with disabilities whose Individual Education Plan (IEP) indicates the use of alternative assessments or alternative reading interventions;
- with disabilities whose IEP or Section 504 Plan reflects that the student has received intensive remediation in reading for more than two years but still does not substantially demonstrate reading proficiency;
- who demonstrate third grade reading proficiency on an alternative assessment approved by the board and which teachers may administer following the administration of the state assessment of reading;
- who have received two years of reading intervention and were previously retained;
- who through reading portfolio documentation demonstrates the mastery of the state standards in reading that is equal to at least one level above the lowest achievement level on the state reading assessment; and
- who successfully participate in a Read to Succeed Summer Reading Camp (SRC) at the conclusion of the third grade year and demonstrate through either a reading portfolio or through a norm-referenced, alternative assessment approved by the SCDE, that their mastery of the state standards in reading is equal to at least a level above the lowest level on the state reading assessment.

If a student meets one of the exemptions mentioned above, the student may be considered for promotion to fourth grade. The explanations and resources included in this document are intended to provide guidance, support, and examples to support districts and schools as they fully implement this section of Act 284.

### ***Middle School Promotion and Retention Policy***

**Promotion** - A student must complete 12 core courses successfully (ELA, Math, Science, and Social Studies in 6th, 7th and 8th grades) in order to get promoted to High School at GREEN Charter School.

**Retention** - Students who fail one of the core courses (Math, English, Social Studies, Science) for the current grade will be retained at the end of the current grade UNLESS they successfully complete the required recovery program via either (1) Summer School - if offered, or 2) the Recovery Package provided by the teacher/school. GREEN Charter has the right to decide the best option for your student to make up the failed course.

**If a student fails more than one core course he/she will be required to repeat the same grade level.**

**Remediation** – If we feel remediation is necessary for rising 7th graders or if the student does not have a proficient score on SC READY, they will be assigned to Remedial Math or Reading. Students placed in remedial classes will not be offered foreign language courses. They must successfully complete remediation before they are able to move into foreign language study.

**Notes** - All the above promotion/retention information is subject to change based on new state laws and administrative revision during the year. If there is any modification, parents will be notified via email and/or letter. A student's score on an end-of-the-year assessment may not be the sole criterion for placing the student on academic probation, retaining the student in his/her current grade, or requiring the student to attend summer school.

## 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 some club/activities. There is no better way for students to enrich their education than by taking part in clubs and activities and working with a teacher. These opportunities allow you to participate in current interests and try other areas that peak your interest.

Students sent to the Administrative offices to sit out of classroom time may not participate in after school activities on the day(s) the time is served. Students staying for after school activities will be expected to obey the following rules risk being banned from after school activities:

- You must be with a teacher or other staff member at all times.
- You must abide by the GREEN Code of Conduct while participating in the activity.
- Your school activity privileges will be canceled if discipline becomes a problem.
- You must clear the school building immediately following after school activities.
- You must arrange for your own transportation to arrive promptly at the end of the activity.

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 is established to accommodate parents who cannot pick up their students by regular dismissal time. Students will be hosted under the supervision of an adult and will be expected to read, study, and do homework during this time. ***If a student does not abide by school rules, they will receive 3 verbal warnings before they will be removed from the After School program.*** Parents will be notified of each warning. Please visit our website or stop by the front office to get more info about after school care. The charge for this service is as follows:

TIMES: 3:00 - 6:00 pm	Daily Fee	Monthly Fee
For one child	\$20	\$190
For two children	\$30	\$300
For three children	\$40	\$400

## ANNOUNCEMENTS & COMMUNICATIONS BETWEEN SCHOOL & HOME

The Governing Board, Administration, Teachers and Staff at GREEN are dedicated to keeping our school community and families informed. Official announcements are made via our weekly email. **We STRONGLY encourage everyone to read our Weekly Announcements email and check our website on a regular basis. All critical info that comes from this school will come via the weekly email (including club and class sign-ups, field trip forms, meeting information, date and time changes, etc.)** With so much information to convey, we use this as our primary source of sharing and do not send hard copies.

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school's staff members via e-mail, voice mail, or written request. **However, all communications from the school are sent via email, so you MUST have a working email address on file to receive school news regarding events, clubs, etc.**

## BIKERS & WALKERS

GREEN takes no responsibility for student walkers and bikers. Parents/Guardians who desire for their child to walk/bike to or from school must come to the Main Office and add that option to the student's Transportation section of their Enrollment paperwork. Any bikers or walkers must be at or above 12 years of age.

## BIRTHDAY CELEBRATIONS (Lower school)

If you wish to celebrate your child's birthday at school, you may bring treat bag(s) (**no food items including candy, cupcakes, and cookies**; an example may include stickers, pencils, appropriate toys, etc.) for them to receive in the **last 10 minutes of the school day**. If goody bags include any type of food items, they will be confiscated We prefer treat bags since so many of our students have food allergies/restrictions. With prior teacher approval, you may stay with them.

## BOOKBAGS

Students may use book bags to transport only school materials to and from school. During the school day, however, GREEN requires that all book bags remain in students' cubs / lockers. **NO ROLLING BOOKBAGS OR BACKPACKS WILL BE ALLOWED.**

## CARLINE

The Traffic Flow Diagram showing how our carline works can be found on the school's website. To be sure all drivers on school property obey the rules to keep our children safe and to be respectful of other drivers, please comply with the following:

- **NO** cutting in front of other drivers in the line or cutting across the line to bypass it.
- **NO** parking your vehicle and walking children through the carline.
- **NO** letting students out of your vehicle anywhere, except the curb in front of the building.
- **NO** honking your horn for any reason at staff or students in carline.
- **NEVER talking on your cell phone when cars are moving!**

## CLASSROOM OBSERVATIONS

GREEN values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. **To minimize disruption of the classroom environment, all classroom observations must be scheduled in advance with the teacher and/or Administration.**

## EMERGENCY DRILLS

Emergency preparedness drills will be held throughout the school year so students will be trained to act properly in an emergency. These drills will include fire, tornado, and other crisis emergencies.

## FIELD TRIPS

Field Trips offer exciting ways to learn. GREEN students will have the opportunity to go on field trips at various times throughout the school year. Grade level and/or team sponsored day trips are offered to most students. **Students who have received three days of out-of-school suspension (OSS) during the school year, may not be eligible to participate in any overnight field trip for the rest of the school year, and any fees or deposits paid earlier will be non-refundable, as determined by admin.**

Also, any student who has demonstrated an inability to follow rules may be prohibited from participating – this determination will be made by administration on an individual basis. Any fees or deposits paid are nonrefundable. For all trips, you must follow these rules:

- You must abide by the GREEN Code of Conduct while on the field trip.
- You must follow the GREEN Dress Code unless otherwise specified.
- You must bring to school the Field Trip Permission Slip, signed by your parents or guardian, by the specified date.
- If a student is in danger of failing and/or has absentee issues, they may not be allowed to participate in field trips. If money is paid up front it will not be reimbursed.

Parent chaperones must adhere to the guidelines that will be emailed and/or attached to the permission slip form. Additionally, for all field trips parents must have an updated and cleared SLED Background check in order to chaperone; if not cleared you cannot chaperone. SLED checks expire every three years. It will be left up to teacher/administration discretion when selecting chaperones for field trips. Several criteria may be considered when selecting chaperones. Examples may include but are not limited to frequency of previous attended field trips, parent/guardian conduct, availability/scheduling, etc.

GREEN Charter School reserves the right to deny chaperones at any time.

## HALL PASSES

Teachers will issue hall passes to students who have justifiable reasons for leaving the room.

## HOME VISITS

Research shows that home visits help with both academic and behavioral performance. The overall goal of home visiting is to help strengthen the relationship between parents and teachers. Home visiting programs are an effective way for teachers to get parents involved in their child's education, and to let parents and children know how much they care. Therefore, GREEN encourages teachers to visit their students at their homes.

## LOCKERS

Beginning in 4<sup>th</sup> grade, each student will be assigned a locker for their individual use. This locker is for storing books, coats, and personal items necessary for school. Students should not bring valuable items from home. GREEN will not be liable for personal items you leave in your locker or bring to school with you. Do not trade lockers with another student or let anyone share your locker. **It is your responsibility to see that your locker is kept LOCKED and in order at all times. To keep your items safe, we strongly advise you to keep your locker combination and space private.** You should report any damage, vandalism, or the inoperable condition of your locker to the office. If you do not report vandalism, damage or the inoperable condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school. You, however, have full responsibility for the security of your locker and what is in it. School officials may make inspections. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. Due to the small size of GREEN's lockers, book bags must be small enough to fit inside it. **Students attending GREEN should not expect privacy in regard to the contents of their lockers, desks, or other school property.**

## **LOST and FOUND / MISSING ITEMS**

Items found unattended will be placed in the Lost and Found. More personal Items like glasses or jewelry may be held in the Main Office. Unclaimed items will be donated or resold periodically.

When an item is missing, students should look for items in the Lost and Found before coming to the office. In regards to the lost and found, parents are able to look through the Lost and Found to search for a missing item. At the end of each quarter, the school reserves the right to donate, resell, or repurpose any items left in the Lost and Found closets. Should the owner find the item themselves or it be returned directly to them, they should notify the Main Office as soon as the item has been located.

**The school is not responsible for lost/stolen items brought to school. Examples may include but are not limited to: clothing, cell phones, sports equipment, toys etc.**

## **LUNCH / BREAKFAST / NUTRITION PROGRAM**

Students may purchase a nutritional lunch and/or breakfast in the school cafeteria or may bring one from home. The cost for student lunch and breakfast is announced at the beginning of the school year and can be paid in advance via an online payment system. Students needing free or reduced lunch or breakfast should contact the Main Office to request the form.

**Neither students nor parents may order food from a restaurant to be delivered on campus to a student.**

## **MATERIALS DISTRIBUTION**

GREEN has a "closed forum" relative to the distribution or posting of materials on school grounds or property. It is for this reason that flyers, brochures and/or other materials may not be handed out on campus prior to, during or following the school day. Unless it is approved by the administration, distribution/selling/ordering/consuming external foods/goods is prohibited, and items will be confiscated.

## **PAYMENT BY CHECK**

Parents may take care of monetary obligations by cash or check. Checks should be made payable to GREEN Charter School. There will be a \$25 charge for any check returned to the school by the bank.

## **SCHEDULE CHANGES**

Each student's schedule is carefully planned and developed based on the student's academic history and demonstrated abilities. Modifications to the student's schedule MAY be made if requested within the first two weeks of school. The final decision will be made by the administration. Requested movement into a more advanced class must be backed by test scores and teacher recommendations.

## **SCHOOL PICTURES**

A photographer will take pictures at school in the Fall. **Students must be in uniform and wearing their school polo since these will be used in the yearbook.** *No students will be allowed to wear hoodies, jackets, vests, or pullovers during these pictures.*

## **SCHOOL SPONSORED ACTIVITIES/SPORTS**

From time to time, GREEN administration may organize or sponsor sports programs and/or off-campus activities. Unless otherwise specified by the administration, all school rules are in effect in any such school-sponsored activities. Eligibility to participate in such programs and specific policies will be determined and announced by the administration as needed. **In order to participate in a sports program, the student must have a minimum average of C.** No student will be allowed to participate as long as there is a D or F class average on the last Report Card. For Fall, the final Report Card from the prior school year will be used.

## **SKATEBOARDS, ROLLER BLADES, and SCOOTERS**

Skateboards, roller blades, and/or scooters (any type), are not permitted on school property.

## **STUDENT I.D. CARDS**

Student ID cards are issued to the students for security and identification purposes. Most often, they will not be required to wear their ID every day. It may only be handed out to them for use on field trips and other school events as needed. A replacement cost of \$5 will be required for lost or damaged ID cards.

## **STUDENT RECORDS**

A student's school records are private and confidential. Student's parents or guardians and certain school officials and workers are the only ones who may see school records without the parent's or guardian's written consent. In the event of a non-custodial parent, the school may issue to you a copy of the academic portion of your student's file.

## **TECHNOLOGY USE BY STUDENTS AND PARENTS**

### **Disciplinary Actions for Safe and Acceptable Use of Computers and the Internet**

Possible consequences for violations of the GREEN use of computers and Internet policies include, but are not limited to:

- Suspension of Internet access
- Suspension of GREEN network privileges
- Suspension of computer access
- Disciplinary actions as outlined in the Code of Student Conduct
- School suspension and/or expulsion
- Appropriate legal action, civil and/or criminal

**Students will be required to sign a Technology Agreement at the beginning of the school year.**

### **CELLULAR PHONES / ELECTRONIC DEVICES**

Students are not allowed to use\* cell phones during designated school hours. This includes, but is not limited to, clubs, tutoring, and after-school care. Students should check their cell phone before entering the building and make sure that it is in the "off" or silent mode. **Failure to follow cell phone procedures will result in confiscation of the cell phone. Parents will retrieve the cell phone from the Admin and/or the front office at the end of the day.**

This rule applies, but is not limited, to other electronic devices such as Digital Cameras, PDA's, Smart Phones, Mp3/Mp4 player, iPod, iTouch, iPad, radios, and other technologies which have not been invented by we prepare this handbook.

**GREEN will never be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.**

**\*Definition of a cell phone use: talking, taking pictures, charging, texting, checking grades, using social media, etc.**

### **TELEPHONE CALLS**

Students may not use **any school phone without permission**. GREEN will contact parents in case of illness, injury or discipline.

### **RECORDING DEVICES – AUDIO or VIDEO**

GREEN prohibits the use of audio or video recording equipment by anyone other than GREEN staff on campus, within the school building, or at school sponsored events (on or off campus) without express permission from the GREEN Administration. Parents will be notified if they are allowed to video during school functions. Students found in violation will have their recording device confiscated, and be given an *Office Referral* for unauthorized recording. Parents or non-GREEN personnel found in violation will immediately be required to leave. If uncooperative, appropriate law enforcement authorities will be contacted to have them removed from the premises.

## **TEXTBOOK RESTITUTION**

Textbooks for pupils are furnished by GREEN. Restitution for lost and/or damaged textbooks or related materials and supplies will be required BEFORE a second text or additional materials is made available to a student. Students who owe money for lost or damaged texts or materials will be permitted to use a text during classroom instruction; however, they will not be permitted to take the text or materials home for homework purposes.

**Note:** If it is determined that the textbook is lost, the student will pay for the lost textbook/workbook.

## **VIDEO OR AUDIO SURVEILLANCE USED BY THE SCHOOL**

GREEN may use video or audio surveillance to monitor halls, classrooms, and common areas, to ensure student and faculty safety. Additionally, this video or audio surveillance may be used for evidence in disciplinary situations, as well as remote viewing or monitoring of various school activities, school entrances and school parking areas. Viewing requests by parents may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Privacy Act. No other request for viewing may be honored. Approved viewings must be done in the presence of the Director or designee.

## **VISITORS/VOLUNTEERS ON CAMPUS**

All visitors must first report to, and sign in at, the Main Office and wear a visitor's badge before going to other parts of the building. You will be required to have your Driver's License.

The administration and staff of GREEN Charter School are appreciative of all persons who are willing to commit time and energy to helping students succeed and to provide an excellent place of learning for all students. It takes a combined community to accomplish this, and we welcome volunteers to join in the goal of making our school be the best that it can be.

### **Volunteer 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 visitors 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.

Volunteers should be willing to perform a wide range of assigned tasks. This includes activities such as copying, cutting, sorting, collating, laminating, putting up or taking down bulletin boards, and working directly with students. Each of these activities makes a contribution to the school. All are valuable to the teachers, staff, and students.

Volunteers are responsible for understanding and using the specific approach demonstrated by the teacher/staff so that the children are dealt with consistently and fundamental concepts are followed. Volunteers are not allowed to overstep the boundaries of the rules/expectations that the teacher/staff have in place.

Volunteers should make outside arrangements for child care of non-school age children instead of bringing them to school during volunteer time.

Each faculty and administration will determine how to most effectively use volunteers. In some cases a decision may be made to use volunteers in classrooms other than that of a volunteer's child; however, it is the expectation that the volunteer may not roam/navigate to other classes without teacher/administration approval. In some cases, volunteers may be asked to not return- this decision will be left up to teacher/administration discretion; we will not be required to provide a reason.

Teachers will provide written and/or oral directions for activities they want volunteers to execute. Volunteers are expected to complete designated activities given by the teacher. If a volunteer doesn't understand the activity assigned, he/she should ask for a demonstration and/or clarification at an appropriate break.

Students need to stay focused and on task in class. Therefore, we appreciate it if distractions are kept at a minimum and cell phones are turned off or placed on vibrate. Remember you are an adult and we ask that you are a role model and lead by example for our students.

Disciplinary action is the legal responsibility of administrators and school staff. Volunteers should not be put in a position of having to enforce discipline. If you are having a problem, immediately inform the teacher or appropriate staff member.

### **Volunteer Tips/Suggestions**

To ensure the most productive and positive experience for classroom volunteers, the following suggestions may be useful.

1. Set up a conference with your teacher or coordinator to discuss scheduling and duties. Teachers plan around your help so please adhere to the schedule. Call the office in advance or email the teacher directly if you need to cancel your volunteer time.
2. Develop a set routine for receiving assignments, written or verbal, so you can begin tasks with a minimum of class disruption.
3. Treat your child as you would every other child in the class. Too much interaction can be disruptive to all students.
4. Respect that a teacher's desk and closet are private.
5. Never discuss any child's classroom performance or behavior.
6. Save all questions regarding your child's performance or behavior in school for a conference.
7. Make appointments to confer with your child's teacher before or after school, not during your volunteer time.
8. Teachers, not volunteers, are responsible for communication to parents. Please discuss any issues with the teacher.



# HEALTH SERVICES

## Healthy Students

GREEN recognizes that healthy students learn better. The purpose of school nurses at GREEN Charter Schools is to enhance the educational process while removing health related barriers to learning. GREEN Charter School nurses accomplish these activities in partnership with students, parents, school staff and local community resources.

If you have questions or concerns related to your child's health or school nursing services, please contact your school nurse. It is especially important to report any illness or condition that your child has that may require medical support during the school day.

## Health Room Policy and Procedures

### Visits to the Health Room

Students must obtain a pass from a teacher to go to the Health Room. Every effort is made to keep students in school if at all possible. If a student is injured or becomes sick at school, the student should be assessed and evaluated by the school nurse. If it is determined that your child is too ill to remain in school, a parent or guardian must pick the student up from school. It is essential that we have current information about how to contact parents/legal guardians at all times. Students will be sent home with the following illnesses: active vomiting or diarrhea; a fever of 100 degrees Fahrenheit or above; any condition that may be contagious; an injury or illness that requires further evaluation by a physician. While we respect the priority placed on academic achievement and realize many students have a goal of perfect attendance, parents should not send a child with a fever or contagious illness to school.

### Contacting Parents

If your child comes to the Health Room and needs to go home, we must contact a parent or legal guardian. We cannot send a student home with anyone until a parent has been notified. Please make sure all contact information is updated as needed as it is very important that we have current information about how to contact you at all times. If your child has an emergency situation or needs immediate care that cannot be provided at school, those contacts you list will be called if we cannot reach a parent first. Please understand that this is for your child's protection.

### Parent Reminder

Neither GREEN Charter, nor its personnel, assume any financial responsibility for treatment or transportation cost should your child require Emergency Medical Services (EMS) for any emergency situation that cannot be treated at school.

### Illness Protocol Reminders:

- If your student has a fever, they must be fever free for 24 hours before returning to school (this means without the use of fever reducing medications). Fever is defined as a temperature of 100 or greater.
- If your student has diarrhea, they must be diarrhea free for 24 hours before returning to school (this means without the use of diarrhea suppressing medication). Diarrhea is defined as 3 or more episodes of loose stools in a 24 hour period.
- A student must not come to school if vomiting 1 or more times in 24 hours. A student must remain out of school for 24 hours from the last vomiting episode 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. Complete immunization information can be found on the South Carolina Department of Health and Environmental Control (SCDHEC) website.

### Student Medication Policy

When possible, medications should be given before or after school so the parent/guardian, administers the medication.

All medication required to be given at school must be delivered to the School Nurse or designated school employee by the student's parent, legal guardian or a previously designated adult. It is against School District Policy for a student to carry ANY medication on their person without physician permission, parent permission and school district permission to self-administer and self-monitor. (SC Law S144) All medication will be maintained in the health room. Violations of the medication policy are dealt with sternly. 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 director. There are separate permission forms for medications on field trips.

## For your child's safety please remember:

- ALL PRESCRIPTION MEDICATION must have written parental and physician authorization before it can be administered at school.
- ALL PRESCRIPTION MEDICATION must be administered as labeled and Over-the-counter (OTC) medications may not exceed package directions.
- ALL PRESCRIPTION MEDICATION must be brought to school by a parent, legal guardian, or designated person over 18 years of age and given directly to the school nurse or designated school personnel.
- Prescription medications must be received in the original container with pharmacy label present listing student's name, name of medication, dosage, and amount clearly visible on the bottle/container.
- OVER THE COUNTER MEDICATIONS (OTC) may be provided by the parent if it is in a new - unopened container, clearly labeled with the student's name and is accompanied by written parental permission on the GREEN Charter School Authorization for Non-Prescription Medication at School.
- OTC medications that are to be given daily for more than one week will require a doctor's order.
- Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. GREEN School Nurses will not administer any medication passed the expiration date.
- It is the responsibility of the parent /guardian to inform the school of any changes. New prescription medications or new doses will not be given at school unless a new GREEN Charter School Prescription Authorization form is completed and a newly labeled pharmacy container is provided.
- Any newly prescribed medications or changes in dosage must be initiated at home for at least two to three days so they parent /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.
- **ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER.**
- School nurses are legally required to administer only medications with FDA approval.
- No medication containing ASPIRIN can be given at school without a doctor's authorization. This includes but is not limited to Pepto Bismol, Excedrin, and some OTC cold medications.
- If your child forgets to take a morning dose of medication, GREEN School Nurses are not allowed to give that dose at school. Parents may come to the Health Room to give the missed dose once the parent has brought the medication to school.
- Students with medication prescribed by a health care provider contained in the original packaging and appropriately labeled may carry these medications, may self-monitor and may self-administer these medications only if we have permission from the prescribing physician and the parent/legal guardian. If there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others, (stimulants, pain relief medication, and anti-depressants for example) GREEN Charter School District may refuse to allow the student to carry his/her medication. Medications that are approved for self-administering are asthma inhalers, insulin for diabetic students, and Epi-Pens for severe allergic reactions.
- Unused medication will be disposed of unless picked up within one week of being discontinued. Medications that are not picked up will be disposed of in a manner that respects security as well as environmental concerns.
- At the end of each school year any medications that are not picked up by a parent/guardian by the last day of school will be destroyed. No medications are permitted.

GREEN Charter Schools and its employees reserve the right to refuse to honor medication requests that are not consistent 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.

## Head Lice

If a student is discovered to have head lice:

1. The parent is notified.
2. The student should be treated for head lice before returning to school.
3. Parent will notify school that student has been treated.
4. Before the student can be allowed back into school the school nurse must check student's head with parent/guardian present to assure there is no live lice or excessive nits present.
5. Sometimes, students in an entire classroom may be checked for lice; however, this is time consuming and an interruption to the instructional program. Parents are expected to assume responsibility of checking their children's hair regularly.
6. Hair must be free of lice and excessive nits before returning to school. Chronic problems with these will be checked frequently.

GREEN Charter Schools utilizes the South Carolina DHEC School and Childcare Exclusion List as a reference guide for excludable illnesses along with school district policies to protect students, families, and staff.

## **School Exclusion List**

In the best interest of students and staff, we request that you keep your child home if he/she is sick. A child should be fever free for 24 hours before returning to school. A fever is defined as a temperature 100 F or greater. South Carolina Department of Health and Environmental Control (DHEC) has developed an exclusion list of illnesses when a child MUST be kept out of school. The list includes length of exclusion and if physician follow-up and/or a medical note is required before the student may return to school. Physician parents may not write a medical note for their own child. The medical note must be provided by an objective care provider. If a student develops a communicable disease, the parent should notify the school nurse. This will allow the nurse to alert the teachers to observe other students for symptoms or to notify appropriate SC DHEC officials if needed. Please visit the South Carolina DHEC website for the full exclusion list. Parents may also request a copy of the exclusion list from the school nurse.

## **Direct Contact Communicable Diseases**

GREEN seeks to provide a safe educational environment for students and staff. GREEN is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease. Student instruction will be developmentally appropriate. This can be best accomplished by assuring that all persons within the school community understand the method of transmission and prevention of disease that is not contracted through air-borne pathogens, but rather, through direct contact with bodily fluids and excretions, especially blood, vomit, feces, or urine. For purpose of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus)
- B. AIDS (acquired immune deficiency syndrome)
- C. AIDS related complex (condition)
- D. HAV, HBV, HCV (Hepatitis A, B, C)
- E. Other diseases that may be specified by the State Department of Health as contact communicable diseases.

GREEN Charter School wants to assure that students and/or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality, and that their civil rights will be respected.

## **Illness / Injury / PE and Recess Excuses**

If a student is to be excused or limited for 3 or more consecutive days from participation in school activities, then he/she is required to bring a statement signed by a physician. Students who are unable to participate in Physical Education or recess activities OR who receive stitches/staples or require the use of assistive device (i.e. crutches, cast, cane, air cast, wheelchair, etc.) are required to bring a physician's note detailing the following:

1. Medical/Injury diagnosis
2. Date student may return to school
3. Activity restrictions
4. Return to full activity date
5. Statement of student's need to use crutches, splints, etc and for how long (if applicable)
6. Date student may resume participation in sport practices and games

# CLASSROOM MANAGEMENT PLAN

GREEN uses a school-wide Classroom Management Plan in which all faculty and staff work in a cooperative systematic effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment.

## School-Wide Rules:

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

The structure of the Classroom Management Plan consists of four main parts:

- **Rules** - the expected behavior for all students
- **Consequences** – what the student chooses to accept if a rule is broken
- **Rewards** - what the student receives for appropriate behavior and/or going above and beyond (Lower school - Owl Cash)

## GENERAL BEHAVIOR GUIDELINES OUTSIDE OF THE CLASSROOM

### In the Gym and Bathrooms:

Students are not permitted in the gym or outside during class periods unless accompanied by a teacher or have a hall pass from an authorized staff member. Students found in the gym or outside without passes will be subject to disciplinary action. Gym and lavatories are areas used by all members of GREEN. Because everyone uses these areas, there are rules of conduct that all students must follow:

1. Do not roughhouse, push, or wrestle
2. You may not eat or drink in the gym and lavatories
3. You may not run in the gym and lavatories
4. You must do your part to keep these areas clean and safe
5. You may not use any profane or vulgar language while in these areas
6. You may not loiter in the gym and lavatories
7. Make sure you clean up after yourself and appropriately dispose of all trash
8. Report any leaks, spills, or other problems in the lavatory to a teacher or the office
9. You may not yell, scream, or make excessive noise while in these areas

### In the Cafeteria:

1. No loitering in the cafeteria
2. Keep tables, chairs, and floors clean
3. Talk in a normal voice (classroom voice)
4. No backpacks allowed in the cafeteria
5. Dispose of trays, trash and debris in trash cans or compost.
6. Keep hands, feet, personal belongings and food to yourself
7. Keep cafeteria lines orderly... no pushing, running, or cutting in line
8. Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receiving appropriate disciplinary action.

## RECOGNITION

Students are recognized on a regular basis and rewarded for accomplishments.

- **A/B Honor Roll** - students achieving an academic average of 80 or above in all subjects. Calculations are carried out up to one decimal point, and standard rounding rules are applied. Certificates will be given to A/B honor roll students.

### School – Wide Rewards (Lower School only)

Some of the **School-Wide Rewards** will be, but are not limited to:

- **PBIS Positive Behavior Interventions and Supports** Students will be rewarded with owl bucks for good behavior. They may use these owl bucks to purchase items from the owl cart.
- **Owl of the Month:** Students will be selected based on their academics or behavior.

# CODE OF STUDENT CONDUCT

It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline a close, cooperative relationship must exist between the home and school. It is our goal to provide close communication with parents/guardians at the onset of discipline problems, so that together we can find alternatives for the student, and so they can experience success in their relationships at home and at school.

For this discipline program to be successful, students must make choices for themselves and **be responsible for their own behavior as well as for their academic performance**. Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. All persons involved in committing, planning, participating, helping, advising, encouraging, or benefiting in the violation of a rule or code of conduct are parties to the violation. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

## RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional.

## CLASSIFICATIONS OF VIOLATIONS

Violations of the Code of Student Conduct are grouped into four classes:

- Class I: Minor
- Class II: Intermediate
- Class III: Major
- Class IV: Zero Tolerance

Each classification is followed by a disciplinary procedure that is to be implemented by the Director/designee. It is understood that when a violation of the Code occurs, the student's explanation shall be heard by the Director/designee before determining the classification of the violation. The Director or designee will review each case individually before assigning consequences.

Classroom teachers will address general classroom disruptions by taking appropriate in-class disciplinary actions. These include, but are not limited to, personal calls to the parents, parent/teacher conferences, referral to a guidance counselor, etc. A detailed classroom management plan is described in the "Classroom Management Guidelines" section of this handbook. If such measures do not put an end to the disruption, a disciplinary referral is appropriate. (Failure to bring notebook, pencil, books, required materials and equipment to class, or failure to work in class, are not cause for disciplinary referrals.)

**Neither GREEN Charter School employees nor the Governing Board assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.**

**NOTE I:** These rules apply to all students at school or school-sponsored activities, including field trips (and while on school transportation), athletic fields, stadiums, parking lots, and other sites used for school-sponsored activities.

**NOTE II:** 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.

**NOTE III:** There shall be no type of hazing during any school sponsored event, club, organization, or class within the school or off campus. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety. Acts of hazing shall be addressed and will result in the appropriate consequence being administered in accordance with the Code.

**NOTE IV:** Federal and state laws grant individuals reasonable expectations of privacy, and freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all 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. Be advised that student lockers and other storage areas (including, but not limited to, motor vehicles, book bags, pocketbooks, notebooks, pockets, etc.) may be searched.

**NOTE V:** Be advised that students will be held responsible for prohibited items in their personal control, such as items located in vehicles, book bags, clothing or items belonging to someone else.

**NOTE VI:** Technology-based infractions may result in a suspension of network and/or Internet access. Alternative instructional materials may be provided.

**NOTE VII:** Cyberstalking means to engage 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.

Cyberbullying, is defined as 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, and YouTube), chat rooms, instant and text messaging, and cell phone technologies.

Students will 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, social networking sites, or other digital technologies, which may include social cruelty, direct threats, or other language or expression 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.

**NOTE VIII: ANTI-BULLYING POLICY:** The policy of GREEN is that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Accordingly, GREEN will not tolerate bullying or harassment against any student, employee, visitor, volunteer or agent who works on school-related activities, subject to the control of school officials. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

GREEN prohibits the bullying or harassment of any student or school employee, volunteer or agent:

- During any educational program or activity conducted by GREEN;
- During any school-related or school-sponsored program or activity;
- Through the use of data or computer software that is accessed through a computer, computer system, or computer network of GREEN. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

**Note VIII:** GREEN Charter School will not accept any student that has a history of a class IV infraction, has been recommended for alternative schooling and/or are currently attending an alternative school.

## MINOR OFFENSES CLASS I

### MINOR VIOLATIONS DISCIPLINE CYCLE

Minor violations can occur in or outside the classroom and on or off campus at any school or after school event. Punishment for these violations/offenses can include any combination of the following consequences at the discretion of the staff:

- Lunch Detention
- Think Sheet/Reflection sheet
- Buddy classroom
- Administrative detention After School Detention
- Withholding Privilege
- In School Suspension (ISS)
- Disciplinary Referral Form for not following school rules. (Additional consequences may apply)
- Suspension from after-school activities such as clubs or sports activities

Parents will be contacted with a phone call or email regarding the assigned consequence for administrative detention After School Detention, ISS, or disciplinary referrals.

Teachers, in response to **minor** violations in the classroom, will take the appropriate steps when students fail to abide by the established behavioral expectations. Should misbehavior continue or interrupt the instructional environment, the teacher may hold a parent conference or/and implement a behavior contract prior to referring to administration. If minor violations are repetitive it can be an immediate referral to administration.

The Minor Violations List below is not exhaustive and subject to change at any time at the discretion of the Administration.

Code	Infraction
<b>1.01</b>	Bringing backpacks to classroom or cafeteria (if applicable)
<b>1.02</b>	Chewing gum
<b>1.03</b>	Violation of the Uniform Dress Code
<b>1.04</b>	Eating or drinking in unauthorized areas
<b>1.05</b>	Refusing to participate in learning or following directions.

<b>1.06</b>	Unprepared for class – not bringing the needed materials described in the course syllabus to class each day
<b>1.07</b>	Any 'body art' to include but not limited to temporary tattoos, marker paintings, etc. is not allowed. Student will not be permitted to go to class until cleaned
<b>1.08</b>	Behavior that puts safety at risk
<b>1.09</b>	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.)
<b>1.10</b>	Any other minor act of misconduct which interferes with the orderly operation of the classroom including but not limited to excessive or disruptive talking, throwing objects, verbal exchanges, arguing, passing notes
<b>1.11</b>	Hall disruptions (including but not limited to yelling, shouting, screaming, banging on lockers, and/or running)
<b>1.12</b>	Horseplay, roughhousing, clowning, or acting out
<b>1.13</b>	Tardiness: Repeated late arrival to school or class
<b>1.14</b>	Disrespect or rude behavior: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student
<b>1.15</b>	Profane, obscene, or abusive language/materials: The use of either oral, written or bodily language (including designations or abbreviations that connote offensive meaning), electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable, and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity

## MAJOR VIOLATIONS DISCIPLINE CYCLE

Major violations (Class II-IV) of the Student Code of Conduct result in a Disciplinary Referral. Disciplinary Referrals are investigated and consequences are assigned by the administrator. Parents are notified of the consequences by either phone call, notice letter sent home with the student, or US mail. Assignments of consequences are progressive. In general, each disciplinary referral advances the student to the next step in the Major Violation Discipline Cycle and violations may have higher consequences if committed at a higher cycle step.

**Any item that is deemed unsafe, inappropriate or hazardous to persons or property may be confiscated by school personnel.** Offenses not covered by the Discipline Cycle are handled by the school administration in accordance with federal and state laws in a manner consistent with the Charter Schools Act. Also, at the discretion of the administration, heavier or lighter consequences may be assigned if warranted by individual circumstances.

## INTERMEDIATE OFFENSES CLASS II

Intermediate acts of misconduct are more serious or disruptive examples of the offenses in Class I. Class II also includes repeated acts of misconduct from Class I and acts directed against people or property that do not seriously endanger the health or safety of others. The misconduct must be reported to the appropriate school administrator for disciplinary action. The administrator will follow the procedure designated for minor violations (Class I) in investigating the situation and deciding on disciplinary action.

\*\* If any type of threat is made, regardless of age it will be up to administration discretion for consequences such as immediate ISS and/or OSS, referral to guidance counselor/Mental Health services, and/or possible dismissal from school.

**Step 1: 1 day of ISS and/or OSS or After School Detention**

**Step 2: 1-3 days of OSS**

**Step 3: 3-5 days of OSS**

**Step 4: 5-10 days of OSS or possible Expulsion**

<b>Code</b>	<b>Infraction</b>
<b>2.01</b>	Repeated Misconduct of Class-I violation: Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.
<b>2.02</b>	Disrespect: Conduct or behavior toward school employee or an adult that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class I)
<b>2.03</b>	Fighting: Minor physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.

<b>2.04</b>	Forgery: The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.
<b>2.05</b>	Gambling: Any unlawful participation in games (or activities) of chance for money and/or other things of value.
<b>2.06</b>	Insubordination/Open Defiance: Either verbal or non-verbal refusal to comply with school rules or directions from school staff.
<b>2.07</b>	Intimidation/Threats: The verbal or physical threat to do harm or violence to another student(s) or to the property of another person. Any verbal, written, or printed communication maliciously threatening any injury to the person, property, or reputation of another, with or without the intent to extort money or any pecuniary advantage whatsoever; or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.**
<b>2.08</b>	Stealing (under \$50): Taking the property of another person or school without permission.
<b>2.09</b>	Unauthorized Assembly, Publications, etc.: Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.
<b>2.10</b>	Bullying: Repeated unwanted aggressive, intimidating, insulting, dehumanizing or threatening verbal, electronic, or physical behavior or expression that is directed toward another person on school property or off school grounds if it adversely impacts the education at school for students or staff. This may include, but is not limited to, pushing, shoving, name-calling with or without profanity, purposeful exclusion, slander, and verbal cruelty.
<b>2.11</b>	Other Serious Misconduct: Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Class I.
<b>2.12</b>	Physical Contact: Offensive, unwanted and/or inappropriate touch.
<b>2.13</b>	Dangerous/Unsafe Acts: Behaving in such a way that it could reasonably cause physical injury to any person or property without intent to do such harm.
<b>2.14</b>	Provoke/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.
<b>2.15</b>	Confrontation/Dispute: Lower level confrontations such as mutual pushing and shoving, or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.
<b>2.16</b>	Simple Battery: Any pushing or striking of another student against the will of the other student.
<b>2.17</b>	Leaving class without permission or not reporting to the designated area on time.
<b>2.18</b>	Skipping or cutting class or activity: A class cut occurs when a student is absent from class/activity for more than 5 minutes without permission from the teacher or authorization from the administration to do so.
<b>2.19</b>	Use of - in employee's presence - opprobrious or abusive words, or obscene language, pictures or gestures.
<b>2.20</b>	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property or the property of others including acts of defacing with graffiti, keying, or scratching a car, or trashing a room resulting in damages.
<b>2.21</b>	Mistreatment / misuse of school, personal or others' properties: The willful or malicious act of misuse or mistreatment of property such as littering, wasteful use, or unauthorized possession.
<b>2.22</b>	Providing False and/or Misleading Information: – Intentionally providing false information to a school employee including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, re-admit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.
<b>2.23</b>	Possession of Firearm Facsimiles: Possession, sale, or discharge of any facsimile, toy-type replica of a firearm or empty shell.
<b>2.24</b>	Encouraging Major Violations of Code of Conduct. Consequences contingent upon rules violated.
<b>2.25</b>	Lewd, Indecent, or Offensive Behavior: Any behavior offensive to common decency, including, but not limited to, "mooning," offensive touching, indecent exposure, possession, distribution, or display of obscene or "hate" material, possession/display of electronic images or text, or similar behavior.
<b>2.26</b>	Public Display of Affection (PDA): Kissing, fondling, "dirty dancing," sitting on laps, prolonged hugging, close contact, or any suggestive contact that is in poor taste and shows disrespect for others as interpreted by school personnel. Parent is contacted at each step.
<b>2.28</b>	Possession of Stolen and/or lost property with or without knowledge, or not returning found items to the authorities.



<b>2.29</b>	Cheating/Plagiarism: Willful or deliberate or unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material or any form of communication in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.
<b>2.30</b>	Usage of Wireless Communication Devices: Wireless communication devices may be brought to school, but must be out of sight and kept in an "off" mode while on the school property during school hours as well as during after school activities and on field trips. Use of a wireless communication device may include the imposition of criminal penalties if the device is used in a criminal act. (Any student who chooses to bring a wireless communication device to school shall do so at his or her own risk.)
<b>2.31</b>	Unauthorized video or sound recording.

**NOTE: Multiple Class II Offenses** - Students who commit five or more Code of Conduct Class II offenses may be referred for school expulsion.

## MAJOR OFFENSES CLASS III

Class III infractions are major acts of misconduct. They include repeated misconduct acts from Class II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. The misconduct must be reported right away to the school administrator, who may remove the student from the school or activity immediately.

\*\* If any type of threat is made, regardless of age it will be up to administration discretion for consequences such as immediate ISS and/or OSS, referral to guidance counselor/Mental Health services, and/or possible dismissal from school.

**Step 1: 1-3 days of OSS**  
**Step 2: 3-5 days of OSS**  
**Step 3: 5-10 days of OSS or possible expulsion**

Code	Infraction
<b>3.01</b>	AWOL: Leaving school grounds or the site of any school activity without permission.
<b>3.02</b>	Technology tempering: Any use of technology for personal gain, profit, or illegal conduct, such as fraud, copyright infringement, pornography, hacking, or distributing viruses that result in disruption.
<b>3.03</b>	Battery: When one student physically attacks another student with the intent to do bodily harm.
<b>3.04</b>	Breaking and Entering: The unlawful and willful entry or attempted forcible entry of any school property, or the personal property of students and/or school personnel.
<b>3.05</b>	Destruction of Property/ Vandalism (More than \$50): The willful or malicious destruction of school system property or the property of others.
<b>3.06</b>	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class II)
<b>3.07</b>	Extortion: The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear.
<b>3.08</b>	Fighting: Physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.
<b>3.09</b>	Firecrackers/Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers on school system property, at a school function, or extracurricular/co-curricular activity.
<b>3.10</b>	Gross Insubordination/Blatant Defiance: Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order such as refusing to serve a disciplinary consequence.
<b>3.11</b>	Illegal Organizations: Establishing or participating in a secret society on school property, at a school function, or at an extracurricular activity.
<b>3.12</b>	Possession of Contraband Material: Possession, use, and/or distribution of materials or items, other than weapons or firearms, which are forbidden. The parent/guardian will make arrangements to pick up the object from the school, if applicable.
<b>3.13</b>	Smoking and Other Use of Tobacco Products: The possession, use, distribution, or sale of tobacco products on school property, at a school function, or extracurricular/co-curricular activity. Vaping is considered a Level 4 infraction.
<b>3.14</b>	Stealing (\$50 to \$300): The taking of the property of another without the permission of the person.
<b>3.15</b>	Trespassing: Unauthorized entry into school property, a school function, or extracurricular/co-curricular activity and/or remaining after the administrator or designee has directed such person to leave that location.
<b>3.16</b>	Bullying– Systematically and chronically inflicting physical hurt or psychological distress, on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile or offensive environment, or that it unreasonably interferes with the individual's school performance or participation. Prohibited acts include, but are not limited to, acts of violence, bullying, cyberbullying, or threat of violence, or harassment based on actual or perceived race, color, national origin, sex, gender, disability, sexual orientation, religion or other distinguishing

	characteristics of a student that is directed at one or more students; substantially interferes with educational opportunities or educational programs of the targeted student(s); or adversely affects the ability of a student(s) to participate in or benefit from the schools' educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is severe and pervasive.
<b>3.17</b>	Other Serious Misconduct: Any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation services, which threatens the health, safety or property of self or of others, or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular/co-curricular activity. This may include, but is not limited to, providing false/misleading information to staff members, profanity, use of gang-related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person; repeated dress code violations; misuse of electronic items or computers; or the activation of a fire alarm without reasonable cause which, in the discretion of the Director, was not the result of a willful or malicious act.
<b>3.18</b>	Possession of any instrument or object other than a firearm may be considered under this heading if there has been no threatening or intimidating display of the instrument or object.
<b>3.19</b>	Other Major Infractions (Major infractions that do not fit within the other definitions): Mooning and sexual harassment which is any slur, innuendo, or other verbal or physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational environment.
<b>3.20</b>	Threat/Intimidation: Any threat, premeditated threat or repeated threat to cause physical harm to another person with or without the use of a weapon, whether made verbally, in writing, electronically, or by conduct or action, to kill another person or do any act of violence which may cause death; and creates fear or apprehension in that person that such violence is a serious expression of an intent to cause a present or future harm, along with the individual having the capability to actually carry out the threat.**
<b>3.21</b>	Sexual Harassment – Any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, electronic, or physical contact of a sexual nature when submitting to or rejecting the conduct, which affects or unreasonably interferes with the learning environment or creates an intimidating, hostile, or offensive educational environment. It includes, but is not limited to, sexually-oriented jokes, verbal/physical advances, touching, pinching, patting, sexually-oriented kidding, teasing, using language that has a double meaning and is sexually suggestive.
<b>3.22</b>	Directing obscene, profane, offensive or abusive language or gestures to a school employee: Any behavior offensive to common propriety or decency directed to a school employee including, but not limited to, any verbal, written, electronic, or physical conduct such as threats, bullying, slurs, innuendos, or harassment, which has the purpose or the effect of creating an intimidating, hostile, or offensive educational environment.
<b>3.23</b>	Possession of a controlled object without intent to harm or use for personal protection
<b>3.24</b>	Entering in an unauthorized area without permission
<b>3.25</b>	Violation of the ISS Rules/Procedures
<b>3.26</b>	Creating or organizing a conspiracy of any kind with regard to the school and/or its' employees. Intentionally making false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff.
<b>3.27</b>	Sexual Misconduct: Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification or furthering lewd or lascivious acts in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking.
<b>3.28</b>	Making a false 911 emergency call from school or personal phones.
<b>3.29</b>	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.
<b>3.30</b>	False Fire Alarm: The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.
<b>3.31</b>	Drugs/Possession/Use: The possession, use, or being under the influence of illegal or illicit drugs, or any other substance capable of modifying mood or behavior, or the possession or use of any substance represented to be of said nature.
<b>3.32</b>	Inciting, Leading, or Participating in any act which substantially disrupts the orderly conduct of the school or of a school function: The act of inciting, leading, or participating in any disruption, (including gang related activities or incidents with multiple participants) disturbance, or other act that: interferes with the education process; results in significant damage or destruction to public or private property (including electronic communication devices and cyber bullying/stalking); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others. This may also include any false accusation made by a student that jeopardizes the professional reputation, employment, or professional certification of a school employee.
<b>3.33</b>	Larceny/Theft Over \$300: The act or attempted act of taking, carrying, leading, or riding away of property from the possession or constructive possession of another person. Included are pocket picking, purse snatching, theft from a building, theft from a motor vehicle, theft from a machine or device which is operated or activated by the use of a coin or token and all other types.
<b>3.34</b>	Provoke/Attempt to cause fight: Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.
<b>3.35</b>	Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

## ZERO TOLERANCE OFFENSES

### CLASS IV

Class IV acts of misconduct are the most serious. Any Class IV act is grounds for expulsion and will result in a mandatory 10-day suspension with consideration for a recommendation for alternative school and/or expulsion. Major acts of misconduct must be reported right away to the school administrator, and may result in immediate removal of the student from the school. In severe cases, or if the probation is violated, the Director may recommend immediate expulsion. In selecting this action, the Director shall consider the age of the student, his/her prior discipline record, the seriousness of the behavior, the intent of the student, and if the health, safety, and welfare of other students and/or staff have been endangered. Violators may be reported to the police and arrested.

Code	Infractions
<b>4.01</b>	Homicide (murder or manslaughter)
<b>4.02</b>	Arson (Mandatory referral to an appropriate agency): The willful and/or malicious burning of, or attempt to, burn or destroy school property, contents (in or on the property), or personal property of others.
<b>4.03</b>	Threats to Employees, Volunteers or Students: Any direct threat, by word or act, to do violence or harm to a school employee, volunteer or student which creates a fear that the threat could be carried out.
<b>4.04</b>	Battery of Employees, Volunteers, or Students: An actual or intentional touching or striking of a school employee, volunteer, or student against his/her will or intentionally causing bodily harm to an individual. In severe cases, the battery of a student may be the basis for expulsion.
<b>4.05</b>	Bomb Threats/Explosions: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school property at a school function, extracurricular/co-curricular activity, or to the person in or on that property or attending the function. This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on school property or at a school function or extracurricular/co-curricular activity.
<b>4.06</b>	Other Weapons: The possession, use, or control of any instrument or object, other than a firearm, which could be used to inflict harm or to intimidate another person. Included in this category are objects such as BB guns (or pellet guns), airsoft guns, paintball guns, replicas of any gun or weapon, knives of any kind (including pocket knives), chains, pipes, razor blades, box cutter, machete, hypodermic needle(s), slingshot, spear, sword, ice picks, other pointed instruments, nunchucks, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, electrical/chemical weapons or devices, ammunitions, incendiary device. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.
<b>4.07</b>	Robbery/Extortion: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force, threat of force, violence, and/or putting the victim in fear.
<b>4.08</b>	Sexual Battery: Any sexual act or attempt directed against another person, forcibly, and/or against the person's will. The category includes rape, indecent liberties, child molestation, and sodomy.
<b>4.09</b>	Other: Any other intentional or wanton act that significantly harms or poses a realistic threat of serious harm to oneself or another person and is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include, hazing, hate crimes, bullying and harassment, or the possession of drug paraphernalia.
<b>4.10</b>	Drugs (Distribution/Selling/Buying): The transmission, distribution, buying or selling of any drug or contraband substance, or the selling/transmitting of any substance represented to be of said nature. Including any form of vaping.
<b>4.11</b>	Alcohol: The possession, use, transmission, or being under the influence of alcoholic beverages.
<b>4.12</b>	Possession of a Firearm: Possession, discharge, use, or sale of any firearm or destructive device on school property, school-sponsored transportation, or during a school-sponsored activity. A firearm is any weapon (including a starter gun) which is designed to, or may readily be converted to; expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer, any destructive device, or any gun. A "destructive device" is designed or constructed to explode by such filler and is capable of causing bodily harm or property damage.
<b>4.13</b>	Use of a Deadly Weapon: Possession of any deadly weapon, other than a firearm, which is used in a threatening manner and is perceived by the individual being threatened as capable of inflicting physical harm.
<b>4.14</b>	Aggravated Stalking: Engaging in a pattern of behavior or activity that involves willful, malicious, and repeated harassing, or cyber stalking of another and making a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person, or the person's child, sibling, spouse, parent, or dependent.

## FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

### Definitions Relating to Formal Disciplinary Actions (As applicable)

The following are examples of formal disciplinary actions that may or may not be used in the school. Students and parents/guardians who desire to have further information about the disciplinary actions used at school should contact officials at GREEN Charter School.

- **Friday/Saturday Detention** – Assignment to a designated area on campus at the end of the regular school day or on Saturday for a specified period of time .
- **After School Detention** -- Assignment to a designated area on campus at the end of a school day for one hour.
- **Alternative Schools and Programs** – Schools and programs developed by the School Board for placement of students who have violated the Code of Student Conduct may be offered these voluntary programs, in special circumstances in lieu of other disciplinary actions. Such schools and programs include, but are not limited to, the Alternative Education Centers, the Substance Prevention Program (nighttime program) and the Students Option for Success Program (nighttime program).
- **Behavioral Contracts** – A contract entered into between a teacher or administrator and a student and his/her parent/guardian in which all parties agree to certain actions in an attempt to modify a student's behavior. The contract shall also contain consequences for breaking the agreement.
- **Lunch Detention** – Denial of the privilege of eating meals in the cafeteria with other students for a specified period of time and assignment to another area in the school for meals.
- **Buddy Classroom** – Denial of the privilege of attending an individual class for a specified period of time and assignment to another area in the school for the time that class meets.
- **Expulsion** –The School Administration has the sole authority to expel students.
- **In-School Suspension (ISS)** – Assignment to a designated area within the school when a student is removed from the regular school program for a specified period of time.
- **Network/Internet Suspension** – Certain technology-based infractions may result in a suspension of network and/or Internet access. Alternative instructional materials may be provided.
- **Suspension** – Removal of students from their regular school program for a period **not to exceed ten (10) days**. No student who is required by law to attend shall be suspended for unexcused tardiness, absence or truancy.
- **(Disciplinary) Work Assignments** – Supervised activities related to the upkeep and maintenance of school facilities.
- **Withholding of Privileges** – The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by the Director or designee.
- **Out-of-School Suspension** - Out of School Suspension (OSS) is a formal disciplinary action that can only be assigned by the Director or designee and requires notice sent to parents via phone or email. The notice will include the students' conduct, school rule(s) violated, and the number of days the student is suspended. This requirement does not preclude administration from contacting parents by phone and assigning an immediate suspension when deemed necessary. Leaving a message at the phone number recorded in the school file will be considered sufficient notification. A meeting between a parent and an administrator may be required prior to the return of the student serving an out-of-school suspension. However, failure of the parent to attend the conference does not preclude the student's readmission to the school. All students under out-of-school suspension are prohibited from participating in after school activities and therefore are not allowed to come on the school campus. **If a student receives an out-of-school suspension for more than 3 days, admin will determine participation in any overnight field trips/school extra curricular activities for the rest of the school year.**
- **Option to Withdraw** - A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which the student resides.
- **Academic and/or Behavioral Contract** - Students who have been given consequences based on Step 3 of the disciplinary cycle in any category will be asked to enter into an academic and behavioral agreement. Failure to sign the agreement by the parent and/or student will not hinder the school administration from taking any further actions.
- **ZERO TOLERANCE POLICY** - Students who commit the following offenses will automatically be expelled; issuing a bomb threat; participation of a gang organization; distribution, sale, or attempted sale of alcohol or controlled substances (drugs, i.e. marijuana, etc.) or counterfeit drugs; distribution, sale, or attempted sale of controlled paraphernalia (pipes, papers, etc.); use of alcohol or a controlled substance at the school premises or school sponsored events; arson; repeated offenses of bullying or sexual harassment or misconduct; assault or battery of a school employee, volunteer, or student, assault or battery to a student at the discretion of the administration; possession of a deadly weapon; and the use of dangerous weapons to threaten, intimidate or injure.

### CORRECTIONS AND/OR MODIFICATIONS TO THIS HANDBOOK

GREEN Charter School reserves the right to make changes or modifications to this handbook as needed. The latest version will always be available on our website at [www.scgreencharter.org](http://www.scgreencharter.org).

# GREEN CHARTER SCHOOLS FAMILY CONTRACT 2019-2020

## Our family agrees to the following:

1. I understand it is my responsibility to stay informed of official announcements made through the Remind app, the weekly Main Office email, the GREEN Charter School Facebook page, and/or the GREEN website at [www.scgreencharter.org](http://www.scgreencharter.org).
2. I will have a **working email** that I check regularly, and I understand that all announcements (including club sign-ups and field trip forms) will be sent to this email and will not be sent home in paper form.
3. I will provide GREEN a working phone number and valid email address where I can be reached during daytime hours.
4. I will send my child to school on time, healthy, clean and prepared to learn.
5. I will ensure my child is dressed and groomed according to the dress code of GREEN Charter School.
6. I will be responsible for seeing that my child's assignments are completed on time.
7. I understand it is my responsibility to review my child's PowerSchool portal and report cards issued by the school.
8. I will meet with my child's teacher, counselor and/or the administration as requested.
9. I will take responsibility for the behavior of my child, our family and guests while at school and school-sponsored events.
10. I understand that GREEN Charter School administration has the authority to suspend, refer to an alternative school setting, or expel my student from GREEN if the student's behavior violates the Code of Conduct, and/or the parent(s)/guardian(s) fails to take responsibility for the conduct of the student, and/or fails to cooperate with GREEN Charter School to help in correcting the student's behavior.
11. I understand that GREEN Charter School recites The Pledge of Allegiance in the mornings.
12. I understand that this contract is an agreement with all parents/guardians in the school to support the faculty, staff, and the volunteers as they work to help my child be a productive member of the community.

## PARENT(S)/GUARDIAN(S)

I/We, the parent(s)/guardian(s) of the above-named student, have reviewed the GREEN Charter School Student & Parent Handbook with my/our child. I/We have read and understand the Code of Conduct and the Family Contract and agree to uphold its tenets. I/We agree to support GREEN Charter Schools by volunteering at the school to the degree possible, communicating regularly with my/our child's teacher(s), and promoting positive educational practices at home with my/our child by providing ongoing supervision and guidance with homework and school related projects.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Parent/Guardian Signatures:** \_\_\_\_\_

## STUDENT

I have read the GREEN Charter School Student & Parent Handbook (alone or with my parent) and agree to follow the policies, procedures and expectations it mentions. I read the Code of Conduct and Family Contract and understand what they mean and agree to do them. I understand that failure to abide by these may result in my expulsion from GREEN Charter School.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**(Students are expected to read and discuss the GREEN Charter School Student & Parent Handbook including the Code of Conduct and this document with their parents/guardians and indicate both understanding and acceptance of these by signing, dating, and returning this completed contract to the student's homeroom teacher by Friday, Aug 23, 2019. It is understood that this handbook may not cover every aspect relating to the functions, procedures, and policies at GREEN Charter School. Therefore, any change or modification is at the discretion of the administration.**