

# Mission, Vision and Core Values

## **Mission:** (What We Do)

We provide girls and young women with a rigorous college preparatory education focused on science, technology, engineering, the arts, and math in a supportive environment that nurtures self-confidence, inspires leadership, encourages critical thinking, and promotes academic excellence.

## **Vision:** (Why We Do It)

To inspire in each girl, positively changing her trajectory in life, and empowering her to possess infinite choices in the future.

## **Core Values**

CGLA values the assets and talents of each girl.

CGLA values the benefits of single gender education to the social and academic development of girls and young women.

CGLA values diversity in all its forms.

CGLA values the partnership of parents and community organizations in supporting girls' leadership development and academic success.

CGLA values a teaching and learning school community that sets a premium on professionalism and creativity.

CGLA values critical thinking, intellectual curiosity, and the application of knowledge to real world challenges.

CGLA values the application of technology in ways that stimulate learning, encourage innovation, and inspire creative solutions to social issues.

## **In Pursuit Of Excellence**

Vision without action is merely a dream. Action without vision just passes time; however, vision with action can change the world.

There is no sign at the entrance of the building stating, "Some students can learn." We believe that *all* students can learn.

All decisions at CGLA are based on what is good for our students. Students do not care how much you know until they know how much you care.

**CGLA is a TITLE I school.**

# INTRODUCTION

The purpose of the **Chattanooga Girls Leadership Academy (CGLA) Student and Family Handbook** is to provide a clear and central source of information about common aspects of life at CGLA. Students will review this during the Orientation Week. Students and their families must review this book, as it provides answers to almost any general CGLA question you may have. Please keep a copy handy so you can refer to it whenever the need arises.

# GENERAL INFORMATION

## SCHOOL DAY

The school day is 7:50am - 3:00pm. Breakfast is served from 7:20am-7:40am. Students will dismiss from breakfast to class at 7:40am. First block begins at 7:50am.

## ATTENDANCE

Students are expected to attend school each day unless sickness or special family circumstances interfere. A successful CGLA education depends on the student's involvement and participation in each class, and the student who is absent often misses out on the valuable experiences that lead to success. We ask that you arrange medical and dental appointments at times that do not interfere with school commitments whenever possible. Family travel and vacation plans should be made only during school vacations, and students are expected to attend school on the days before and after vacation breaks.

Chattanooga Girls Leadership Academy recognizes the following as excused absences:

- 1) Personal Illness: Illness excused by a doctor's note and medical/dental appointment excused by note from doctor, not the appointment card.
- 2) Family Illness: Must provide documentation from the doctor concerning the necessity of the student's assistance.
- 3) Religious holidays
- 4) Court Appointment: With documentation.
- 5) Death in Immediate family: With documentation.
- 6) Approved school-sponsored events

All excuse notes and documentations are to be turned in to the Transformation Facilitator immediately upon return to school.

## MAKE-UP WORK

It is the student's responsibility to ask the teacher for all missed assignments and to complete all make-up work. Students must make up work at the teachers' convenience and shall have five (5) school days to complete these assignments. The five day period begins the day the student returns to school. **The make up work policy only applies to work assigned during the period of absence.**

## ABSENCES/TARDY

Tardiness will be handled as a disciplinary infraction. Prompt arrival is the responsibility of the student and parent, students who are transported by parents or drive themselves and arrive late will be counted as tardy. A student is considered tardy to school if she is not present in her assigned classroom by 7:50am. Students who are tardy must report immediately to the Main Office for a tardy admission slip to present to the teacher. **After 8:30**, a parent or guardian must come to the Main Office and sign student in. If a student accumulates three (3) tardies in one semester, it is equivalent to one (1) unexcused absence.

**First Tardy** - Verbal Warning

**Second Tardy** - Parent Notified

**Third Tardy** - Detention

**Fourth Tardy** - Saturday School

After five absences in a nine week period, a student may be referred to an attendance officer.

If the student continues the pattern of tardiness and reaches five (5) tardies in one semester, she will be referred to Juvenile Court for truancy. A continuation of this pattern will result in further action.

Students are also expected to arrive at each of their classes, tutorials, and appointments on time. Failure to do so may result in further action as determined by the Director.

## ARRIVAL

Parents are encouraged to bring their children to breakfast which begins at 7:20am. All students are expected to arrive at the Dining Hall located on Orchard Knob Avenue by 7:40am.

## PRE-ARRANGED ABSENCES

Students who need to arrange for a planned absence must make a formal request, in writing, to the School Director. If the Director agrees to the planned absence, the student is given a form that each of her teachers must sign. Students who have pre-arranged absences are responsible for making up work they miss.

Please Note: Illness, family emergencies, or occasional doctor's appointments are valid reasons to miss school. Among the reasons that are **not** valid: staying home to complete assignments, hair appointments, or running errands. Because absences can significantly affect the learning process, we encourage careful planning and clear communication with the School office about any anticipated absences.

## DISMISSAL

School dismisses at 3:00pm. **Any change in dismissal status must be accompanied by a handwritten note by the parent or legal guardian. Phone calls are NOT acceptable means of communicating a change in dismissal status.**

### Bus Riders

If there is an available bus stop in your area, students may be eligible for bus service. Please see Appendix 2 and make note of the Bus Policy. Students who earn three discipline referrals per nine week period for bus behavior may lose the privilege of riding the bus.

### Car Riders

All car riders will be dismissed from the designated parking area location. Parents are expected to pick up their student in the designated car rider line. Parents are expected to pick up their child from After-school **no later** than 3:30pm.

### Early Dismissal

Any student who has valid permission to leave the school grounds during the academic day (between 8:00am and 3:00pm) must always be signed out by a parent, legal guardian or the documented designee per Registration Information Card. In order to minimize waiting time, a note should be sent to the office the morning of the student's early dismissal. If a signed out student returns during the same school day, she must be signed in by a parent, legal guardian or the documented designee per Registration Information Card.

Students who are repeatedly signed out for early dismissal may be referred to Administration for chronic early dismissals.

Among the reasons that are **not** valid for early dismissal are: hair appointments, running errands, or unwilling to wait in car rider line. Because absences can significantly affect the learning process, we

encourage careful planning and clear communication with the School office about any anticipated absences.

## CHANGE OF INFORMATION

Whenever there is a change in telephone number, address, and other vital information, the Registrar, GeGe Harris, must be notified immediately. Inability to contact a parent or legal guardian during emergency situations may result in contacting the appropriate authorities.

## SCHOOL CLOSINGS

In the event of inclement weather or other emergency situations, CGLA will make announcements delivered to the local news and radio stations. CGLA will also contact you using our calling system. You may also go to our website at [cglasonline.com](http://cglasonline.com).

## VISITORS

All visitors to the school **must** sign in at the main reception office and wear a visitor's badge. These visits **ARE NOT** to be used to meet with teachers regarding their children's progress, unless prior arrangements are made with school administration.

Administration reserves the right to ask a visitor to leave if he/she becomes a disruption to the learning environment.

Individuals who come onto school property or who contact employees on school business are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantial damage property.

## FAMILY & COMMUNITY ENGAGEMENT

CGLA is committed to engaging parents as partners to be lead participants in their child's academic and social development and be involved in the school's operations and governance.

Each family is required to contribute a minimum of 15 hours of service per school year. It is recommended that 8 hours be applied to supporting CGLA and 8 hours be applied to supporting their child academically. Teachers may assign hours for agenda signature up to 4 hours.

The service hours are a requirement per family, not per student, and can be completed with the help of multiple family members (18+years of age).

- All service hours must be completed by April 1<sup>st</sup> of each school year.
- Families are encouraged to support their child academically by engaging in planned classroom activities (two hours every nine weeks) which will count towards the 16 hours of service commitment.
- As part of the enrollment guidelines, parents and/or guardians are **required** to attend Registration and Parent Orientation. Attendance at the required meetings and other family nights will count one (1) hour towards your service time.
- CGLA will monitor the number of service hours each family has accumulated.

## MEDICAL INFORMATION

### EMERGENCY SITUATIONS

Although it is impossible to plan for every emergency, medical or safety situation, CGLA has a basic emergency response plan designed to allow us to respond quickly and thoughtfully to any critical incident.

A critical incident is a traumatic event that is an out-of-the-ordinary experience. It has the potential of disrupting the learning environment and having a negative impact on both staff and students. Inability to

contact a parent or legal guardian during emergency situations may result in contacting the appropriate authorities.

## IMMUNIZATION

All students must have updated shot records on file to complete the registration and admission process.

## EMERGENCY INFORMATION

Emergency medical forms must be on file in the Main Office by the last day of Parent Orientation. These forms give the school specific instructions about whom to call and what action to take when we are unable to reach a parent or guardian in the event of a medical emergency. Any change in a girl's medical condition or physician must be reported to the Main Office.

## MEDICINE AT SCHOOL

Parents must bring prescription medicine to the Main Office upon their arrival so that it can be stored safely and self-administered. A medication authorization form must be completed and on file in the registrar's office.

All medicine must be in its original container accompanied by a completed prescription form from your physician indicating the time it is to be administered, permission to dispense the medicine, and the diagnosis.

Over-the-counter medicines may be kept in the front office with directions for use and must be in its original container. A medication authorization form must be completed and on file in the registrar's office.

## ABSENCE DUE TO ILLNESS

### **Parents/guardians are asked to keep their daughter at home if:**

- *Her temperature is 99.9 degrees or above*
- *There is any vomiting or diarrhea*
- *She tests positively for strep throat: In this case, students must stay home 24 hours after being given an injection or started on oral medicine.*
- *She has contagious illness (i.e. pink eye, ringworm, rash etc.)*



If your daughter has any of these symptoms, please do not send her to school for at least a 24-hour period after the symptom(s) have been absent -- even if your child says she would like to return to school. Students must also remain home 24 hours after being given an injection or starting oral medication. Children with the above symptoms will be sent home.

Students who are absent more than 3 consecutive days must have a written doctor's excuse upon returning to school.

### ILLNESS DURING SCHOOL HOURS

Students who become ill during school hours will be sent to the office for early dismissal. The receptionist will call the student's parent and the student must be picked up within two (2) hours.

### UNIVERSAL EMERGENCY PROCEDURES

Students are expected to follow the universal emergency procedures during drills and actual emergencies. If a student refuses to comply with teachers and staff, disciplinary actions could be taken.

### SAFETY

#### Personal Property/Electronics Policy

Electronic devices (included but not limited to MP3 players, gaming devices, cell phones) are **NOT** allowed.

CGLA will not be responsible for a student's personal loss. CGLA will not assume responsibility for money, property or valuables, either lost or stolen. This includes but is not limited to the following: CD players, walkmans, MP3 players, cameras, cellular phones, handheld games, iPods, etc. We recommend students leave these items at home. If a student has an item taken from her, please contact the classroom teacher or administration to arrange a time for an adult to pick up the item.

#### Elevator Usage

All students are expected to use the stairs at all times. Usage of the elevator and lift is reserved for students with a written medical excuse. Students caught using the elevator without proper permission will be suspended.

## Suspected Child Abuse

The faculty and staff at CGLA embrace their role as partners with each student's family, supporting the healthy development and safety of each student. As a result, teachers and all school personnel comply with the state mandate to report child abuse and neglect to the Department of Human Services.

# ACADEMICS

## GRADING POLICY

**At CGLA students will receive traditional letter grades (A, B, C, D or F).**

If a student does not demonstrate proficiency through course assessments, she will receive a rating of Not Yet Proficient. With the support of her teacher(s), the student will continue learning and practicing until she achieves proficiency or better.

To earn course credit and advance to the next course, a Middle School student must meet 75% of the outcomes specified in the course and a High School student must meet 70% of the outcomes specified in the course.

## LATE WORK POLICY

Chattanooga Girls Leadership Academy has adopted a policy to encourage students to manage their time and adequately prepare for post-secondary expectations. Work is considered late if it is submitted after the time the teacher given due date. Later work will be accepted only on the following conditions:

- The student arranged an alternative due date with the teacher well in advance (as defined by the teacher)
- The work is late due to extenuating circumstances
- The individual teacher adjusts the date.

## ADVISORY

Coordinated and overseen by the Administration, the Advisory program assigns each faculty and staff member to a small group of girls for whom they serve as the academic and personal counselor during the course of the students' enrollment at CGLA. Through daily meetings, the advisor assists students in:

- Evaluating academic progress (including regular review of Not Yets)
- Making the connections between coursework in different academic disciplines
- Reflecting on the relationship between the academic program and personal development

## COMMUNICATION OF STUDENT PROGRESS

Each quarter, students will be provided with a “snapshot” of their achievement. A hard copy of Student Achievement Reports will be sent to parents, and a copy will be available online as well. The achievement reports will also form the basis for quarterly student-led conferences.

CGLA Student Achievement Reports will provide a richer breadth and depth of information regarding achievement than traditional report cards that only include letter grades.

## PROGRESS REPORTS

Progress reports consist of the student’s current grade, absences, conduct, and any comments the teacher wishes to make. The dates of progress reports are:

First 9 weeks  
Friday – Aug. 28<sup>th</sup>  
Friday – Sept. 18<sup>th</sup>

Third 9 weeks  
Friday - Jan. 29<sup>th</sup>  
Friday - Feb. 26<sup>th</sup>

Second 9 weeks  
Friday – Nov. 6<sup>th</sup>  
Friday – Dec. 4<sup>th</sup>

Fourth 9 weeks  
Friday - April 15<sup>th</sup>  
Friday - May 6<sup>th</sup>

Remember that end of quarters and report cards are as follows:	
1 <sup>st</sup> Quarter: Aug. 6 - Oct. 2	Report card: Oct. 23
2 <sup>nd</sup> Quarter: Oct. 19 - Dec. 17	Report card: Jan. 8
3 <sup>rd</sup> Quarter: Jan. 6 - Mar. 11	Report card: Mar. 18
4 <sup>th</sup> Quarter: Mar. 14 – June 2	Report card: June 2

## PARENT TEACHER CONFERENCES

Requests for parent-teacher conferences will be made through the Associate Principal office; (423) 664-5726.



# Policies & Procedures

## UNIFORM POLICY

The wearing of uniforms is a requirement at CGLA. Students are required to uphold the ideals of family and unity and wear the designated uniform daily. Uniforms must be clean and in good condition. The school will designate and notify parents in writing of the particular uniform, costs, and the recommended vendor for uniform purchases. Parents and guardians must inform school administrators immediately whenever there are difficulties, of any kind, in obtaining or the student wearing the required uniform.

Parents and guardians are advised not to substitute their own versions of alternatives to the required uniform. To do so, puts the student at risk of wearing unacceptable attire and may result in parents/guardians purchasing items the students cannot wear. A school administrator is the final decision maker regarding the appropriateness of students' dress and appearance.

### **Dress Uniform consists of:**

- v Oxford Shirt and jumper for Middle School
- v Oxford Shirt and skirt for High School
- v White or Navy knee socks
- v Dress shoes as noted below (penny loafers or oxford-type shoes)

### **Casual Uniform consists of:**

- v Jade Pique Polo shirt with CGLA Logo
- v ***(Shirts can be purchased at Educational Outfitters located at 2273 Gunbarrel Rd., Chattanooga, TN (423) 894-1222 or through the CGLA Apparel order form.***

- v Khaki Pants – Navy Blue Pants
- v Tennis shoes
- v Oxford Shirt

The only outer garments allowed in the classrooms and hallways are navy or gray, cardigan, crew, or v-neck, black sweaters (without hoods), grey fleece pullover or black CGLA jacket. **Students will not be allowed to wear coats or hoods during the school day.**

CGLA school long-sleeved and short-sleeved t-shirts can be worn at designated times.

Blouses should be tucked in neatly and belts must be worn at all times. All tee-shirts worn underneath uniform shirts must be either white or the same color as the uniform shirt.

### **Shoes**

Students can wear sneakers, penny loafers or oxford-type shoes and Sperry's 'boat shoes', with their uniforms. **Flip-flops, jellies, Crocs, boots, or opened toe shoes are not permitted.**

### **JEWELRY AND ACCESSORIES**

CGLA students can wear modest jewelry. Stud earrings (small silver or gold studs) and small chains are acceptable. Students cannot wear beaded necklaces or bracelets or hoop earrings as they tend to be disruptive in the learning environment as well as a safety issue.

### **GROOMING**

In order to help students foster a positive self-image, we encourage girls to leave home dressed and groomed appropriately. Students are discouraged from combing hair or applying makeup and nail polish in public places such as classrooms, the Dining Hall, etc.

School administrators reserve the right to address hair color, body piercing and tattoos that can be disruptive to the learning environment.

## **Cell Phone/Electronics Policy**

Electronic devices (included but not limited to MP3 players, gaming devices, and cell phones) are **NOT** allowed during school hours from 7:45am – 3:00pm. Telephones must be in the OFF mode during this time or in lockers. Any student caught using a cell phone or any electronic device mentioned, without permission during the school day, will have the following consequences applied. Parents should not text or call a student's cell phone during school hours but should contact the Main Office at 423-664-5721. The administration will collect the phone accordingly.

1. 3 days for 1<sup>st</sup> offense
2. 2 weeks for 2<sup>nd</sup> offense
3. The cell phone will not be returned until the end of the school year for the 3<sup>rd</sup> offense

**Refusing to give teacher/staff a cell phone will result in further disciplinary action to include suspension.**

CGLA will not be responsible for a student's personal loss. CGLA will not assume responsibility for money, property or valuables, either lost or stolen. This includes but is not limited to the following: CD players, walkmans, MP3 players, cameras, cellular phones, handheld games, iPods, etc. We recommend students leave these items at home. If a student has an item taken from her, please contact the classroom teacher or administration to arrange a time for an adult to pick up the item.

## **CGLA DISCIPLINE PLAN**

A safe and orderly school starts with a student code of conduct and a fair and consistent application of consequences.

### **VIOLATIONS OF BEHAVIORAL EXPECTATIONS AND CONSEQUENCES**

Violations of the behavioral expectations are identified as Level 1, 2 and 3. They include but are not limited to:

## **Level 1**

Classroom disruption  
Excessive tardiness  
Picking on, bothering, or distracting other students  
Use of profanity or vulgarity  
Dress code violation  
Disrupting school activity  
Minor defiance of authority/disobedience  
Verbal insults or put-downs  
Use of cell phones, game boys, and similar electronic devices at unauthorized times  
Minor damage or defacement of school property  
Unauthorized use of school equipment  
Gambling  
Minor physical aggression with another student (e.g., pushing, shoving)  
Scholastic dishonesty  
Other minor school-based misconduct

### **Consequences for Level 1 Violations**

#### **First Offense:**

Make student aware of offense and expectations  
Call Parent and make the parent aware of the offense, expectations and detention

#### **Second Offense:**

Restrictive Attendance  
Detention

#### **Third Offense:**

After School Behavioral Intervention (minimum of two days)

#### **Fourth Offense**

Contact Parent to pick up student  
Out of School Suspension: 1 Day

## **Level 2**

False activation of a fire alarm  
Possession of fireworks/firecrackers  
Bullying

Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion  
Sexual harassment  
Consensual but inappropriate physical contact  
Destruction or theft of school property, including graffiti (under \$500)  
Severe defiance of authority/disobedience  
Trespassing  
Possessing of Tobacco products  
Theft from an individual (under \$500)  
Other school-based misconduct that disrupts the school environment including but not limited to gang activity, misuse of student publications)  
Recurring Level One offenses

### **Consequences for Level 2 Violations**

#### **First Offense:**

Call Parent  
Saturday School

#### **Second Offense:**

Out of School Suspension - Minimum of 1 day  
Parent must return with student for re-admit conference

#### **Third Offense:**

Out of School Suspension – Minimum of 3 days  
Parent must return with student for re-admit conference

#### **Fourth Offense**

Immediate Long Term suspension 10 or more days with referral to Tribunal Committee for possible expulsion.

### **Level 3**

Persistent bullying  
Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion  
Persistent sexual harassment  
Fighting (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses)  
Use of tobacco products  
Being under the influence of drugs or alcohol  
Possession of alcohol or unauthorized (but legal) drugs  
Possession of illegal drugs - Mandatory Referral to Law Enforcement



Destruction or theft of school property, including graffiti (\$500 - \$5000)  
Theft from an individual (\$500 - \$5000)  
Other school-based misconduct that substantially disrupts the school environment  
Recurring Type Two offenses

### **Consequences for Level 3 Violations**

Immediate long-term suspension (10 days or more) with referral to Tribunal Committee for possible expulsion. (See HCDE “zero tolerance” offenses as well as HCDE and Tennessee Department of Education due process for students.)

### **Tardy to class policy:**

**First Offense: Warning**

**Second Offense: Parent Contact**

**Third Offense: Teacher consequence and parent contact**

**Four Offense and Beyond: Referral to Administration**

### **Saturday School**

Students who do not respond to behavior intervention strategies can be assigned to attend the CGLA Saturday School. When assigned, attendance is mandatory. During this time, students will participate in activities to build skills that will enable them to make positive contributions to the learning environment. If a student fails to show for Saturday School, she will receive Automatic 1 or 2 day Suspension and must return with a parent.

### **STUDENT PUBLICATIONS**

Student publications are important part of the academic program and contribute to the accomplishment of the CGLA mission. We encourage the development of student-produced school newspapers, yearbooks, and other publications.

Such publications must have a faculty sponsor appointed by the Director. All student publications shall include a statement, prominently displayed which identifies the publication’s relationship to CGLA, the staff, the writers, and the faculty sponsor.

The Director is responsible for instructing the faculty sponsor on all legal requirements relevant to rights and responsibilities of students and sponsors. The Director will also render prompt decisions to the

student editors and sponsors when conflicts occur on the appropriateness of material.

CGLA Governance Board expects student publications to meet the following guidelines:

- published material does not endanger the health or safety of students;
- published material does not threaten to disrupt the educational process;
- published material does not indicate a commercial purpose;
- published material does not contain obscene and/or inflammatory statements;
- published material does not contain libelous or slanderous statements;
- published material does not violate the canons of journalism;
- published material is distributed in accordance with pre-approved procedures.

Students who edit, publish, and/or wish to distribute non-school sponsored materials whether handwritten, printed, duplicated or digitally created, and distribute said materials among their fellow students in the schools must assume responsibility for the content of such materials. They may be restricted in the time and place of distribution; and, if the Principals determine that the material is libelous or obscene according to current legal definition, or would threaten to disrupt the educational process, they may be prohibited from distributing it.

#### SEXUAL HARASSMENT

Any reported act which interferes with the education of any individual by creating an intimidating, hostile, humiliating or sexually offensive educational environment will be dealt with as a disciplinary issue.

All reported incidents of sexual harassment will be investigated; parents of students involved will be contacted; and appropriate disciplinary and/or criminal action will be taken.

#### SECRET SOCIETIES/GANG ACTIVITY

Secret Societies: Secret fraternities, sororities, or other clubs made up of students from public school are prohibited. Secret fraternities, sororities, or clubs have been adjudged by the courts to include those social clubs, operating off campus, which nevertheless derive their

membership wholly or in part from the public schools. These organizations practice a process of selection designed to create an exclusive membership and seek by this process to maintain the club's segregation distinction and caste system of rushing, pledging and undemocratic selection of new members.

Gang Activity - Student behavior which is "gang" related is prohibited at school or at school sponsored events. Students who engage in such activities shall be removed from the learning environment until the matter is resolved. Gang paraphernalia, clothing, grooming, etc. or an activity which indicates or implies membership or affiliation with a gang presents a clear and present danger to the educational environment and are prohibited.

Consequences for Membership in Secret Societies or Gangs:  
Students who violate this policy will, by such action, immediately forfeit all privileges of participating in extracurricular activities, honors, or offices.

#### HAZING

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. Hazing is defined as: *Doing any act or coercing another to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.* Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

No administrator, faculty member, or other employee of CGLA will encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in any hazing.

#### TOBACCO USE BY STUDENTS

Possessing, using, dispensing or selling tobacco in school buildings, on school grounds, or on school buses is wrong and harmful, and therefore is prohibited and suspension is automatic.

#### DRUG AND ALCOHOL USE BY STUDENTS

Students are not permitted to possess, use, distribute, sell or be under the influence of drugs, drug-like substances, look-alike drugs, drug paraphernalia, and/or alcohol on school property or at school

sponsored events as these items are considered to be wrong and harmful.

**STUDENT/PARENT CONCERNS, COMPLAINTS AND GRIEVANCES**  
CGLA embraces an open door policy. All concerns will be heard and addressed by the Administration; in an effort to resolve situations that arise, all parties involved will be included in the conversation.

#### **FIRE ALARMS**

Students who engage the fire alarms without proper cause can be reported to local law enforcement agencies.

***CGLA administrators reserve the right to recommend student(s) for dismissal if, for any reason, their enrollment is a safety risk for other students and/or teachers. Please see Appendix 3 for additional criteria for dismissal.***

#### **ACTIVITIES AND ORGANIZATIONS**

Students are encouraged to participate in extracurricular activities that take place after regular school hours. Students who do not demonstrate academic proficiency and/or positive leadership qualities, may be restricted to limited participation. The clubs that exist include:

#### **SERVICE ASSIGNMENTS (SCHOOL BEAUTIFICATION)**

Students are expected to help maintain the campus by properly disposing waste.

#### **SALES AND SOLICITATION**

Students must be granted written permission by administration to raise funds during school hours.

#### **TECHNOLOGY**

Students are expected to adhere to the Responsible Use Policy. When a student is unable to do so, she could lose the privilege of using her school-issued laptop.

**Evening School  
Policy and Procedures  
2015-2016**

**Policy**

1. Evening School will operate Monday through Thursday and serve as a deterrent to discipline.
2. Discipline referrals for Evening School will be made by the school Associate or Assistant Principal; the parent/guardian of the student will be advised.
3. If a student refuses to attend Evening School, they will be subject to additional disciplinary action.
4. Students assigned to Evening School also must attend Saturday School.
5. If the student who has been referred to Saturday School is unable to attend, the parent or guardian must contact the administration.
  - a. *Administration reserves the right to assign additional Saturday School if rationale given for missing Saturday School is unsatisfactory.*
6. Students must adhere to the school uniform policy.

**Procedure**

1. Students must report from 3:30pm-5:30pm. Students must check in at the Main Office.
2. Parents/guardian are not allowed in the building.
3. Upon arrival, all cell phones will be given to the teacher. Students who refuse to check in their cell phone will not be permitted to stay.
4. If use of an electronic device is discovered, the student will be required to attend additional sessions.

5. Students must sign in.
6. Parents/guardian are responsible for transportation.
7. Students must work on school assignments.
8. Teachers will collect completed assignments and place in the mailbox of the Transformation Facilitator.
9. Students are not allowed to sleep or disrupt class.

**Saturday School  
Policy and Procedures  
2015-2016**

**Policy**

7. Saturday School will operate every other Saturday (unless otherwise assigned) and serve as a deterrent to discipline, and or failure to comply with after school detention.

8. Discipline referrals will be made by the school Associate or Assistant Principal; the parent/guardian of the student will be advised of Saturday School.

9. If a student is assigned to Saturday School due to failure to attend detention, a letter will be sent home by the student notifying the parent/guardian of their Saturday School status.

10. If the student has been referred to Saturday school and is unable to attend, the parent or guardian must contact the administration.

*b. Administration reserves the right to assign additional Saturday School if rationale given for missing Saturday School is unsatisfactory.*

5. If a student refuses to attend Saturday School, she will be subject to additional disciplinary action. (See Parent–Student Handbook page 16)

6. Saturday School takes precedence over weekend athletic or school related projects.

7. Students must be adhere to the school uniform policy.

# GRADUATING REQUIREMENTS

“All students will pursue a focused program of study preparing them for postsecondary study. While all students may not enter postsecondary training immediately following high school, they must be prepared for lifelong learning.” P.3 High School Transition Policy

<u>Subject</u>	<u>Course/Credit</u>
English	4
Math	4 (Algebra I, Geometry, Algebra II and 1 advance Math) students must take math each school year.
Science	4 (Biology, Chemistry/Physics
Social Studies	3 (World History/World Geography/World Cultures/World Studies, American History/American Studies, and American Government and Economics)  3 JROTC credits = .5 Govt.
Wellness	1 or (2 credits JROTC)
PE	.5 (Marching Band, JROTC, Dance Class
Personal Finance	.5 or (3 credit JROTC)
Foreign Language	2 (same language)
Fine Arts	1
Capstone experience such as senior project or service learning required.	
Elective Focus	3
<b>REQUIRED</b>	<b>23 credits – traditional</b> <b>28 credits –block</b>

\*Students transferring to our system as high school students having passed Algebra I in the 7<sup>th</sup> grade will be advancing to Geometry, Algebra II and two advance math courses.

**Major Studies: 3 credits above core requirements**



(Personalized Educational Program – Coherent Sequence of Courses)

- (1) Math/Science/Technology (any 3 courses or combination of courses in math/Science/technology/ROTC.)
- (2) Technical/Career (State required program of study. Where only 3 courses are required.)
- (3) Humanities (any 3 courses or combination of courses and any Literature, History, Foreign Language, journalism, ROTC, and Fine Arts.)
- (4) AP or IB (any 3 course or combination of courses above the core requirements).

**DIPLOMA CRITERIA**

Ø A regular high school diploma requires a successful completion of the program of study.

Ø Complete and satisfactory record of attendance and conduct is required for all graduates.

Ø If students who transfer into Hamilton County their junior or senior year and are not in line to graduate under Hamilton County graduation requirements, the principal will contact the Assistant Superintendent for Secondary Education to determine an appropriate program of study and graduation possibilities for that student.

Ø **Beginning with the Class of 2013, all students must earn the prescribed 23 credit minimum. This includes students with disabilities.**

Ø **A certificate of attendance may be awarded for credit completed without successful Gateways (class 2012)**

Ø **A diploma of Special Education may be earned for satisfactory completion of an IEP (Individual Education Program) and satisfactory record of attendance and conduct. Beginning with the Class of 2013, a transition certificate may be awarded at the end of their fourth year of high school to students with disabilities who have (1) taken classes**

toward a high school diploma, (2) have satisfactorily completed an individualized IEP, and (3) have satisfactory records of attendance and conduct. Students who obtain the transition certificate may continue to work towards the high school diploma through the end of the school year in which they turn 22 years old.

### **CLASS RANKING: REPEATING A COURSE**

- **Valedictorian - must have the highest numerical average, rounded to the nearest hundredth, not to exceed 100. The valedictorian's course selection must include core courses from the highest level (Honors, National Industry Certification, joint enrollment, AP, and IB) offered in English, mathematics, social studies, and science at each high school. The valedictorian must be enrolled in the school from which he/she graduates at the beginning of the junior year.**

- **Salutatorian - must have the second highest numerical average, rounded to the nearest hundredth, not to exceed 100. The salutatorian's course selection must include core courses from the highest level offered in English, mathematics, social studies, and science at each high school. The salutatorian must be enrolled in the school from which he/she graduates at the beginning of the junior year.**

- **For determining valedictorian and salutatorian, only ninth grade students may repeat a course to improve their grade point average (GPA). The highest grade earned in a course that has been repeated will be used in determining a student's grade point average and class rank for all other purposes other than determining valedictorian and salutatorian.**

- **HONORS COURSE – 3 ADDED POINTS**

Honors course designation can be sought by application for courses in the following areas: mathematics, science, English, foreign language, social studies, all college joint enrollment courses, career and technical courses, and such special courses as applied for and approved by the State.

- **NATIONAL INDUSTRY CERTIFICATION - 3 ADDED POINTS**

Career and technical courses which students take the nationally recognized examination specific for the course.

# APPENDIX 1

## BULLYING POLICY

10. “Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

- Teasing;
- Social exclusion;
- Threat;
- Intimidation;
- Stalking;
- Physical violence;
- Theft;
- Sexual or racial harassment;
- Public humiliation; or
- Destruction of property.

1. “Harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

2. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
3. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
4. Has the effect of substantially disrupting the orderly operation of a school.

The definitions of "bullying" and "harassment" include:

Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Perpetuation of conduct listed in paragraph (a) or paragraph (b) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee, by:

Incitement or coercion;

Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or

Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

# APPENDIX 2

## BUS POLICY

Students should plan to arrive approximately 10 minutes prior to the scheduled arrival time of their bus. The drivers strive to stay on schedule, however, traffic and/or weather conditions can affect their actual arrival time at your stop.

Students shall be at the bus stop at the scheduled time. The bus schedule does not allow additional time to wait for those students who are tardy. Students shall stand a safe distance from the flow of traffic at the bus stop and wait until the bus door is open before moving toward the bus. They shall not play on highways or streets. While the bus is loading or unloading, students shall enter or leave the bus promptly and in an orderly manner.

Students shall conduct themselves in such a manner that they will not disturb other riders on the bus or distract the attention of the bus driver. The following behavior is prohibited during bus rides:

Standing while bus is in motion

Throwing items around the bus

Physical aggression towards another person

The use of abusive or obscene language is strictly forbidden at all times.

Students are not permitted to bring knives or sharp objects of any kind, firearms, pets or other living animals on the bus.

Students shall not tamper with any of the safety devices such as door latches and fire extinguishers.

Students shall not shout or make gestures toward anyone outside the bus.

Students shall not extend their hands, arms, head, or any other parts of their body through the window.

Students shall not deface or litter the bus. They shall not write on the bus, damage seats, or throw paper, food or other objects on the floor of the bus, nor from the bus. Unnecessary abuse of the school bus by a pupil, e.g., cut seats, broken glass, etc., will result in that pupil becoming ineligible for transportation. Said pupil shall become eligible again only when payment is made for damages and assurances given that the abuse will not recur.

Food or drinks may not be consumed on the bus, and smoking is not permitted.

Students shall keep aisles of the bus clear in order to admit passage in the aisle.

Students shall not ask the driver to let them off the bus at any other place except their regular stop.

Students who must cross the road or highway to enter the bus are encouraged to wait until the bus comes to a complete stop and the driver has signaled them to cross in front of the bus.

Students who must cross the road after leaving the bus in the afternoon shall go to a point on the shoulder of the road ten feet in front of the bus and cross the road only after the driver has signaled them to cross.

Students will sit in their assigned seats for the duration of the trip.

For safety purposes, aisles or emergency exits shall not be blocked.

# APPENDIX 3

## TN STATE DEPT OF EDUCATION DISCIPLINE CODE

49-6-3401. Suspension of students — Expulsion of students. —

(a) Any principal, principal-teacher or assistant principal of any public school in this state is authorized to suspend a pupil from attendance at the school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for suspension include, but are not limited to:

- (1) Willful and persistent violation of the rules of the school or truancy;
- (2) Immoral or disreputable conduct or vulgar or profane language;
- (3) Violence or threatened violence against the person of any personnel attending or assigned to any public school;
- (4) Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
- (5) Inciting, advising or counseling of others to engage in any of the acts enumerated in subdivisions (a)(1)-(4);
- (6) Marking, defacing or destroying school property;
- (7) Possession of a pistol, gun or firearm on school property;
- (8) Possession of a knife and other weapons, as defined in [§ 39-17-1301](#) on school property;
- (9) Assaulting a principal or teacher with vulgar, obscene or threatening language;
- (10) Unlawful use or possession of barbitol or legend drugs, as defined in [§ 53-10-101](#);
- (11) Two (2) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
- (12) Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school sponsored event;
- (13) Any other conduct prejudicial to good order or discipline in any public school; and

(14) Off-campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

(b) (1) Any principal, principal-teacher or assistant principal may suspend any pupil from attendance at a specific class, classes or school-sponsored activity without suspending the pupil from attendance at school pursuant to an in-school suspension policy adopted by the local board of education. Good and sufficient reasons for in-school suspension include, but are not limited to, behavior:

(A) That adversely affects the safety and well-being of other pupils;

(B) That disrupts a class or school sponsored activity; or

(C) Prejudicial to good order and discipline occurring in class, during school-sponsored activities or on the school campus.

(2) In-school suspension policies shall provide that pupils given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Students given in-school suspension shall be required to complete academic requirements.

(c) (1) Except in an emergency, no principal, principal-teacher or assistant principal shall suspend any student until that student has been advised of the nature of the student's misconduct, questioned about it and allowed to give an explanation.

(2) Upon suspension of any student other than for in-school suspension of one (1) day or less, the principal shall, within twenty-four (24) hours, notify the parent or guardian and the Principal of schools or the Principal of schools' designee of:

(A) The suspension, which shall be for a period of no more than ten (10) days;

(B) The cause for the suspension; and

(C) The conditions for readmission, which may include, at the request of either party, a meeting of the parent or guardian, student and principal.

(3) If the suspension is for more than five (5) days, the principal shall develop and implement a plan for improving the behavior, which shall be made available for review by the Principal of schools upon request.

(4) (A) If, at the time of the suspension, the principal, principal-teacher or assistant principal determines that an offense has been committed that would justify a suspension for more than ten (10) days, the person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.



(B) The principal, principal-teacher or assistant principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

(C) The appeal from this decision shall be to the board of education or to a disciplinary hearing authority appointed by the board. The disciplinary hearing authority, if appointed, shall consist of at least one (1) licensed employee of the LEA, but no more than the number of members of the local board.

(D) The hearing shall be held no later than ten (10) days after the beginning of the suspension. The local board of education or the disciplinary hearing authority shall give written notice of the time and place of the hearing to the parent or guardian, the student and the school official designated in subdivision (c)(4)(A) who ordered the suspension. Notice shall also be given to the LEA employee referred to in subdivision (c)(4)(B) who requests a hearing on behalf of a suspended student.

(5) After the hearing, the board of education or the disciplinary hearing authority may affirm the decision of the principal, order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program or night school or suspend the student for a specified period of time.

(6) If the decision is determined by a disciplinary hearing authority, a written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the disciplinary hearing authority. The student, principal, principal-teacher or assistant principal may, within five (5) days of the decision, request review by the board of education; provided, that local school board policy may require an appeal to the Principal of schools prior to a request for review to the board. Absent a timely appeal, the decision shall be final. The board of education, based upon a review of the record, may grant or deny a request for a board hearing and may affirm or overturn the decision of the hearing authority with or without a hearing before the board; provided, that the board may not impose a more severe penalty than that imposed by the hearing authority without first providing an opportunity for a hearing before the board. If the board conducts a hearing as a result of a request for review by a student, principal, principal-teacher or assistant principal, then, notwithstanding any provision of the open meetings laws compiled in title 8, chapter 44, or other law to the contrary, the hearing shall be closed to the public, unless the student or student's parent or guardian requests in writing within five (5) days after receipt of written notice of the hearing that the hearing be conducted as an open meeting. If the board conducts a hearing as a result of a request for review by a student, principal, principal-teacher, or assistant principal that is closed to the public, then the board shall not conduct any business, discuss any subject or take a vote on any matter other than the appeal to be heard. Nothing in this subdivision (c)(6) shall act to exclude the department of children's services from the disciplinary hearings when the department is exercising its obligations under § [37-1-140](#). The action of the board of education shall be final.

(d) In the event the suspension occurs during the last ten (10) days of any term or semester, the pupil may be permitted to take final examinations or submit required

work that is necessary to complete the course of instruction for that semester, subject to the action of the principal, or the final action of the board of education upon any appeal from an order of a principal continuing a suspension.

(e) Students under in-school suspension shall be recorded as constituting a part of the public school attendance in the same manner as students who attend regular classes.

(f) Nothing in this title shall require an LEA to enroll a student who is under suspension or expelled in an LEA either in Tennessee or another state. The Principal of schools for the school system in which the suspended student requests enrollment shall make a recommendation to the local board of education to approve or deny the request. The recommendation shall occur only after investigation of the facts surrounding the suspension from the former school system. If the recommendation is to deny admission and if the local board approves the Principal of schools' recommendation, the Principal of schools shall, on behalf of the board of education, notify the commissioner of the decision. Nothing in this subsection (f) shall affect children in state custody or their enrollment in any LEA. Any LEA that accepts enrollment of a student from another LEA may dismiss the student if it is determined subsequent to enrollment that the student had been suspended or expelled by the other LEA.

(g) Notwithstanding this section or any other law to the contrary, a pupil determined to have brought to school or to be in unauthorized possession on school property of a firearm, as defined in 18 U.S.C. § 921, shall be expelled for a period of not less than one (1) calendar year, except that the Principal may modify this expulsion on a case-by-case basis. In addition to the other provisions of this part, a student committing battery upon any teacher, principal, administrator, any other employee of an LEA or school resource officer, or unlawfully possessing any drug including any controlled substance, as defined in §§ [39-17-403](#) through [39-17-415](#), or legend drug, as defined by § [53-10-101](#), shall be expelled for a period of not less than one (1) calendar year, except that the Principal may modify this expulsion on a case-by-case basis. For purposes of this subsection (g), "expelled" means removed from the pupil's regular school program at the location where the violation occurred or removed from school attendance altogether, as determined by the school official. Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school. Disciplinary policies and procedures for all other student offenses, including terms of suspensions and expulsions, shall be determined by local board of education policy.

(h) The commissioner of education shall report on a semi-annual basis to the select oversight committee on education and the education committees of the senate and the house of representatives regarding disciplinary actions in Tennessee schools. The reports shall include the reason for the disciplinary action, the number of such students suspended or expelled and the number of such students who have been placed in an alternative educational setting. Data shall be sorted by school as well as by various demographic factors, including grade, race and sex.

# AFFIRMATION PAGE

I \_\_\_\_\_ have reviewed this student handbook with my child and will be an active participant in the education of my daughter. I understand that charter schools are schools of choice and will work with the administrators and teachers of CGLA to make sure that I am making the best choice for my daughter.

---

(PARENT'S SIGNATURE)

(DATE)

---

(STUDENT'S SIGNATURE)

(DATE)