

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:

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.

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 Transition 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 7:50 a.m. – 3:00 p.m. Parents are encouraged to bring their children to breakfast which begins at 7:20 a.m. All students are expected to arrive at the cafeteria by 7:40 a.m. Breakfast ends at 7:40 a.m. Reading time begins at 7:40 a.m. in the cafeteria. Students arriving after 7:50 a.m. must have a parent or guardian escort them in and sign in with office personnel. Late students will report to the media center for morning reading.

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 – with 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

Parents are allotted **3 days of parent excused absences per school year.**

All excuse notes and documentations are to be turned in to the main office the day the student returns to school.

ABSENCES/TARDY TO SCHOOL

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 area for morning reading by 7:50 a.m. **Students who are tardy to school**

must be accompanied by a parent or guardian and report immediately to the main office for a tardy admission slip. This tardy admission slip must be presented to the first teacher the student has that school day.

First Tardy Verbal Warning

Second Tardy Parent called by Transformation Facilitator

Third Tardy Detention – Parent called by Transformation Facilitator and detention slip issued to student.

Fourth Tardy Saturday School – Parent called by Transformation Facilitator and Saturday school slip issued to student.

Fifth Tardy Restrictive Attendance – Parent must meet with Dean of Students/Administration.

Excessive Tardiness

6th – 10th **Extended school day (minimum of 2 days for each tardy)**

10th – above **Evening school (minimum of 4 days for each tardy)**

Student will be dismissed from all extracurricular activities and incentives. Discipline consequences determined at the discretion of administration for the 6th tardy and above.

After five (5) unexcused absences, a parent/guardian will be mailed a five day attendance notification letter.

If the student continues the pattern of unexcused absences and reaches ten (10) absences within the calendar year, she will be referred to Juvenile Court for truancy. An informal hearing will occur with a juvenile court officer.

Absence Make-up Work Policy

It is the student's responsibility to ask the teacher for all missed assignments and to complete all make up work. Students will make up work in accordance with length of absence. For example, if the student is absent one day, work must be turned in within one school day of return. If student is absent two days, work must be turned in within two school days of absence. **The make-up work policy only applies to work assigned during the period of absence. If work was due on the day of absence, it must be turned in the day of return.**

PRE-ARRANGED ABSENCES

Students who need to arrange for a planned absence must make a formal request in writing to the Principal a week prior to absence. If the Principal 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 must get their make-up work before the date of pre-arranged absence. They will have no more than five (5) days to submit work after the day of return. Work may be due in less than five (5) days. Decision for due date will be made at the discretion of administration.

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 3:00 p.m. **Any change in dismissal status must be accompanied by a handwritten note by the parent or legal guardian including a phone number.** The front office assistant will call the parent or legal guardian to confirm the authenticity of the note. **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 bus referrals may be suspended from bus privileges for an extended period of time. Bus transportation to school is a privilege. State law does not require that schools provide transportation. If students are planning to ride a different bus home, they must bring a note from their parent or legal guardian giving permission to ride another bus. Student must bring the note to the front office before first block and must receive the yellow bus permission form before they will be allowed on 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 **no later** than 3:20 p.m. After 3:20, student must report to tutoring room and parent will have to come in the retrieve their child. There is no adult supervision after 3:20 p.m. For the safety and protection of all students, students should not be left after 3:20

p.m. CGLA reserves the right to report safety concerns and issues to Child Protective Services.

Early Dismissal

Any student who has valid permission to leave the school grounds during the academic day (between 7:50 a.m. and 3:00 p.m.) 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 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 the person is unwilling to wait in the 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 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, radio stations and calling post message. Information will also be posted to our website at www.cglaonline.com and other social media outlets.

VISITORS

All visitors to the school **must** sign in at the main reception office and wear a visitor's badge. These visitations **ARE NOT** to be used to meet with teachers regarding their children's progress, unless prior arrangements are made with school administration. Parents or guardians that need to request a conference with a school administrator must schedule an appointment. Administrators are not available for walk-in conferences. Appointments can be scheduled by calling Ms. McCray, front office assistant.

Administration reserves the right to ask a visitor to leave if they become a disruption to the learning environment.

Parents are allowed to bring lunch and eat with their child pending approval from administration. They may not eat with other students or share food with other students. Parents may sit at a designated table with their child only. Other students may not sit with the parent and child. Appropriate sign in procedures must be followed.

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;
5. Physical attacks intended to harm an individual or substantially damage property.

FAMILY AND 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 16 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 the first week of May 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. Parent conferences and STEM night may also be used for parent hours.
- 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 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. 7th graders must have an additional series of immunizations. Students can receive the immunizations by their doctor or at the health department.

EMERGENCY INFORMATION

Emergency medical forms must be on file in the Main Office. 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 and/or over the counter 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 main office.

All medicines 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 parent permission form must be completed and on file in the main office.

Students are not allowed to carry or administer medication. All medications must be kept in the main office. Students in possession of over the counter or prescription medication will be subject to disciplinary consequences.

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 a 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 3 or more 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 they 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, she will be subject to disciplinary consequences.

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, iPads, personal computers, 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 provides computers for students for individual use, thus there is no need to bring personal computers or iPads.

Elevator Usage

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 issued by a physician. Students caught using the elevator without proper permission will face disciplinary actions.

Suspected Child Abuse or Neglect

The faculty and staff at CGLA embraces 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

CGLA is a standards based grading school.

Standards Based Grading (SBG)

Chattanooga Girls Leadership Academy implemented Standards Based Grading (SBG) in the 2016 – 2017 school year. You will have an opportunity to track your daughter's progress by logging into the website cgl.learning.powerschool.com. You will continue to have access to PowerSchool to view absence record, class schedule and overall grade for each subject.

Students are assessed on TN Ready standards individually and receive a score and feedback based on the school-wide rubric. Students' overall grade is calculated using our CGLA grading policy. Through this grading platform, you and your daughter can see what she understands and has learned in real time.

CGLA Grading Policy

Teachers will use a rubric to measure student mastery on each standard.

The school-wide rubric is as follows:

	Criteria	Verbs of Bloom's Taxonomy
0/Red	- No effort or evidence	NA
1: Below Basic/ Red	-Evidence of knowledge	<u>KNOWLEDGE</u> Recall, List, Locate, Name, Define, Describe, Observe
2: Approaching Mastery BASIC/Yellow	-Evidence of comprehension -Needs coaching/feedback to reach standard/learning goal -Developing mastery	<u>UNDERSTAND</u> Explain, Describe, Summarize, Predict, Demonstrate
3: Mastery PROFICIENT/Green	-Student can execute/ show evidence of mastery	<u>APPLY</u> Solve, Calculate, Interpret, Examine

	-Meets standard/learning goal	
4: Beyond Mastery/Blue	-Goes beyond standard /learning goal -Evidence of thinking at an advanced level	<u>ANALYZE</u> Classify, Connect, Criticize, Organize <u>SYNTHESIZE/EVALUATE</u> Judge, Conclude, Debate, Justify, Persuade <u>CREATE</u> Design, Compose, Plan, Construct

PowerSchool reporting: powerschool.hcde.org/public

Students will receive a traditional numerical grade in PowerSchool. Grades in PowerSchool will be updated every three weeks. The numerical grade will depend on standards mastered throughout the year. The numerical grade entered into PowerSchool will account for 85% of the student's overall grade.

To earn an A: Students must average 3.5 – 4.0 in all standards, mastery of at least 90% of all standards and a minimum average of 1 in all standards.

To earn a B: Students must average 3.0 – 3.4 in all standards and mastery of 80% of all standards.

To earn a C: Students must average 2.1 – 2.9 in all standards.

To earn a D: Students must average 1.75 – 2.0 in all standards.

To earn an F: Students must average below 1.75 in all standards.

Conversion to PowerSchool

A: 95

B: 90

C: 80

D: 70

F: 59

Students and parents will receive login credentials to CGLA Learning and PowerSchool to continually track student progress.

If you have questions or concerns please contact the school at 423-702-7230 or email maryobeck@cglonline.com.

For more information concerning Standards Based Grading please read: [http://www.ascd.org/publications/educational_leadership/oct08/vol66/num02/Seven Reasons for Standards-Based Grading.aspx](http://www.ascd.org/publications/educational_leadership/oct08/vol66/num02/Seven_Reasons_for_Standards-Based_Grading.aspx).

For more information concerning TN Ready standards visit <http://tn.gov/education/topic/academic-standards>.

GRIT Grading

In addition to the Standards Based grading, CGLA will implement a grading system that measures a student's behavioral competencies. Teachers will assess seven competencies that will account for 15% of the student's overall grade.

Grading Tool

Student name: _____ Teacher: _____ Quarter: ___ Week: _____

Always	Often	Sometimes	Rarely	Never
4	3	2	1	0

Zest: _____

- Actively participated
- Showed enthusiasm
- Approached new situations with excitement and energy

Grit: _____

- Finished whatever she began
- Persevered through project or activity
- Continued trying after experiencing failure
- Stayed committed to goals
- Kept working hard even when she felt like quitting

Optimism: _____

- Believed that effort would improve her future
- Stayed motivated, even when things didn't go well

- Looked for ways to improve next time
- Believed she could improve on things she struggled with initially

Self-control: _____

- Schoolwork
- Prepared for class
- Paid attention and resisted distractions
- Got to work right away instead of waiting until the last minute
 - Interpersonal
- Remained calm even when criticized or otherwise provoked; kept temper in check
- Allowed others to speak without interrupting
- Was polite to adults and peers

Gratitude: _____

- Recognized what other people did for them and expressed appreciation
- Showed appreciation for opportunities
- Did something nice for someone else as a way of saying thank you

Social intelligence: _____

- Was able to find solutions during conflicts with others
- Showed that she cared about the feelings of others
- Adapted to different social situations

Curiosity: _____

- Was eager to explore new things
- Asked questions to help her learn better
- Took an active interest in learning

Total: _____ out of 28 = _____ %

Feedback:

If a student does not demonstrate proficiency through course assessments, she will be required to attend tutoring. 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 master 75% of course standards and a High School student must master 70% of course standards.

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 teacher given due date. Late work may be accepted up to but not exceeding 2 days past the due date.

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 – Sept. 1st
Friday – Sept. 22nd

Second 9 weeks
Friday – Nov. 3rd
Friday – Dec. 1st

Third 9 weeks
Friday – Jan. 26th
Friday - Feb. 16th

Fourth 9 weeks
Friday – April 13th
Friday - May 4th

Remember that end of quarters and report cards are as follows:

1st Quarter: Aug. 3rd – Oct. 6th Report card: Oct. 20th

2nd Quarter: Oct. 16th – Dec. 19th Report card: Jan. 12th

3rd Quarter: Jan. 8th - Mar. 16th Report card: Mar. 23rd

4th Quarter: Mar. 19th – May 26th
(mailed)

Report card: May 25th

PARENT TEACHER CONFERENCES

Requests for parent-teacher conferences will be made through the main office; (423) 702-7230.

GRADUATING REQUIREMENTS

“All students will pursue a focused program of study preparing them for postsecondary education. While all students may not enter postsecondary training immediately following h school, they must be prepared for lifelong learning.”

Subject	Course/Credit
English	4
Math	4 (Algebra I, Geometry, Algebra II and 1 Advanced math) 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 Economic) .5 Govt.
Wellness	1
PE	.5
Personal Finance	.5
Foreign Language	2 (same language)
Fine Arts	1
Capstone experience such as senior project or service learning required.	
Elective Focus	3
REQUIRED	23 credits – traditional 28 credits –block

*Students transferring to our system as high school students having passed Algebra I in the 7th 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.)
- (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, and Fine Arts.)
- (4) AP (any 3 course or combination of courses above the core requirements).

DIPLOMA CRITERIA

- A regular high school diploma requires a successful completion of the program of study.
- Complete and satisfactory record of attendance and conduct is required for all graduates.
- 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.
- Beginning with the class of 2013 all students must earn the prescribed 23 credit minimum. This includes students with disabilities
- 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:

- **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.

ADVISORY

Coordinated 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 bi-weekly meetings, the advisor assists students in:

- evaluating academic progress
- making the connections between coursework in different academic disciplines
- reflecting on the relationship between the academic program and personal development

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 as well as any personal computers or electronic devices. Students using social media sites without permission from a teacher during the school day will receive an office referral.



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:

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

Casual Uniform consists of:

- ☐ Jade Pique Polo shirt with CGLA Logo
- ☐ ***Shirts can be purchased at Educational Outfitters located at 2273 Gunbarrel Rd. Chattanooga, TN (423) 894-1222)***
- ☐ Khaki Pants/Skirts – Navy Blue Pants/Skirts(no jeans)

- Tennis shoes
- Oxford Shirt

The only outer garments allowed in the classrooms and hallways are navy, black and gray, cardigan, crew, or v-neck 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 long and short sleeved t-shirts can be worn at designated times only.

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.

Leggings, jeans, and capris are not acceptable. ***CGLA reserves the right to require students to call home and get a change of clothes if any item of clothing is deemed unacceptable.***

Shoes

Students can wear sneakers, and penny loafers or oxford type shoes and Sperry's 'boat shoes', with their uniforms. **Flip-flops, jellies, Crocs, lace- up or no lace 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.

CGLA students may not wear scarves as headwear. Any headwear that ties or is disruptive to the learning environment will not be allowed. Administration will make the final decision.

Failure to follow dress code policies will result in referrals and disciplinary consequences.

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 make-up 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 7:20a.m. – dismissal. 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 664-5721. The administration will collect the phone accordingly.

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

Refusing to give teacher/staff a cell phone will result in further disciplinary action, including 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, iPads, personal computers, 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. The CGLA discipline plan includes a daily classroom behavior management plan that each teacher is expected to use to maintain safety and provide equal opportunities for all children to learn.

DAILY CLASSROOM MANAGEMENT

1 st offense	Warning
2 nd offense	Teacher assigned detention and assigned isolated seating until detention is served. Parent contact
3 rd offense	Referral- parent contact-teacher must contact administration immediately.

Severe Clause: *If a student continues to disrupt class on a daily basis, teacher and administrator may develop an individual behavior plan.*

Tardy to class policy:

First Offense:	Warning
Second Offense:	Parent Contact
Third Offense:	Teacher assigned detention and parent contact
Fourth Offense:	Referral to Administration

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

3rd offense- daily classroom disruption
Failure to serve detention or Saturday school
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
Scholastic dishonesty
Other minor school-based misconduct

Consequences for Level 1 Referrals

First Referral:

Warning- make student aware of offense and consequences
Restrictive Attendance (contact parent to pick up student)
Student returns to school after administrator/parent conference
1 day detention

Second Referral:

Restrictive Attendance (contact parent to pick up student)
Parent contact
1 day Detention
1 day Saturday School

Third Referral:

Restrictive Attendance (contact parent to pick up student)
Extended Day School and Saturday School – 4 school days
Parent/Administrator/Teacher/Student conference

Fourth Referral

Restrictive Attendance (contact parent to pick up student)
Evening School and Saturday School – 8 school days
Parent/Administrator/Teacher/Student conference

Fifth Referral and Over

Discipline will be determined at the discretion of Administration.

Severe Clause – Administration reserves the right to change disciplinary consequences due to individual situations at any time.

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 including but not limited to e-cigarettes
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:

Restrictive Attendance
Parent must return with student for re-admitting conference
Administrator/parent conference
8 hours Saturday School

Second Offense:

Restrictive Attendance
Parent must return with student for re-admitting conference
Administrator/parent conference
Student assigned to Evening School and Saturday School for minimum of 10 school days

Third Offense:

Restrictive Attendance
Parent must return with student for re-admitting conference
Administrator/parent conference
Student assigned to Evening School and Saturday School for minimum of 15 school days

Fourth Offense

Immediate Long Term suspension of five or more days with referral to Tribunal Committee for possible expulsion.
If re-admitted, student must serve Evening School for a minimum of 20 school days

Severe Clause – Administration reserves the right to change disciplinary consequences due to individual situations at any time.

Level 3

Persistent bullying

Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion

Persistent sexual harassment

Minor physical aggression with another student (e.g., pushing, shoving)

Fighting (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses)

Use of Tobacco products

Severe disrespect of authority

Being under the influence of drugs or alcohol

Possession of alcohol or unauthorized (but legal) drugs

Possession of mace, pepper spray, or tasers

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)

School-based misconduct that substantially disrupts the school environment

Possession of weapons

Verbal or social media threats of violence against another student, staff or faculty member

Using any item as a weapon to physically assault or threaten a person

Assault against faculty or staff member

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)

Minimum of 20 days of Evening school is required if student is allowed to return to CGLA

Severe Clause – Administration reserves the right to change disciplinary consequences due to individual situations at any time.

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 attend Saturday school she will be placed

on restrictive attendance subject to additional disciplinary consequences including a referral. The student must also serve the hours missed in addition to the remaining assigned hours.

STUDENT PUBLICATIONS

Student publications are an 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. Sexual harassment may be reported by accessing the CGLA website link www.cglaonline.com. Go to the parents tab and click on the link for Bullying/Harassment.

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 and receive behavior referrals, will be banned from participation. MSAT team members that receive a referral or fail to demonstrate proficiency will be removed

from their positions and from the MSAT team. In addition, students on sports teams must maintain a 2.5 average at all times, serve all detentions as assigned, and refrain from any referrals. If a student receives a referral, they will be suspended from their athletic team. Athletes with F averages in a course at progress report and the end of 9 week terms, will be dismissed from their teams.

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.

**Evening School
Policy and Procedures
2017-2018**

Policy

1. Evening School will operate Monday through Thursday from 2:00 p.m. until 6:00 p.m. 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 must attend Saturday school.
5. If a student has been referred to Evening School or Saturday school but is unable to attend, the parent or guardian must contact the administration the day before the absence. Days of absence will be added to the length of the assignment regardless of it is an excused or unexcused absence.
 - a. *Administration reserves the right to assign additional Saturday school if rational given for missing Saturday school is unsatisfactory.*
6. Students must adhere to the school uniform policy and follow all school rules and policies. Failure to do so will result in additional referrals resulting in extended days and/or suspension.

Procedure

1. Student and parent will meet with administration to determine the time to report and time of dismissal and review expectations.
2. As students report for evening school, they must check in with front office staff. Parents/guardians 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 and disciplinary consequences will be applied.
5. Students must sign in and out with the evening school supervisor.
6. Parents/ guardian are responsible for transportation.
7. Students must work on school assignments.
8. Teacher will collect completed assignments and place in the mail box of classroom teachers.
9. Students are not allowed to sleep or disrupt class.

**Saturday School
Policy and Procedures
2017-2018**

Policy

1. Saturday School will operate every other Saturday (unless otherwise assigned) from 8:00 a.m. – 12:00 p.m. and serve as a deterrent to discipline, and or failure to comply with after school detention.
2. Discipline referrals will be made by the school Associate or Assistant Principal; the parent / guardian of the student will be advised of Saturday School.
3. 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.
4. If the student has been referred to Saturday school and is unable to attend, the parent or guardian must contact the administration the day before absence.
5. *Administration reserves the right to assign additional Saturday school if rational given for missing Saturday school is unsatisfactory.*
6. If a student refuses to attend Saturday school, they will be subject to additional disciplinary action. (See parent –student handbook page 16)
7. Saturday school takes precedent over weekend athletic or school related activities.
8. Students must adhere to the school uniform policy.

APPENDIX 1

BULLYING POLICY

“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, pepper spray or mace, tasers, 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 part 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)