GREEN
CHARTER SCHOOLS

Family Handbook
2026-2027

GREEN CHARTER SCHOOLS

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

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

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

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

GREEN Charter School Lowcountry (K-8)
8717 Old University Boulevard
North Charleston, SC 29406
lowcountry@scgreencharter.org
843.501.7911

GREEN Charter School Simpsonville (K-6)
1100 Brookfield Boulevard
Greenville, SC 29607
simpsonville@scgreencharter.org
864.326.2151

GREEN Charter School Simpsonville (7-8)
356 Bridgeway Boulevard
Simpsonville, SC 29681
simpsonville@scgreencharter.org
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Table of Contents

A Message From GREEN's Executive Leadership 5
The Global Renewable Energy Education Network (GREEN) Strategic Plan 6
2026-2027 GREEN Charter Schools Network Calendar 8
GREEN Organizational Chart 9
General Overview 10
Mission Statement 10
Vision Statement 10
Non-Discrimination Statement 10
Admission and Enrollment 11
- Admission Applications 11
- Enrollment of Students Who Have Been Homeschooled 11
- Lottery 12
- Lottery Preferences 12
- Acceptance Procedures 12
- For Families Experiencing Homelessness 12

Special Programs 13
- Multilingual Learners 13
- Child Find 13
- Special Education Services 13
- 504 Plans 13
- Individualized Educational Plans 14
- Students Experiencing Learning Difficulties 14

Grading System & Reporting 14
- Grading Scales 15
- Grade Calculations 15

Attendance 16
- A. Lawful Absences 16
- B. Unlawful Absences 16
- C. Truancy 17
- D. Tardiness 17
- E. Seat Time 17

Tutoring 17
Early Dismissal 18
Medical Homebound 18

Promotion/Retention 18
Withdrawal 19
GREEN Dress Code Guidelines 19
Disciplinary Guidance 21
Student Code of Conduct 25
Classroom Behavior 25
Behavior Outside the Classroom 26
Guidelines for Student Conduct at GREEN 26
Expulsion Policy 28
GREEN Charter Schools Acceptable Use Policy 29
Artificial Intelligence/Plagiarism 35
Prohibition of Firearms and Weapons 35
The Gun-Free Schools Act 35
Prohibition of Alcohol and Tobacco 36
Drug-Free School Notice 36
School Safety Protocols 36
Campus Visitors 36
No Solicitation Policy 37
GREEN Charter Schools Health Policies 37
Safe Access to Vital Epinephrine (SAVE) Act 40
Communicable Diseases 40
Head Lice 40
Illness/Injury: PE and Recess Excuses 40
Health Room Communication and Medical Follow Up Policy 41
Health and Safety Instruction: Erin's Law and Gavin's Law 42
Youth Suicide Prevention and Intervention Policy 43
Animals on Campus 44
Car Lines 44
School Pickup 45
After-School Activities 45
Classroom Observation 45
Skateboards, Roller Blades, and Scooters 46
Student Drivers 46
Field Trips 46
Volunteers 49
Parent Volunteer Organizations 51

Education Scholarship Trust Fund Program 52
Student Grievance Policy 53
GREEN Charter Schools Pyramid of Supports 54
Student Records 55
Unscheduled School Closures & Weather Closings 55
Student Fees 55
Food Services 57
Free and Reduced Meal Program 57
Meal Account/Negative Balance Charge Policy 58
Photographs of Students 58
School Communication 59
Corrections or Modifications to this Handbook 59
Acknowledgement of Receipt 59

A Message From GREEN's Executive Leadership

Dear GREEN Families,

Welcome to the 2026–2027 school year at GREEN Charter Schools! We are thrilled that you have chosen GREEN and are honored to partner with your family in your child's educational journey. This Family Handbook is designed to provide important information and guidance regarding your child's educational experience at GREEN. We encourage you to review this handbook carefully and refer to it throughout the school year as needed. Should you have any questions, your school Principal and campus administration team are available to assist you.

This Family Handbook contains important information regarding the Global Renewable Energy Education Network, Inc., also known as GREEN Charter Schools and referred to throughout as "GREEN," the "School," or the "Network." The policies and procedures outlined in this handbook address topics including admission and enrollment, academic and special programs, Dress Code guidelines, student safety procedures, health policies, field trips, family engagement expectations, and more. This handbook is intended to serve as a general overview and guide for families and is not legally binding nor intended to replace the official policies and procedures established by the GREEN Board of Directors. The administration and Board reserve the right to revise, amend, or discontinue any policies, procedures, rules, or regulations contained herein as necessary to support the effective operation of the School and the success of its students.

GREEN 4 ALL – ALL 4 GREEN

GREEN CHARTER SCHOOL

GREEN 4 All – All 4 GREEN

The Global Renewable Energy Education Network (GREEN) Strategic Plan

July 2024-June 2027

The Board-approved GREEN Strategic Plan is designed to serve all levels of our organization. It represents our areas of focus from July 2024 - June 2027. This plan will guide our collective work over the next three years and will be revised as needed to remain a living document.

THE GREEN MISSION: Why do we exist?

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

GREEN GOALS: What is our direction?

- ***Customer Satisfaction:*** GREEN's focus on customer satisfaction is the responsibility of all GREEN staff. Together, we will seek input from all stakeholders to improve every aspect of our work.
- ***Increase Quality:*** GREEN will focus on continuous improvement to strengthen student and staff success. We will effectively and efficiently manage all resources, responsibilities, and talent. We will seek excellence without exception across our programs, products, and services.
- ***Capacity Development:*** GREEN's success will depend on the quality of our professional staff and the adequacy of our facilities in fulfilling our mission. We will increase capacity among our staff and improve our instructional settings. This combined effort will create a multitude of options to better serve our customers. GREEN will offer our educational expertise regionally, statewide, and beyond.
- ***Fiscally Sound:*** We will provide a transparent budget process, increase our reserve fund, ensure fiscal stability, and fund innovative programs, products, and services.

CORE PRINCIPLES: What do we believe?

1. We believe that autonomy, mastery, and purpose are critical components to effectively support voice and choice for every stakeholder across our learning community.
2. We believe our collective efforts will develop integrated global citizens.
3. We believe in the dignity and contributions of all members of our learning community.
4. We believe in the value of and need for high-quality productive human relationships.
5. We believe in teaching curiosity and critical thinking skills, so that we can empower students to be lifelong innovators and creative problem solvers.
6. We believe in supporting the personal and professional dreams and aspirations of our students and staff.
7. We believe in the GREEN Strategic Plan, voice and choice, the parallel process, our glossary of terms, and the development of our DREAMS Framework.

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

1. GREEN will provide mandated training and professional development opportunities to support our internal staff and will also offer them to regional and state educators.
2. GREEN will increase its reserve fund by more than 3% annually during Fiscal Years 2025-2027.
3. GREEN will raise enrollment across our Network of schools to 4000 students by the 2027-2028 SY.

Key Steps: What big steps must we take?

1. Increase awareness of our GREEN Graduate Profile and develop School Profiles.
2. Improve our GREEN program frameworks for grades K-5, 6-8, and 9-12.
3. Enhance our special education programs and services.
4. Develop professional development opportunities and conference services to better serve our educators.
5. Ensure high-quality alignment in our operations and instruction.
6. Increase relational capacity across our schools and among our stakeholders.
7. Implement a robust facility plan to support our instructional program and future expansion.
8. Plan effectively for the horizontal and vertical alignment of our programming across all campuses.
9. Ensure full transparency of all processes.
10. Utilize student assessment data to inform course offerings and instructional efforts.
11. Create a measurable DREAMS Framework to synthesize our holistic efforts.
12. Create and implement an industry-based advisory Board at GUHS.

OUR VISION: What do we want to see?

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

STAFF SANDBOX: Where do we want to play?

We will support our staff's personal and professional development in alignment with GREEN's Strategic Plan through deeper understanding and pursuit of their autonomy, mastery, and purpose.

SMART NUMBERS: What will we evaluate to know we are successful?

1. Student accomplishments and their impact on our learning community.
2. Student enrollment and 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 achievement data and SC School Report Cards.
7. SCPCSD approval of amendments or expansions.
8. Community outreach, partnerships, and fundraising events.
9. Transition data and discipline referral information.
10. Stakeholder surveys - anecdotal as well as via email and phone interviews.
11. Anecdotal evidence regarding student engagement and school connectedness.

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

All of us at GREEN promise to be thoughtful and responsive to the needs of all learners and receptive to the input of our customers. We are *GREEN 4 ALL* which expresses the value of renewable energy, sustainability, and conservation efforts. We are *ALL 4 GREEN* to galvanize our coalition of stakeholders to fulfill our mission and the GREEN Strategic Plan. ***GREEN 4 ALL - ALL 4 GREEN.***

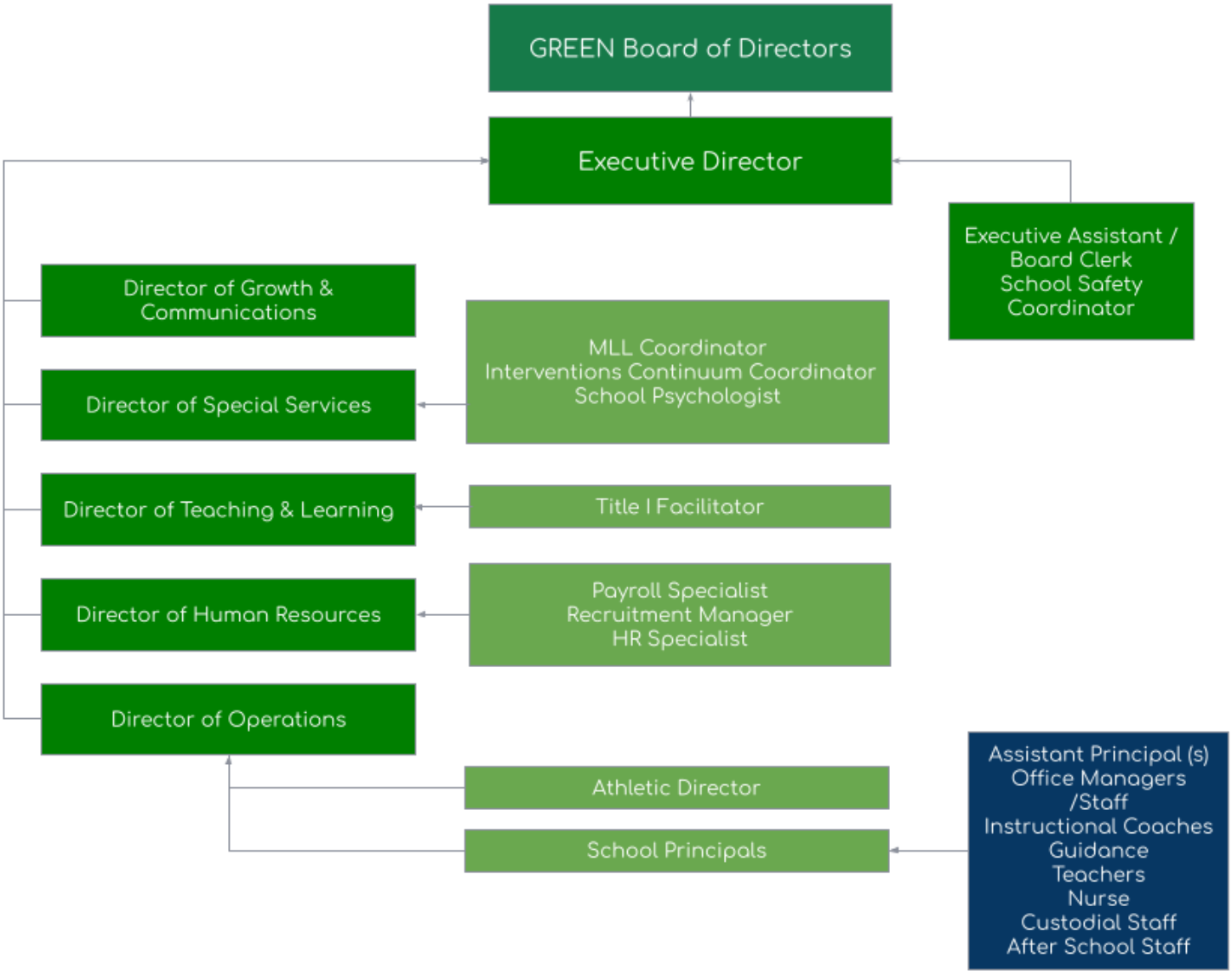
THE PROCESS:

The Executive Director, the Executive Leadership Team, and all GREEN leaders will develop plans that build from this Strategic Plan. These plans will be measurable and inform our overarching goals. Additionally, each year, GREEN will produce an Annual Report aligned to this Strategic Plan to highlight our successes, challenges, and implications for the future.

2026-2027 GREEN Charter Schools Network Calendar

	Upstate (Elem, Midd, High, Simp, Spar)	Midlands K-8	Lowcountry K-8
Preplanning for Teachers & Staff	Aug 3-7, 10	Aug 3-7, 10	Aug 3-7, 10
Student Orientation Day	tbd	tbd	tbd
First Day of School	Aug 11	Aug 11	Aug 11
Last Day of School	May 28	May 28	May 27
SCHOOL CLOSING / EARLY RELEASE DATES			
Labor Day - No School	Sep 7	Sep 7	Sep 7
Election Day - No School	Nov 3	Nov 3	Nov 3
Thanksgiving Break - No School	Nov 23 - 27	Nov 23 - 27	Nov 23 - 27
Winter Break - No School	Dec 21 - Jan 1	Dec 21 - Jan 1	Dec 21 - Jan 1
MLK Jr Day - No School	Jan 18	Jan 18	Jan 18
Presidents' Day - No School	Feb 15	Feb 15	Feb 15
Spring Break - No School	Mar 22 - 26	Mar 29 - Apr 2	Mar 29 - Apr 2
Memorial Day - No School	May 31	May 31	May 31
Teacher Workday - No School	Oct 16 Nov 2 Jan 4 Mar 12	Oct 9 Jan 4 Feb 12 Mar 12	Oct 12 Jan 4 Mar 15 April 26
Weather Makeup Days - No School unless needed. *Please don't plan vacations here.*	Feb 15 Mar 29 Jun 1	Feb 15 April 23 Jun 1	Feb 15 Jun 1-2
Early Release Days	Dec 18 May 27 May 28	Dec 18 May 27 May 28	Dec 18 May 26 May 27
GRADING DATES			
Grading Term Ends Q1	Oct 15	Oct 15	Oct 9
Teacher Grade Deadline Q1	Oct 19	Oct 19	Oct 12
Term Grades Ready in Portal Q1	Oct 23	Oct 23	Oct 16
Grading Term Ends S1 / Q2	Dec 18	Dec 18	Dec 18
Teacher Grade Deadline S1 / Q2	Jan 4	Jan 4	Jan 4
Term Grades Ready in Portal S1 / Q2	Jan 8	Jan 8	Jan 8
Grading Term Ends Q3	Mar 11	Mar 18	Mar 12
Teacher Grade Deadline Q3	Mar 15	Mar 22	Mar 15
Term Grades Ready in Portal Q3	Mar 19	Mar 26	Mar 19
Grading Term Ends S2 / Q4	May 28	May 28	May 27
Teacher Grade Deadline S2 / Q4	May 24	May 24	May 21
Term Grades Ready in Portal S2 / Q4	May 28	May 28	May 27
STATE REPORTING DATES			
5th Day for State Reporting	Aug 17	Aug 17	Aug 17
45th Day for State Reporting	Oct 15	Oct 14	Oct 14
90th Day for State Reporting	Jan 11	Jan 8	Jan 8
135th Day for State Reporting	Mar 18	Mar 18	Mar 17
180th Day for State Reporting	May 28	May 28	May 27

GREEN Organizational Chart



General Overview

Welcome to the 2026–2027 school year at GREEN Charter Schools! We are thrilled that you have chosen GREEN and are honored to partner with your family in your child's educational journey. This Family Handbook is designed to provide important information and guidance regarding your child's educational experience at GREEN. We encourage you to review this handbook carefully and refer to it throughout the school year as needed. Should you have any questions, your school Principal and campus administration team are available to assist you.

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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, ethnicity, 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.

Note: Throughout this Handbook, "sex" refers to an individual's immutable biological classification as either male or female, which are not changeable. "Sex" is not a synonym for and does not include the concept of "gender identity."

Executive Order 14168, Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government (January 20, 2025).

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, religion, sex, color, disability, age, genetic information, ethnicity or any other applicable status protected by local, state, or federal law.

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.

Enrollment of Students Who Have Been Homeschooled

For parents wishing to enroll their child at GREEN who is coming from a Homeschooled setting, please note that GREEN will request you submit the information required by the State for homeschooled students which details the requirements for attendance, curriculum used, recordkeeping, and instructor credentials. In the absence of these records (in light of the fact that there was no mandated oversight by the State for several years), GREEN will accept any records, lesson plans, portfolio documentation, or other materials you have for each student for each year homeschooled. This documentation will assist us in placing your student in the correct grade level. Please note that testing may also be used to assist in this process.

Please see the links below for resources that may help you better understand the rules for homeschooling in South Carolina:

- SCDE's Home Schooling page: https://ed.sc.gov/districts-schools/state-accountability/home-schooling/
- Homeschooling Resource page: https://www.homeschoolingsc.org/getting-started-page/
- Documentation possibilities: https://www.homeschoolingsc.org/how-do-unschoolers-document-learning/

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 six (6) and nine (9) gives students enrolled at any GREEN 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 applicant on the waitlist.

For Families Experiencing Homelessness

Students experiencing homelessness are assured 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 credits, 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).

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

Grade Calculations

Student grades are determined using a combination of quarterly grades and semester exams. Each quarterly grade (Q1- Q4) is calculated from two categories: major assignments and assessments, worth 60% of the quarter grade, and minor assignments and classwork, which makes up 40% of the quarter grade. Semester grades are calculated by combining the quarter grades and semester exam grades in the following formula:

Q1: 40% + Q2: 40% + Exam 1: 20% = 100%

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 may be approved and should be made in writing to the PAL.
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.

E. Seat Time

High School courses are awarded based on Carnegie Units, equating to a total of 120 hours of seat time per course. Any absence above five (5) for a semester-long course or three (3) for a quarter-long course will result in accrual of seat time, regardless of status of lawful or unlawful. The accrual of four (4) tardies in one class will result in an hour of seat time.

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.

Tutoring

It is the policy of GREEN Charter Schools that its teachers are prohibited from providing private tutoring services to any GREEN students, whether they are in their class or not, and regardless

of whether compensation is involved. This policy is intended to prevent conflicts of interest and ensure that all students are evaluated fairly and impartially.

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.

Medical Homebound

The Medical Homebound Policy enables the School to support students' academic progress while accommodating their medical needs, ensuring a supportive and inclusive learning environment. South Carolina Board of Education Regulation 43-241 states that students who cannot attend public school because of accident, illness, or pregnancy, even with the aid of transportation, are eligible for medical homebound or hospitalized instruction. A physician, physician assistant, or nurse practitioner must certify that the student is unable to attend school but may profit from the instruction given in the home or hospital. Any student participating in medical homebound instruction or hospitalized instruction must be approved by the District Superintendent or their designee on standardized forms provided by the South Carolina Department of Education. Medical Homebound is designed to support a student's absence from school due to a medical condition and may only be approved for up to six (6) weeks unless extended by the evaluating medical professional. Please contact the Director of Special Services or their designee for more information.

Promotion/Retention

South Carolina's Read to Succeed (R2S) Law 59-155-180 of Act 114 ensures that every child becomes a proficient reader. Students who do not demonstrate proficiency in reading by third grade must be retained. Summer Reading Camp and Good Cause Exemptions do exist for students who show improvement in their reading proficiency.

Students may be retained when they do not show proficiency in grade-level standards at any grade level. Principals of students in grade K-8 are responsible for the decision to retain a student. The principal will take into consideration academic and other relevant educational aspects (social, emotional, and physical maturity) of the student's development and will be responsible for notifying parents of their child's progress and options.

Students in 6-8 grades will be required to complete and pass core content courses (ELA, Math, Science, and Social Studies) for promotion.

Requirements for promotion of students in grades 9-12 are based on the South Carolina Department of Education Regulation 43-234:

9th Grade- 5 to 6 units of credit; including 1 unit of English and 1 unit of Math

10th Grade- 11 to 12 units of credit; including a minimum of 2 units of English and 2 units of Math

11th Grade- 16 to 17 units of credit; including at least 3 units of English, 3 units of Math, 2 units of Science and 2 units of Social Studies

12th Grade: 24 units in the following distribution:
English Language Arts- 4.0 units
Mathematics-4.0 units
Science - 3.0 units
U.S. History and Constitution - 1.0 unit
Economics - 0.5 unit
U.S. Government - 0.5 unit
Other Social Studies - 1.0 unit
PE - 1.0 unit
Computer Science - 1.0 unit
Foreign Language or CTE - 1.0 unit
Electives - 7.0 units

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, 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, and overalls are prohibited.
- Bike shorts or leggings for under skirts or jumpers are recommended.
- Students in **grades K-5** may also wear tan or navy jumpers with the school logo over a polo shirt in navy blue, green, or white.
- Students in **attendance at GREEN Charter Middle School and GREEN Upstate High School** may wear jeans in standard shades of blue denim with no rips, tears, holes, 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

- 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.

PLEASE NOTE

GREEN Charter Schools-issued/approved branded apparel can be purchased through Owl Owtfitters at www.owlowtfitters.com, at the front office of each campus if applicable, or at one of the below Read's Uniforms locations:

Greenville: 30 Orchard Park Dr, Greenville SC 29615
Spartanburg: 971 N. Church St, Spartanburg SC 29303
Lowcountry: 946 Orleans Rd, Charleston SC 29407

If assistance is needed in paying for approved brand apparel for uniform purposes, please reach out to owlowtfits@scgreencharter.org who will work with your school's PTO/PTA to assist with funding.

Read's Uniforms accepts Educational Scholarship Trust Funds (ESTF) for uniforms through ClassWallet. Please review this section of the Family Handbook for further details regarding ESTF.

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 creating, distributing, or selling clothing or any other items with the GREEN logo or GREEN brand insignia.

Disciplinary Guidance

GREEN Charter Schools (GREEN) is committed to excellence without exception. Our parents, staff, and students accept the shared responsibility of our schoolwide Culture of Care. Part of our Culture of Care encompasses a shared commitment to speaking and acting in support of our pursuit of this high standard of excellence.

One of the galvanizing aspects of being a part of GREEN is that many of our employees are our parents as well. This simple organizational fact aligns very well with a foundational aspect of education law known as *in loco parentis*. Under this concept, our employees as school personnel assume some of the responsibility of the parent while in the educational setting. This guidance provides us with the freedom to care for our students as if they are our own. Additionally, it is widely accepted that all parents want their children to attend a school that shares the hope for their children's future and guides them in experiencing happiness and reaching their true potential. At GREEN, we embed this idea in all our structures and processes. A key example of this approach is embedded within our Youth Suicide Prevention Policy:

"One of GREEN's strategic goals is to cultivate and sustain safe, effective, and collaborative schools for its staff and students. This includes creating learning environments where students, staff, and families feel valued, comfortable, and supported. Each of our schools must intertwine emotional, social, behavioral, cultural and academic safety across all facets of the GREEN community, our school structures, and expectations for all members of our learning community."

Simply put, everything we do must align with our Culture of Care. Our homework policy, our grading policy, and yes, our approach to student discipline must be instructive and supportive, allowing students to self-correct and improve their conduct, resulting in greater self-discipline and self-determination. At GREEN, this also means we are committed to meeting the various needs of all our students. Furthermore, this means that our approach to discipline allows students to make the positive changes necessary to make all of us at GREEN happier and more successful.

GREEN Charter Schools recognizes its responsibilities under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA). Disciplinary decisions involving students with disabilities shall be made in accordance with all applicable state and federal laws, including protections related to manifestation determinations, behavioral supports, and continued access to educational services when required by law.

Our approach focuses on the development of identity, or identity formation, as all, the development of deeper empathy, and healthy decision-making is all part of maturing students are not who they are going to become. Their intrinsic value, their personal responsibility and defining oneself. Growing up is a process, and we know that.

The basic tenets of GREEN's disciplinary approach include the following:

- All discipline is intended to be instructive, corrective, and developmentally appropriate whenever possible, allowing students the opportunity to self-correct prior to more significant interventions, except in circumstances involving safety, serious misconduct, or conduct requiring immediate administrative action.
- Our approach is progressive, in that students may receive sanctions or restrictions if they are unable to make the necessary changes to their conduct.
- GREEN's central focus with all discipline is to inform and teach expectations.
- Everyone deserves an explanation as to why we have established expectations or why a consequence was issued.
- All disciplinary matters must be confidential and pertinent ONLY to the student, family, and staff involved.
- GREEN recognizes that caring and appropriate attachments between students and staff members is critical in developing trust.
- These healthy relationships create shared expectations and raise students' expectations of themselves and instill in them a healthy desire to please.
- Preservation of the sanctity of our learning environments is the goal of all our disciplinary efforts. No one may detract from the learning of others. Therefore, GREEN will always address any concern impacting the learning environment.

GREEN's entire school community recognizes the imperative to:

- Maximize all structures and transitions within our school day.
- Establish expectations across all settings.
- Create ownership of learning and personal responsibility (i.e., "JOIN UP").
- Stimulate creativity, innovation, and motivation to learn.
- Establish a continuum and a compendium of whole school, small group, and individual strategies.
- Teach developmentally appropriate and effective decision-making as well as an awareness of relative value.
- Teach, acknowledge, and monitor appropriate behavior and respond to inappropriate behavior.
- Establish the eight habits of highly effective students. This is an ideal state for our students to aspire to become. Taken together with the GREEN graduate profile, it illuminates our expectations for our students and the habits they can develop to positively impact the world for the better.
- All students and staff will develop their personal mission statement. This process allows each member of our learning community to establish the expectations and aspirations they have for themselves.

Our stakeholders in the context of discipline:

Parents are the primary educators and are first consulted to gain insight about their child. When discipline escalates, parents are notified, and next steps are established together. All incidences are documented, and whenever possible, parents/legal guardians will be contacted prior to the close of the school day regarding significant disciplinary concerns, disciplinary removals, or restrictions from school. Written notice may also be provided when disciplinary action results in suspension, recommendation for expulsion, or other substantial consequences. Parents should not be blindsided by their upset child. If we call ahead, they can be prepared to address their child's concern(s). This will avoid the inevitable call from an upset parent seeking to understand what took place.

Students can and should self-govern. They will be instructed in the habits of successful students and develop a personal mission statement. When discipline matters occur, students will be listened to, and their perspective will be summarized and clarified back to them to ensure a shared understanding. Attempts will be made to empathize, so they feel more connected with and understood. Then, a plan to address any concern will be developed, including formal notification of any restriction from school.

GREEN Charter Schools has simplified behavioral concerns into three buckets of concern. This includes low-level concerns, negotiable concerns, and nonnegotiable serious concerns. Each of these buckets include the provision of hearing and notice to any student whose behavior is addressed. This ensures we protect procedural safeguards but also aligns with our foundational concept of student voice. GREEN Charter Schools recognizes that students are entitled to due process protections in all significant disciplinary matters. Students will receive notice of alleged misconduct, an opportunity to respond to concerns, and when applicable,

written notice of disciplinary consequences. In matters that may result in long-term suspension or expulsion, students and families will be afforded reasonable hearing procedures consistent with applicable law and the policies of GREEN Charter Schools. Any recommendation for expulsion shall include notice and an opportunity for a hearing before the GREEN Charter Schools Board or its designated hearing authority. It is important to note that each behavior may be escalated if the seriousness identified through investigation warrants it. Conversely, it could be deescalated if through investigation the concern has diminished.

GREEN Charter Schools will be investigating an effective Peer Mediation Program to be implemented at all our schools. Peer Mediation is a critical step in making sure our students take responsibility for solving their problems and listening to one another in times of conflict.

Teacher Interventions for Minor Infractions:

Minor infractions should typically be addressed by the classroom teacher. They include verbal redirection, verbal warning, parent communication via phone call initially and in email later as needed. Additional efforts include having lunch with the student to review concerns and with parent permission, staying after school.

BUCKET NUMBER ONE:

Minor Infractions: These behaviors are small but must be addressed. These behaviors are critical to address as they are small violations of our expectations and if left unaddressed could escalate or at least diminish our learning environment. They include: Dress Code or uniform violations, tardy to school or class, inappropriate language, inappropriate use of cell phones, misuse of hall passes or transitions, violating personal space/boundaries, playful horseplay, etc.

BUCKET NUMBER TWO:

Negotiable Concerns: These are behaviors that need to be addressed and need to be changed. The following behaviors are negotiable, but important. They include: Public displays of affection, insubordination, disrespectful/directed foul language, academic dishonesty, racial slurs, hateful speech, bullying and/or cyber bullying, threats between students, failure to follow directions, repeated minor offenses, gossip/spreading false information, inappropriate use of technology, any act that disrupts the learning environment, etc.

BUCKET NUMBER THREE:

Non-negotiable Concerns: These behaviors are serious in nature and could result in suspension and consideration of expulsion. They include: Sexual assault/abuse, an arrestable offense, possession of a weapon, possession of drugs, dealing drugs, assault or fighting, property destruction/vandalism, repeated negotiable offenses, gangs or organized crime, hacking school software or systems, threats, and/or intent to disrupt school, etc.

Full Range of Administrative Consequences:

- After-School Detention
- Lunch Detention
- In-School Suspension
- Out-of-School Suspension
- Consideration of Expulsion

Please note Suspensions and recommendations for expulsion shall follow applicable procedural safeguards established by GREEN Charter Schools and state law. Students and families will receive notice of the basis for disciplinary action and an opportunity to participate in disciplinary conferences or hearings when applicable. Expulsion recommendations may only be finalized following appropriate hearing procedures. Families may appeal expulsion decisions in accordance with GREEN Charter Schools Board policy and applicable law. Procedures and timelines for appeals will be provided in writing at the time of the disciplinary decision

All disciplinary matters will be reviewed on an individualized basis. Administrators may consider the severity of the conduct, intent, age and developmental level of the student, disciplinary history, safety concerns, and any mitigating or aggravating circumstances when determining appropriate interventions or consequences.

GREEN Charter Schools will maintain documentation related to significant disciplinary incidents, parent communications, interventions, suspensions, and disciplinary hearings consistent with school policy and applicable law.

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.

Classroom Behavior

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 may also be subject to disciplinary review for off-campus conduct when such conduct substantially disrupts the school environment, interferes with the safety or well-being of students or staff, impacts school operations, or is otherwise connected to a school activity or event.
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, school-issued property, and other storage areas made available for student use (including, but not limited to, motor vehicles, book bags, pocketbooks, notebooks, pockets, etc.) remain subject to inspection consistent with applicable law and school safety responsibilities. Searches of student property or personal belongings shall be based upon reasonable suspicion that a violation of school rules or law has occurred.

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.

H. An administrator may examine a student's personal device and search its contents, in accordance with disciplinary guidelines.

I. Harassment, intimidation, and bullying (HIB) whether verbal, physical, written, electronic, or sexual in nature are prohibited. HIB includes conduct that causes physical or emotional harm to a student, damages a student's property, places a student in reasonable fear of harm, or substantially interferes with a student's educational experience or the orderly operation of the school.

Students are expected to:

- Treat peers, staff, volunteers, and visitors with respect and dignity.
- Refrain from engaging in, encouraging, or supporting acts of harassment, intimidation, or bullying.
- Report incidents of bullying, harassment, intimidation, retaliation, or threats to a teacher, counselor, administrator, or other trusted school employee.
- Cooperate honestly during investigations.

Please note Reports of HIB may be made by students, parents/guardians, employees, or volunteers. All reports will be reviewed promptly and investigated in accordance with school procedures. Appropriate disciplinary and remedial actions will be taken when warranted. Retaliation against any individual who reports an incident or participates in an investigation is strictly prohibited and may result in disciplinary action. Knowingly making false accusations may also result in disciplinary consequences.

Expulsion Policy

Students may be recommended to the GREEN Board for major disciplinary infractions that place other students or staff in danger such as:

- Weapons on campus
- Drugs or other illegal paraphernalia on campus
- Explicit or implicit threats of violence or harm
- Sexual or non-sexual harassment or bullying
- Assault to staff members or students
- Continuous major behavioral infractions that are not successfully remedied through other interventions or consequences
- Any other violations that need to be considered by the Board of Directors as recommended by school administration.

A student may be expelled for any reason listed in the student code of conduct; for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written policies, rules or regulations established by the Board or the state board of education; or when the presence of the student is deemed to be detrimental to the best interest of the school.

Expulsion means the student cannot attend school or be on school property, cannot attend any school-related events or activities on or off campus and cannot ride a school bus. The length of expulsion may be for the remainder of the school year, a full calendar year or permanent expulsion as deemed appropriate by the expulsion panel.

If procedures for expulsion are initiated, the parent/legal guardian of the student will be notified in writing of the time and the place of a hearing before the expulsion panel. The expulsion panel will be made up of: 1-2 members of the GREEN Governing Board, GREEN Executive Director, and 2-3 Executive Director or Board designees. The hearing will take place within 10 school days of the written notification of expulsion at a time and place designated by the Executive Director or his designee, and a decision will be rendered within two school days of the hearing.

The student may be suspended from school and all activities during the time of the expulsion procedures. At the hearing, the parent/legal guardian has the right to ask and answer questions of the expulsion panel and submit any other information for consideration for the panel. Parents/legal guardians will be notified of the decision of the panel within two school days after the hearing. If a parent/legal guardian wishes to appeal the decision of the panel, an email should be sent to the Board Chair and the Executive Director. The letter should detail any new information or considerations they would like the Board Chair to consider. From there, the Governing Board will decide within 5 school days whether to uphold the decision of the panel or request a new hearing. If a new hearing is required, it will be scheduled within 5 school days and the parent or legal guardian will be notified in writing of the new hearing date or if the original decision was upheld. The appeal hearing will be held in front of the full Governing Board.

GREEN Charter Schools Acceptable Use Policy

Please note that Policy outlined below is the School's Acceptable Use Policy in its entirety and applies to all GREEN staff, students, and families.

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.

Access to the GREEN network and school electronic devices provides connections to other computer systems around the world, therefore, users (including the parents/legal guardians 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. The School will make every effort 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 and Intranet 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 hours of operation 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) 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/malware and brute force attacks, as well as other forms of ransomware which could compromise our network systems and services and create 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, the

Internet, and business systems, whether owned or leased by GREEN, the student, the parent/legal guardian, 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 School-provided networks which may include tasteless material, pornographic imagery, sexually explicit or suggestive material, illegal movie websites, or the like.
4. Staff may not place any stickers, decals, or additional markings on GREEN-issued devices.

5. 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 Students, Staff, Provisioning, and/or Guest networks is strictly prohibited.

6. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

7. 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.

8. Using a GREEN computing asset to actively engage in transmitting material that is in violation of sexual harassment policies and laws.

9. 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.

10. Port scanning or security scanning is expressly prohibited unless prior notification and approval is received from GREEN's IT Manager or their designee.

11. Utilizing any form of network monitoring.

12. Circumventing user authentication or security of any host, network, or account.

13. 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 or Intranet.

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

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 any data network at GREEN with a personal device, the end-user agrees to reveal the device's IP address, device name, and any content upon request to the GREEN Administration, including to the IT Manager.

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.

Cell Phones and Personal Electronic Devices

- **Students are prohibited from using cell phones/personal electronic devices in any capacity or for any purpose during designated school hours without prior teacher or administration approval. This includes, but is not limited to, during clubs, tutoring, and after-school care.** Failure to follow cell phone procedures may result in confiscation of the cell phone. Parents may retrieve the phone from the administrator who confiscated it or from the main office at the end of the day. This same policy applies to smart watches. GREEN will not be held responsible for the theft, loss, or damage to cell phones or other electronic devices brought onto its property.
- Staff and students are not permitted to connect their cell phones or personal devices to any GREEN data network. This includes digital picture frames and other personal electronic devices.
- The responsibility to keep electronic devices 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 strongly 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 their own device, including set-up, maintenance, charging, and security.

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 parent/legal guardian student will be held 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 may not share their passwords with other students at any time. While a parent/legal 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 vehicles.
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/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 manual will be deemed negligence. 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/legal guardians 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 IT Manager 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 (1) 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**

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 administration immediately. In cases involving theft, a police report will also be required.

Artificial Intelligence/Plagiarism

GREEN understands that Artificial Intelligence (A.I.) is a useful and time-saving device that can increase productivity in both the classroom and workplace. Utilizing A.I. safely and with parameters is necessary. It is expected that teachers and students utilize A.I. as a supplemental tool to enhance creativity, research, and critical thinking. Unauthorized use of A.I. to generate assignments or pass off work as your own is considered plagiarism and subject to disciplinary action.

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 necessary.

The Gun-Free Schools Act

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 consideration of expulsion for one (1) 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.

Prohibition of Alcohol and Tobacco

Alcohol

Alcoholic beverages are prohibited on all GREEN property at all times, including in 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 is a tobacco-free campus. Staff, students, and visitors are strictly prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or vaping 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 to 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.

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.

Campus Visitors

Visitors who are on school business are welcome at GREEN; however, immediately upon entering the school grounds, they must press the outside buzzer at the front entrance of each school to request entry. If granted, they must identify themselves to front office staff, state the nature of their visit, present a valid driver's license for identification purposes, and sign the visitor's log. They will then be given a temporary badge identifying them as a visitor. Anyone failing to comply with this procedure will be asked to leave the campus immediately. If the

visitor does not leave after a warning, law enforcement 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.

GREEN Charter Schools 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

Important: Students must have a completed Consent to Treat form on file at the beginning of each school year to receive health room services.

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

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

Contacting Parents/Legal Guardians

Important Reminder: If it is determined that the 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 GREEN have current contact information for all students so that we may reach parents/legal guardians when necessary. If a student has an emergency health situation and needs immediate care that cannot be provided on campus, the emergency contacts for that student will be called if we cannot reach a parent/legal guardian first.

Emergency Medical Services

Neither GREEN Charter Schools nor its personnel assume any financial responsibility for treatment or transportation costs incurred should a student require Emergency Medical Services (EMS) for any emergency 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 medications. Fever is defined as a temperature of 100.4 or greater.
- → Students must be diarrhea-free for 24 hours without the use of diarrhea-suppressing medication. Diarrhea is defined as three or more episodes of loose stools in a 24-hour period.
- → Students must remain out of school for 24 hours from the last vomiting occurrence and have eaten 1-2 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 entering 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 their designee by the student's parent/legal guardian or a previously designated adult. According to SC Law S144, 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. Violations of the medication policy will be dealt with sternly.

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. Prescription medication authorizations must be completed on or after July 1 to be considered for the upcoming school year.

• 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 School Authorization for Non-Prescription Medication at School.
• OTC medications that are to be given daily for more than one week must have a doctor's order.
• Parents/legal guardians are responsible for knowing the expiration date of any medication brought to school and replacing the medication before the expiration date. **GREEN School Nurses will not administer expired medication.** (Example: If medication expiration date is 10/2025 the last date the nurse will administer medication is 09/30/2025), unless a specific date of expiration is indicated on the medication.
• Parents/legal guardians are responsible for informing the school of any changes in prescription medications or doses. A new GREEN Charter School Prescription Authorization form must be completed, and a newly labeled pharmacy container provided by the parent/legal guardian.
• Any newly prescribed medications or changes in dosage must be initiated at home for at least two to three days so the parent/legal guardian can monitor the 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 School Nurses are prohibited from administering that dose at school. Parents/legal guardians may come to the Health Room to give the missed dose once the parent/legal guardian has brought the medication to school.
• If there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others, (e.g., stimulants, pain relief medication, antidepressants) the School may refuse to allow the student to carry the medication. Medications approved for self-administration 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 not picked up by a parent/legal guardian by the last day of school will be destroyed.**

GREEN and its employees reserve the right to refuse to honor medication requests that are inconsistent with professional standards, accepted prescribing limits (e.g., manufacturer's guidelines, Physician's Desk Reference, etc.), deemed unsafe for the school setting, and/or other legitimate reason(s). A licensed nurse may refuse to administer any medication that,

based upon the nurse's individual assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. If this occurs, alternatives for meeting the student's needs will be discussed with the parent/legal guardian.

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 emergencies for students with no known history of allergic or anaphylactic reactions. Parents and 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 has a school nurse and first responders who are trained in Epi-pen administration in the case of allergic reactions.

Communicable Diseases

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

Head Lice

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

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

Illness/Injury: PE and Recess Excuses

If a student is to be excused or limited for three (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 or who received stitches/staples or required the use of assistive devices (e.g., crutches, cast, cane, air cast, wheelchair), 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. Date of return to full activity
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

Health Room Communication and Medical Follow Up Policy

Purpose

The purpose of this policy is to ensure continuity of care, promote student health and safety, and support appropriate medical follow-up after a student receives medical evaluation or treatment outside of the school setting.

Policy Statement

The health room/nurse may contact a student's health care provider, medical office, urgent care facility or hospital to obtain additional information, clarification, recommendations, or follow-up instructions related to a student's health condition when necessary to support the student's safe participation in school and school-related activities.

Scope

This policy applies to all students who receive medical evaluation, treatment, or discharge instructions from a licensed healthcare provider or medical facility related to illness, injury, chronic condition management, or emergency care.

When Contact May Occur

The health room may initiate contact when:

- Medical instructions are unclear or incomplete
- Additional safety recommendations are needed
- Verification of treatment or restrictions is required
- The student returns to school following hospitalization, emergency care, or significant
- illness/injury
- Follow-up is necessary to support safe attendance or participation

Compliance

All health services staff will follow professional nursing standards, school district policies, and applicable legal requirements when conducting healthcare communications. All health information will be maintained confidentially and shared only with legitimate educational or healthcare personnel on a need-to-know basis.

Health and Safety Instruction: Erin's Law and Gavin's Law

At GREEN Charter Schools, we prioritize the safety and well-being of our students in concert with the laws of South Carolina. In 2014, the State of South Carolina passed Act 293, known as "Erin's Law," as part of health and safety education for its public schools. The purpose of Erin's Law is to ensure all students receive preventive instruction during the academic school year, so they know how to stay safe from and how to report any incidents of sexual assault.

The South Carolina Department of Education created instructional units based on Erin's Law in support of new legislation that amended the Comprehensive Health Education Act. South Carolina Code of Laws Section 59-32-20 (B) was amended to read that the State Board of Education through the South Carolina Department of Education "shall select or develop instructional units in sexual abuse and assault awareness and prevention, with separate units appropriate for each age level from four-year-old kindergarten through twelfth grade."

In 2023, the State of South Carolina passed Act 54 of 2023 known as "Gavin's Law." The legislation addresses acts that involve "threaten(ing) to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against" that person's will. Convictions can be punished by up to 20 years in prison if the victim was a child or a vulnerable adult, and up to five (5) years for the first conviction if the victim is an adult.

Gavin's Law also requires that schools collaborate with the State Department of Education, the South Carolina Law Enforcement Division, and the Attorney General's office to implement a policy to educate and notify students of the law, which includes adequate notice to students, parents/legal guardians, the public, and school personnel of the law and the dangers of sexual extortion. The Department of Education recommends Gavin's Law be taught as part of the Erin's Law curriculum with age-appropriate instruction on the dangers and consequences of sexual extortion.

In line with our commitment to the safety and well-being of our students, GREEN Charter Schools has implemented the following policies, as required by Erin's Law, S.C. Code Section 59-32-20 and 59-32-30(G), and Gavin's Law, S.C. Code Section 16-15-430, to create a safe and supportive learning environment for all students:

1. Prevention Education:

    - Age-Appropriate Curriculum: We will incorporate age-appropriate prevention education programs into our curriculum that address child sexual abuse, assault, exploitation, and extortion. These programs will be tailored to different grade levels to ensure students receive the information in an age-sensitive manner.
    - Awareness Campaigns: We will regularly conduct awareness campaigns to educate students, parents/legal guardians, and staff about the signs, risks, and prevention of child sexual abuse, bullying, and extortion. These campaigns will seek to foster a culture of openness, trust, and mutual support within our School community.

2. Reporting Mechanisms:

    - Safe Reporting Channels: We will establish multiple safe and confidential reporting channels, such as trusted staff members, anonymous hotlines, and/or online platforms, to encourage students to report any incidents of abuse, bullying, harassment, or extortion without fear of reprisal.

    - Prompt Response: Upon receiving any such reports, we will ensure a prompt and thorough investigation, adhering to all legal requirements and protecting the privacy of all parties involved to the extent legally possible.

3. Staff Training and Support:

    - Professional Development: All School staff, including teachers, administrators, and support personnel, will receive regular training on recognizing and responding to signs of child sexual abuse, bullying, harassment, and extortion. This training will equip them with the necessary skills and knowledge to support students effectively.

    - Supportive Environment: We will foster a supportive environment where students feel comfortable reaching out to trusted adults. Staff members will be trained to listen, believe, and respond empathetically to students who disclose abuse, bullying, harassment, and/or extortion.

4. Community Collaboration:

    - Partnerships: We will collaborate with local law enforcement agencies, community organizations, and mental health professionals to ensure a coordinated response to incidents of child abuse, bullying, harassment, and extortion. Together, we will work towards preventing such incidents and supporting affected students

    - Parental Involvement: We will actively engage parents and legal guardians through regular communication, workshops, and resources, to create a united effort in promoting student safety and well-being.

By implementing this policy, GREEN strives to ensure the safety, well-being, and success of all students. Together, we can create a nurturing environment where every student feels protected, valued, and empowered to thrive.

Youth Suicide Prevention and Intervention Policy

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

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

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

Important Resources

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

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.

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 adhere to each school's guidelines regarding arrival times for drop-off and pick-up in order to ensure that the process runs smoothly and traffic around the campus is not affected.
- 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 car line.

- 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.

School Pickup

We strongly encourage parents to notify the school's front office if they are going to be late picking their students up at the end of the school day. If a pattern of late pickups persist, a meeting with school administration will occur to ensure timely pickup of students.

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

Field trips are defined as any school-supported learning excursion by a group of students away from the school premises, under the supervision of staff, whether during the regularly scheduled school year or during vacation periods. All field trips are always extracurricular and not a part of an approved course of study. Field trips are conducted for the purpose of offering an educational experience not available in the classroom or school. Participation in such trips is entirely voluntary. No extra credit will be awarded for participation and there shall be no loss of credit for not attending a field trip.

All GREEN field trips must follow the procedures described in the policy below.

Types of Field Trips

GREEN Charter Schools recognizes the following types of field trips:

1. **School-Supported Educational Field Trips**

   School-supported educational field trips should be an extension of the classroom learning experience. Pre-teaching and thoughtful planning should always be part of any given field trip. This category of trips also includes competitive/performance field trips by academic, athletic (excluding regularly scheduled interscholastic athletic contests), and performing arts teams. These include overnight field trips.

2. **School-Supported Recreational Field Trips**

   School supported recreational field trips such as class trips are offered on a voluntary basis and are designed as a social and/or recreational activity. Participation may be limited to the members of the class or sponsoring club for which it was designed. These include overnight field trips.

Trips Unrelated to GREEN

The GREEN Board of Directors assumes no liability or responsibility for non-school supported trips/tours. Individuals who plan trips/tours that are not school supported must notify parents/legal guardians and students that the trip is not associated with GREEN Charter

Schools. The trip planners must clearly indicate in writing that they are serving as private agents or private individuals. The preparation for non-school supported trips shall not take place during school hours. Additionally, no school materials or school branding may be used in reference to such trips/tours.

Approval of Field Trips

All school-supported field trips require **prior written administrative approval**. All requests must specify a clear purpose for the field trip and, in the case of school supported educational field trips, the relationship of the trip to the class curriculum. Additionally, requests must include the dates of the trip, the place(s) to be visited, the method of transportation, the costs of the trip, provisions for safety, and details regarding supervision (including the names of any supervising adults).

- All **in-state field trips** require the written approval of the **school leader at least 30 days** in advance of the departure date.
- All **out-of-state field trips** require the written approval of the **Executive Director or their designee at least 60 days** in advance of the departure date.
- All trips involving **travel outside the United States** require the written approval of the **Executive Director and the Board Chair at least 90 days** in advance of the departure date.

The approval of all field trips shall be conditional. Approval may be revoked at any time by the Executive Director or their designee or by the school leader if a change in circumstances, whether man-made or natural, warrant cancellation in the interest of the safety of students and staff. It is the responsibility of parents/legal guardians to obtain trip cancellation insurance. GREEN Charter Schools is not responsible for refunding students for any cancelled trips or for pursuing reimbursement from travel agents or trip insurance carriers under any circumstances.

Guidelines

A. All field trips shall originate and terminate at a location approved by the school principal.
B. Written approval from the parent/legal guardian is required for participation in all field trips by the timely submission of the Field Trip Permission Form.
C. Students must be accompanied on each field trip by GREEN teachers and/or certified staff who must exercise reasonable care for students' conduct and safety.
D. The school principal or their designee is responsible for developing a plan for the administration of medication or the provision of accommodation in accordance with applicable law for any student requiring such assistance on the trip. Applicable Medication Administration Permission Forms must be completed by the parent/legal guardian prior to the trip period.
E. Any field trips involving swimming or water access must receive special written approval from the Executive Director or their designee.
F. There shall be a ratio of one chaperone per ten (10) students for each field trip, unless otherwise determined by the principal in writing.
G. The School reserves the right to deny the participation of any student on any field trip based upon a record of inappropriate behavior and/or poor attendance.
H. The acceptance of any gratuities, discounts, and/or gifts for personal use resulting from field trips is discouraged.

Transportation

The use of privately owned or leased vehicles of any type to transport students to and from field trips is strictly prohibited. Staff, parents/legal guardians, or volunteers who use their own vehicle in such circumstances risk being held personally liable for any injury sustained by the student(s) while in the vehicle.

Fundraising for Field Trips

Only those fundraising activities which adhere to GREEN policy and are approved in advance in writing by the Executive Director or their designee may be used to defray the costs of a school-supported field trip.

Access to Field Trips

- Students may be assessed for the cost of the field trip, including transportation, lodging, meals, and any additional trip-associated fees. However, school-supported educational field trips which involve a fee of any kind will be open to every student. No student shall be denied the right to participate in a field trip because they are unable to pay. The principal is responsible for determining the costs associated with the trip and must create plans for assisting students who lack funds to participate.
- No student shall be denied the right to participate in a field trip due to a disability. The principal is responsible for ensuring equal accessibility in all aspects of the trip for all students.

Non-Attendance

- Parents/legal guardians may deny the request for their student to participate in a field trip and arrangements will be made for the student to remain at school on the day(s) of the trip.

Field Trip Student Code of Conduct

The following rules apply to all school supported field trips:

- Students must abide by the GREEN Code of Conduct while on the trip.
- Students must follow the GREEN Dress Code while on the trip unless otherwise specified.

Field Trip Chaperones

ALL INDIVIDUALS MUST RECEIVE SCHOOL APPROVAL PRIOR TO VOLUNTEERING AT ANY GREEN CAMPUS OR FOR ANY GREEN-SUPPORTED EVENT, WHETHER ON OR OFF CAMPUS. ANY "LEVEL 2" FUNCTION THAT YOU WISH TO PARTICIPATE IN WILL REQUIRE A CRIMINAL BACKGROUND CHECK WHICH CAN TAKE UP TO TWO WEEKS TO PROCESS. INTERESTED VOLUNTEERS SHOULD THEREFORE PLAN ACCORDINGLY.

To ensure the safety of our students, GREEN Charter Schools requires additional security checks for school volunteers. All volunteers must submit the **GREEN Charter Schools Volunteer**

Application which is available on our website and at each campus. They must then receive clearance from the school before volunteering at any GREEN campus or chaperoning any GREEN field trip.

All volunteers at GREEN are identified by two different categories: **Level 1 or Level 2.**

All field trip chaperones must be cleared as Level 2 volunteers by the School to participate in the trip, regardless of the destination.

Level 1: This level requires the presence and supervision of a GREEN employee at all times. Level 1 volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school. Level 1 volunteers may volunteer in classrooms and participate in school activities on campus if GREEN staff members are present. Level 1 volunteers must be 18 years of age or older.

Level 2: This level allows volunteers to interact with students without a GREEN employee present. Level 2 volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school. Additionally, a State Law Enforcement Division (SLED) criminal background check will be conducted which will be kept on file by the school for one (1) year. Parents/legal guardian must notify the school if any arrest occurs during that period. Level 2 volunteers must be 21 years of age or older.

Parents/legal guardians may be approved as chaperones if their Level 2 SLED background check reveals: Arrests where criminal charges were dropped or dismissed as evidenced by an expungement order or an entry of nolle prosequi; a single nonviolent misdemeanor; misdemeanor offense that does not include the use, attempted use, or threatened use of physical force against another person; minor traffic violations, or convictions for which a full pardon has been granted. Any individual who has been convicted of a felony offense, has entered a plea of guilty or nolo contendere to a felony offense, or has a pending felony charge shall be ineligible and disqualified from serving as a volunteer with GREEN Charter Schools. **The final decision as to whether a parent/legal guardian may chaperone a field trip rests with the Executive Director or their designee.**

The selection of volunteers and chaperones for field trips is at the discretion of the teacher/school administration. Other criteria in addition to clean background checks may be considered when selecting chaperones, such as frequency of previously attended field trips, parent/legal guardian conduct, and availability/scheduling. GREEN Charter Schools reserves the right to deny chaperones participation in any field trip at any time.

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

Volunteers

ALL INDIVIDUALS MUST RECEIVE SCHOOL APPROVAL PRIOR TO VOLUNTEERING AT ANY GREEN CAMPUS OR FOR ANY GREEN-SUPPORTED EVENT, WHETHER ON OR OFF CAMPUS. ANY "LEVEL 2" FUNCTION THAT YOU WISH TO PARTICIPATE IN WILL REQUIRE A CRIMINAL BACKGROUND CHECK

WHICH CAN TAKE UP TO TWO WEEKS TO PROCESS. INTERESTED VOLUNTEERS SHOULD THEREFORE PLAN ACCORDINGLY.

To ensure the safety of our students, GREEN Charter Schools requires additional security checks for school volunteers. All volunteers must submit the **GREEN Charter Schools Volunteer Application** which is available on our website and at each campus. They must then receive clearance from the school before volunteering at any GREEN campus or chaperoning any GREEN field trip.

All volunteers are identified by two different categories: **Level 1 or Level 2**.

All field trip chaperones must be cleared as Level 2 volunteers by the School in order to participate in the trip, regardless of the destination.

Level 1: This level requires the presence and supervision of a GREEN employee at all times. Level 1 volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school. Level 1 volunteers may volunteer in classrooms and participate in school activities on campus if GREEN staff members are present. Level 1 volunteers must be 18 years of age or older.

Level 2: This level allows volunteers to interact with students without a GREEN employee present. Level 2 volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school. Additionally, a State Law Enforcement Division (SLED) criminal background check will be conducted which will be kept on file by the school for one (1) year. Parents/legal guardian must notify the school if any arrest occurs during that period. Level 2 volunteers must be 21 years of age or older.

Parents/legal guardians may be approved as chaperones if their Level 2 SLED background check reveals: Arrests where criminal charges were dropped or dismissed as evidenced by an expungement order or an entry of nolle prosequi; a single nonviolent misdemeanor; misdemeanor offense that does not include the use, attempted use, or threatened use of physical force against another person; minor traffic violations, or convictions for which a full pardon has been granted. Any individual who has been convicted of a felony offense, has entered a plea of guilty or nolo contendere to a felony offense, or has a pending felony charge shall be ineligible and disqualified from serving as a volunteer with GREEN Charter Schools. **The final decision as to whether a parent/legal guardian may chaperone a field trip rests with the Executive Director or their designee.**

The selection of volunteers and chaperones for field trips is at the discretion of the teacher/school administration. Other criteria in addition to clean background checks may be considered when selecting volunteers, such as frequency of participation, parent/legal guardian conduct, and availability/scheduling. GREEN Charter Schools reserves the right to deny volunteer participation at any time.

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

Parent Volunteer Organizations

As part of the work by GREEN Charter Schools to provide high-quality education across South Carolina, guidelines have been developed to facilitate parental involvement at each of our schools. Please note that any Parent Volunteer Organization (PVO)/Parent Teacher Organization (PTO), regardless of whether 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 their designee. However, any PVO/PTO associated with GREEN is expected to work in conjunction with the School to best serve its students and the educational program offered. The School reserves the right to restrict any parental activity on its campuses and/or refuse to recognize any PVO/PTO or other parental group that does not align with our mission, vision, or strategic plan.

GREEN believes that parents/legal guardians are our students' first educators, and it is our privilege to walk alongside them to support their children in achieving their dreams as they positively impact the world. The School also recognizes 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 our students, with greater independence acquired over time. It is our intent that the PVO/PTO 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/PTO, an informal PVO/PTO, or even various parent task forces based on emerging needs.

The School offers the following PVO/PTO Guidelines for parents and school leaders:

The purpose of a PVO/PTO 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 the School.
- → 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 the School is not formally or legally connected to any PVO/PTO organizations, it does offer the following components and structure to best serve the mission and vision of GREEN:

- → The PVO/PTO shall be recognized as non-commercial, non-sectarian, and non-partisan.
- → Any PVO/PTO established on a GREEN campus shall be separate and apart from any other PVO/PTO at the School.
- → Bylaws should be drafted that expressly state the purpose and structure of each campus' PVO/PTO.
- → Each PVO/PTO 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 (2) board member signatures should be required on any financial transaction.
→ Each PVO/PTO should seek to align the talents/interests of its parents with the needs of its school community.

Education Scholarship Trust Fund Program

GREEN Charter Schools proudly accepts Education Scholarship Trust Fund (ESTF) funds for approved educational expenses in accordance with South Carolina law and program guidelines.

The ESTF program provides eligible South Carolina families with state-funded scholarship accounts that may be used for approved educational expenses, including:

- School uniforms
- Technology fees
- Extracurricular activity fees
- Instructional materials
- Approved educational services

GREEN Charter Schools utilizes ClassWallet as the approved payment and fee acceptance platform for ESTF transactions. Families approved for ESTF funding may use ClassWallet to submit payments for eligible school-related expenses.

Families interested in applying for ESTF funding must apply directly through the official South Carolina ESTF application process. Once approved, families will receive information regarding access to their ESTF/ClassWallet account and instructions for submitting payments or approving invoices.

GREEN Charter Schools may assist families by:

- Providing invoices through ClassWallet
- Assisting with allowable fee questions
- Verifying eligible school-related expenses

Approval decisions are made by the State of South Carolina and not by GREEN Charter Schools.

Families can learn more and apply through the South Carolina Department of Education ESTF program website: https://sc-estf-program.com/en

Additional information regarding approved expenses, digital payment platforms, and vendor procedures may also be available through the state-approved ESTF payment system, ClassWallet: https://classwallet.com

Student Grievance Policy

Complaint Process

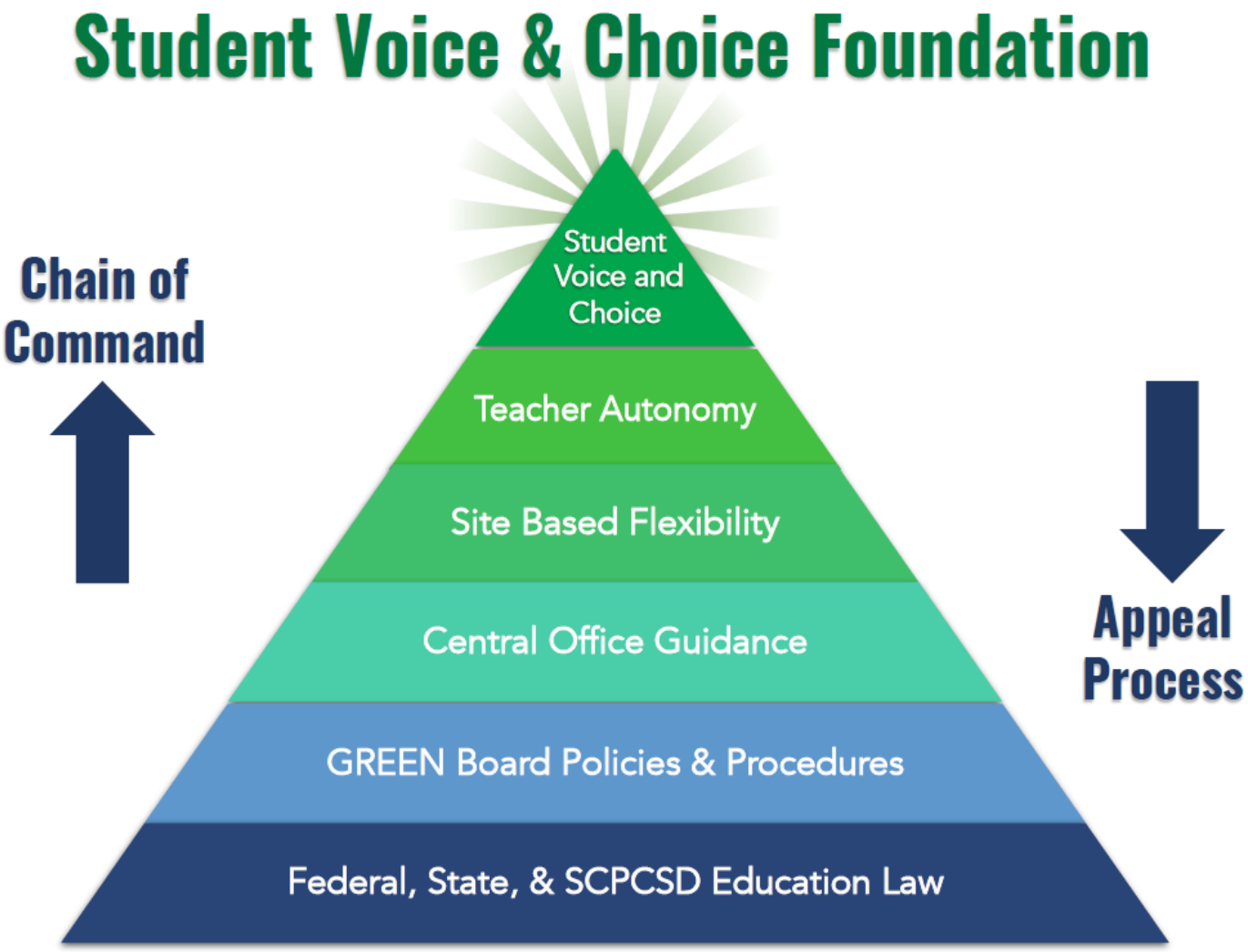
GREEN prides itself on the quality of the teaching and care provided to its students. We ask that all members of the School community strive to contribute to a respectful and inclusive environment. Staff, students, and/or parents/legal guardians may raise concerns about any issue that could affect a 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. The School will keep all grievance matters confidential to the extent permitted by law.

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

GREEN Charter Schools Pyramid of Supports



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.

Unscheduled School Closures & Weather Closings

GREEN families and staff will be notified by the school administration of any unforeseen school closures. In the event of inclement weather, the decision to close schools will be made by the Executive Director or their designee in conjunction with the school principal. In most situations involving inclement weather, GREEN will follow the same closures as the local county school districts. Parents/legal guardians should monitor their emails and local news outlets.

Student Fees

Statement

The Board authorizes the establishment of a Student Fee Policy at GREEN Charter Schools as a supplemental revenue source. GREEN may charge nominal student fees to families each year for materials, technology, and other services, and for optional activities such as athletics and other extracurricular activities which are outside of the regular instructional program. These fees will be used to enhance resources for activities which are not covered by the basic educational program at GREEN and to offset the associated costs. GREEN believes that these activities are incredibly valuable and create a highly beneficial whole-school experience for our students. They enrich their education, build civic, social, physical, and collaboration skills, while also enhancing character development.

Scope

A Technology Fee and School Dues will be due from each student at the beginning of each school year no later than the first 30 days of school. Additionally, an Activity Fee and Athletics Fee will be due from each student participating in school-sponsored extracurricular clubs/activities or athletics at the time of registration or sign-up process for each activity. If there are tryouts for an athletic activity, fees will be due after the roster is determined and a student makes the team. Extracurricular activities are defined as activities that do not fall within the scope of the regular curriculum and carry no academic credit. Activity and Athletic Fee amounts will be based on the overall cost of the sport or extracurricular activity. All student fees will be reviewed on an annual basis and will be budget neutral, therefore ensuring financial responsibility and fiscal integrity. All student fees will be communicated to staff and families and made available upon request.

Fee Collection Schedule

A. Technology Fees and School Dues

A Technology Fee and School Dues will be due from each student at each grade level each school year. These fees support the acquisition of essential materials and the maintenance and repair of devices due to accidental damage. Additional fees may be charged for the intentional or negligent destruction of any GREEN technology equipment. School dues will be nominal and will support certain celebrations and special events.

Note: *Students in grades K-2 will not be charged a Technology Fee.*

B. Athletics and Activities Fees

An Athletics and Activities Fee will be due from students for each sport or activity in which they participate. These fees supplement the cost of equipment, materials, various dues, uniforms, transportation, and advisors or coaches associated with offering a robust athletic program and numerous other extracurricular activities at GREEN.

Note: *Special events such as dances, field trips, the prom, dress-down days, the purchase of yearbooks, and the like are not covered by student fees. GREEN also reserves the right to charge nominal fees for additional unfunded school needs or services. This includes, but is not limited to, school transportation services, shuttles, and special invitations or recognitions for students or staff.*

Payment

Families may pay directly to the school via an online payment system or, if eligible, may utilize Education Scholarship Trust Funds (ESTF) through the approved ClassWallet platform for technology and activity fees. Payment plans or financial assistance may be available for qualifying families.

Waivers

The Board does not wish to create a barrier for students to participate in extracurricular activities at GREEN. Families who are experiencing financial hardship may be eligible for a fee waiver and may apply for the waiver through the front office of their school.

Refunds

Refunds for the payment of Athletic Fees and Activity Fees will not be made for any reason once the team or club roster has been determined. Additionally, refunds will not be made to students who:

1. Drop out of a sport or club before the season or club has ended.
2. Are suspended from a sport or club as a result of a rule violation.
3. Become academically ineligible to participate in extracurricular activities.

4. Are injured or ill and unable to compete or participate.
5. Unenroll from GREEN Charter Schools for any reason.

Please note that yearbook costs or dress down days or other fundraising activities are not covered by the student fee policy. They are additional costs separate from this policy and the fees outlined above.

Please review the fee rates below:

Grade Range\Fees	Tech Fee	Activity Fee	Athletics Fee	Maximum Fees
Grades K – 5	$60	$60	n/a	$120
Reduced Lunch	$30	$30	n/a	$60
Free Lunch	$0	$0	$0	$0
Grades 6 – 8	$60	$80	$60 per sport	$140 + sports
Reduced Lunch	$30	$40	$30 per sport	$70 + sports
Free Lunch	$0	$0	$0 per sport	$0
Grade 9 – 12	$60	$80	$80 per sport	$140 + sports
Reduced Lunch	$30	$40	$40 per sport	$70 + sports
Free Lunch	$0	$0	$0 per sport	$0

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 under Parent Resources, then select Meals.

Free and Reduced Meal Program

GREEN follows the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) Guidelines mandated by law. Students from households with qualifying income may receive their meals free or at a reduced price. Applications and a complete copy of this policy are available from the School's Food Service Manager or their designee.

Meal Account/Negative Balance Charge Policy

GREEN Charter Schools Department of Food Services will allow students with no funds available in their account to charge United States Department of Agriculture (USDA) reimbursable breakfast and lunch meals up to a combined amount of negative $20.00.

Students are not allowed to charge "extra entrees or a la carte" items such as chips, individual side items, milk or juice, etc.

When a student meal account reaches a negative balance of $15.00, the food service staff and school administration will take actions to further notify parents/legal guardians above normal meal balance notifications to include letters, phone calls, automated notifications, and other proper means available.

Once a student meal account reaches the negative $20.00 limit they will be served an "alternate meal" which must meet current USDA nutritional guidelines and be a USDA reimbursable meal. The charge for the "alternate meal" will be the FULL price of a paid meal and will be charged to the student's meal account.

Adults/School Staff are not allowed to purchase if their meal account does not have sufficient funds and must pay for all food items.

Food Delivery

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

Photographs of Students

Portraits

GREEN will sponsor a formal portrait day for students at each of its campuses. A company which best meets the needs of our families at a reasonable cost will be selected by school administration. Parents/legal guardians will be given the option to purchase these photographs. These photographs may also be utilized in the campus yearbook.

Photographs

Throughout the year, School staff may take pictures of events occurring during the school day. If a parent/legal guardian prefers that their child not be photographed, they may submit written notification of their request to their school principal. Additionally, photographs may periodically be used for promotional purposes for the School. Every attempt will be

made to receive permission from the parent/legal guardian prior to the publishing of promotional materials which include photographs of students. GREEN reserves the right to incorporate these pictures via electronic media. Children will not be identified by name.

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.

Acknowledgement of Receipt

By receiving and accepting this GREEN Charter Schools Family Handbook, I agree that my student(s) and I must abide by all guidelines set forth herein and acknowledge that I am aware of the potential consequences that may arise from any instances of non-compliance.