

AFFIRMATION PAGE

I _____ have reviewed the CGLA student/parent 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 and uphold all CGLA expectations for success.

Print Parent/Guardian Name _____

(PARENT'S SIGNATURE)

(DATE)

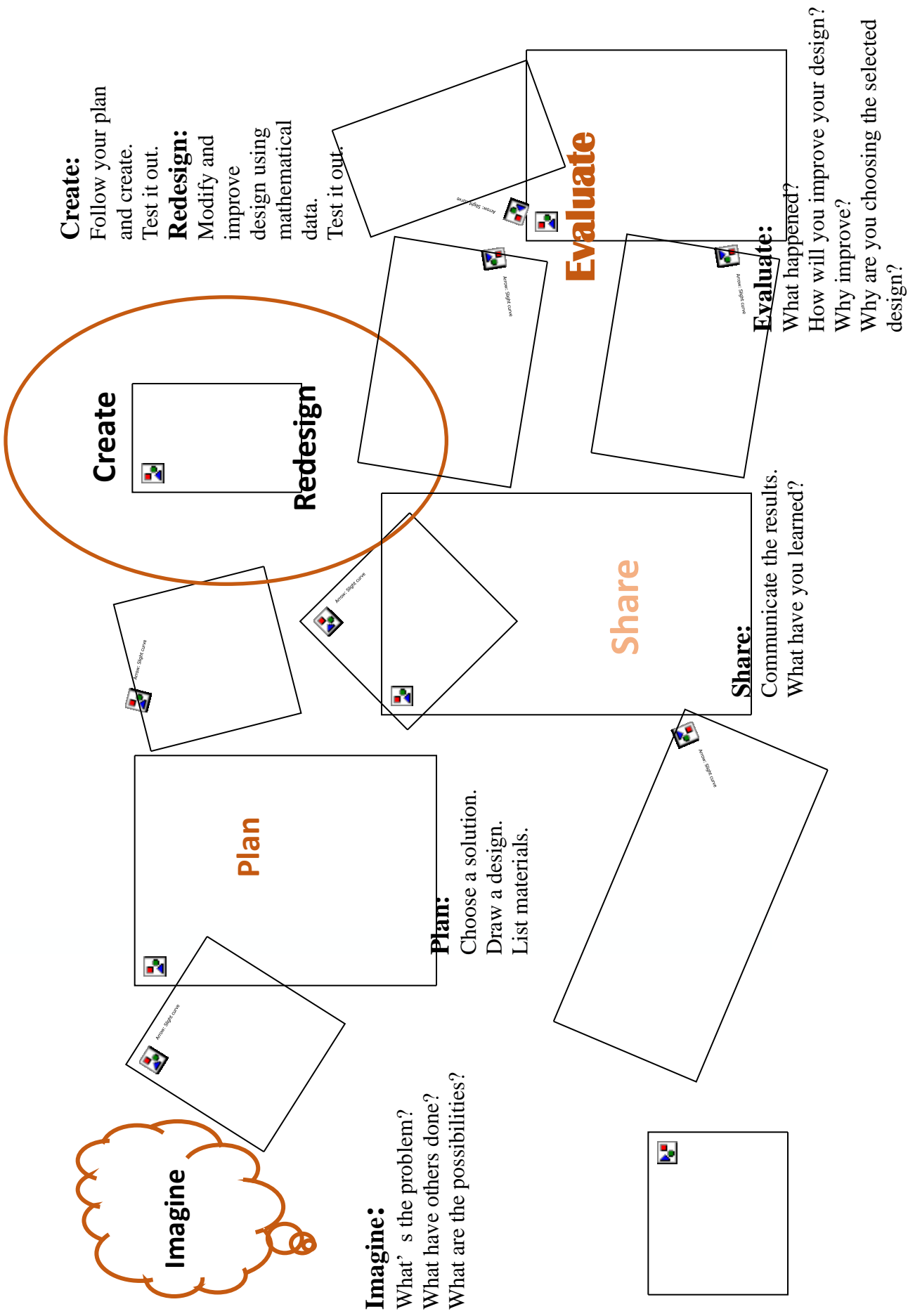
Print Student Name _____

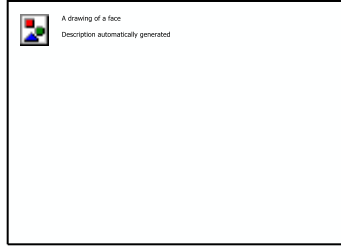
(STUDENT'S SIGNATURE)

(DATE)

Student Grade Level _____

The Engineering Design Process





Mission, Vision and Core Values

Mission:

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:

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

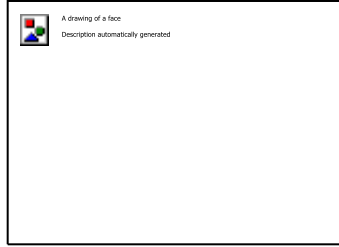
Core Values:

- 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.

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.



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 everyday aspects of life at CGLA. Students and their families must review this book, as it provides answers to almost any general CGLA question. Parents and students are responsible for upholding the handbook expectations.



GENERAL INFORMATION

SCHOOL DAY

The school day is 7:45 am - 3:20 pm. Parents are encouraged to bring their children to breakfast which begins at 7:10 am. All students are expected to arrive to the cafeteria by 7:20 am if eating breakfast. Breakfast ends at 7:35 am. Students arriving after 7:45 am and not in their assigned classroom, must have a parent or guardian escort them in and sign in with office personnel.

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 often absent 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. Doctor Notes - for personal/immediate family illness stating the status of student or stating the name of the immediate family member and the necessity of the student's assistance to care for the family member.
2. Religious Holidays - parent must provide a written statement.
3. Court Appointments – with documentation.
4. Deaths in Immediate Family – with documentation.
5. Approved School Sponsored Events.

All other absences are unexcused although a parent note is required.

CGLA does not accept parent/guardian notes as an excused absence for any reason other than religious holidays. Medical/doctor notes are accepted as an excused absence.

ABSENCES

CGLA's attendance policy for absences is as follows:

- **Third Absence** -Parent/student conference with attendance personnel.
- **Fourth Absence** - Parent/student conference with the guidance counselor.
- **Fifth Absence** - Legal Notice mailed to parent/guardian. Conference with administration per TDOE, CGLA and HCDE attendance policy.
- **Sixth Absence and Seventh Absence**- Administrative Detention for student. Hours 3:30 pm - 5:30 pm a minimum of one (1) day administrative detention for sixth absence and a minimum of two (2) days administrative detentions for seventh absence.
- **Eighth Absence (Tier 2) and Ninth Absence** - Referral to School Truancy Officer and counselor. A minimum of one (1) Saturday School for eighth absence and a minimum of two (2) Saturday Schools for ninth absence.
- Failure to fulfill Tier 2 requirements will result in immediate referral to HCDE Truancy Board.
- **Tenth Absence** – Certified letter will be mailed to student's home stating that the family **MUST** attend the HCDE Truancy Board hearing. Evening School will be assigned.
- **Eleventh Absence and above** – Petition filed. Evening School.

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 class by 7:45 am. **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 when parent arrives with student to school.
- **Second Tardy**
Verbal Warning and parent called by CGLA staff (truancy) to explain tardy policy.
- **Third Tardy**
Parent/student/Truancy Officer – conference and one (1) day administrative detention issued to the student.
- **Fourth Tardy**
Parent called by CGLA staff (truancy). Two (2) days of administrative detention issued to the student.

- **Fifth Tardy**
Restrictive attendance with administration, CGLA staff (truancy), parent and student and one (1) Saturday School issued to the student.
- **Sixth-Seventh Tardy**
Parent called by CGLA Truancy Officer. Two (2) Saturday Schools issued to the student. Absence from Saturday School without a doctor excuse will result in immediate placement to Evening School until all Saturday Schools are completed.
- **Eighth Tardy**
Restrictive Attendance with administration, Truancy Officer, parent and student. Student will not go to class on day of the eighth tardy. Student will be in restrictive environment and Evening School.
- **Ninth Tardy**
Parent called by Truancy Officer. Evening School issued to the student. Student will not go to class on day of the ninth tardy. Student will be in restrictive environment and Evening School.
- **Tenth Tardy – above**
Restrictive Attendance with CGLA staff (truancy), parent and student, implement attendance action plan and Evening School issued to the student.

Administration reserves the right to assign consequences not listed.

*The student may be dismissed from all extracurricular activities and incentives. Discipline consequence duration determined at the discretion of administration for the sixth tardy and above.

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

Pre-arranged absences are unexcused. Students may make up work. Parents of students who need to arrange for a planned absence for their daughter 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. Decision for due date will be made at the discretion of administration.

DISMISSAL

School dismisses at 3:20 pm. 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. The 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 location. Parents are expected to pick up their student in the designated car rider line on Union Street. Parents are expected to pick up their child no later than 3:35 pm. After 3:35 pm the student must report to a tutoring room and the parent will have to come in to sign out their child. There is no adult supervision after 3:35 pm. For the safety and protection of all students, students should not be left after 3:35 pm. CGLA reserves the right to report safety concerns and issues to Child Protective Services if students are not picked up on time.

EARLY DISMISSAL

Unless there is an emergency, no early dismissal is allowed after 2:30 pm. Any student who has valid permission to leave the school grounds during the academic day (between 7:45 am and 3:20 pm) must always be signed out by a parent, legal guardian or the documented designee. 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.

Chattanooga Girls Leadership Academy recognizes the following as excusable reasons for early dismissals:

1. Doctor Notes - for personal/immediate family illness stating the status of

- student or stating the name of the immediate family member and the necessity of the student's assistance.
2. Religious holidays – with prior arranged notice and parent statement.
 3. Court Appointments - with documentation.
 4. Deaths or funerals in immediate family - with documentation.
 5. Approved school sponsored events.

Students who are repeatedly signed out for early dismissal without an excusable reason will be issued disciplinary consequences.

LUNCH

CGLA must adhere to the federal lunch guidelines. Per federal guidelines, fast food items are not allowed during lunch. Students may choose to bring their own lunch. The lunch should be a single serving well balanced meal rather than bags of chips, cookies, snack cakes, cupcakes, sodas, birthday cake, etc. If parents need to drop off their child's lunch due to an emergency, the meal should be in a brown paper bag or lunch box as described under **VISITORS**.

CGLA does not allow birthday celebrations during lunch. Students may not bring cupcakes, cake or other food items to share with classmates.

Due to individual student allergies and other safety concerns, students may not share any lunch items brought from home with other students. Students are expected to follow the lunchroom guidelines and expectations.

CHANGE OF INFORMATION

Whenever there is a change in telephone number, address, and other vital information, parent/guardian must contact the registrar by calling the front office. 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. Parents or guardians need to prearrange conference times with teachers. Parents or guardians should make appointments with the front office personnel to meet with administrators. These visitations cannot be used to meet with teachers or administration regarding their child's status unless prior arrangements are made.

Administration reserves the right to ask a visitor to leave if they become 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:

- Cursing and use of obscenities.
- Disrupting or threatening to disrupt school or office operations.
- Acting in an unsafe manner that could threaten the health or safety of others.
- Verbal or written statements or gestures indicating an intent to harm an individual or property.
- 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.

- Families are encouraged to support their child academically by engaging in planned classroom events and activities.
- As part of the enrollment guidelines, parents and/or guardians are **required** to attend registration, transition meetings, athletic/club meetings, student led conferences, STEM night and all other parent meetings scheduled by CGLA.
- Parents must obtain the required number of volunteer hours.
- Failure to meet CGLA family and community engagement expectations may result in student not being allowed to attend CGLA the next academic school year.

CGLA FACULTY/STAFF MENTORS

Coordinated by administration and guidance, 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 through the course of the students' enrollment at CGLA. Through periodic scheduled 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.



MEDICAL INFORMATION

EMERGENCY SITUATIONS

Although it is impossible to plan for every emergency, medical or safety situation, CGLA has a primary 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. **Seventh grade students 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 student's medical condition or physician must be reported to the main office.

SCHOOL PHYSICIAN

CGLA has a physician on site daily that may treat students for minor illnesses and/or make referrals if needed. Parents must complete the permission form in order for their child to visit the physician.

MEDICINE AT SCHOOL

Parents must bring prescription and/or over the counter medicine to the clinic upon arrival to school, so that it can be stored safely and self-administered. A medication authorization form must be completed and on file in the main office.

Prescription medicines must be in the 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. A medical authorization form signed by the doctor must be submitted to the clinic.

If a student is authorized to keep an inhaler or Epi-pen on their person, a doctor's note must be submitted for reference. CGLA requires that all students with emergency inhalers have one stored in the CGLA clinic as well.

Over the counter medicines must be kept in the clinic with directions for use and must be in the original container. The parent permission form does not have to be signed by a physician, however, it must be completed by the parent/guardian and submitted to the clinic with the medicine.

Students are not allowed to carry or administer medication unless the physician has authorized an inhaler and sent a permission form. All medications must be kept in the clinic. Students in possession of over the counter or prescription medication will be subject to disciplinary consequences.

ATHLETIC SPORTS PHYSICALS AND REQUIRED FORMS

Students participating on sports teams must have a TSSAA physical form packet on file in the main office. This packet includes all required TSSAA forms, including the physical and various other safety forms. Parents and/or students may pick up a copy of the packet from the front office or find the forms on the CGLA website under athletics. Forms must be completed by the parent and a doctor and then returned to the front office or their coach before the student may participate in practice or games.

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 positive for strep throat: In this case, students must stay home for 24 hours after being given an injection or started on oral medicine.
- She has a contagious illness (i.e. pink eye, ringworm, rash etc.).
- CGLA will follow the recommendation of Hamilton County Department of Education and CDC for COVID illness.

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. Students with the above symptoms will be sent home.

ILLNESS DURING SCHOOL HOURS

Students who become ill and need medical assistance during school hours will be sent to the clinic. Front office personnel will call the student's parent and they must be picked up within two (2) hours if deemed necessary.

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.

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, including suspension.

SUSPECTED CHILD ABUSE OR NEGLECT

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

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. Parents are expected to use the site to check progress no less than once every three weeks. You will continue to

have access to PowerSchool to view absence record, class schedule and an 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:

Score	Criteria	Bloom's Taxonomy Verbs
0: No evidence Red	*No effort or evidence	NA
1: Significantly below expectations Red	*Evidence of knowledge	KNOWLEDGE Recall, List, Locate, Name, Define, Describe, Observe
2: Below expectations Approaching Yellow	*Evidence of comprehension *Needs coaching or feedback to reach standard/learning goal *Developing mastery	UNDERSTAND Explain, Describe, Summarize, Predict, Demonstrate
3: Meeting Expectations Green	*Execute/show evidence of mastery *Meets standard/learning goal	APPLY Solve, Calculate, Interpret, Examine
4: Above Expectations - Mastery Blue	*Goes beyond standard /learning goal *Evidence of thinking at an advanced level	ANALYZE Classify, Connect, Criticize, Organize SYNTHESIZE/EVALUATE Judge, Conclude, Debate, Justify, Persuade CREATE Design, Compose, Plan, Construct

PowerSchool reporting: powerschool.hcde.org/public

Students will receive a traditional numerical grade in PowerSchool. Grades in PowerSchool will be entered at the end of the course. The numerical grade will depend on standards mastered throughout the year. The numerical grade entered into PowerSchool will account for 100% of the student's overall grade.

- To earn an A: Students must average 3.6 – 4.0
 - To earn a B: Students must average 2.8 – 3.5
 - To earn a C: Students must average 2.4 – 2.7
 - To earn a D: Students must average 2.1 – 2.3
 - To earn an F: Students must average 2.0 or less
- Conversion to PowerSchool

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.

- 100% - 4.0
- 95% - 3.9 - 3.6
- 90% - 3.5 - 3.2
- 85% - 3.1 - 2.8
- 80% - 2.7 - 2.6
- 75% - 2.5 - 2.4
- 70% - 2.3 - 2.1
- 65% - 2.0 - 1.7
- 59% - < 1.6

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

AFTERSCHOOL TUTORIAL

After school tutoring will be held on the following days from 3:30 - 5:30 pm:

- Monday Science and Social Studies
- Tuesday Math
- Wednesday Credit Recovery
- Thursday English Language Arts

Students may be assigned to tutoring based on their academic progress. If assigned to tutoring, it is a CGLA expectation that the student attends on the assigned days.

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. Students that do not turn in their work on time may receive pink slips noting homework detention with their classroom teacher and a phone call home. Students not serving homework detentions as assigned

may receive administrative referrals and administrative detention. Students repeatedly late submitting work will receive additional consequences. CGLA students and parents agree to meet expectations in order to attend CGLA. Homework and/or classwork completion is an expectation.

PROGRESS REPORTS

Announcements for progress report updates will be sent home with students on the dates below.

First Nine Weeks

Friday - Aug 27

Friday - Sept 17

Third Nine Weeks

Friday - Jan 28

Friday - Feb 18

Second Nine Weeks

Friday - Nov 05

Friday - Dec 03

Fourth Nine Weeks

Friday – April 8

Friday – May 6

Dates for End of Quarters Dates and Issue of Report Cards:

First Quarter: Oct 08

Report Card: Oct 15

Second Quarter: Dec 17

Report Card: Jan 07

Third Quarter: Mar 18

Report Card: Mar 25

Fourth Quarter: May 27

Report Card: May 27 (Mailed)

Behavior Incentive Program

Students will receive rewards for positive behaviors at the end of each three weeks and at the end of each quarter. Our incentive program encourages students to maintain the **CGLA *Five Standards of Success***.

1. Maintain a productive and safe learning environment.

- I will contribute ideas and ask questions during class discussions.
- I will contribute to a culture that encourages others to share their ideas.
- I will keep my hands to myself inside and outside of the classroom.
- I will keep my backpack in my locker.

2. Use appropriate and respectful language and actions with peers and adults.

- When I am corrected or redirected by an adult, I will respond in an appropriate and courteous manner. (I will not roll my eyes, make comments under my breath, etc.)
- When speaking to my peers, I will focus on being positive instead of contributing to negativity. (I will not say “Shut up,” “You’re stupid,” or anything else that might make someone feel bad.)

3. Be prepared for class and be on time.

- I will be in my seat when the bell rings at 7:45 am actively ready to begin class.
- I will bring all required materials to class (I have a pen or pencil, paper, my binder or notebook, my Chromebook, and a charger).
- I have my homework completed and I turn it in on time.
- I will not ask to leave the room during the first or last 15 minutes of class.
- I take care of restroom and locker needs during my breaks between classes.

4. Be engaged and on task during classroom time.

- I will not sleep during class.
- I will complete required class work by the due date set by my teacher.
- I am focused on the lesson and my classwork rather than my peers or those sitting near me. When an adult is giving instruction, I am giving him/her my full attention by not interrupting.

5. Wear my uniform properly.

- I will arrive to school in dress code and remain in dress code.
- I will leave out of dress code items in my locker (rather than tie it around my waist or carry it with me).

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 high school, they must be prepared for lifelong learning.”

Subject	Course/Credit
English	4
Math	4 (Algebra I, Geometry, Algebra II and 1 Advanced 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 seventh grade will be advancing to Geometry, Algebra II and two (2) advanced math courses.

Major Studies: Three (3) credits above core requirements

(Personalized Educational Program – Coherent Sequence of Courses)

1. Math/Science/Technology (any three (3) courses or combination of courses in math/science/technology)
2. Technical/Career (state required program of study. Where only three (3) courses are required.)
3. Humanities (any three (3) courses or combination of courses and any Literature, History, Foreign Language, and Fine Arts.)
4. AP, Dual Enrollment, Dual Credit (any three (3) courses or combination of courses above the core requirements).
5. Focus electives culminating in a Capstone project: STEM I, STEM II, STEM III, and STEM IV.

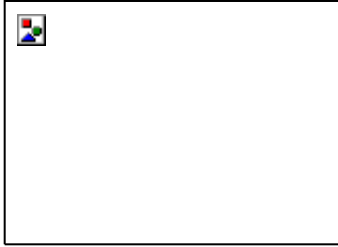
DIPLOMA CRITERIA

- A regular high school diploma requires successful completion of the program of study.
- Complete and satisfactory record of attendance and conduct is required for all graduates.
- If a student is accepted into Chattanooga Girls Leadership Academy in their junior or senior year and is not in line to graduate under Hamilton county graduation requirements, the principal will contact the Chief Executive Officer 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 twenty-three (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 a 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 twenty-two (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, dual enrollment, dual credit, 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 the purpose of 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** - Three (3) ADDED POINTS
Dual Credit Course - Four (4) ADDED POINTS
Advanced Placement Course - Five (5) 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** - Three (3) ADDED POINTS
Career and technical courses which students take the nationally recognized examination specific for the course.



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 explain the dress code policy during registration and transition meetings. Our online store provides all required items for the dress and casual uniform. 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:

- White oxford shirt and plaid skirt
Shirt can be long sleeve or elbow length
Skirt must be no shorter than three inches above the knee
- White or navy knee socks
Full length footed tights in white, navy or black may be worn during winter months under the skirt
- Dress shoes only
Penny loafers, "boat style" (Sperry's or other brands) and oxford type shoes in appropriate colors only – **Boots and tennis shoes are not permitted with the dress uniform.**
- Headwear
Headbands or ribbons must be black, navy, orange, gray or white only. No other colors are allowed. Headbands should be a solid color or school uniform plaid. Decorations on headbands or patterns (flowers, sequins, etc.) should not be worn during school hours. Headbands should be no wider than one inch. **Head scarves are not permitted.**

Casual Uniform consists of:

- Jade and/or white pique polo shirt with CGLA Logo – long and short sleeve
- Khaki pants/skirts/CGLA skort/(twill/cotton) or Navy-blue pants/skirts/CGLA skort - Pants should be a solid color, full-length and made of cotton or twill type material.
 - Leggings, jeggings, sweatpants, spandex, jeans, and capris are not acceptable.
- Tennis shoes or dress shoes
- Blue oxford shirt – long or short sleeve
 - Shirts/Blouses should be tucked in neatly and belts must be worn at all times.
 - All tee-shirts worn underneath uniform shirts must be white or the same color as the uniform shirt.
- Shoes
Students can wear sneakers, penny loafer style, oxford type shoes and 'boat shoes' with their casual uniform - **Flip-flops, sandals, moccasins, jellies, Crocs, lace-up or no lace boots, or opened toe shoes are not permitted with the casual uniform.**
- Headwear
Headbands or ribbons must be black, navy, orange, gray or white only. No other colors are allowed. Headbands should be a solid color or school uniform plaid. Patterns and/or decoration (flowers, sequins, etc.) are not to be worn during school hours. Headbands should be no wider than one inch. **Head scarves are not permitted.**

Outer Garments

- The only outer garments allowed in the classrooms and hallways are navy, black and gray cardigan, crew, sweater vests, or v-neck sweaters (without hoods) and gray, navy, or black fleece pullovers or jackets (without hoods). **All outer garments must have the CGLA logo. Jackets and sweaters may not have any writing, different colors or designs. Only solid color and CGLA logo are allowed.**
- Students will not be allowed to wear coats or hoods during the school day. Students can wear fleece jackets, sweaters and other items available on our school website during school. All items must have the CGLA logo.

Out of Dress Code Day

- Will be announced on intercom announcements and by student email. There will two types of out of dress code days.

- **Blue Day** - Blue Jeans (only blue – no other color), CGLA class, club or sports team t-shirts or field day t-shirts, tennis shoes. All other dress code rules apply.
- **Orange Day** - Any color jeans or jean skirts, button up shirts of any color with sleeves (no low cut, off the shoulder or cut outs on a shirt or any clothing), any color t-shirts, any color sweaters or sweatshirts (hoods or no hoods allowed), tennis shoes, crocs or boots (no heel over 2 inches, no more than three (3) inches above the ankle). All other dress code rules apply.

CGLA reserves the right to require students to call home and get a change of clothes if any item of clothing is deemed unacceptable. School uniform can be purchased at Educational Outfitters located at 2273 Gunbarrel Rd. Chattanooga, TN (423) 894-1222

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, bracelets or hoop earrings as they tend to be disruptive in the learning environment as well as a safety issue.

Piercings - Facial piercings are not allowed. Student may wear a clear retainer. If a student arrives to school without a clear retainer and a facial piercing, they will receive a referral and will not be allowed to go to class.

GROOMING

In order to 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 7:10 am - dismissal. Telephones must be in the **OFF** mode during breakfast hours (and in backpack or purse) and then put in locker before 7:50 am. If a student has a phone in view after 7:10 am, this will result in a referral and cell phone consequences.

Any student caught with a cell phone/any electronic device during school hours **(that is not in her locker)** without permission during the school day, will have the following consequences applied:

Cell Phone Possession Consequences – Referral issued for each incident.

First Referral

- Phone returned after three (3) school days to guardian.
Administrative Detention – one (1) day

Second Referral

- Phone returned after two (2) weeks to guardian.
Administrative Detention – two (2) days

Third Referral

- The cell phone will not be returned until the end of the school year.
Saturday School will be issued.

***Parent must pick up the phone in the main office at the end of the three (3) days, two (2) weeks, or school year. Phones will not be released to students.**

*Parents should not text or call a student's cell phone during school hours but should contact the main office at 664-5721 to leave a student message.

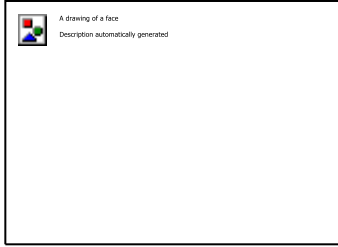
***Refusing to give teacher/staff a cell phone will result in suspension and Evening School assignment.**

TECHNOLOGY

Students are expected to adhere to the Responsible Use Policy. When a student does not adhere to this policy, 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 or other sites without permission from a teacher during the school day will receive an office referral AND the computer will be returned to the IT department indefinitely.**

STUDENT PERSONAL LOSS

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, Apple watches, etc. We recommend students leave these items at home.



CGLA DISCIPLINE PLAN

A safe and orderly school starts with 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 may use to maintain safety and provide equal opportunities for all children to learn. Teachers may create their own daily classroom management plan.

Teacher Daily Classroom Management

Behaviors

- First Offense - Warning
- Second Offense - Parent contact, teacher assigned detention and assigned isolated seating until detention is served.
- Third Offense - Parent contact, teacher submits administrative referral, 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 by Semester:

- First Offense - Warning
- Second Offense - Parent contact and teacher detention
- Third Offense - Parent contact and teacher detention
- Fourth Offense - Administrative office referral

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 One (1) Offenses

Third offense throughout campus (includes all campus locations, NOT THREE OFFENSES PER TEACHER)

Failure to serve teacher detention, administrative detention or Saturday school

4th tardy to class

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
Out of Area
Use of cell phones, game boys, and similar electronic devices at unauthorized times
Accessing non-educational sites without permission of teacher or administration
Minor damage or defacement of school property
Unauthorized use of school equipment
Refusal to participate in class and/or complete work
Failure to follow CGLA expectations for safety drills or incidents
Scholastic dishonesty
Failure to attend assigned Tutoring or Credit Recovery
Inappropriate behavior on a school trip or during a school presentation
Selling items during school hours or on bus
Eating and drinking (other than clear water bottles with water only) outside of lunch and breakfast area

Consequences for Level One (1) Offenses

First Referral

- Restrictive Attendance (contact parent to pick up student)
- Person submitting referral must call the parent
- Student returns to school after administrator/parent/student conference
- Two (2) days administrative detention

Second Referral

- Restrictive Attendance (contact parent to pick up student)
- Person submitting referral must call the parent
- Student returns to school after administrator/parent/student conference
Two (2) days administrative detention and One (1) day Saturday School
- Referral to counselor for behavioral management counseling

Third Referral

- Restrictive Attendance (contact parent to pick up student)
- Person submitting referral must call the parent
- Student returns to school after administrator/parent/student conference
- A minimum of two (2) days of Evening School and one (1) day Saturday School
- Referral to counselor for behavioral management counseling

Fourth Referral

- Restrictive Attendance (contact parent to pick up student)
- Person submitting referral must call the parent
- Student returns to school after administrator/teacher/parent/student conference

- A minimum of four (4) days of Evening School and One (1) day Saturday School
- Referral to counselor for behavioral management counseling

Fifth Referral and Over

- Discipline will be determined at the discretion of administration
- Each incident will result in Evening School
- Referral to counselor for behavioral management counseling
- **Severe Clause: Administration reserves the right to change disciplinary consequences due to individual situations at any time.**

Level Two (2) Offenses

False activation of a fire alarm

Possession of fireworks/firecrackers

Consensual but inappropriate physical contact

Destruction or theft of school property, including graffiti (under \$500)

Severe defiance of authority/disobedience

Skipping class – Off campus – not in school building

Leaving classroom/campus without permission

Trespassing

Gambling

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 (1) offenses

Consequences for Level Two (2) Offenses

First Referral

- Restrictive Attendance (contact parent to pick up student)
- Person submitting referral must call the parent
- Student returns to school after administrator/parent/student conference
- Student assigned to Evening School and Saturday School for minimum of five (5) school days
- Referral to counselor for behavioral management counseling

Second Referral

- Restrictive Attendance (contact parent to pick up student)
- Person submitting referral must call the parent
- Student returns to school after administrator/parent/student conference
- Student assigned to Evening School and Saturday School for minimum of ten (10) school days
- Referral to counselor for behavioral management counseling

Third Referral

- Restrictive Attendance (contact parent to pick up student)
- Person submitting referral must call the parent

- Student returns to school after administrator/parent/student conference
- Student assigned to Evening School and Saturday School for minimum of fifteen (15) school days
- Referral to counselor for behavioral management counseling

Fourth Referral

- Immediate Long-Term suspension of five (5) or more days with referral to Tribunal Committee for possible expulsion
- If re-admitted, the student must serve Evening School for a minimum of twenty (20) school days
- **Severe Clause - Administration reserves the right to change disciplinary consequences due to individual situations at any time.**

Level Three (3) Offenses

Bullying

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

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)

Possession or 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 level two (2) offenses

Consequences for Level Three (3) Offenses

- Immediate long-term suspension (ten 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 twenty (20) days of Evening school is required if the student is allowed to return to CGLA

- Implementation of behavior and academic student plan
- Referral to counselor for behavioral management counseling
- **Severe Clause - Administration reserves the right to change disciplinary consequences due to individual situations at any time.**

Administrative Detention/Saturday School/Evening School

Students who do not respond to behavior intervention strategies can be assigned to attend CGLA administrative detention/Saturday School/Evening 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, she will be placed on restrictive attendance and subject to additional disciplinary consequences.

- **Hours**

Administrative Detention	3:30 - 5:30 pm
Saturday School	8:00 - 12:00 pm
Evening School	1:30 - 5:30 pm

Students that are tardy will be assigned an additional day.

Saturday School

- Saturday School will operate every Saturday (unless otherwise assigned) from 8:00 am - 12:00 pm
- If the student has been referred to Saturday School and is unable to attend, the parent or guardian must contact the Dean of Students the day **before** the absence
- Administration reserves the right to assign additional Saturday school for unexcused absences
- If a student refuses to attend Saturday School, they will be subject to additional disciplinary action
- Saturday School takes precedence over weekend athletic or school related activities
- Students must adhere to all CGLA expectations including the school uniform policy

Evening School

- Evening School will operate Monday through Thursday from 1:30-5:30 pm
- If a student refuses to attend Evening School, they will be subject to additional disciplinary action
- Students assigned to Evening School must attend Saturday School each Saturday from 8:00 am until 12:00 pm
- If a student has been referred to Evening School or Saturday School but is unable to attend, the parent or guardian must contact the Dean of Students the day before the absence

- Days of absence will be added to the length of the assignment regardless of if the absence is an excused or unexcused absence
- Students must adhere to the school uniform policy and follow all Evening School rules and policies - failure to do so will result in additional referrals
- Students and parents will receive the Evening School expectations during the restrictive attendance meeting
- Students that misbehave during Evening School will be reported to the CGLA discipline board and will attend a tribunal hearing.

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 Principal. 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 Principal is responsible for instructing the faculty sponsor on all legal requirements relevant to rights and responsibilities of students and sponsors. The Principal 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 administration

determines that the material is libelous or obscene according to the 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. Parents may use the link for Bullying/Harassment. Parents may also report incidents directly to the Principal.

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 the 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 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 another 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.

Student Tobacco Usage

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

Student Drug and Alcohol Usage

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

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. Please call the main office to schedule a meeting with an administrator.

Fire Alarms

Students who engage the fire alarms without proper cause can be reported to local law enforcement agencies and will be assigned school consequences.

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 suspended from participation. MSAT team members that receive a referral or fail to demonstrate proficiency will be removed from their positions and the MSAT team. In addition, students on sports teams and clubs must maintain a 2.5 grade average at all times, serve all teacher detentions as assigned, and refrain from receiving referrals. If a student receives a referral, they will suffer disciplinary consequences,

including but not limited to suspension from the team. Athletes with F averages in a course at progress report and the end of nine (9) week terms, will be assigned after school tutoring and will be prohibited from participating in games unless a weekly grade check provides evidence of a C.

Service Assignments (School Beautification)

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

Sales and Solicitation

Students must be granted written permission by the administration to raise funds during school hours. Students may not sell items on the bus, before school, during school, or after school for personal gain.

Lockers

- Lockers are the property of Chattanooga Girls Leadership Academy and may be inspected and/or searched at any time
- Lockers are assigned to students through Homeroom
- Lockers should be locked at all times and students should not reveal locker combination to another person
- Lockers should only contain belongings of the student assigned to the locker number
- The school is not responsible for lost or stolen items or items left in the locker at the end of the school year

Parking Regulations

- Student parking is a privilege. Failure to comply with parking and/or school regulations may result in suspension from driving to school, and/or a complete loss of parking privileges with no refund of permit fees
- All students who drive on school grounds must have automobile insurance and a valid driver's license
- Students must obtain a parking permit for any vehicle they intend to park on campus
- The parking permit is to be displayed in plain view through the windshield
- The speed limit on campus is 10 mph
- All occupants of student-driven vehicles must be properly wearing a seatbelt, passengers may only ride in seats with functioning seat belts; passengers may not ride in the beds of pick-ups
- Students must immediately park and exit their vehicles upon arrival at school
- Students are not allowed to go to vehicles during school hours
- Students are not permitted to loiter in the parking area before, during or after school

- The school is not responsible for lost, stolen, or damaged property
- Vehicles on CGLA property are subject to search at any time
- Students are not permitted to loiter in the parking area before, during or after school
- The school is not responsible for lost, stolen, or damaged property
- Vehicles on CGLA property are subject to search at any time

Driver's License

- Written certification for a driver's license should be made through the Registrar's office
- In order to be in compliance with the Department of Safety, students requesting/maintaining a driver's license:
 - Must be passing all core academic classes
 - Must not be absent more than five (5) unexcused days
 - May have license permit revoked on the sixth (6th) unexcused absence
 - May have permission to drive to school revoked on the sixth (6th) unexcused absence
 - Three (3) unexcused tardies will be calculated as one unexcused absence

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

“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:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
- Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits or
- 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 ten (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 the 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, blankets, pillows, 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:
- Willful and persistent violation of the rules of the school or truancy
 - Immoral or disreputable conduct or vulgar or profane language
 - Violence or threatened violence against the person of any personnel attending or assigned to any public school
 - Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school
 - Inciting, advising or counseling of others to engage in any of the acts enumerated in subdivisions (a)(1)-(4)
 - Marking, defacing or destroying school property
 - Possession of a pistol, gun or firearm on school property
 - Possession of a knife and other weapons, as defined in § [39-17-1301](#) on school property
 - 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](#)
 - 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
 - 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
 - Any other conduct prejudicial to good order or discipline in any public school
 - 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:
- That adversely affects the safety and well-being of other pupils
 - That disrupts a class or school sponsored activity
 - Prejudicial to good order and discipline occurring in class, during school-sponsored activities or on the school campus
- b) (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:

- The suspension, which shall be for a period of no more than ten (10) days
- The cause for the suspension
- 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.