



# **GREEN**

## **CHARTER SCHOOLS**

Family Handbook  
2023-2024

# GREEN CHARTER SCHOOLS

## SOUTH CAROLINA

### **GREEN Charter Elementary School Greenville (K-5)**

1440 Pelham Road  
Greenville, SC 29615  
[gvles@scgreencharter.org](mailto:gvles@scgreencharter.org)  
864.288.4134

### **GREEN Charter Middle School Greenville (6-8)**

211 Century Drive  
Greenville, SC 29607  
[gylms@scgreencharter.org](mailto:gylms@scgreencharter.org)  
864.241.0151

### **GREEN Upstate High School Greenville (9-12)**

356 Centerpointe Boulevard  
Simpsonville, SC 29681  
[upstatehs@scgreencharter.org](mailto:upstatehs@scgreencharter.org)  
864.509.6302

### **GREEN Charter School Spartanburg (K-8)**

8150 Warren H. Abernathy Highway  
Spartanburg, SC 29301  
[spartanburg@scgreencharter.org](mailto:spartanburg@scgreencharter.org)  
864.586.3939

### **GREEN Charter School Midlands (K-8)**

7820 Broad River Road  
Irmo, SC 29063  
[midlands@scgreencharter.org](mailto:midlands@scgreencharter.org)  
803.563.5387

### **GREEN Charter School Lowcountry (K-8)**

8717 Old University Boulevard  
North Charleston, SC 29406  
[lowcountry@scgreencharter.org](mailto:lowcountry@scgreencharter.org)  
843.501.7911

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## MESSAGE FROM OUR EXECUTIVE DIRECTOR

Dear GREEN Charter Schools Families:



The 2023-2024 school year is upon us and all of us at GREEN Charter Schools stand ready to serve you. So many exciting things are happening! Numerous steps were taken last year to improve our schools and enhance our programming. We are the fastest growing charter network in South Carolina as enrollment and demand continue to increase. It is therefore with great enthusiasm that I share this handbook with you. This is the start of a great new school year for GREEN Charter Schools! We have never been more aligned as a school system or more prepared.

This handbook is just a first step to help you understand our expectations at GREEN and our firm commitment to your student's success. GREEN Charter Schools is a special place to work and learn for our students AND our families and staff. We appreciate your full involvement and support of our efforts to serve your children, our students. Our learning communities are rich and vibrant and structured to optimize autonomy, mastery, and purpose for all.

At GREEN, we believe that every member of our learning community is deserving of a *Voice and Choice* in academic, social, and professional pursuits. This is a simple and aspirational commitment embedded within the GREEN Strategic Plan and a promise of our leaders across the Global Renewable Energy Education Network, GREEN. With our focus on STEM education, we know that energy demands are the most pressing global need for the next century and preparing the next generation of leaders in renewable energy, conservation, and sustainability efforts will positively impact our state, our country, and the world.

This handbook parallels our policy manual and is aligned with state and federal education law. As we pursue continuous improvement and strive for excellence, the guidance contained in this handbook is also improved. Whether you are new to GREEN or have been here for years, please review the information provided. If you have questions, please reach out to your Principal. On behalf of all of us at GREEN, we are so excited for the future and as we strive to meet the *Dreams and Aspirations* of our entire GREEN Family.

At your service,

A handwritten signature in black ink, appearing to read 'Tom Cronin'. The signature is fluid and cursive, written over a white background.

Thomas F. Cronin, Executive Director  
GREEN Charter Schools  
GREEN for ALL - ALL for GREEN

Don't forget to follow us on Instagram at [green\\_charter\\_schools!](https://www.instagram.com/green_charter_schools/) 



GREEN for All - All for GREEN

## The Global Renewable Energy Education Network (GREEN)

### Strategic Plan: February 2021-June 2024

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

#### GREEN MISSION: Why do we exist?

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

#### GREEN GOALS: What is our direction?

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

#### CORE PRINCIPLES: What do we believe?

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

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

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

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

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

### **VISION: What do we want to see?**

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

### **STAFF SANDBOX: Where do we want to play?**

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

### **SMART NUMBERS: How will we know we are successful?**

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

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

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

### **THE PROCESS:**

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

# 2023-2024 GREEN Charter Schools Network Calendar

	Greenville K-5	Greenville 6-8	Upstate HS 9-12	Spartanburg K-8	Midlands K-8	Lowcountry K-8
Preplanning for Teachers & Staff	Jul 31 - Aug 7	Jul 31 - Aug 7	Jul 31 - Aug 7	Aug 1-4, 8-11	Jul 31 - Aug 7	Jul 31 - Aug 9
Student Orientation Day	tbd	tbd	tbd	tbd	tbd	tbd
First Day of School	Aug 8	Aug 8	Aug 8	Aug 14	Aug 8	Aug 10
Last Day of School	May 23	May 23	May 23	May 23	May 23	May 23
<b>SCHOOL CLOSING / EARLY RELEASE DATES</b>						
Labor Day - No School	Sep 4	Sep 4	Sep 4	Sep 4	Sep 4	Sep 4
Thanksgiving Break - No School	Nov 20 - 24	Nov 20 - 24	Nov 20 - 24	Nov 20 - 24	Nov 20 - 24	Nov 20 - 24
Winter Break - No School	Dec 20 - Jan 2	Dec 20 - Jan 2	Dec 20 - Jan 2	Dec 21 - Jan 3	Dec 18 - Jan 1	Dec 18 - Jan 1
Martin Luther King Jr Day - No School	Jan 15	Jan 15	Jan 15	Jan 15	Jan 15	Jan 15
Presidents' Day - No School	Feb 19	Feb 19	Feb 19	Feb 19	Feb 19	Feb 19
Spring Break - No School	Mar 18 - 22	Mar 18 - 22	Mar 18 - 22	Apr 1 - 5	Apr 1 - 5	Apr 1 - 5
Memorial Day - No School	May 27	May 27	May 27	May 27	May 27	May 27
Teacher Workday - No School	Oct 12 Jan 3 Mar 15 May 24	Oct 12 Jan 3 Mar 15 May 24	Oct 12 Jan 3 Mar 15 May 24	Mar 15 May 24	Jan 2 Feb 16 Mar 18 May 24	Jan 2 May 24
School Closed (non-holiday / non-weather day)	Oct 13 Apr 19	Oct 13 Apr 19	Oct 13 Apr 19		Oct 13	
Weather Makeup Days - No School unless needed	May 28 - 30	May 28 - 30	May 28 - 30	May 28 - 30	May 28 - 30	Nov 7 May 28 - 29
Early Release Days	May 23	May 23	May 23	Aug 25 Oct 13 May 23	Sep 22 Oct 12 May 23	Oct 13 Mar 15 May 23
<b>GRADING DATES</b>						
Grading Term Ends Q1	Oct 11	Oct 11	Oct 11	Oct 12	Oct 12	Oct 12
Teacher Grade Deadline Q1	Oct 17	Oct 17	Oct 17	Oct 17	Oct 17	Oct 17
Report Card Distribution Q1	Oct 20	Oct 20	Oct 20	Oct 20	Oct 20	Oct 20
Grading Term Ends S1 / Q2	Dec 19	Dec 19	Dec 19	Dec 15	Dec 15	Dec 15
Teacher Grade Deadline S1 / Q2	Jan 9	Jan 9	Jan 9	Jan 9	Jan 9	Jan 9
Report Card Distribution S1 / Q2	Jan 12	Jan 12	Jan 12	Jan 12	Jan 12	Jan 12
Grading Term Ends Q3	Mar 14	Mar 14	Mar 14	Mar 14	Mar 15	Mar 14
Teacher Grade Deadline Q3	Mar 26	Mar 26	Mar 26	Mar 19	Mar 19	Mar 19
Report Card Distribution Q3	Mar 29	Mar 29	Mar 29	Mar 22	Mar 22	Mar 22
Grading Term Ends S2 / Q4	May 23	May 23	May 23	May 23	May 23	May 23
Teacher Grade Deadline S2 / Q4	May 17	May 17	May 17	May 17	May 17	May 17
Report Card Distribution S2 / Q4	May 23	May 23	May 23	May 23	May 23	May 23
<b>STATE REPORTING DATES</b>						
5th Day for State Reporting	Aug 14	Aug 14	Aug 14	Aug 18	Aug 14	Aug 16
45th Day for State Reporting	Oct 10	Oct 10	Oct 10	Oct 16	Oct 10	Oct 12
90th Day for State Reporting	Jan 5	Jan 5	Jan 5	Jan 9	Jan 5	Jan 9
135th Day for State Reporting	Mar 11	Mar 11	Mar 11	Mar 14	Mar 13	Mar 14
180th Day for State Reporting	May 23	May 23	May 23	May 23	May 23	May 23



## **General Overview**

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

## **Mission Statement**

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

## **Vision Statement**

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

## **Non-Discrimination Statement**

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

## **For Families Experiencing Homelessness**

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

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

## **Special Programs**

### **Multilingual Learners**

GREEN offers a Multilingual Learners Program (MLP) for Multilingual Learners (MLs), students who are limited in their English proficiency. The goal of this program is to provide additional English language assistance, enabling them to be successful in all classes.

Students will be assessed using the state-approved Oral Language Proficiency and Norm-Referenced Test to qualify for placement in the program. If the test results indicate either limited oral or

limited cognitive academic English ability, the student will be provided with additional English language support.

## **Child Find**

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

## **Special Education Services**

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

## **504 Plans**

A 504 Plan ensures that a child with a medical disability identified under the law receives accommodations that will ensure their academic success and access to the learning environment. To be eligible for a 504 plan, a student must meet two separate criteria: The student must have a medical disability and the student's disability must substantially limit a major life activity. In the context of school, this life activity can include tasks such as learning, communicating, and thinking. It can be related to schoolwork, such as a problem with executive functioning, or to difficulty participating in a school activity, such as a severe allergy, or the need for physical accommodations.

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

## **Individualized Educational Plans**

Every student who receives special education services will have an Individualized Education Program (IEP), which is developed by a SBLT that includes but is not limited to a general educator, a special educator, a school psychologist, a school administrator, and the child's parent. This team will consider the student's disability and determine the appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum. Parents of a student new to GREEN should advise the School of any previous IEPs or special services that their child received in the past.

## **Students Experiencing Learning Difficulties**

If a student is experiencing learning difficulties in the classroom, the parent should contact the child's teacher to inquire about a general education referral and screening system for support

services. The student will be evaluated for tutorial, compensatory, and other academic or behavioral support services including a process based on Response to Intervention (RtI).

## **Admission and Enrollment**

### **Admission Applications**

GREEN Charter Schools is a network of K-12 charter schools across the state of South Carolina and part of the South Carolina Public Charter School District (SCPCSD). GREEN Charter Schools are public schools and therefore any student in South Carolina may apply to attend any of our schools tuition-free. In compliance with the Non-Discrimination Statement provided above, GREEN is committed to enrolling a diverse student population and adheres to all laws prohibiting discrimination on the basis of race, national origin, gender, marital status, ethnicity, religion, sexual orientation, or disability. GREEN Charter Schools will enroll eligible students who submit a timely application unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such cases, all applicants shall have an equal chance of being admitted through a Lottery process.

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

### **Lottery**

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

### **Lottery Preferences**

Lottery preferences may be given as permitted by GREEN Board policy and state law. For example, a simultaneous enrollment process for grades 6 and 9 gives students enrolled at the Greenville Middle School campus preference for GREEN Upstate High School. Additionally, siblings of students already admitted to or enrolled at any GREEN school will be given preference in the lottery as will the children of GREEN staff members.

### **Acceptance Procedures**

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

## Grading System & Reporting

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

Students in Kindergarten and grade 1 will receive hard copy report cards at the end of each quarter. Parents and students in grades 2 and above will be able to view grades online through PowerSchool throughout the school year and at the end of each reporting period. Teachers will send an email to parents/legal guardians during a grading period in cases where it is apparent that a student may fail or is doing unsatisfactory work that may lead to failure in a course. The parents/legal guardians will be offered the opportunity for a conference with the teacher and/or an administrator to discuss the student's performance.

### Grading Scales:

#### Students in Grades K-1

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

#### Students in Grades 2-12

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

#### Grading Scale for Related Arts in Grades K-5

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

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

**P:** Pass  
**NG:** No Grade/Insufficient Enrollment

## Attendance

GREEN strongly believes that regular school attendance is an essential factor in student success. Parents/legal guardians are responsible for ensuring that their child attends school on a consistent basis. In accordance with the Compulsory School Attendance Law and S.C. Code of Regulations, uniform rules have been adopted to ensure that students attend school regularly. The school year consists of 180 days. To receive credit, students must attend at least 170 days of each 180-day year course, as well as meet the minimum requirements for each course. Accrued student absences may not exceed 10 days during the school year. The first 10 absences may be lawful, unlawful, or a combination. Any absence in excess of 10 may cause the student to lose credit for the year.

### A. Lawful Absences

1. Absences caused by a student's own illness\* and whose attendance in school would endanger his or her health or the health of others. \*Verified by a written statement from a physician within two days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's written statement.
2. Absences due to an illness or death in the student's immediate family verified by a written statement from the parent within two days of the student's return to school.
3. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
4. Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five (5) days of excused absences provided that 1) the absence is preapproved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.
5. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

### Written Excuses

The excuse note should include the student's name, date(s) of absence, the reason for the absence, telephone number of parent/legal guardian or doctor, and the required signature. An excuse improperly submitted may result in the absence being recorded as unexcused. If a student fails to bring a valid excuse to school within the required time period (within two days of the student's return to school), they will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, their teacher will refer the student to the school administration for disciplinary action. The school administration will keep all excuses confidential.

### B. Unlawful Absences

1. Absences of a student without the knowledge of his or her parents.
2. Absences of a student without acceptable cause with the knowledge of his or her parents.
3. Suspension is not to be counted as an unlawful absence for truancy purposes.

### C. Truancy

It is the intention of GREEN Charter Schools to ensure that all students succeed academically. Regular attendance at school is therefore expected and required by law. Although the state requires students to only attend 170 of the 180 day school year, parents and students should be aware that SC Code of Regulations Chapter 43-274 stipulates that a child ages 6 to 17 years is

considered *truant* when the child has three consecutive unlawful absences or a total of five unlawful absences.

## **D. Tardiness**

Parents/legal guardians should have students at school on time each day. Secondary students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process for the tardy student and for the other students in the class.

### **Procedure**

Students who are late for the start of school and who do not drive themselves must have their adult driver come to the main office of their campus to sign in each student as tardy (this rule applies to carpools as well). Students who drive themselves to school and are tardy shall also report to the main office upon arrival. Once students have been properly signed in, they will receive a late slip for admittance to class. Tardiness due to medical reasons should be accompanied by a physician's note and will be deemed excused. Habitual unexcused tardiness may result in disciplinary action.

**Note:** For the purpose of awarding credit for the year, the GREEN Executive Director or their designee shall approve or disapprove any student's absence in excess of 10 days, regardless as to whether those absences are lawful, unlawful, or a combination of the two.

## **Early Dismissal**

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

## **Withdrawal**

### **Voluntary**

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

### **Involuntary**

Involuntary withdrawal may be initiated by the School in cases of a student's failure to adhere to school rules and/or discipline policies.

## **GREEN Dress Code Guidelines**

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

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

## **Attire for School Buildings:**

### **Shoes**

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

### **Bottoms**

- All bottoms must be khaki or navy blue. Shorts must be at least fingertip length when standing with arms at the sides.
- Skirts, skorts, shorts, capri pants, and regular pants are permitted.
- All bottoms must be worn at the waist and undergarments shall not be visible.
- Leggings, athletic wear, sweatpants, joggers, and overalls are prohibited.
- Bike shorts or leggings for under skirts or jumpers are recommended.
- Students in **grades K-5** may also wear tan jumpers with the school logo over a polo shirt in navy blue, green, or white.
- Students at **GREEN Charter Middle School and GREEN Upstate High School** may wear jeans in standard shades of blue denim with no rips, tears, holes, patches, or frayed edges.

### **Tops**

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

### **Head Coverings and Hair**

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

### **Jewelry and Accessories**

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

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

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

GREEN Charter-issued or approved branded apparel can be purchased in the main office of each campus.

Please note that students may only wear GREEN logo wear which has been issued by GREEN Charter Schools. Parents, staff, and students are prohibited from distributing or selling clothing or any other items with the GREEN logo or GREEN brand insignia.

## **Student Code of Conduct**

At GREEN, we believe in a Culture of Care. We continuously remind our students that their behavior, whether on campus or off, reflects on both them and our School. It is our goal to provide close communication with families at the onset of discipline problems, so that together we can find early solutions for any of our students facing behavioral issues.

### **Behavior in the Classroom**

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

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

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

### **Behavior Outside the Classroom**

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

Students should follow the following rules while on GREEN property:

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

### **Guidelines for Student Conduct at GREEN**

- A. Repeated violations of the Code of Student Conduct in school will be considered willful disobedience and/or open defiance of authority resulting in possible suspension or expulsion from the school for the remainder of the school year or a specific period of time.
- B. Federal and state laws grant individuals reasonable expectations of privacy, and freedom from unreasonable search and seizure of property. Such guarantees are limited and must be balanced against the School's responsibility to protect the health, safety, and welfare of all students. Students may be subject to search of person or property if a reasonable suspicion exists that the student may have violated the Code of Student Conduct or state or federal law. Student lockers and other storage areas (including, but not limited to, motor vehicles, book bags, pocketbooks, notebooks, pockets, etc.) may be searched at any time.



- C. Students will be held responsible for having prohibited items in their personal control, including, but not limited to, items located in vehicles, backpacks, clothing, or with items belonging to someone else.
- D. Technology-based infractions may result in a suspension of network privileges and/or Internet access. Alternative instructional materials may be provided. Please review the GREEN Charter Schools Acceptable Use Policy found in this handbook for more information.
- E. Cyberstalking, or engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose is strictly prohibited and subject to immediate disciplinary action.
- F. Cyberbullying, or the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., Facebook, Twitter, TikTok, YouTube, chat rooms, instant and text messaging, and cell phone technologies) is also strictly prohibited and subject to immediate disciplinary action.
- G. Students may not use school equipment or networks to engage in cyberbullying or cyberstalking, including, but not limited to, the posting of harassing messages on the internet, any social networking sites, or other digital technologies, which may include social cruelty, direct threats, or other language or expressions unprotected by law. Cyberbullying or cyberstalking may also include breaking into another person's account and assuming that person's identity in order to damage that person's reputation or relationships. As mentioned above, both cyberstalking and cyberbullying are strictly prohibited and subject to immediate disciplinary action.

## Discipline Policy

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

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

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

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

## **Major Behavioral Issues**

Referrals will be given for major behavioral issues such as: Fighting, bullying (see below), profanity, lying, cheating, stealing, harassment, gross insubordination, etc. Referrals may result in consequences which may include: Detention, In-School Suspension (ISS), Out-of-School Suspension (OSS), and Expulsion.

## **Prohibition of Firearms and Weapons**

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

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

Additionally, in adherence to the federal Gun-Free Schools Act (GFSA) and South Carolina Code of Laws § 59-63-235 and § 59-63-240, any student who possesses, uses, or transfers a firearm on school grounds or at a school-sponsored activity will be recommended for expulsion for one calendar year. A firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. The term firearm also includes any explosive, incendiary device, poison gas, bomb, or grenade. On a case-by-case basis, the SCPCSD Superintendent, with the recommendation of the GREEN Charter Schools Executive Director and/or GREEN Board of Directors, may modify the one calendar year expulsion recommendation.

## **Prohibition of Alcohol and Tobacco**

### **Alcohol**

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

### **Tobacco**

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

## **Drug-Free School Notice**

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

## Health Policies

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

### Visits to the Health Room

Students must obtain a pass from a teacher to visit the Health Room on campus. If a student is injured or becomes sick at school, the student will be assessed and evaluated by the School Nurse. Students suffering from the following illnesses will be sent home for their own well-being and for the health of our students and staff:

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

### Contacting Parents/Legal Guardians

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

### Emergency Medical Services

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

### Illness Protocol

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

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

### Immunization Requirements

According to South Carolina state law, a child cannot be admitted to any school without a valid SC Certificate of Immunization or a medical, religious, or special exemption at the time of school

entrance. Students entering from another South Carolina school must submit an immunization record at registration. Students from out-of-state may obtain a special exemption and have thirty (30) days to obtain a valid SC Certificate of Immunization record from a healthcare provider or from the Health Department. Students that do not meet immunization requirements will not be allowed to remain in school.

### **Student Medication Policy**

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

#### **For your student's safety, please remember:**

- All prescription medication must have written parent/legal guardian and physician authorization before it can be administered at school.
- All prescription medication will be administered as labeled and Over the Counter (OTC) medication doses may not exceed package directions.
- All prescription 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.
- All prescription medications must be received by the School in the original container with the pharmacy label containing the student's name, name of medication, dose, and amount clearly visible on the bottle/container.
- Over-The-Counter (OTC) medication provided by the parent/legal guardian must be in a new unopened container, clearly labeled with the student's name, and accompanied by a signed GREEN Charter Schools Authorization form for Non-Prescription Medication at School.
- OTC medications that are to be given daily for more than one week must have a doctor's order.
- Parents/legal guardians are responsible for knowing the expiration date of any medication brought to school and replacing the medication before the expiration date. **GREEN Charter Schools nurses will not administer expired medication.**
- Parents/legal guardians are responsible for informing the school of any changes in prescription medications or doses. A new GREEN Charter School Prescription Authorization form must be completed, and a newly labeled pharmacy container provided by the parent/legal guardian.
- Any newly prescribed medications or changes in dosage must be initiated at home for at least two to three days so that the parent/legal guardian can monitor student for adverse reactions.
- Medication authorization forms are only valid for the current school year and must be renewed each school year.
- School nurses may only administer medications that are FDA-approved.
- No medication containing Aspirin will be given at School without a doctor's authorization. This includes but is not limited to Pepto Bismol, Excedrin, and certain OTC cold medications.
- If a student forgets to take a morning dose of medication, GREEN Charter Schools nurses are prohibited from administering that dose at school. Parents/legal guardians may come to the

Health Room to give the missed dose once the parent/legal guardian has brought the medication to school.

- If there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others, (e.g., stimulants, pain relief medication, anti-depressants), the School may refuse to allow the student to carry the medication. Medications approved for self-administering are asthma inhalers, insulin for diabetic students, and Epi-Pens for severe allergic reactions.
- Unused medication will be securely disposed of by the School unless picked up within one week of being discontinued.
- **Any medications that are not picked up by a parent/legal guardian by the last day of school will be destroyed.**

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

### **Safe Access to Vital Epinephrine (SAVE) Act**

The Safe Access to Vital Epinephrine (SAVE) Act, recently approved by the South Carolina Legislature, allows school districts to store supplies of epinephrine auto-injectors for identified school staff to use in cases of emergencies for students with no known history of allergic or anaphylactic reactions.

Parents/legal guardians of students with known allergies should continue to provide Epi-pens for their children. These students will need to submit an individual emergency plan completed by the student's health care provider to the School Nurse.

Every GREEN Charter School campus has a school nurse and first responders who are trained in Epi-pen administration in the case of allergic reactions.

### **Communicable Diseases**

In order to protect our school community from contagious illnesses, students infected with certain diseases will not be permitted to attend school while contagious. Parents/legal guardians of students with a communicable or contagious disease, including blood-borne diseases, should notify the school so that other students who might have been exposed to the disease can be alerted. Students who reveal that they have contracted a communicable disease will have their status safeguarded and their civil rights respected in accordance with federal and state law.

### **Head Lice**

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

- The parent/legal guardian will be notified, and the student will be sent home.
- The student must be treated for the head lice before returning to school. Parents/legal guardians must notify the school that the student has been successfully treated.

- Before the student can be allowed back into school, the School Nurse must check the student's head with the parent/legal guardian present to ensure there are no live lice or excessive nits present.
- If necessary, students in an entire classroom may be checked for lice.
- Students experiencing chronic problems with lice will be checked frequently to avoid spreading them to others.

### **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, they are required to bring a statement signed by a physician. Students who are unable to participate in Physical Education (PE) or recess activities OR students with stitches/staples or who require the use of an assistive device (e.g., crutches, cast, cane, air cast, wheelchair, etc.) are required to bring a physician's note detailing the following:

- Medical/Injury diagnosis.
- Activity restrictions.
- Statement of student's need to use crutches, splints, etc. and for how long (if applicable).
- Date student may return to normal activities at school
- If applicable, date student may resume participation in sport practices and games.

### **Youth Suicide Prevention and Intervention Policy**

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

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

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

#### **Important Resources**

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

## School Safety Protocols

The safety of our GREEN Charter Schools students and staff is of paramount importance. Each GREEN campus has an Emergency Management Plan in place and the School has developed and implemented numerous processes and procedures to ensure the safety of our school communities. Additionally, in adherence with state law, within each school year, all schools shall conduct at least two fire drills, two active shooter/intruder drills, and two severe weather/earthquake drills, with at least one of each drill conducted each semester.

## Visitors

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

## No Solicitation Policy

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

## Cell Phones/Electronic Devices

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

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

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

## GREEN Charter Schools Acceptable Use Policy

### Overview

At GREEN Charter Schools, we recognize that technology is an essential component of the educational process. These guidelines are provided for students and staff at GREEN Charter Schools to inform them of their responsibilities while using school-owned electronic devices or personal electronic devices while on GREEN property. All users shall make efficient, ethical, and legal use of the network resources and devices. Any violations of these guidelines may subject the user to appropriate disciplinary action, denial of access to the Internet, and loss of privileges to use a GREEN-owned device.

Because access to the GREEN network and school electronic devices provides connections to other computer systems around the world, users (including the parents of students who are users) should understand that neither GREEN nor any members of its staff control the content of the information available on these systems. Every effort will be made by the school to monitor and restrict ready access to known objectionable sites. However, the school does not condone the use of controversial or offensive materials and shall not be held responsible for such use. GREEN is committed to protecting our students, employees, partners, and the school from illegal or damaging actions taken by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including computer equipment, Chromebooks, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of GREEN Charter Schools. These systems are to be used by our students and staff during normal operations for educational purposes and to serve the school's interests. As such, there is no expectation of privacy, and all users should understand that technology resources at GREEN are a privilege and should not be abused under any circumstances.

## **Purpose**

This agreement outlines the responsible use of computer equipment at GREEN. These rules comply with the Children's Internet Protection Act (CIPA) that was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the internet and to protect students. Inappropriate use may also expose GREEN Charter Schools to risks such as virus attacks, the compromise of network systems and services, and legal issues.

## **Scope**

This agreement applies to the use of information, electronic and computing devices, and network resources used to conduct GREEN business or interact with internal networks and business systems, whether owned or leased by GREEN, the student, the employee, or a third party. All students, staff (including permanent, part-time, and temporary), contractors, consultants, and volunteers of GREEN Charter Schools are responsible for exercising good judgment regarding the appropriate use of information, electronic devices, and network resources in accordance with School policy and in adherence to federal and state law. This policy applies to all equipment that is owned or leased by GREEN Charter Schools.

## **Guidelines**

### **Responsible Use**

Under no circumstances is a student or employee of GREEN authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing GREEN networks or equipment. GREEN reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for GREEN, its students, employees, schools, network, or computer resources, or (2) expend GREEN resources on content which GREEN determines to lack legitimate educational purpose, or (3) expose students or staff to content the School deems inappropriate.

The lists below are not exhaustive but attempt to provide a framework for activities that fall into the category of unacceptable use.



## System and Network Activities

### The following activities are strictly prohibited:

1. Violating the rights of any person or entity protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not licensed for use by GREEN Charter Schools.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which GREEN or the end user does not have an active license.
3. Accessing inappropriate material on the school-provided networks which may include tasteless material, pornographic imagery, sexually explicit or suggestive material, illegal movie websites, etc.
4. Using "VPNS," "Proxies," or any other form of software or website intended to mask a device's identity or circumvent security and/or content controls at GREEN. Installing such software on a personal device connected to the GREEN-GUEST or GREEN-BYOD network is also strictly prohibited.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing an account password to others or allowing the use of your account by others. This includes family and other household members when work is being completed at home.
7. Using a GREEN computing asset to actively engage in transmitting material that is in violation of sexual harassment policies and laws.
8. Creating security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee/student is not an intended recipient or logging into a server or account that the student or employee is not expressly authorized and/or directed to access. For this section's purposes, "disruption" includes network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
9. Port scanning or security scanning is expressly prohibited unless prior notification and approval is received from GREEN's Director of Information Technology (IT).
10. Utilizing any form of network monitoring.
11. Circumventing user authentication or security of any host, network, or account.
12. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

**All web traffic, email messages, and chat messages are logged and audited periodically.**

### Email Communication & Privacy

When using school resources to access and use the Internet, users represent the school. All chats and emails are logged and monitored, and there should be no expectation of privacy.

GREEN reserves the right to disclose any electronic activity, including electronic communications to law enforcement officials or third parties, as appropriate and consistent with applicable law. GREEN will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through GREEN Systems. By accessing a data network at GREEN with a personal device, the end user agrees to reveal the MAC address,

device name, and any contents deemed necessary upon request to GREEN Administration, including the Director of IT.

### The following activities are strictly prohibited:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising or solicitation material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone, or paging, whether through language, frequency, or size of messages.
- Use of profanity, or any other explicit/suggestive language/imagery.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters," "Ponzi" or other "pyramid" schemes of any type.

### Guidelines for Personal Devices

- In the past, students have been encouraged to connect their personal cell phones and computers to GREEN Data Networks. Because we are utilizing a 1:1 network model, **students are not permitted to connect their cell phones or personal devices to any GREEN Data Network.**
- The responsibility to keep the device secure rests with the individual owner. GREEN, its staff, volunteers, or employees, will not be liable for any device which is stolen or damaged on campus.
- If a device is stolen or damaged, it must be reported to the school office immediately.
- It is recommended that appropriate skins (decals) and other custom touches be used to physically identify your **Personal Device (Not School Owned Devices)**. Additionally, protective cases for technology are encouraged.
- These electronic devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including on school buses and during field trips.
- Each student is responsible for his/her own device, including set-up, maintenance, charging, and security.
- Devices are only to be used for educational purposes by the direction of a classroom teacher.
- Administrators and staff members have the right to prohibit the use of devices at certain times or during designated activities that occur during the school day (instruction, testing, guest speakers, campus presentations, performances, etc.).
- An administrator may examine a student's personal device and search its contents, in accordance with disciplinary guidelines.
- When using personal devices on buses, students must have one ear bud in their ear and have the volume at a level that can only be heard by the user of the device.

### GREEN Chromebook Guidelines

1. The use of GREEN-issued Chromebooks and the GREEN network must support education.
2. Students and families must follow all guidelines set forth in this document and by school staff.
3. All rules and guidelines are in effect before, during, and after school hours for all school Chromebooks whether on or off campus.
4. Students are required to keep their Chromebooks in good condition. If the Chromebook breaks or is damaged, the student will be responsible for the cost of repair/replacement.

5. Students are expected to report any damage to their device as soon as possible. This means within 24 hours of the damage occurring if off-campus and immediately if on-campus.
6. Students who identify or are aware of a potential security issue on their Chromebook are expected to convey the details to their teacher without discussing it with other students.
7. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, indicate harm to themselves or others, or make them feel uncomfortable.
8. Students may only log in under their assigned GREEN username. Students will not share their passwords with other students at any time. While a parent or guardian may be aware of the password for supervision purposes, the student is responsible for all actions associated with the Chromebook and its use. No other family member should have access to the password.
9. Students may not loan Chromebook components to any other person (including family members) for any reason. Students who do so will be held financially responsible for any damage or loss of components.
10. Students are responsible for charging the Chromebook fully at the end of each day. The student is responsible for placing the Chromebook in a safe location and ensuring that the power cord is connected to the Chromebook each evening.
11. Chromebooks are to be stored on a desk or table. Books and/or binders and other items should never be placed on top of a Chromebook. Chromebooks should never be placed on the floor when at school or at home.
12. Chromebooks should never be out or open if a student is consuming food or drink.
13. Chromebooks should not be left in a vehicle.
14. Chromebooks should be completely shut down before traveling.
15. Students are not permitted to place any stickers, decals, or additional markings on GREEN-issued Chromebooks.
16. Students are not permitted to use the Webcam on the Chromebook for “personal use.” Webcams should only be used for educational purposes. Parents and legal guardians are responsible for supervising students' use of webcams.
17. Students should not use their Chromebooks to watch streaming content such as movies for personal use or to interact with others on any form of social media.

## **Chromebook Damage Policy**

### **Accidental Damage vs. Negligence**

Accidents happen. There is a difference, however, between an accident and negligence, with the latter potentially leading to disciplinary action and/or financial reimbursement to the school. Damages to Chromebooks caused by a student’s failure to follow the guidelines set forth in this handbook will be deemed negligence. After an investigation by school administration and a determination by the authorized repair company, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student/parent will be held financially responsible for the cost of repair/replacement, and the student may also be subject to disciplinary action if appropriate. Parents will be notified of the repair cost and invoiced. Costs can include the Chromebook, charger, fees/taxes, case/cover, and associated licenses.

## Enforcement of Acceptable Use Agreement

### Student Non-Compliance with the Acceptable Use Agreement

The guidelines set forth in this document outline the general behaviors that are acceptable and non-acceptable while utilizing GREEN-owned equipment and wireless networks. We also understand that there are times a student may unintentionally violate these guidelines. We will thoroughly investigate each incident and consider both intent and impact as we determine consequences.

### Consequences for Non-Compliance

The utilization of electronic devices at GREEN is a privilege. The following disciplinary measures may be taken at the discretion of the GREEN Administration and/or the Director of IT if a student is found to be in violation of this Acceptable Use Agreement on either a personal device or a school-owned device:

- The student's personal device and GREEN-owned device access may be suspended for a period ranging from one day through the rest of the school year.
- Students may also face disciplinary action consistent with the GREEN Student Code of Conduct, including In-School Suspension, Out-of-School Suspension, and Expulsion.

### Parent/Legal Guardian Responsibilities

GREEN Charter Schools makes every effort to equip parents/legal guardians with the necessary tools and information to ensure the safe and responsible use of GREEN-issued Chromebooks in the home. **There are several responsibilities assumed by the parent/legal guardian under this Responsible Use Agreement. These include:**

#### 1. Sign the Responsible Use Agreement

For a student to be issued a Chromebook by GREEN Charter Schools, the student and their parent/legal guardian must acknowledge acceptance of the Responsible Use Agreement. **A student will not be issued a Chromebook by GREEN until the agreement has been accepted via the School's Online Registration Portal.**

#### 2. Accept Liability

The parent/legal guardian and student are responsible for the cost of repairs or the replacement value of the device as of the date of the loss if the property is:

- Not returned
- Intentionally damaged
- Damaged due to negligence
- Lost or stolen. This must be reported to the school immediately. In cases involving theft, a police report will also be required.

**NOTE: The cost of replacing a damaged Chromebook is \$250 and will be charged to the student's account.**

### 3. Monitor Student Use

The parent/legal guardian must agree to monitor student use when the student is away from school. The best way to keep students safe and on-task is to have a parent/legal guardian present and involved.

#### Suggestions

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.
- Only allow internet use in common rooms of the home (e.g., living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you their work often.

#### Parent/Legal Guardian and Student Acknowledgement

***By receiving and accepting this Family Handbook, you are agreeing to abide by the guidelines outlined in the GREEN Charter Schools Responsible Use Agreement and acknowledge that you are aware of the potential consequences that may arise from non-compliance with this Agreement.***

### Animals on Campus

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

### Classroom Pets

Teachers are permitted to have classroom pets only if the pet pertains to the curriculum being offered. Prior to bringing the pet into the classroom, the Principal must give written approval to the teacher, and the teacher shall obtain signed consent forms from the parents/legal guardians of all students with access to the classroom. These forms must be submitted to the Principal prior to bringing the animal(s) into the School.

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

## Food Services

Students may purchase a nutritional breakfast and/or lunch in the school cafeteria or may bring one from home. The cost for breakfast and lunch is announced at the beginning of the school year and can be paid in advance via an online payment system. Students from households with qualifying income may receive their meals free or at a reduced price through the **Free and Reduced Price Meal Application**. A complete copy of this policy and the application are available on the school website at [www.scgreencharter.org](http://www.scgreencharter.org) under Parent Resources, then select Meals, or you can access the application using the QR code provided here:



## Food Delivery

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

## Car Lines

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

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

## After-School Activities

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

Signing up for after-school activities is required for each semester in order to be eligible to participate. Students staying for after-school activities will be expected to obey the following rules in order to continue their participation:

- Students must be with a teacher or other staff member at all times.
- Students must abide by the GREEN Code of Conduct while participating in the activity.
- Students must depart the building immediately following after-school activities.

- Students must arrange for their own transportation to arrive promptly at the end of the activity.

Please note that after-school activities are considered a privilege and will be canceled if behavioral issues become a problem. Students sent to the Administrative offices to serve In-School Suspension may not participate in after-school activities on the day the time is served.

## **Classroom Observation**

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

## **Skateboards, Roller Blades, and Scooters**

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

## **Student Drivers**

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

## **Field Trips**

### **Students**

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

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

### **Chaperones**

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

Selecting chaperones for field trips will be left to the discretion of the teacher/administration. Several criteria in addition to clean background checks may be considered, such as frequency of

previously attended field trips, parent/legal guardian conduct, availability/scheduling, etc. GREEN Charter School reserves the right to deny chaperones participation in a field trip at any time. .

## **Volunteers**

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

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

## **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 visitor's badge. **All volunteers must have an updated SLED check on file in order to participate in activities within the school. If the volunteer does not have a cleared SLED check, the volunteer may not participate in activities within the school.** Examples of this include, but are not limited to field day, field trips, volunteering in the classroom. At the end of the volunteer time, the volunteer should report to the office.

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

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

## **Parent Volunteer Organization**

As part of our goal to provide high-quality education across South Carolina, GREEN Charter Schools has developed guidelines to facilitate parental involvement at each of our schools. Please note that any Parent Volunteer Organization (PVO), regardless of whether or not it is registered as a non-profit organization, is a separate entity and shall not be governed by or directed by GREEN, its Board members, or the Executive Director or his/her designee.

Please note that any PVO associated with GREEN is expected to work together with us to best serve our students and the educational program offered. GREEN Charter Schools reserves the right to



restrict any parental activity on its campuses or refuse to recognize any PVO or similar parental group that does not align with our mission, vision, or strategic plan.

GREEN believes that parents are our students' first educators, and it is our privilege to walk alongside you to support your children in achieving their goals and dreams. We also believe that each developmental stage in a student's education requires a different level of parental and school support based on the academic and developmental level of the student, with greater independence acquired over time. It is our intent that the PVO at each of our schools be personalized to meet the needs of its families and school leadership. This allows each campus to work collaboratively to establish the manner in which it enlists the support of its parents and to achieve harmony among all members of the learning community. Again, each campus is different and may choose to create a formal PVO, an informal PVO, or even parent task forces based on emerging needs.

GREEN recommends the following PVO Guidelines for parents and school leaders:

The purpose of a PVO is:

- To promote the welfare of children at school, at home, and in the community.
- To continually raise the level of support and academic expectations at GREEN.
- To uphold all laws that provide for the protection and care of children.
- To strengthen the relationship between home and school, encouraging cooperation between teachers and parents in the educational process.
- To promote and support all efforts to raise the quality and awareness of GREEN.

Although GREEN Charter Schools is not formally or legally connected to any of its PVO organizations, we do recommend the following components and structure to best serve the mission and vision of our School:

- The PVO shall be recognized as non-commercial, non-sectarian, and non-partisan.
- Each campus will have its own separate PVO.
- By-laws should be drafted that expressly state the purpose and structure of each campus' PVO.
- Each PVO should have an election process resulting in elected board members with length of terms specified.
- All financial procedures should be clearly written and adhered to, and at least two board member signatures should be required on all financial transactions.
- Each PVO should seek to align the talents/interests of its parents with the needs of its school community.

Only through productive collaboration among families and staff can GREEN Charter Schools serve its students well and prepare them for their future.

## **Student Grievance Policy**

### **Complaint Process**

GREEN prides itself on the quality of the teaching and care provided to its students. We ask that all members of the School community strive to contribute to a respectful and inclusive environment. Staff, students, and/or parents/legal guardians may raise concerns about any issue that could affect a student's well-being and/or academic performance and work together to resolve the

problem. In rare cases where the issue cannot be resolved informally, an official written complaint can be registered by a parent/legal guardian with the School's administration.

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

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

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

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

## **Student Records**

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

## **Inclement Weather**

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

## **School Communication**

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

## **Corrections or Modifications to this Handbook**

GREEN Charter Schools reserves the right to make changes or modifications to this Handbook as needed. The latest version will be available on our website by accessing [www.scgreencharter.org](http://www.scgreencharter.org) or by using the QR code provided here: