



2022-2023

**Green Dot Public Schools Southeast Texas
Student Handbook and Policy Manual**

- Academics
- Attendance
- Calendar & Bell Schedule
- Code of Conduct
- Dress Code
- Enrollment
- Extra-Curricular Activities
- Health & Welfare Policies
- parent/guardian & Guardian Policies
- Safety Policies
- Student Information Guidelines
- Student Rights & Responsibilities
- Student Services
- Student Policy Manual Signature Page



About this Student Handbook (“Handbook”)

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

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

Green Dot Public Schools Southeast Texas currently partners with Beaumont Independent School District to operate King Middle School at 1400 Avenue A, Beaumont, Texas 77701. This Handbook applies to the students enrolled at M.L. King Middle School and their families.

Green Dot’s Mission

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

Table of Contents

SECTION A: ACADEMICS	
Academic Integrity	A 1.0
Grading Scale	A 2.0
Grade Changes	A 3.0
Withdrawal Grades	A 4.0
Middle School Promotion, Graduation & Acceleration	A 5.0
Testing Programs	A 6.0
SECTION B: ATTENDANCE	
Excused and Unexcused Absences	B 1.0
Make Up Work	B 2.0
Reporting an Absence	B 3.0
Early Dismissal	B 4.0
Tardies	B 5.0
Truancy	B 6.0
Student Attendance Review Team (SART)	B 7.0
SECTION C: CALENDAR & BELL SCHEDULE	
Green Dot School Year Calendar	C 1.0
School Bell Schedules	C 2.0
SECTION D: CODE of CONDUCT	
Progression of Disciplinary Procedures	D 1.0
The Discipline Framework	D 2.0
Serious Infractions	D 3.0
Suspension	D 4.0
Expulsion & Remand	D 5.0
Discipline Process for Students with Disabilities	D 6.0
Corporal Punishment	D 7.0
SECTION E: DRESS CODE	
School Uniform	E 1.0
Casual Dress Days	E 2.0
SECTION F: ENROLLMENT	
Student Eligibility and Enrollment Priority	F 1.0
Physical Examinations and Immunizations	F 2.0
SECTION G: EXTRA-CURRICULAR ACTIVITIES	
Athletic Eligibility	G 1.0
Extra-Curricular Eligibility	G 2.0
SECTION H: HEALTH & WELFARE	

Administration of Medication During the School Day	H 1.0
Communicable and Infectious Disease	H 2.0
Concussion and Sudden Cardiac Arrest	H 3.0
Epinephrine Auto Injectors	H 4.0
Home and Hospital Schooling	H 5.0
Illness at School	H 6.0
Injury or Medical Illness	H 7.0
Pregnant or parent/guardian Students	H 8.0
Science Laboratory Safety	H 9.0
Suicide Prevention	H 10.0
Student Wellness and Health	H 11.0
SECTION I: Parent/guardian & GUARDIAN POLICIES	
Communication	I 1.0
Parent/guardian/Guardian and Family Engagement	I 2.0
SECTION J: SAFETY POLICIES	
Agency and Police Interrogation	J 1.0
Banned Substances	J 2.0
Barring Disruptive Persons from School Sites	J 3.0
Child Abuse Reporting	J 4.0
Closed Campus	J 5.0
Confidentiality Policy	J 6.0
Emergency Cards	J 7.0
Emergency or Weather Shutdown	J 8.0
Emergency Preparedness	J 9.0
Harassment and Hazing Policy	J 10.0
School Jurisdiction	J 11.0
Search and Seizure	J 12.0
Visitor Policy	J 13.0
SECTION K: STUDENT INFORMATION GUIDELINES	
FERPA and Texas Law	K 1.0
Annual Notification	K 2.0
parent/guardian/Guardian Access	K 3.0
Amendment	K 4.0
Confidentiality	K 5.0
Directory Information	K 6.0
Research Requests	K 7.0
School Surveys	K 8.0
SECTION L: STUDENT RIGHTS & RESPONSIBILITIES	
Accommodations for Student Religious Practices	L 1.0
Bus Rules	L 2.0
Student Fees and Student Activity Funds	L 3.0
Computer Usage Policy	L 4.0
Field Trips and Student Travel	L 5.0
Food Services	L 6.0
Gifts, Donations, Grants and Bequests	L 7.0
Health Insurance and Medical Services	L 8.0

Personal Property	L 9.0
Photo Release and Consent Agreement	L 10.0
Solicitation by Outside Organizations	L 11.0
Student equal access/Limited public forum	L 12.0
Textbooks and Instructional Materials	L 13.0
Transportation of Students	L 14.0
Uniform Complaint Procedures	L 15.0
SECTION M: STUDENT SERVICES	
Equal Education Opportunities	M 1.0
English Language Learners	M 2.0
Homeless, Migrant, and Foster Care Students	M 3.0
Military Students	M 4.0
Special Education	M 5.0
Student Study Team	M 6.0
504 Plans	M 7.0
STUDENT POLICY MANUAL SIGNATURE PAGE	

Academic Integrity

A 1.0

Policy: Academic Integrity

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

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

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

Policy: Grading Scale

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

Grade Percentage Range	Rationale
100%-90%	Students receiving an A show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.
89%-80%	Although students receiving a B may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.
79%-75%	Students receiving a C have some skill deficits. The quality of their work just meets minimum requirements.
74%-70%	Students receiving a D have significant skill deficits. The quality of their work does not meet minimum requirements.
69%-Below	Students receiving an F produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and student effort.

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

The lowest grade a student may receive for a mission assignment is 50% and the lowest grade for an assignment that is attempted is 60%.

ATTENDANCE: In adherence with the Green Dot Attendance Policy, any student absent more than 10% of the school days in a semester may not earn credit. If a student misses more than 10% of the semester, the student may appeal to the student attendance committee to petition for credit for the semester.

Policy: Grade Changes

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

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

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

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

Policy: Withdrawal Grades

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

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

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

Policy: Middle School Retention, Promotion, Acceleration & Graduation

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

MIDDLE SCHOOL RETENTION and PROMOTION

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

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

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

A parent/guardian may elect for a student to:

1. For grades four through eight, repeat the grade the student was enrolled in during the previous school year; and/or
2. For courses taken for high school credit, repeat any course in which the student was enrolled during the previous school year

A parent/guardian election for a student to retake a grade or course must be made in writing to Green Dot. If Green Dot disagrees with a parent/guardian's election, the school will convene a retention committee meeting to discuss retention with the parent/guardian. The meeting must be conducted in person, unless the parent/guardian agrees to an alternate arrangement. A student cannot be retained for a grade or retake a course if the parent/guardian does not meet with the retention committee.

The retention committee for the student must be comprised of:

1. The principal or principal's designee;
2. The student's parent/guardian;
3. The teacher who taught the grade or course for which the parent/guardian wants the student retained or repeated; and
4. Additional teachers at the discretion of the principal, if the student will potentially repeat multiple courses.

During the retention meeting, the committee will discuss the merits and concerns with promotion and retention, and review and consider the student's grade in each subject or course, the results of any formative or summative assessments administered to the student, and any other available academic information to determine the student's academic readiness for the next grade or a given course.

If the retention committee is properly constituted and the parent/guardian participates in the committee meeting, the parent/guardian decides whether the student will be retained or retake a grade or course. Green Dot must abide by the

parent/guardian decision.

ACCELERATED INSTRUCTION PLANS

Green Dot will establish an accelerated learning committee (“ALC”) for each student who fails to earn approaches or higher on:

1. The fifth grade mathematics or reading STAAR exam; or
2. The eighth grade mathematics, reading, science or social studies STAAR exam.

The ALC will be composed of the Principal or designee, the students’ parent/guardian, and the teacher of the subject of the assessment on which the student failed to perform satisfactorily.

The ALC shall, not later than the start of the subsequent school year, develop an educational plan for the student that provides the necessary accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the school year. The educational plan must be documented in writing, and a copy must be provided to the student’s parent/guardian.

The student’s parent/guardian may contest the content or implementation of an educational plan developed by the ALC by submitting a written complaint to the Executive Director within (1) seven calendar days of the parent/guardian’s receipt of the educational plan or (2) within seven calendar days of the parent/guardian’s concern that the educational plan is not being properly implemented. The Executive Director will conduct a conference with the parent/guardian within five school days of Green Dot’s receipt of the written complaint and issue a written decision within five school days of the conference. A parent/guardian who is dissatisfied with the Executive Director’s decision may appeal through Green Dot’s student and parent/guardian uniform complaint process (see Policy L 15.0).

ACCELERATION

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

MIDDLE SCHOOL COMMENCEMENT CEREMONY PARTICIPATION RECOMMENDATIONS

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

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

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

Academic Policy

A 6.0

Policy: Testing Programs

TESTING PROGRAMS

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

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

Except for situations where the Texas Legislature has specifically provided the right to opt out in the law, such as the sex education curriculum, parents/guardians and/or students may not opt out of state mandated content or instructional programs, including assessments.

STANDARDIZED TESTING

STAAR (State of Texas Assessments of Academic Readiness)

In addition to routine tests and other measures of achievement, students in grades 6–8 will take the state assessment, the STAAR exam, in the following subjects:

- Mathematics, annually in grades 6–8.
- Reading, annually in grades 6–8.
- Science in grades 5 and 8.
- Social Studies in grade 8.

STAAR Alternate 2 is available for eligible students receiving special education services and who meet certain state-established criteria, as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

Texas Success Initiative Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative ("TSI") assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities.

Texas English Language Proficiency Assessment System ("TELPAS")

The Texas English Language Proficiency Assessment System ("TELPAS") is a system of statewide assessments administered to all Limited English Proficient ("LEP") students in grades K–12. The TELPAS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

Policy: Excused and Unexcused Absences

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

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

EXCUSED AND UNEXCUSED ABSENCES

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

1. An appointment with health care professionals for the student or the student's child if the student commences classes or returns to school on the same day of the appointment, including appointments to receive a generally recognized service for persons with autism spectrum disorder. A note from the healthcare provider must be submitted upon the student's arrival or return to campus;
2. Personal illness or hospitalization of the student;
3. Illness or incapacitation condition of an immediate family member that requires the temporary help of a student;
4. Death in the immediate family;
5. Attending a required court appearance;
6. Observing religious holy days;
7. Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship;
8. Taking part in a United States naturalization oath ceremony;
9. Serving as an election clerk for a maximum of two school days per school year;
10. For students in the conservatorship of the Department of Family and Protective Services, absence to:
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.
11. Pregnancy;
12. Extreme weather conditions;
13. One-day absence when the (step)parent/guardian has been called to duty for military service and one-day absence when the (step)parent/guardian is on leave from or returns from military service; or
14. Any cause acceptable to the teacher, principal, or superintendent of the school

**Attendance
Policy**

B 2.0

Policy: Make Up Work

The student is excused for the day(s) of absence, not the material covered in class. Therefore, it is the student's responsibility to request make-up work in all classes. A student whose absence is excused under Green Dot policy will be allowed a reasonable time to turn in the make-up work for days missed. If the student satisfactorily completes the school work, the day of absence shall be counted as a day of compulsory attendance. The student may not be penalized for the absence.

Policy: Reporting an Absence

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

PROCEDURE FOR RETURNING TO SCHOOL AFTER AN ABSENCE: A student who does not receive approval from the school for an excused absence must submit documentation from a parent/guardian or medical provider describing the excused absence immediately upon the student's return to school or no later than three (3) days after the absence was taken. The school is required to keep on file a note signed by a parent/guardian for every student absence. The note must be legible and written in ink. A valid note should contain:

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

A note signed by the student, even with the parent's/guardian's permission, will not be accepted unless the student is 18 or older. If no documentation from the parent/guardian or medical provider justifying the absence as excusable is submitted within the three-day period, then absence will become an unexcused absence.

Policy: Early Dismissal

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

Policy: Tardies

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

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

Policy: Truancy

NOTICE OF ABSENCES: Green Dot will notify a student's parents/guardians in writing at the beginning of the school year that, if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent/guardian is subject to prosecution under Texas Education Code 25.093 and the student is subject to referral to a truancy court for truant conduct under Texas Family Code 65.003(a).

Green Dot will notify a student's parent/guardian if the student has been absent from school unexcused on three days or parts of days within a four-week period. The notice must:

1. Inform the parent/guardian that:
 - a. It is the parent's/guardian's duty to monitor the student's school attendance and require the student to attend school,
 - b. The student is subject to truancy prevention measures under Texas Education Code 25.0915; and
2. Request a conference between school officials and the parent/guardian to discuss the absences.

FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE: Green Dot employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

If a student fails to attend school without excuse on ten or more days or parts of days within a six-month period in the same school year, Green Dot shall, within ten school days of the student's tenth absence, refer the student to a truancy court for truant conduct under Texas Family Code 65.003(a). Green Dot may also file a complaint against the student's parent/guardian in a county, justice, or municipal court for an offense under Texas Education Code 25.093 if Green Dot provides evidence of the parent's/guardian's criminal negligence.

Green Dot may delay a referral of a student for truant conduct, or may choose to not refer a student for truant conduct, if Green Dot is applying truancy prevention measures to the student under Texas Education Code 25.0915 and determines that the truancy prevention measures are succeeding and it is in the best interest of the student that a referral be delayed or not be made.

Green Dot shall initiate truancy prevention measures under Texas Education Code 25.0915 on a student, if the student fails to attend school without excuse on three or more days or parts of days within a four-week period, but does not fail to attend school for the time specified above.

TRUANCY PREVENTION MEASURES: In an effort to prevent truancy and to reduce the need for referrals to truancy court, Green Dot will take one or more of the following truancy prevention measures applicable to students identified as potential truants, designed to address student conduct related to truancy in the school setting before the student engages in truancy:

1. Impose a behavior improvement plan on the student signed by a Green Dot employee, that Green Dot has made a good faith effort to have signed by the student and the student's parent/guardian, and that includes:
 - a. Specific description of the behavior that is required or prohibited for the student;
 - b. The period for which the plan will be effective, not to exceed 45 school days after the date the contract; or
 - c. The penalties for additional absences, including additional disciplinary action or the referral of the student to a truancy court; or
2. Impose school-based community service; or
3. Refer the student to counseling, mediation, mentoring, a teen court program, community-based services, or other in-school or out-of-school services aimed at addressing the student's truancy.

Green Dot shall offer additional counseling to a student and may not refer the student to truancy court if the school determines that the student's truancy is the result of:

1. Pregnancy;
2. Being in the state foster program;
3. Homelessness; or
4. Being the principal income earner for the student's family.

Filing Requirements: Each referral to a truancy court must include a statement from Green Dot certifying that Green Dot applied truancy prevention measures to the student and that the truancy prevention measures failed to meaningfully address the student's school attendance. The referral must also specify whether the student is eligible for or receives special education services.

Policy: Student Attendance Review Team (SART)

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

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

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

INACTIVE STATUS: After three days of consecutive absence, the SART process will begin (see truancy matrix). If a student has been absent for 10 consecutive school days **and** repeated efforts to contact the parent/guardian to locate the student have been unsuccessful (*e.g.* no response to phone calls, emails, certified letters, or the SART process), the student may be placed on inactive status, withdrawn from school for nonattendance, and records will reflect that the student voluntarily withdrew from school. Students who are inactive are no longer part of the school's enrollment count.

Any student who becomes inactive will be returned to active status once he/she returns to school. Students withdrawn for nonattendance remain eligible for re-enrollment if they meet the regular eligibility requirements, but may be placed on the waiting list, if applicable. A meeting of the SART will be convened immediately.

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

APPEALS: Disputes over whether an absence is excused or unexcused shall be decided by the principal (or designee). After meeting with the parent/guardian, the principal will send the parent/guardian a letter confirming his or her decision and ensure that the student's attendance record is adjusted accordingly. The principal's decision can be appealed to the Executive Director or designee, as specified in the principal's decision confirmation letter.

Policy: Green Dot School Year Calendar

Green Dot Public Schools Southeast Texas will offer a minimum of 75,600 minutes of instruction per school year. Whenever possible, Green Dot will align its calendar with the school calendars provided by the BISD.

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

Policy: Bell Schedule

Green Dot will offer an eight (8) period bell schedule with an additional advisory period. The school may alter the regular bell schedule to accommodate holiday release, student testing and teacher professional development.

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

Policy: Progression of Disciplinary Procedures

Each student is expected to behave in a manner that exemplifies service, tenacity, responsibility, optimism, nobility and gratitude. Students will be held responsible and accountable for behavior that conveys these principles. Proper behavior is expected at all school-sponsored activities both during and after the regular school day. Green Dot believes it is the role of educators to teach students proper behavior and to work with students who make poor decisions so they can become equipped to be college and career-ready adults.

Students who consistently or repeatedly fail to uphold the Green Dot standards of conduct and behavior, however, may be subject to disciplinary action up to and including expulsion.

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

Progression of disciplinary procedures

Teachers are responsible for the day-to-day discipline in their classrooms within the understanding that teachers have many different roles beyond just disciplinarian. Teachers work with their students to meet their individual needs and work together to find a common ground in the classroom, to ensure that learning can take place.

Disciplinary options available to the teachers include: warning, detention, parent/guardian-teacher communication, counseling referral, written assignment, and discipline referral to the administration. The Discipline Matrix can be found in Code of Conduct Policy D 2.0.

Restorative Discipline Practices

Restorative Discipline Practices will be used throughout all grade levels to allow students to better understand different points of view, to reduce conflict and bullying, to increase students’ feelings of connectedness, and to increase their self-confidence in making the right choices. The Restorative Discipline program gives students more opportunities for skill building, cooperation and mutual understanding. The program is intended to help students build the social and emotional skills needed to truly restore damage they have done to their community without falling behind academically. The program provides students a different form of reprimand in order to limit the number of students suspended from school and assist in getting them back into class. Students placed in the Restorative Discipline program are provided academic and counseling support, peer mentoring and guidance in understanding what sparked placement in the program, who has been affected, and how to make it right. In order to return to normal class, a student placed in the program must demonstrate to a student-led justice committee that they have restored the damage done to the community and are ready to return to class.

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

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

Policy: The Discipline Matrix

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

Violation	Description	Examples	Potential Consequences
Mild	A mild behavior infraction is a minor misbehavior that does not impede the learning of others or only does so to a minimal extent.	<ul style="list-style-type: none"> • Minor uniform infraction • Failure to complete work • Chewing gum • Food/drink violation • Calling out • Virtually: inappropriate chat comments; screen sharing; continual disruptive learning environment • Repetitive failure to meet virtual norms • Inappropriate Profile picture • Logging out prior to end of class 	<ul style="list-style-type: none"> • Teacher intervention through any of the following techniques: non-verbal correction, gentle verbal reprimand, proximity correction or humor. • Appropriate deductions or deposits as it relates to our behavior system • parent/guardian phone call/conference • Restorative Discipline Strategies
Moderate	Moderate behavior infractions are misbehaviors that more persistently impeded the learning of the student or their peers.	<ul style="list-style-type: none"> • Instigating a fight • Insubordination/defiance • Tagging • Inappropriate use of technology (including crashing DL with inappropriate/offense content) • Verbal altercation • Profanity/foul language not directed at an adult • Refusal to maintain social distancing/inappropriate contact • Refusal to wear mask (if able to be required) 	<ul style="list-style-type: none"> • Detention (lunch or after school) • Referrals • parent/guardian conference • parent/guardian shadowing • Loss of student privileges • Suspension (or ISS) • Student agreement • Other school service • Removal from DL setting (student may need to access content through recorded lesson) • Restorative Discipline Strategies
Severe	Severe behavior infractions are misbehaviors and actions that are very serious violations of our Code of Conduct, and/or are criminal violations of Southeast Texas law.	<ul style="list-style-type: none"> • Bullying • Cyberbullying • Drug distribution • Leaving class without permission • Destruction of property • <i>Intentional</i> destruction of provided laptop • Indecent exposure • Possession of or use of alcohol/drugs (or presence of drug paraphernalia) during distance learning 	<ul style="list-style-type: none"> • Detention (lunch or after school) • Suspension (or ISS) • Discipline Review Board and other Restorative Discipline Strategies • Student agreement • Expulsion

		<ul style="list-style-type: none"> • Fighting • Brandishing a weapon 	
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		<ul style="list-style-type: none"> • Gang activity • Terrorist threats 	
Zero Tolerance	Zero Tolerance infractions are misbehaviors and actions that are very serious violations of our Code of Conduct, and/or are criminal violations of Texas and Federal law.	<ul style="list-style-type: none"> • Possession of a firearm or explosive • Possession, distribution and/or use of an illegal drug or unauthorized prescription drugs • Aggravated assault or assault resulting in bodily injury against school personnel 	<ul style="list-style-type: none"> • Expulsion for a minimum of 180 school days

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

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

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

ADMINISTRATIVE LUNCH DETENTION: Students will receive a detention reminder slip, which will have the date of your detention and the room lunch detention will be held. Students will have three minutes to report to the lunch detention room. The expectation for students is to serve their lunch detention the next available time lunch detention is offered (Ex. Student receives lunch detention on Monday morning before lunch starts, student will serve lunch detention on Monday). Students who do not attend lunch detention will receive an additional consequence and time in the reflection room, which may disqualify them from the next deposit event. (Exceptions may be made for students who were absent on the day of detention.)

HOW TO EARN DEPOSITS

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

Buckets of “Deposit Worthy” Behavior:

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

Policy: Serious Infractions

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

1. Possession, distribution and/or use of an illegal drug or unauthorized prescription drugs on campus
2. Possession of a firearm or explosive
3. Committing aggravated assault or assault resulting in bodily injury against school personnel

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

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

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

1. Violence or threatened violence against the person or property of any personnel or any student attending or assigned to any school;
2. Possession of a pistol, gun or firearm on school property;
3. Possession of a knife or prohibited weapon or harmful object, as determined by Green Dot, on school property;
4. Willful or malicious damage to the theft of real or personal property of the school or the property of any person attending or assigned to the school;
5. Unlawful use or possession of illegal substances, controlled substances or dangerous drugs, as defined in Chapters 481 and 483 of the Texas Health and Safety Code;
6. Unlawful use or possession of alcohol;
7. The sale or distribution of drugs and alcohol;
8. Assault or battery on school employees; *(this includes physical and explicit verbal assault)*
9. Willful and persistent violation of the rules of the school or truancy *(with prior unsuccessful interventions)*

Policy: Suspension

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

SUSPENSION PROCESS

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

1. PREREQUISITES TO SUSPENSION

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

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

2. NOTIFICATION TO parents/guardians

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

3. CREDIT DURING SUSPENSION

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

Code of Conduct Policy

D 5.0

Policy: Expulsion & Remand Process

REQUIRED REMAND FOR SUSPENSIONS OF MORE THAN TEN (10) DAYS

It is the philosophy of Green Dot Southeast Texas that it is in the best interest of students to be in the classroom as much as possible. To that end, the Board has determined that for disciplinary infractions justifying a suspension of more than ten (10) school days, the charter school shall remand the student to BISD disciplinary alternative education placement (“DAEP”) for the period of the suspension, absent special circumstances. Students remanded to the DAEP shall comply with the compulsory attendance law.¹

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

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

STUDENT DISCIPLINARY HEARING AUTHORITY

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

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

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

- (6) The DHA may take the following disciplinary actions:⁴
- a) Affirm the decision of the school principal;
 - b) Order removal of the remand/suspension unconditionally;
 - c) Order removal of the remand/suspension upon such terms and conditions as it deems reasonable; or
 - d) Remand/suspend the student for a specified period of time.
- (7) Within five (5) school days of the DHA rendering a decision, the student, parent/guardian, principal, principal-teacher or assistant principal may request in writing a review by the governing board, and the governing board shall review the record. Following the review, the governing board may grant or deny the request for a hearing or affirm or overturn the decision of the DHA with or without a hearing. The governing board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the governing board. The notice of the hearing shall include a statement that, unless the student, parent/guardian requests an open hearing in writing within five (5) school days of receipt of the notice, the hearing shall be closed to the public. The governing board shall render a decision within ten (10) business days. In addition, each authorized charter school's policy shall outline the requirements for participation in a hearing granted by the governing board, including whether governing board members and other participants will be allowed to participate electronically. The decision of the governing board shall be final.
- (8) **Zero-tolerance offenses.** Zero-tolerance offenses (refer to the Code of Conduct Policy D. 2.0) require a mandatory calendar year (180 school days) expulsion unless modified by the Director of Schools.² Students found to be in violation of the Zero-tolerance policy shall be given the right to appeal to the DHA within five (5) school days of receiving notice of the expulsion. The DHA shall only have the ability to consider guilt or innocence of the Zero-tolerance infraction, and whether the student was provided with proper due process. The DHA shall render a decision within five (5) business days. The DHA shall not have the ability to modify the mandatory calendar one (1) year expulsion, however, the DHA may make a recommendation to the Executive Director or his/her designee regarding a proposed modification of the student's mandatory expulsion.
- a. Within five (5) school days of the DHA rendering a decision, the student, parent/guardian shall have the right to appeal from the DHA to the Executive Director or his/her designee to seek modification of the mandatory calendar one (1) year expulsion. If the student chooses not to appeal to the DHA and wishes only to seek modification of the mandatory calendar year expulsion, the student may appeal directly to the Executive Director or his/her designee. The Executive Director and his/her designee shall consider a recommendation from the DHA, if any, regarding a proposed modification of the student's expulsion, however, the Executive Director or his/her designee shall not be bound by the recommendation. The Executive Director or his/her designee shall render a decision within seven (7) business days.
 - b. Within five (5) school days of the Executive Director or his/her designee rendering a decision, the student, parent/guardian shall have the right to appeal to the governing board of the authorized charter school regarding guilt or innocence of the Zero-tolerance infraction, and whether the student was provided with proper due process. The governing board shall render a decision within ten (10) business days. In addition, each authorized charter school's policy shall outline the requirements for participation in a hearing granted by the governing board, including whether governing board members and other participants

will be allowed to participate electronically. The governing board of the authorized charter school shall not have the ability to modify the decision of the Executive Director or his/her designee with regard to modification of the student's expulsion. The decision of the charter school's governing board shall be final.

- c. The Executive Director or his/her designee shall notify the State Board of any modification made to the mandatory one (1) calendar year expulsion for zero tolerance offenses within five (5) school days of the final deposition after any appeals.

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

*As outlined in this document, a student may choose not to appeal to the DHA and to instead appeal directly to the Executive Director or his/her designee for modification of a mandatory one-year zero-tolerance expulsion. The student shall be advised that by doing this they are choosing not to contest their guilt/innocence or due process provided to them and are seeking only a modification of the mandatory one (1)-year expulsion. Students who choose to forego the initial appeal to the DHA shall not be permitted to appeal to the governing board.

Policy: Discipline for Students with Disabilities

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

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

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

If the MDR determines that the conduct for a non-zero tolerance offense was a manifestation of the student's disability, the school must do the following: (a) conduct or review the student's FBA, (b) develop or modify a BIP, and (c) return the student to placement from which he or she was removed unless parents/guardians and school agree to a change of placement as part of modifications to the IEP or BIP. If the conduct was a zero-tolerance offense, the student can be placed in an alternative education setting for up to 45 days. These offenses are where the student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of Texas Education Agency (the "TEA") or Green Dot; or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the TEA or Green Dot;
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the TEA or Green Dot.

If the MDR determines that the conduct was not a manifestation, the student shall be disciplined in the same manner as non-disabled students would be for similar violations. The ARD committee shall determine the interim alternative educational setting. The school will remain responsible for service provision.

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

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

Policy: Corporal Punishment

No employee of Green Dot shall engage in corporal punishment, condone its use, or seek permission from another (including a parent/guardian) to administer it. Corporal punishment means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline, including but not limited to:

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

A Green Dot employee, volunteer, or independent contractor may use restraint only in an emergency and with the following limitations:

- Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency.
- Restraint shall be discontinued at the point at which the emergency no longer exists.
- Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
- Restraint shall not deprive the student of basic human necessities.

“Restraint” means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student’s body.

“Emergency” means a situation in which a student’s behavior poses a threat of:

1. Imminent, serious physical harm to the student or others; or
2. Imminent, serious property destruction.

Training for Green Dot employees, volunteers, or independent contractors regarding the use of restraint shall be provided according to the requirements set forth at 19 TAC 89.1053(d).

In a case in which restraint is used, Green Dot employees, volunteers, or independent contractors shall implement the documentation requirements set forth at 19 TAC 89.1053(e).

Student Dress Code

E 1.0

Policy: School Uniform

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

SHIRTS: The school will provide one free King MS polo to all students with the school logo. Additional shirts may be purchased from the school for \$5.00. Plain black polo shirts are acceptable with administrator permission, but no logos are permitted. All undershirts must be black, white, or gray and must be worn under not over the shirt.

SWEATERS/SWEATSHIRTS: School sold and provided sweatshirts and sweaters with the school logo only may be worn inside the school building along with any other solid black outerwear item without a hood.

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

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

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

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

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

HEADWEAR: No hats, bandanas, wave caps, or visors are allowed on campus. Students may not wear their hoods in class.

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

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

COATS/OUTERWEAR: Coats and outerwear that are not school provided or sold, may be worn but must be taken off and stored in backpacks or lockers during the school day and before class begins

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

parents/guardians must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. Green Dot may provide a uniform for economically disadvantaged students. A request for school assistance for purchasing uniforms must be made in writing to the Director of School Operations and include evidence of the inability to pay. Further details are available in the main office.

A parent/guardian may choose for his or her student(s) to be exempted from the requirement of wearing a uniform if the parent/guardian provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Student Dress Code

E 2.0

Policy: Casual Dress Days

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

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

Extra Curricular Activities

G 1.0

Policy: Student Eligibility and Enrollment Policy

The Parties will comply with the enrollment provision of TEC § 11.174(i), which states that any student residing in the attendance zone of the District campus as the attendance zone existed before operation of the District campus under this Agreement shall be admitted for enrollment at the campus. If any vacancies remain after the enrollment of students from the campus attendance zone, then students residing outside of the attendance zone within Beaumont ISD shall be admitted. Moreover, if any vacancies remain after the enrollment of all Beaumont ISD students, then residents of area school districts are eligible for admission to the School as inter district transfers. Both students who reside within the District and students who reside outside of the District shall be considered students in Average Daily Attendance for purposes of funding under Article XIV of this Agreement, so long as the student's attendance generates funding for the District from the State of Texas.

Extra Curricular Activities

G 1.0

Policy: Physical Examinations and Immunizations

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

The State of Texas requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule.

To determine the specific number of doses that are required for your student, please read the “2021–2022 Texas Minimum State Vaccine Requirements for Students in Grades K–12” document issued by the TDSHS. Specific immunization information is available on the TDSHS website at <http://www.dshs.texas.gov/immunize/school/>.

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Provisional Enrollment

A student can be enrolled provisionally for no more than 30 days if he or she transfers from one Texas school to another, and is awaiting the transfer or the immunization record.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate required vaccine. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. Green Dot shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If at the end of the 30-day period, a student has not received a subsequent dose of vaccine, then the student is not in compliance and Green Dot shall exclude the student from school attendance until the required dose is administered.

A student who is homeless, as defined by the McKinney Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. Green Dot shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States.

To claim exclusion for medical reasons, the student must present a statement signed by the student’s physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician’s opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student’s household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed Texas Department of State Health Services (“TDSHS”) affidavit must be presented by the student’s parent/guardian, stating that the student’s parent/guardian declines vaccinations for reasons of conscience, including because of the person’s religious beliefs. The affidavit will be valid for a period of two years. The form affidavit may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://corequest.dshs.texas.gov/>. The form must be submitted to the Superintendent within 90 days from the date it is notarized. If the parent/guardian is seeking

Extra Curricular Activities

an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

To claim exclusion for armed forces, the student must prove that he or she is serving on active duty with the armed forces of the United States.

If a parent/guardian seeks an exemption for more than one student, a separate form must be provided for each student.

Immunization Records Reporting

The school's record of a student's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments, and TDSHS and transferred to other schools associated with the transfer of the student to those schools.

Extra Curricular Activities

G 1.0

Policy: Athletic Eligibility

All Green Dot campuses follow the guidelines established by the UIL. Students must maintain a passing grade for the previous grading period to remain eligible.

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

- Athletes cannot receive a semester grade below a 70% in any subject.
- Students must exhibit satisfactory citizenship and conduct on and off the field.
- Students must observe all regulations outlined in the current edition of the UIL guidelines.
- Students must pass a physical examination given by a medical doctor.
- Students must carry adequate insurance, including any insurance coverage for students provided by BISD. More information on insurance can be found here at <https://www.bmtisd.com/Page/6155>.

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

Policy: Extra-Curricular Eligibility

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

- Students must maintain an overall average of 70 or higher, with no failing grades.
- Students must attend school regularly – a student with 10 or more absences may be removed from office.
- Students must be in good behavioral standing – a student earning an out-of-school suspension may be removed from office.

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

Policy: Administration of Medication During the School Day

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

Policy: Communicable and Infectious Disease

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

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

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

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

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

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

STUDENTS LIVING WITH HUMAN IMMUNODEFICIENCY VIRUS (HIV) OR ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)

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

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

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

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

Policy: Concussion and Sudden Cardiac Arrest

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

Green Dot employees shall adhere to the following protocol as outlined under Texas Education Code 38.153 and 38.018, if players exhibit signs, symptoms, or behaviors consistent with a concussion or sudden cardiac arrest during practice or competition:

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

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

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

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

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

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

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

Policy: Home and Hospital Schooling

Green Dot requires regular attendance at school to ensure students receive a quality education. If a student incurs more than 10 school days of consecutive absence because of health or physical impairment, then in accordance with the Texas Student Attendance Accounting Handbook ("SAAH"), he/she shall seek home and/or hospital-based instruction.

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

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

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

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

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

If any conflict arises between this policy and the SAAH, the provisions of the SAAH shall control.

LONG-TERM HOSPITALIZATION

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

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

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

Policy: Illness at School

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

Policy: Injury or Medical Illness

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

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

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

Policy: Pregnant or parent/guardian Students

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

Pregnant and parenting students have a right to full participation in school classes, programs, and activities and it is the school's responsibility to make reasonable accommodations to keep pregnant students safe on campus and facilitate their continued participation. Such accommodations may include, but are not limited to, additional time for use of facilities and class changes and home-schooling during absences due to pregnancy related illness or recovery. Students should not be withdrawn from a school based on their pregnancy or parenting status.

Policy: Science Laboratory Safety

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

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

Policy: Suicide Prevention

Green Dot recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students, families, and stakeholders, Green Dot has developed this policy, in accordance with Texas Education Code 37.115, to codify preventive strategies and intervention procedures.

PREVENTION AND INSTRUCTION

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

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

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

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

PROFESSIONAL DEVELOPMENT

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

1. research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors;
2. warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior;
3. research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health;
4. school and community resources and services; and
5. Green Dot procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide.

Intervention

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

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

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

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

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

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

POSTVENTION

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

1. Verification of death;
2. Preparation of postvention response;

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

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

Health & Welfare Policy

H 11.0

Policy: Student Wellness and Health Services

COMMITMENT TO COORDINATED SCHOOL HEALTH

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

NUTRITION GUIDELINES

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

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

COMMITMENT TO NUTRITION

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

Guidelines set by the Texas Department of Agriculture ("TDA") and United States Department of Agriculture ("USDA") are followed to meet the nutritional needs of all students. Menus may be obtained at the school office.

Free and reduced-price breakfasts and lunches are available based on financial need. Information about a student's participation is confidential. See the Director of School Operations to apply. Students must apply for meal assistance each school year.

The TDA places strict limits on any food or drink provided or sold to students other than through Green Dots's food and nutrition services. More detailed information may be obtained at the school office or online at www.squaremeals.org.

NUTRITION EDUCATION

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

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

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

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

FITNESS TESTING

According to requirements under state law, Green Dot will annually assess the physical fitness of students. Green Dot is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

COMMITMENT TO CURRICULUM

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

RECORD KEEPING COMPLIANCE

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

PROMOTING STUDENT WELFARE

The Executive Director or designee, in conjunction with GDPSX Principals, shall develop standards and procedures for:

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

Policy: Communication

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

SCHOOL TO HOME COMMUNICATION:

- **TEACHERS CONTACTING PARENTS/GUARDIANS BY PHONE:** Expect regular communication via Blackboard/Kickboard from the school regarding your child's progress. The only way to assure your child is on track is to track progress via Blackboard and Kickboard, and Google Classroom and to communicate with the school by phone, email, or by scheduling an appointment.
- **AUTOMATED COMMUNICATION SYSTEM:** Staff members and/or parent/guardian volunteers call home on a regular basis to inform parents/guardians of school events and to discuss specific issues regarding individual students. The school may also use an automated calling or email system to remind parents/guardians of schedule changes, holidays, or other important announcements (e.g., student absences or truancy). Please make sure that you provide the office with the phone number and email that is best for receiving such communication. Should you wish to change this contact number or email address during the school year, please provide the office with the change in writing.
- **SCHOOL CORRESPONDENCE:** School bulletins, monthly calendars, flyers and letters from the Principal are sent home with students or mailed on a regular basis. Please ask your child or check your mail for school correspondence in order to keep informed of what is happening at school.

HOME TO SCHOOL COMMUNICATION

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

- 12. Felony reckless endangerment;
- 13. Aggravated sexual battery; or

2. A violation of:

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

Parent & Guardian Policy

I 2.0

Policy: Parent/guardian and Family Engagement

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

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

SCHOOL LEVEL PROCEDURE

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

FAMILY-SCHOOL PARTNERSHIPS

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

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



practices and student learning.

Safety Policy

J 1.0

Policy: Agency and Police Interrogation

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

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

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

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

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

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

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

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

VICTIM INTERVIEWS BY SOCIAL SERVICES: Whenever a representative from the Department of Family and Protective Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. Unless otherwise required under Texas law, the child shall be given the choice of being interviewed in private or in the

presence of any adult school employee or volunteer aide selected by the child.

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

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

Policy: Banned Substances

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

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

Policy: Barring Disruptive Persons from School Sites

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

- A.** Important facts to remember are:
1. No person has the right to interfere with the orderly delivery of instruction.
 2. Parents/guardians have a constitutional right to participate in the education of their children.
 3. A parent's/guardian's right is at all times tempered with the need to preserve order and tranquility at their children's school.
- B.** Parents/guardians and guardians who have been restricted from their children's school site can only legally remove children for the following reasons:
1. Disciplinary situations
 2. Medical attention
 3. Family emergencies

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

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

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

1. When staff reports that a person is disruptive to the educational environment, that person should be **immediately** escorted to the school office. The school office is considered a "common area" where public business is conducted. An administrator will talk to the reported offender to determine if a productive solution can be found for the problem. The school's "Visitor Log-In Book" should be checked to see if the individual signed in. If not, the disruptive person will be informed that **all visitors to the campus are legally required to report to the office** prior to entering the campus for any reason.

In all cases, if the disruption is extreme or involves any threat of violence, the school Security staff should be contacted to intervene and escort the visitor off campus. Also, if appropriate, call local law enforcement at 911. An Incident Report about the problem **will** be filed by the site administrator.

2. If the situation is not resolved on the first encounter, documentation will be prepared to track the problem behavior. This documentation is essential should the problem escalate and enforcement action (**an arrest**) is necessary. The administrator will consider some of the following steps as he/she attempts to resolve the problem.
 - a. Meet with the parent/guardian and school staff and attempt to resolve the problem. Set up a specific set of guidelines to govern behaviors while the person is on campus.

- b. Consult with the Green Dot Public Schools Southeast Texas Executive Director regarding the behaviors exhibited by the disruptive person. By making Green Dot aware of the situation, it helps guarantee a more rapid response if there are continuing problems.
- c. Send a **“stay away letter,”** which is designed to require a meeting prior to the disruptive person being allowed back on the school site. The required meeting will accomplish the following objectives:
 - o Requires the person to always report to the office, sign in and contact an administrator prior to conducting business at the site. Remember the office is a “common area” for conducting business.
 - o Forbids the person from going directly to a classroom or playground without being escorted.
 - o Discusses the specifics of the person’s disruptive behavior and advises them that they can be **arrested** for violations.
 - o In cases of extremely disruptive behavior, a Security staff member may be assigned to assist the disruptive person with their interaction at the school site.
 - o The letter is canceled in 14 days. This legal mandate does not relieve the disruptive person receiving the letter from obeying some fundamental rules and conditions of access after the 14 days. These would include:
 - Required reporting to the office to sign in prior to conducting business on site.
 - Calling and making an appointment prior to arriving on site.
 - Never going directly to a classroom or playground without an escort. Remember outside of the office is not a “common area”. Thus, a classroom or auditorium is not a “common area” and the offender can be forbidden access to this area.
 - All behavior while at the school site must be appropriate as defined by the site administration.
 - This letter is one of the last efforts made by staff to avoid possible stricter enforcement action including a Notice of Trespass to be filed with the local police and/or arrest.
 - If all efforts have been unable to resolve the behavior, then the Executive Director should be notified.

Policy: Child Abuse Reporting

Because immediate investigation by child protective agencies of suspected abuse may save a student from repeated injuries, any teacher, or other staff member, who reasonably suspects that a minor has been subjected to physical injuries, neglect, sexual abuse or emotional maltreatment, is mandated by the Child Abuse Reporting Law to notify the proper authorities within 48 hours.

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

Policy: Closed Campus

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

Policy: Confidentiality Policy

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

Policy: Emergency Cards

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

Policy: Emergency or Weather Shut Down

In the event of severe weather conditions or other emergencies, the school may be closed. Each school follows the decision of the Executive Director or his designee regarding school closings. GDPSX will follow closely and adhere to Beaumont ISD closure recommendations.

parents/guardians should listen to the radio, watch local TV stations, or check the school's website and expect to be contacted directly to know the Executive Director's or his designee's decision for the particular day.

Policy: Emergency Preparedness

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

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

School staff will implement and maintain the following:

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

Policy: Harassment and Hazing Policy

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

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

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

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

- **VERBAL HARASSMENT:** Any written or verbal language or physical gesture directed at a teacher or a student that is insolent, demeaning, and abusive or implicitly or explicitly implies a threat of bodily harm is totally unacceptable and shall be deemed harassment and will be dealt with as such.
- **BULLYING:** Any aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts. Bullying behavior may include, but are not limited to:
 - o Verbal
 - o Non-Verbal
 - o Physical
 - o Emotional/Psychological
 - o Cyber Bullying
- **CYBERBULLYING:** means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.
- **PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault deliberately impeding or blocking movements, or any intimidating interference with normal work or movement.
- **VISUAL HARASSMENT:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures.
- **SEXUAL HARASSMENT:** Includes unwelcome sexual advances, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
 - o Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
 - o Submission to or rejection of such conduct by a student is used as the basis of academic

decisions affecting the individual.

- o Such conduct has the purpose or effect of unreasonably interfering with the individual's academic performance or creating an intimidating, hostile or offensive educational environment.

It is the responsibility of Green Dot to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents/guardians aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, harassment, or hazing.

It is the responsibility of the student to:

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

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

Policy: School Jurisdiction

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

- 1) bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- (2) bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- (3) cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - (A) interferes with a student's educational opportunities; or
 - (B) substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Policy: Search and Seizure

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

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

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

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

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

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

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

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

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

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

Policy: Visitor Policy

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

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

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

Procedures:

The principal or principal's designee will:

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

Inform parents/guardians and school staff of the procedures outlined in these procedures and any additional procedures instituted, at the school level, to manage visitor involvement in the school. The principal shall

**Safety
Policy**

J 13.0

transmit annually, in writing, all such information to parents/guardians and staff during the first two weeks of the new school year.

Student Information Guidelines

K 1.0

Policy: FERPA and Texas Law

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

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

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

What are education records?

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

What is directory information?

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

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

Access to student records

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

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

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

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable

effort to notify the student's parent/guardian(s) or the eligible student* before making a disclosure;

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

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

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

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

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

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;

3. The date the person or agency makes the request; and

4. Whether the request is granted and, if it is, the date access is permitted, or the disclosure is made.

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

RIGHTS OF NON-CUSTODIAL OR NON-RESIDENT PARENT/GUARDIAN

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

In addition, a non-custodial or non-resident parent/guardian has the same right to review the education record of a student as that given to the custodial parent/guardian, unless there is legal documentation prohibiting such review by the non-custodial or non-resident parent/guardian. However, the personal information of a custodial parent/guardian shall not be accessed by or released to a non-custodial or non-resident parent/guardian with the child’s education record.

GDPSX shall provide proof of a child’s graduation from high school to either of the student’s parents/guardians within twenty (20) business days of the parent/guardian’s request.

Policy: Annual Notification

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

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

ASBESTOS HAZARD EMERGENCY RESPONSE ACT NOTIFICATION

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

INFORMATION REQUEST ON TEACHER/PARAPROFESSIONAL QUALIFICATIONS

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

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

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

For further information regarding a specific teacher's qualifications, parents/guardians should refer to the Southeast Texas Department of Education, Teacher Licensing Website:

http://www.state.tn.us/education/lic_home.htm.

**Student Information
Guidelines**

K 3.0

Policy: parent/guardian Access

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

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

Policy: Amendment

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

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

Policy: Confidentiality

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

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

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

WHAT IF I HAVE QUESTIONS OR CONCERNS?

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

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

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

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

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

Student Information Guidelines

K 6.0

Policy: Directory Information

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

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

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

GDPSX has designated the following student information as directory information:

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

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

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

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



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

Policy: Research Requests

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

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

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

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

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

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

Policy: School Surveys

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

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

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

Protection of Pupil Rights Amendment (PPRA)

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

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

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

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

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

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

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

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

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

parents/guardians who believe their rights have been violated may file a complaint with:

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

Policy: Accommodations for Student Religious Practices

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

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

Policy: Bus Rules

Students are expected to adhere to school rules while on the bus. Students who violate these rules will be administered consequences as outlined in the campus specific handbook which may include assigned seating, suspension and/or removal from using transportation services. In addition, the following guidelines apply:

BUS RULES

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

Policy: Student Fees

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

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

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

1. a fee for materials used in any program in which the resultant product in excess of minimum requirements becomes, at the student's option, the personal property of the student, if the fee does not exceed the cost of materials;
2. membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities, if membership or attendance is voluntary;
3. a security deposit for the return of materials, supplies, or equipment;
4. a fee for personal physical education and athletic equipment and apparel, although any student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety established by the board;
5. a fee for items of personal use or products that a student may purchase at the student's option, such as student publications, class rings, annuals, and graduation announcements;
6. a fee specifically permitted by any other statute;
7. a fee for an authorized voluntary student health and accident benefit plan;
8. a reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district;
9. a fee for items of personal apparel that become the property of the student and that are used in extracurricular activities;
10. a parking fee or a fee for an identification card;
11. a fee for a driver training course, not to exceed the actual district cost per student in the program for the current school year;
12. a fee for a course offered for credit that requires the use of facilities not available on the school premises or the employment of an educator who is not part of the school's regular staff, if participation in the course is at the student's option;
13. a fee for a course offered during summer school, except that the board may charge a fee for a course required for graduation only if the course is also offered without a fee during the regular school year;
14. a reasonable fee for transportation of a student who lives within two miles of the school the student attends to and from that school, except that the board may not charge a fee for transportation for which the school district receives funds under Section 48.151(d);
15. a reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside

Student Rights & Responsibilities

L 4.0

of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required under Section 25.092; or

16. (16) if the district does not receive any funds under Section 48.151 and does not participate in a county transportation system for which an allotment is provided under Section 48.151(i), a reasonable fee for the transportation of a student to and from the school the student attends.
17. (b) The board may not charge fees for:
 18. (1) instructional materials, workbooks, laboratory supplies, or other supplies necessary for participation in any instructional course except as authorized under this code;
 19. (2) field trips required as a part of a basic education program or course;
 20. (3) any specific form of dress necessary for any required educational program or diplomas;
 21. (4) the payment of instructional costs for necessary school personnel employed in any course or educational program required for graduation;
 22. (5) library materials required to be used for any educational course or program, other than fines for lost, damaged, or overdue materials;
 23. (6) admission to any activity the student is required to attend as a prerequisite to graduation;
 24. (7) admission to or examination in any required educational course or program; or
 25. (8) lockers.
26. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with governing body of the school; and
27. Refundable security deposits collected by a school for use of school property for courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit.

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

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

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

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

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

parents/guardians that wish to submit a fee/fine waiver should contact the school

Student Activity Funds

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

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

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

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

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

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

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

Policy: Computer Usage Policy

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

GUIDING PRINCIPLES FOR RESPONSIBLE COMPUTER USAGE

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

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

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

**Student Rights &
Responsibilities**

L 4.0

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

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

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

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

Policy: Field Trips and Student Travel

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

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

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

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

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

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

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

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

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

**Student Rights &
Responsibilities**

L 6.0

Policy: Food Services

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

Policy: Gifts, Donations, Grants and Bequests

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

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

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

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

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

Policy: Health Insurance and Medical Services

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

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

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

Policy: Personal Property

Items Prohibited on Campus

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

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

CELL PHONES

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

- First Offense: Device will be returned to the student at the end of the school day by a staff member.
- Repeated Offenses: Device will be returned to the parent at the end of the school day. Parents/guardians will be called and notified, and/or school-level consequences assigned.

LOST, STOLEN, OR DAMAGED ITEMS

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

SKATEBOARDS AND BICYCLES

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

LOST AND FOUND

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

Policy: Photo Release and Consent Agreement

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

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

Policy: Solicitation by Outside Organizations

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

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

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

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

Policy: Student equal access/limited public forum

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

Limited public forum means public property that Green Dot Public Schools Southeast Texas provides for students as a place for expressive activity which may impose reasonable, content-neutral time, place and manner restrictions on certain groups or topics of speech; provided that the restriction is necessary and narrowly tailored to serve a compelling state interest.

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

Non-curricular-related Student Meetings (Religious, Political, Philosophical, or Other Content)

Before the beginning and after the end of a school day, students in grades 9 through 12 may initiate non-curricular-related meetings regardless of the political, philosophical, or other content of the speech at the meeting. Additionally, before the beginning and after the end of a school day, all students may initiate non-curriculum-related meetings regardless of the religious content of the speech at the meeting. The use of school media, such as the public announcement system, the school paper, and the school bulletin board used to announce meetings must be applied to all non-curriculum-related groups in a non-discriminatory manner. No student may be compelled to attend or participate in a meeting under this policy. A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three (3) days prior to the proposed date.

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

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

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

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

- The activity does not unduly disrupt traffic, either vehicular or pedestrian.
- The activity does not create unreasonable safety risks.

- The activity does not use unauthorized sound amplification equipment or create unreasonable noise disruption.
- The location will be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement.
- Expression that is obscene, defamatory, or consists of fighting words, threats of physical harm, incitement of imminent lawless action or otherwise not entitled to protection as expression is not permitted.

STUDENT EXPRESSION OF RELIGIOUS VIEWPOINTS

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

STUDENT SPEECHES

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

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

STUDENT WORK

Students may express their written beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the student's submissions.

Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate academic concerns identified by Green Dot. Students may not be penalized or rewarded based on the religious content of the student's work.

STUDENT GROUPS

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

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



responsible for ensuring that this policy is followed.

Policy: Textbooks and Instructional Materials

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

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

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

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

Policy: Transportation of Students

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

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

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

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

EXITING THE BUS AT ALTERNATIVE LOCATIONS

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

UNRULY STUDENTS

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

TRANSIT TIME

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

HOMELESS and FOSTER CARE TRANSPORTATION

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

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

ALTERNATIVE EDUCATION TRANSPORTATION SERVICES

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

COMPLAINT PROCESS

Students, parents/guardians, teachers, staff and community members are encouraged to report school bus safety complaints to the transportation supervisor. The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

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

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

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the State Board's Director of Schools. This report shall include:

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

Within sixty (60) days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the Executive Director or Beaumont ISD transportation department designee that details the investigation's finding as well as the action taken in response to the complaint.

VIDEO FOOTAGE

Primary guardians desiring to view video footage collected from school buses, if any, shall contact Green Dot Public Schools Director of Finance and Operations, or designee. If available, video footage shall be viewed at the discretion and under the supervision of the Executive Director, or designee, however, no footage of other students who are not children of the primary guardians may be shown.

Video footage collected from video cameras installed inside Green Dot school buses, if any, shall be kept for a maximum of ten (10) calendar days.

Student Rights & Responsibilities

L 15.0

Policy: Uniform Complaint Procedures

PURPOSE

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

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

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

FILING A COMPLAINT

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

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

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

Complaints are to be submitted, in writing, to the principal at the school at which the alleged violation occurred. If the complaint is related to the principal, then the complaint may be submitted to the Executive Director. Such complaints must include the following:

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

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

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

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

COMPLAINT INVESTIGATION AND FINAL RESPONSE

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

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

Green Dot's final response shall include the following:

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

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

APPEAL

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

Student Services Policy

M 1.0

Policy: Equal Education Opportunities

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

Student Services

M 2.0

Policy: English Learners

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

Student Services Policy

M 3.0

Policy: Homeless, Migrant, and Foster Care Students

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

Homeless children and youth have the following rights:

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

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

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

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

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

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

If a migrant student is identified by GDPSX, the Executive Director or his/her designee shall notify the Southeast Texas Department of Education and request assistance if needed.

FOSTER CARE STUDENTS

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

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

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

GDPSX Student Services will work with the Texas Department Family and Protective Services to develop a plan regarding how transportation for children in foster care will be provided, arranged, and funded, and which ensures that:

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

Policy: Enrollment of Military Students

DEPENDENT CHILDREN OF SERVICE MEMBERS RELOCATING TO THE STATE OF TEXAS

A student who does not currently reside within the school district shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Texas on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the school district on relocation.

Within thirty (30) days of enrollment, the parent/guardian(s) of the student shall provide proof of residency within the school district.

Policy: Special Education

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

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

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

Policy: Student Support Team

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

The goals of the SST are to:

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

Student Services

M 7.0

Policy: 504 Plans

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

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

Section 504 prohibits discrimination while assuring that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. If you would like to know more about 504 Plans or other types of assistance available to your student, please contact your Principal. Please refer to the Uniform Complaint Procedures Policy L.15.0 for information regarding filing a complaint or investigations.

2022-2023 Student Handbook and Policy Manual Signature Page

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

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

Student Name: _____ Date: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian
Signature: _____ Date: _____