

Student Handbook: Code of Conduct



Green Tech Charter School

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Dr. Andrea Lowe, High School Principal

Dr. Kimberly Davis, Middle School Principal

Green Tech is a tuition-free Charter Public School that prepares its students for success in college and beyond through the development of integrity, initiative, and intellect.

Vision

To prepare young men to be college and career ready through a rigorous academic and character-building educational experience

Mission

Green Tech High Charter School prepares young men to complete high school with a Regents diploma so they will have the opportunity to attend college or choose an alternative, responsible career path as they enter adulthood. Green Tech High will succeed in this mission by providing a complete high school curriculum, backed by a philosophy and culture, that ensures every student will attain the skills and coursework necessary for a Regents diploma, including the use of computer technology, providing an understanding of how technology impacts our future and instills a knowledge of environmental factors including human impact and sustainability.

School Philosophy

Green Tech High Charter School was founded on the belief that all students are capable of developing the skills, motivation and perseverance required to prepare them to complete college. Well-taught classes, combined with 1-on-1 attention and a positive culture, can allow all students to become college-ready.

Culture

Green Tech is committed to creating and maintaining a culture that is conducive to an effective learning environment. An effective learning environment is one where the Core Values of the Organization are non-negotiable. The Green Tech High Charter School Code of Conduct is constructed exclusively upon the following non-negotiable student expectations:

ALL GREEN TECH STUDENTS MUST:

1. Attend school daily.
2. Respect all members of the Green Tech High community.
3. Focus on learning.
4. Arrive on time to each class.
5. Follow every aspect of the student code of conduct (including dress code).
6. Come to school prepared to work each day.
7. Complete all assigned homework to the best of his ability and the expectation of the instructor.
8. Respect the building and all community property.
9. Turn off and put away all electronic devices before entering the school.
10. Maximize effective use of time each day.

NON-DISCRIMINATORY POLICY

The Green Tech Charter School, in accordance with its non-discriminatory policy, does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of race, color, age, disability, sex, religion, national origin, or sexual orientation, and does not tolerate any form of discrimination, intimidation, threat, coercion, and/or harassment that insults the dignity of others by interfering with their freedom to learn and to work.

*We further consider LOW EXPECTATIONS based on race, color, disability, sex, religion, national origin, or sexual orientation a form of **discrimination**. We believe all of our students can succeed in college, whatever their background. Our "NO EXCUSES" ethic means **all** students will be expected to succeed academically and adhere to the Code of Conduct.*

August 2024

Dear Parents:

Thank you for choosing Green Tech Charter School for your son! The School's leadership team, faculty, and staff are eager to demonstrate the heights of achievement that all students can attain when given the opportunity and the tools necessary to succeed. We recognize parental support and participation as vital to the fulfillment of our mission. As a first step toward involving you in your child's education, we have prepared *this Parent and Student Handbook* and the *Code of Conduct*. We encourage you to read both sections of this booklet thoroughly and discuss them with your son.

The Parent and Student Handbook includes contact information for the School's leadership team, general information about our proven instructional program, and specific School policies and procedures which, if followed consistently, will contribute to the development of our community and the success of our School. The *Code of Conduct* describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment.

Should you have a question that is not answered within these pages, please feel free to contact me, another member of the School's leadership team, or your child's teacher.

Your sons' enrollment into Green Tech Charter School for boys marks the beginning of an exciting journey! Together, we will discover the many joys of learning as we strive continually for excellence.

Sincerely,

Dr. Andrea Lowe - High School Principal

Dr. Kimberly Davis- Middle School Principal

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GREEN TECH CHARTER SCHOOL			
2024-2025 CALENDAR LONG VERSION			
MONTH	SCHOOL DAYS	INSTRUCTIONAL DAYS	COMMENTS
JULY OF 2024	0	0	Jul 8: Summer School Starts
AUGUST OF 2024	0	0	Aug 8: Summer School Ends
			Aug 12: New Staff Training
			Aug 19: All Staff Return
			Aug 19-20: New York State Regents Exams
			Aug 21: Parent & Student Orientation for all new students (All Grades)
SEPTEMBER OF 2024	20	19	Sept 2: Closed for Labor Day
			Sept 3: First Day of School
			Sept 16-17: Picture Day
			Sept 19: Open House (5:30pm-7:30pm)
			Sept 20: Staff PD (No Classes)
			Sept 27: Progress Reports
OCTOBER OF 2024	22	22	Oct 14: Indigenous Peoples' Day
			Oct 16: PSATs, Senior Service and Freshmen Field Trip
			Oct 17: Picture Retake Day
			Oct 25: Progress Reports
NOVEMBER OF 2024	17	16	Nov 8: End of Quarter 1
			Nov 11: Closed for Veterans Day
			Nov 12: Start of Quarter 2
			Nov 15: Q1 Report Cards
			Nov 22: Parent Teacher Conferences (No Classes)
			TBD: GTH Feeds the Community
DECEMBER OF 2024	15	15	Dec 6: Progress Reports
			Dec 23-31: Holiday Break
JANUARY OF 2025	20	20	Jan 1: Holiday Break
			Jan 20: MLK Jr Day
			Jan 21-24: Regents Exams
			Jan 24: End of Quarter 2
			Jan 27: Start of Quarter 3
			Jan 29: Closed for Lunar New Year
FEBRUARY OF 2025	15	14	Jan 31: Q2 Report Cards
			Feb 7: Parent Teacher Conference (No Classes)
			Feb 17-21: Winter Break
MARCH OF 2025	20	19	Feb 28: Progress Reports
			March 21: Progress Reports & Staff PD (No Classes)
APRIL OF 2025	17	17	Mar 31: Eid-al-Fitr (No Classes)
			Apr 11: End of Quarter 3
			Apr 14-18: Spring Break

			Apr 21: Start of Quarter 4
			Apr 25: Q3 Report Cards
			Apr 29: Middle School (ONLY) NYS ELA Test (1/2 Day of School)
			Apr 30: Middle School (ONLY) NYS ELA Test (1/2 Day of School)
			Apr 30: Senior Portraits
MAY OF 2025	20	18	May 2: Parent Teacher Conference (No Classes)
			May 5-6: Makeup Day for NYS ELA Test
			May 7: Middle School (ONLY) NYS Math Test (1/2 Day of School)
			May 8: Middle School (ONLY) NYS Math Test (1/2 Day of School)
			May 9: Staff PD (No Classes)
			May 12: Spring Uniforms
			May 13-14: Makeup Day for NYS Math Test
			May 16: Progress Reports
			May 23: Recess Day
			May 26: Memorial Day
JUNE OF 2025	19	19	Jun 4: NYS Regents Testing
			Jun 6: Progress Reports
			Jun 10: NYS Regents Testing
			Jun 9-13: Final Exams
			Jun 16: End of Year Awards and Field Day
			Jun 16: Last Day of Classes for High School Students
			Jun 17-18: NYS Regents Testing
			Jun 19: Closed for Juneteenth
			Jun 20: NYS Regents Testing
			Jun 23-25: NYS Regents Testing
			Jun 24: Last Day of Classes for Middle School Students (1/2 Day)
			Jun 25: 8th Grade Graduation (Evening Program)
			Jun 27: End of Quarter 4
Jun 27: High School Graduation			
	Total: 185	Total: 179	

Roles and Responsibilities

Each member of the Green Tech High community has a role to play in creating a safe, orderly environment that is conducive to rigorous learning. The various roles and the responsibilities that accompany each are outlined on the following pages.

Classroom Teachers

The classroom teachers at the School are expected to provide a rigorous academic experience to students and differentiate methods of instruction to reach all learners. Furthermore, teachers are at the center of the School's character education and discipline policy. Teachers will continually emphasize to both students and parents the importance of the Keys to Success. The Keys will be established as rules for each classroom, and students will be encouraged to live by the ten character virtues; teachers will underscore expectations for student academic achievement and behavior by relating student actions to the Keys to Success. In this way, teachers will focus on teaching and encouraging appropriate scholarly and social conduct, rather than just trying to "control" behavior and promote rote memorization of facts.

Three basic principles of classroom management and discipline will be implemented by all teachers.

- ❑ At the beginning of the school year, students will be taught explicitly how to behave responsibly in each type of classroom activity and these lessons will be reinforced throughout the year as necessary.
- ❑ Teachers will strive to interact frequently with each student when the student is behaving appropriately.
- ❑ When misbehavior occurs, teachers will calmly and consistently implement mild classroom "consequences," corrective actions taken in response to inappropriate behavior, using such instances as teaching opportunities. The focus of interaction with each student will continue to be primarily positive, with a ratio of at least four positive interactions to each correction or redirection.

Though these principles will serve as useful guides, each teacher, student, and situation is unique. Teachers will use professional discretion to select the specific procedures that fit individual student needs and particular situations.

Teachers will work in collaboration with other staff to solve problems that are chronic or severe. Techniques that may be used by teachers in dealing with minor behavior problems as well as procedures for responding to chronic misbehavior are described under “Encouraging Appropriate Conduct.”

Principal

The role of the Principal with regard to instructional leadership and discipline is to guide staff and students in their efforts to ensure student academic success and personal growth—the central mission of Green Tech High.

The Principal has a thorough working knowledge of the *Code of Conduct*, and when necessary will assist staff in implementing classroom and School-wide management procedures. As part of the School’s Professional Development Program, the Principal will provide training and continued support to teachers as they strive to teach students to become capable scholars and follow the Keys to Success and School rules.

The Principal is head of the School’s Leadership Team, and will be responsible for ensuring that the Team meets on a regular basis. In addition, the Principal will assist teachers with the implementation of their classroom management plans, if needed.

Dean of Students

The role of the Dean of Students at Green Tech is to manage the school culture and climate. The Dean of Students serves as the Principal’s coordinator of school discipline and enforcer of the Student Code of Conduct. The Dean(s) will assist the Principal in responding to severe misbehavior, such as insubordination and physically dangerous and/or illegal acts, as well as any chronic or recurring problems. In certain cases, the Dean(s) will initiate after school or Saturday detentions, parent conferences, in-school suspensions, out-of-school suspensions, or other severe consequences. The Dean(s) may also contact the appropriate law enforcement authorities, depending on the nature of the infraction. Additionally, the Dean of Students works with the School Psychologist, teachers and the Guidance Counselor to track student behavioral performance, in an effort to better understand how to help a student improve academically.

In most cases, the Dean of Students will be the first point of contact for parents of students that are in severe violation of the Student Code of Conduct. Most discipline hearings will be conducted first with the Dean of Students, allowing for any appeal hearings to be held with the Principal.

The Dean of Students is supported by the Assistant Dean of Students and the Student Support Team, who are responsible for providing teachers with support in the classroom, monitoring the performance of students at risk of failure, and working with the Dean of Students and staff to craft strategies that will assist the student in becoming a scholar.

Director of Operations

The role of the Director of Operations at Green Tech High is to manage the operational aspects of the school, human resources, and to assist the principal and faculty in maintaining the learning environment. The Director of Operations has control of every non-instructional activity of the school, including: transportation, food service, human resources and facilities.

Director of Finances

The role of the Director of Finances at Green Tech High is to manage the financial aspects of the school, including payroll, budgeting and fundraising, accounts payable and receivable, and certain human resources functions among other duties.

Support Staff

Green Tech High's support staff includes special education teachers, a Special Ed. Coordinator, guidance counselors, a family intervention specialist, nurses, and other support personnel to assist with instruction and help meet students' special needs.

As members of the support staff, each plays an important role in evaluating the efficacy of current disciplinary procedures and assisting other staff in dealing with chronic misbehavior.

The guidance counselors and family intervention specialists are the first line of communication for students who are exhibiting difficulties in school as a result of non-academic pressures or concerns. These counseling team members provide support in the following areas:

- ❑ Personal counseling
- ❑ Drug and alcohol treatment services
- ❑ Family intervention
- ❑ Academic and career counseling

A nurse will be available to faculty, staff, and students for consultation on such matters as personal hygiene, nutrition, substance abuse, depression, child abuse, or neglect. The nurse will also provide medical care for students who are ill or injured. When the nurse is not on School grounds, staff will assist students in need and will determine whether parents should be contacted and the student sent home.

The School has the services of full-time special education teachers to address the needs of students with physical or emotional disabilities. The special education coordinator will oversee the development of Individual Education Plans (IEPs), the special education referral process, and staff development related to students with special needs.

The School will contract with local providers for speech, language, occupational therapy, physical therapy, and other related services as identified by students' IEPs.

Other Staff

All staff, including lunch aides, secretaries, and custodians, have an equal part to play in teaching the ten character virtues at the School. The School's guidelines for promoting a safe and orderly environment require that all students and staff exhibit mutual respect and cooperation. Through positive interactions with students, staff members will encourage the practice of good character. Each staff member will be knowledgeable of the Keys to Success, School rules, and the procedures for common areas and each will be prepared to implement the disciplinary procedures outlined in the *Code*.

Students

Students at the School will take pride in their efforts to follow the School's motto, "Taking the Initiative, while showing Integrity on the Road to becoming Intellectuals." Throughout the day, students will practice the School's Keys to Success, cultivating the virtues embodied therein. In the classroom, students will follow the teacher's rules for group instruction, which will be articulated for each activity.

Green Tech is a living community, dependent on its members in order to succeed and grow. In addition to a focus on academics and respectful conduct, the school asks each student to take an active part in making Green Tech a better place. We believe this teaches students life-lessons of equal value to those learned in the classroom.

Given the school's emphasis on responsibility and community, students will be responsible, on a rotating basis, for cleaning classrooms, ***leaving it better than they found it, at*** the end of each class period. While the school will also employ professional maintenance services, it is important that everyone in the school — students and staff alike — participate in daily cleaning activities.

Additional responsibilities may include lunch duty, interviewing prospective Green Tech High staff, light office work, attending fund-raisers, set-up and take down of school furniture, leading tours of the school, and computer upkeep and maintenance.

Parents

As customers of Green Tech, parents will be encouraged to participate fully in the education of their children. The support and cooperation of parents are vital to helping each student reach his full potential. First and foremost, parents will be expected to support the academic learning of their children by maintaining high expectations for both the students and the School. The major role of parents with regard to discipline and character education at the School is to demonstrate

consistent interest in the student's progress at School and support for his best efforts. Contrary to a popular high school myth, parental support provides an enormous incentive for students to strive for excellence. Parents will be kept informed of students' efforts through conferences, monthly progress reports, report cards, phone calls, and notes.

Parents may be asked to help teach their child specific skills, such as remembering homework, learning to be responsible, and/or managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the student.

If there is a severe or recurring problem, parents will be asked to help staff teach the student an alternative set of behaviors. In such cases, it is important to recognize that teaching a student to behave appropriately as a contributing member of the School community will enable him or her to succeed in college and the workforce. By working together, parents and staff can help the student acquire the skills that will increase opportunities for success throughout life. Failure to comply with the specifics of the School's plan for teaching appropriate behavior may result in the student's expulsion.

Parents who have concerns about their child's adjustment to the School or any aspect of the School's program and policies will be asked to discuss their concerns first with their child's advisory teacher. Furthermore, every teacher at the School will be prepared to work with parents and will respond to parental concerns appropriately and expeditiously. The School's Principal will also be available if there are issues that exceed the scope of a parent-teacher conference.

The *Code of Conduct* will be sent home with students each fall. Students and parents will be asked to discuss the *Code* together and to sign a form indicating that they understand and agree to the School's rules and expectations. The *Code* will thus serve as a contract among students, parents, and School staff, involving each parent at the most fundamental level in their children's character development. The Principal will make appointments to discuss the *Code of Conduct* with any parents who do not return signed copies of the form indicating their approval of the *Code*.

Leadership Team

The Leadership Team will be composed of the Principal, the Dean of Students, lead teachers, a Special Education Coordinator, a Curriculum Coordinator, guidance counselors, the president of the student council (when appropriate) and a parent liaison. The Leadership Team will:

- ❑ Review and assess student achievement in all areas of the curriculum (academic and character) on a weekly basis
- ❑ Coordinate the dissemination of information to parents regarding student discipline and character education
- ❑ Review records of referrals to the Principal's office, and make appropriate recommendations regarding staff development and/or changes in policy
- ❑ Gather input from staff and parents regarding current School policies so appropriate actions may be taken
- ❑ Refer individual students with repeated office referrals, chronic truancies, grade decline, or problems of substance abuse to the Instructional Support Team (described on the following page)
- ❑ Conduct a formal year-end review of the School's discipline policies and procedures. This process will include a review of all suggestions made during the year, a review of all office referrals and all exclusionary timeouts from reinforcement, and a staff review of all common area problems. As part of the year-end review, staff will form various committees focused on each of the School's common areas (Student Union, stairwells or hallways). Each committee will review the policy for its specific area and present any suggested changes to the entire staff for feedback. Policies will be rewritten as necessary, based on staff feedback.
- ❑ Review the Keys to Success and the School's disciplinary policies with staff at the beginning of each new school year to ensure that students will be taught (or re-taught) the School's rules, and that the School's expectations for conduct and character development are understood in all classrooms and common areas.

Instructional Support Team (IST)

Even after establishing a positive classroom environment with clear behavioral expectations, one or more students may still behave inappropriately. In such cases, the teacher may wish to explore additional behavioral or academic interventions that may help the student(s) be more responsible. The School's Instructional Support Team (IST) may be convened to assist in this effort.

The IST will include the teacher dealing with the problem, the Principal, at least two other teachers, and in some cases other staff members who work with the student. The IST will help develop creative approaches to discipline problems, targeting the specific needs of individual students.

To convene an Instructional Support Team, the teacher should contact the Principal to review concerns. The IST will meet within three days. Meetings will follow a prescribed format and will be limited to 45 minutes in length (whenever possible).

Board of Trustees

The Board of Trustees ensures that the school adheres to the mission, goals and all other terms and conditions of the school’s charter. The Board supervises and holds accountable the performance of the school principal, who is responsible for the day to day operation of the school. Additionally, the Board approves the appointment of the school’s Business Manager.

The Board of Trustees is also responsible for the establishment and maintenance of all policies governing the operation of the school. They respond to complaints submitted to the board pursuant the school’s complaints process, including matters of enforcement of the school’s discipline code which govern long term suspensions and expulsions.

Members of the Green Tech Board of Trustees include:

Name	Role
Dona Bulluck	Chair
Tony T. Kelley	Vice Chair
Marie Allen-Campbell	Board Secretary
Pamela Williams	Member
Barry Walston	Member
Alex Varghese	Member

Hours of Operation

Green Tech Charter School will operate from 7:30am. and will conclude at 3:00pm; with the exception of Fridays when instruction will end at 2:00p.m. The school building will be open at 7:30am. for students having breakfast at the school. All students must report to their assigned classroom by 8:00a.m. and be seated and engaged in the Warm-Up activity in order to avoid being marked tardy. The school building will be open for at least one hour after school to facilitate extra-curricular activities participation.

Required Documentation for Completed Enrollment

The following forms **must** be completed and brought into school by **Friday, August 29, 2024**:

1. Completed Application
 2. Two valid proofs of residency
 3. Student's Birth Certificate
 5. Up-to-date record of immunizations/ Medical Records
 6. Language form
 7. Meals form
 8. Forms of Identification: (e.g. Parent's Driver's License, copy of his/her social security card)
 9. Parent/Student Contract (see end of Handbook)
 10. Transcripts from previous school
- [Old list]
- [1. Student health history completed by a parent or guardian
 - 2. Proof of a medical doctor's exam?**
 3. Up-to-date record of immunizations/ Medical Records
 5. Parent/Student contract
 6. Language form
 7. Meals form
 8. Forms of Identification (copy of social security card and proof of address)
 9. Two proofs of residency]

If any form is missing or incomplete, your child will not be permitted back in school until information returned to us is accurate, updated, and complete. Please feel free to return any of this information by mail, fax or hand delivery.

Textbook and Supplies

We recommend that students bring the following to school on the first day:

- *2 ballpoint pens, blue or black ink*
- *2 pencils, yellow or mechanical*

- *1 yellow highlighter pen, any size tip*
- *5 three-ring binders with plain front cover*
- *2 packs of wide-ruled, loose-leaf paper, at least 100 sheets in each pack*
- *6 subject dividers with pockets folders*
- *• 1 composition notebook, black or green marble*
- *1 Graphing Calculator*
- *1 pack of lined, 3"x 5" index cards, at least 50 cards in the pack*

Teachers and tutors will make specific requests throughout the year

Textbooks will be provided for each subject area at no expense to students. If a student loses a textbook, he will be charged the reimbursement rate equal to the cost of purchasing a replacement.

GREEN TECH MIDDLE SCHOOL POLICIES AND PROCEDURES ADDENDUM

Green Tech opens its doors at 7:30am.

Tardiness & Absences- (Please refer to Page 28)

Breakfast starts at 7:30am. Students must arrive by 7:45am to eat breakfast. Students will eat breakfast in the classroom. Students are to Leave It Better Than You Found It (LIBTYFI) by cleaning up after they finish.

Water and Bathroom Breaks

Students will use nonverbal cues to ask permission to go to the water fountain or the bathroom. Students will use the Bathroom hand with extended arm signals. Students can bring water bottles. Parents are encouraged to provide water bottles for their child. Students will go to the door and set a Timer for 3 minutes. (If they are longer than three minutes they will receive a Demerit)

- *No passes of any kind will be given during the first and last ten minutes of class.*

Detention Policy

Students with 10 or more demerits in the day will have automatic detention, located in the Reset Room. Detention must be served the same day. Detention is from 3:00 pm to 3:30pm. Students must go directly to the Reset Room. Students that do not attend assigned Detention will be assigned an automatic two Day Detention. **Friday Detention** is from 2:30pm to 3:00pm.

Detention Dismissal Procedure

Students are to leave the building immediately.

Dismissal

Green Tech Middle School day will end at 3:00pm (Fridays 2p). Students will be dismissed from classrooms. Students will collect their items at 3:00pm from lockers and go back to classrooms for dismissal.

Walkers and Bus Riders

Walkers and Bus Riders will be picked up by a Staff from classrooms and dismissed at the front of school or walked to the bus stop.

Car Riders

All Car Riders will be dismissed to one classroom after Bus Riders and Walkers are dismissed. Students will stay in one room with a Staff until dismissed by that Staff.

Extra-Curricular Activities

Students attending Green Tech High can participate in or tryout for any of the following activities or teams aligned to their interests:

Newspaper Club	Art Club	Anime Club
Yearbook Club	Debate Club	Band
Football Team (tryout)	Chess Club	Baseball (tryout)
Track Team (tryout)	Student Government	Basketball Team (tryout)
	International Club	

There may be a small participation fee for some of the team activities. The funds needed to support the extra-curricular activities are raised by the Parent/Teacher Council.

Athletic Eligibility

Participation in athletics is a privilege and any students who have more than two F's during scheduled grade checks are ineligible.. Any student whose grade point average falls below this point will lose his eligibility to participate in athletics for a week until the following grade check. Grades are evaluated every three weeks and reported on an interim progress report. Additionally, if a student has an unexcused tardy or an unexcused absence on the day of an event, he may not participate. All student-athletes must attend school at least a half day in order to participate in an athletic competition.

Athletic Responsibility

All students who participate in sports at GTH are responsible for all school issued uniforms and equipment. All student-athletes must sign for uniforms and/or equipment issued. If the issued uniforms and/or equipment are not returned at the end of the season, the student athlete WILL NOT be allowed to participate in other sports in that school year and will be billed for 100% of the cost of the item plus shipping. If the balance is not fulfilled by the end of the school year, transcripts and records will not be released. Seniors will not receive diplomas.

Freshman Orientation

All incoming freshmen must attend Freshman Orientation. There are no exceptions. Freshmen Orientation is held in August and serves as an Orientation into the school culture for incoming ninth grade students. Attendance is mandatory and constitutes the final requirement for the school enrollment process. Any incoming 9th grade student not in attendance at the Freshman Orientation will be placed back on the waiting list and his seat will go to the next eligible student currently residing on that list. In addition, there will be periodic mandatory orientations for students who enroll later in the school year.

Night School

At Green Tech, students' attendance and discipline records will be evaluated weekly. Students that meet the criteria for chronic absenteeism or have disciplinary issues that impact Green Tech learning environment will be placed in Night School. Night School begins during quarter 2 and will run Monday through Thursday from 3:30p-6:00p. Transportation is NOT provided to students assigned to night school.

Summer Academy

As an on-going practice, the Summer Academy will be offered for 4 weeks. The Summer Academy will be offered each summer in the month of July and is **Mandatory** for students that meet the following criteria:

- Failed either a class, final examination, proficiency test, or any other standard required in the promotion policy.

If a student fails two classes, he must attend the Summer Academy for the full offering of those courses and retake the final exams in order to receive credit and be promoted. On the other hand, if a student fails more than two classes, he can attend the Summer Academy, but still will be retained at the current grade level.

If a student fails a Regents Exam, he must attend the Summer Regents Prep Academy and must retake the failed exam until he passes it. The student will receive a 4-week tutorial, and then retake the Regents exam.

Students in good academic standing are eligible for up to two on-line courses to accelerate the credit earning process, contingent on counselors and principal approval. Failure to attend summer school can result in possible retention, and/ or expulsion.

Homework

All Green Tech High students will be required to do homework each day, Monday through Friday. Parents and students should expect at least 2 hours of homework per day, specific to each of the student's CORE subjects (English Language Art, Social Studies, Science, and Mathematics). At a minimum, every student will have ELA and Mathematics each day. Most students will only have social studies twice weekly and Science three times per week.

Students are expected to turn in their homework as soon as they enter the classroom. Coming to class without completed homework will result in a range of consequences, including: (1) demerit, (2) detention, (3) phone call to parent, and (4) loss of credit for the assignment.

When students have an excused absence, they will be allowed to complete the homework no later than one day after their return. When students have an unexcused absence, the homework assignment will be considered missing and ineligible for make-up.

Promotion Policy

10th- 12th grade students must earn a “C- “(70) or higher in **each** final grade to be eligible for promotion to the next grade.

9th grade only: (67) or higher for freshman Core Classes only. Electives and Spanish classes require (70 or higher) in **each** final grade to be eligible for promotion to the next grade.

Final Grades are assigned as follows:

Event 1	Value	Event 2	Value	Event 3	Value
1 st Quarter Performance	16% of total grade	2 nd Quarter Performance	16% of total grade	Mid-Term Examination	8% of total grade
Event 4	Value	Event 5	Value	Event 6	Value
3 rd Quarter Performance	20% of total grade	4 th Quarter Performance	25% of total grade	Final Exam	15% of total grade

A student may be retained (discretion of the Principal with recommendation of teacher) if he does not successfully complete his reading, writing, and math proficiency exam and/or pass the final exam in the area of study. If a student fails a final exam or Regent Exam, he must attend the Summer Academy until he passes it. The student will receive a 4-week tutorial, and then retake the final or Regents. If he fails a second time, he must complete the Summer Academy and retake the Regents exam the next time it is offered.

Progress Reports and Report Cards

Progress Reports are scheduled for approximately every three weeks and Report Cards for approximately every eleven weeks. Each will be distributed at school and mailed to the student’s home. Students who receive any grade below a C-in any course must have their progress report signed and returned to the school within a week of being distributed. If they are not signed and returned on the appointed time, a demerit will be given for each day they are not returned.

Field Trips

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent in order for the student to participate in a field trip. Students without signed permission slips will remain at the School in another class. Participating students should bring a bag lunch unless otherwise noted.

Occasionally, parents may be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. Children who are not enrolled in the class may not accompany the chaperones.

Community Service Hours

All Green Tech High School students are required to complete 100 hours of community service. Green Tech Middle School students are required to complete 30 hours of community service. Community Service hours can not be routine house chores. All hours must be documented and signed by the person receiving service hours.

Parental Involvement

Volunteering

Parents are encouraged to participate in School-related activities, including those pertaining to curriculum and instruction, such as tutoring. Volunteers may also be involved in assisting with School events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects. At Green Tech High Charter School, all families are expected to give 2 hours per month to the school in some capacity as a volunteer obligation.

All volunteers working directly with students (without the presence of a staff member) must complete an Application for Employment and a Character Questionnaire, and each must be fingerprinted (for federal and state clearance) and pass a TB test. Fingerprinting is done at the school site and all paperwork will be

submitted on the volunteer's behalf. Volunteers will receive structured training, and must follow all policies and procedures defined by the School. If activity occurs that is not in keeping with the School policies, the Principal reserves the right to relieve the volunteer of his responsibilities.

Parent Teacher Organization

Green Tech High's Parent Teacher Organization (PTO) will support student learning and the overall success of the School. The PTO's primary responsibility is fundraising in support of the school's extra-curricular program. The PTO also will provide School leaders with ongoing input on the operation of the School, serving as a vital link between the School and you—its customers. All parents are encouraged to join the PTO. For more information, contact the Family Intervention Specialist at 518-694-3400.

Parent Conferences

Formal parent/teacher conferences are scheduled 3 times per year to facilitate open communication between parents and teachers regarding students' progress. Refer to the School calendar for specific dates. Green Tech High parent conferences are designed to serve 2 purposes: To provide students the opportunity to describe their academic and behavioral progress to parents and to provide parents the opportunity to ask questions of the teacher. Therefore, parent conferences are student led, with the teacher playing a secondary role as facilitator. Careful planning can help you get the most out of your conference:

- ❑ If you cannot make the scheduled time, call the school to schedule a more convenient meeting.
- ❑ If at all possible, arrange for childcare so that you, your son and the teacher can talk without distractions.
- ❑ Talk to your son about the conference prior to attending; are there any concerns he would like to discuss?
- ❑ When possible, both parents should plan to attend the conference.
- ❑ If only one parent attends, talk it over beforehand to be sure all questions are covered.
- ❑ Arrive early, if possible, since teachers are on a very tight schedule on conference day.
- ❑ Take notes as you and the teacher talk; write down points for future reference.

By stressing the positive points and developing a plan to address needs, you can use the conference to improve your child's education.

Green Tech High maintains an open door policy, and parents are encouraged to visit their children's classrooms anytime (with prior notice and approval from the Principal) to see them in action. Informal conferences or conversations may also be scheduled with teachers or the Principal at any time throughout the year.

Parent Newsletters

Parents will receive monthly newsletters featuring a letter from the Principal and updates from each classroom, as well as announcements of upcoming events and School-wide activities.

Green Tech High School Dress Code

Every student MUST be in dress code upon entering the building for any reason at any time, Monday thru Friday.

In order to allow students to focus on learning and to create a sense of community, Green Tech High has adopted a MANDATORY student dress code. It has evolved after significant review of the student dress codes of the highest performing charter high schools across the country.

Clothing worn by students at Green Tech High should emphasize the fact that the school is both a community and a place of work. Students should dress in a way that expresses their membership in the community and that meets the standards of a workplace. Their attire should be neat, tidy and should conform to **Green Tech High's uniform policy at all times.**

Green Tech High students' clothing should always be clean, in good repair, and neat. An article of clothing not listed in the dress code **SHOULD NOT** be worn to school. If there is any doubt about an article of clothing, the student should bring it to the school office to ask about its compliance with the dress code **BEFORE** wearing it to school (and before removing store tags, if purchased for school use, so it can be returned if it does not meet dress code).

For activities requiring non-dress code clothing, students will receive permission from the Dean. In addition, if students need to change clothes before they go to work, students may do so once they have brought in a permission form (available in office) completed by employer, parent/ guardian, and /Dean. **At all other times, students must follow dress code while in the School building or on School-sponsored activities.**

The school has a strict uniform policy, and the following items are absolutely not permitted: cargo pants, painter's pants, hospital pants, baggy pants, pants with large pockets, or metal studs, as well as jeans or any pants that resemble jeans. Shirts with

designs or insignias and tee shirts are not allowed, and all shirts must be long enough to be tucked in at all times. Students are allowed to wear their sports uniform jersey on game days only, but it must also be tucked in. Additionally, students are prohibited from wearing makeup, nail polish, lip gloss, eyeliner/eyelashes, or carrying a purse.

Students are **not permitted to wear non-dress code clothing beneath their uniform**. If they have any non-dress code clothing on under their uniform, it will be considered a dress code violation, and they will earn 2 demerits and or be sent home.

Students sent home will receive a zero for all missed work unless they make it up within 24 hours of the following school day.

Students are **NOT** permitted excessive jewelry. That means more than two rings on each hand, and **no large chains (discretion of Dean of Students)**. If a student chooses to wear a small chain to school, it must be tucked inside of his shirt at all times and cannot be explicitly displayed. Hats or any head coverings are **NOT** permitted inside the building except for religious reasons (Parents, please send a letter). In case of doubt, the Dean of Students will determine what is permissible.

Green Tech High School Dress Code Chart

Item	Style	Color	Comments
Pants (or shorts)	Standard cloth pants (cotton), wool blend or small weave corduroy. Students are not permitted to wear pants below the waist.	Black or Khaki	Jeans or pants that look like jeans, overalls, leather, sweats, cargo pants or nylon sport pants are not permitted. Students are not permitted to substitute white or dark brown pants in place of the khaki tan pants. Oversized clothing is not permitted. Shorts are only permitted between May 1st and the end of the school year. Cut-off shorts are not allowed. All students are required to wear a belt each day.

Shirts	<p>Freshmen- Black Polo Sophomore- Green Polo Junior- Charcoal Gray Polo Seniors- White Polo</p> <p>School spirit tee-shirts are permitted only with permission from the Dean of Student.</p>	<p>Black Green Charcoal Gray White</p>	<p>All shirts must be buttoned and tucked in at all times. Shirts are not permitted to be worn inside out or half on/off. No logos or designs can be visible beneath the polo shirt. No long sleeve shirts can be visible beneath the short sleeve polo shirt. Ties can be worn with basic dress shirts. Heavy plaid non-dress shirts will not be allowed. Ties worn with polo shirts will not be allowed.</p>
Sweaters or Sweatshirts	<p>Long sleeved cardigan sweaters or are permitted during the winter months. They must be worn over a uniform shirt.</p>	<p>Black, Green, or Charcoal Gray</p>	<p>Sweaters and sweatshirts must be clean, uncut and contain no logos or sayings other than Green Tech High. Fleece, windbreakers or coats are not permitted to be worn in school. Hoodies of any kind are not permitted.</p>
Shoes	<p>Personal preference</p>		<p>Timberlands, and/or snow shoes are not permitted unless there is inclement weather. Nonetheless, they must be removed once a student is in the building. Please note that ACGs, similar sneaker boots and slippers of any kind are prohibited.</p>
Hats, and other Headwear	<p>N/A</p>	<p>N/A</p>	<p>Hats or other headgear are not permitted to be worn in the building except for religious reasons (parents please send note). Bandanas are not permitted.</p>

Tardiness and Absences

Tardiness

Students arriving between 8:00am and 9:30am are late and must receive a late pass from the main office prior to admittance to class. Students will not be permitted in

the building after 9:30am, unless he presents a note from a parent explaining why he is late to school or we receive a call to validate the late arrival.

Any detention earned for having an unexcused tardy are in addition to any other detentions earned that week or owed for previous weeks.

The reason our policy for unexcused tardiness is so strict is that we try to minimize class disruptions because they distract students and cost students valuable learning time. If you accept that what we are doing is important, then you will respect the schedule.

Tardiness that is caused by late Capital District Transportation buses is considered to be excused. The delay must first be confirmed by the Principal or other school personnel with officials from CDTA. If a trend develops that a specific bus is consistently late, the student will be advised to modify his schedule to facilitate catching an earlier bus or obtaining a ride from a relative.

Late Arrival or Early Departure

We realize students have doctor or dentist appointments. Parents should make every effort to schedule these on the weekend, vacation days, late Friday afternoons, or other times that the student is less likely to have school. In alignment with our commitment towards maximizing the effective use of time, it is critical that all students be present in school every day, all day.

Please note the following:

- Any departure before 11:30am is considered a day absent.
- Any arrival after 11:30am is considered a day absent.

Absences

Attendance is crucial to all of our students' success at Green Tech High. Students that miss several days cannot master the content and skills of our rigorous academic program. A student marked absent for the day cannot participate in any extracurricular activity that day.

Absent students have the responsibility for making every attempt to get their assignments for the day they miss, either by calling or emailing their teacher or simply calling fellow students that evening. On the day of their return, students should certainly be prepared to hand in any homework or paper previously announced, or to take any quiz or test that was previously announced.

For example- If a student is sick on Wednesday, and there is a science test on Thursday that had been previously announced the prior week, then the student should arrive prepared to take the test.

Students that miss a single day must complete make up work for excused absences one day after their return to school. Students that miss multiple days must get their teachers to create a make-up schedule for them on the day that they return to school. **This is the student's responsibility.**

If any student is tardy unexcused or absent unexcused on the day of a school function or event, they cannot participate in that event or in any extracurricular activity that day. For example- a student that misses school on Wednesday could not participate in a basketball game or wrestling match that same night, even if the event is not located at Green Tech High.

Parents and guardians are expected to call the school as early as possible, but no later than 7:45am if their child will not be attending school due to illness, religious observance, or a family emergency.

Please leave a message stating the student's name, the reason for missing school, a phone number where you can be reached and a convenient time to call you. Unfortunately, failure to do so will lead to your child being absent without an excuse. Earlier written permission is both welcome and appreciated. Calls should be made as far in advance as is possible and can be left on the school's voicemail if necessary. If a student is not in Period 1 and the school has not been notified, then he will be considered absent and their parents or guardians will receive a one-call.

Cutting Class

Students are expected to attend each class on a daily basis. If classes are missed, students must have a valid excuse from the teacher or administrator. Students found to be not attending classes without a valid excuse (cutting classes) will be dealt with accordingly as listed below:

- ☐ 1st offense – Automatic detention. Parent or guardian notified; Off campus lunch privilege revoked up to the four (4) weeks.
- ☐ 2nd offense – Two (2) day In-School-Suspension
- ☐ 3rd offense – Up to a five (5) day suspension. Principal's hearing to determine continuation as Green Tech student.

Chronic Absenteeism and Tardiness

All **unexcused** absences can result in a zero for all missed homework and class work, and a parent conference (with student present) to discuss the absence and to create ways to avoid absences in the future (this must occur prior to the student being allowed to return to school).

Fifteen (15) **unexcused** absences may result in a mandatory in-person parent meeting, or a Person in Need of Supervision (PINS) petition being filed on behalf of GTH. This is in addition to any consequences for the first and second unexcused absence.

Twenty (20) absences, **excused or unexcused**, in any year may result in a student repeating the Year (Principal discretion).

- For doctor substantiated medical extended absences, the parent is required to request home tutoring. Academic plans will be provided after the student has been out of school for medical reasons in excess of 5 consecutive days.

What is an Excused Absence?

To be considered an excused absence, the student must bring a written note from a parent or doctor. Any parent note may need to be authenticated by the Principal or Dean of Student, at his sole discretion, through a note or phone call from the doctor, or it will become an unexcused absence. The note should clearly state that the student requires special consideration in complying with the standard attendance policy.

Non-Medical Excused Absences Include:

- A death in the immediate family (parents, siblings, grandparent, aunt, uncle, cousin)
- Court appearance
- Medical or psychological tests with legal note from the provider. (All tests should be made after school if possible.)
- Religious holy days as defined by a religious calendar
- Other extraordinary situations approved by the Principal

Unexcused Absences Include:

- Questionable medical chronic absence
- Baby sitting
- Family vacation
- Extension of a religious or cultural holiday beyond the designated day or days on the school calendar.

Keep in mind that even excused absences count towards the 20 Absence Rule. Days missed for family vacations or trips count towards the 20 total absences.

Admission, Re-enrollment and Transfers

Admission

Green Tech High is open to all male children, on a space-available basis within each grade. The School does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

There are no admission requirements, and no tests of any sort are given to determine whether or not admission is granted, although tests are used to determine group placement once students are enrolled. Once all available slots are filled, applicants will be placed on a waitlist. Students will be admitted from the waitlist as places become available in each grade, in the order that the applications were filed. Preference is given to siblings of admitted students and residents of the City of Albany.

Re-enrollment

To secure your child's place at Green Tech High for the next school year, you must officially re-enroll him. In January, re-enrollment packets will be sent home along with the spring deadline for re-enrollment. Students whose re-enrollment packets are received after the deadline will be added to the waitlist and admitted on a space-available basis.

Transfers

The School asks that, whenever possible, parents provide at least two weeks' notice if a student must transfer from Green Tech High for any reason. Such notice will allow the School to process the necessary transfer paperwork, including having the student's records transferred. It will also enable the School to fill the vacant seat with another student from the waitlist.

Student Records and Confidentiality

Every student is required to complete and submit the following as part of the registration process (all forms are available in the necessary language translation, upon request):

- ❑ *Registration Form.* This form is used to record all basic information about the student and the family, including home, work, and emergency telephone numbers. It is extremely important that a parent or guardian sign this form.
- ❑ *Free and Reduced Price Meals Application.* This form allows families to apply for federally funded meals, and it must be completed for all students. Student name, address, signature, and proof of income or federal assistance number

must be included; all such information must reflect the student's status no more than 30 days prior to the first day of school.

- ❑ *Medical Forms.* This set of forms, which must be submitted for all students within the first 30 days of attendance, includes immunization schedules; family medical information; the child's medical history, including allergies; and a Medication Permission Form, which will permit the school to dispense specified medication to the student, as necessary.

If you have questions about immunization requirements or other medical issues, please contact your physician.

- ❑ *Record Release.* This form gives the School permission to obtain all records pertaining to a given student from his previous school. This form must be completed and should include the telephone number and address of the previous school, as well as the signature of a parent or legal guardian.
- ❑ *Photo release-* This form gives the School permission to obtain photos and video recording of students for outreach, promotional and staff development purposes among others.

It is critical that the Main Office is notified **IMMEDIATELY** of any changes in a student's name, address, phone number, responsible parent, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the Principal and/or Main Office.

Green Tech High is dedicated to complying with all confidentiality laws protecting the privacy of their students and their families. Information regarding a student's progress will be shared only with parents or guardians, appropriate members of the School's faculty and staff, and any professional consultants retained for the purpose of measuring and/or improving instructional quality. When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific, individual students.

The School may not provide name, phone, or address lists to parents wishing to organize with other parents/guardians of students at the Green Tech High. Parents must find alternative ways to acquire such information, such as circulating forms at parent events or meetings of the Parent Teacher Organization. On the other hand, the school may provide directory information to third party partners for use related to research or academic study. The partner will be required to sign a confidentiality agreement and no personal information will be provided.

Green Tech High strong academic offerings and expected impressive results will generate significant public interest and some media coverage. If for any reason, you do not wish to have your son photographed, video-taped, or otherwise contacted by the media, please inform the School immediately.

Breakfast and Lunch

Green Tech High's commitment to offering children a superior education extends to the meals that we provide for students. The School aspires to the highest possible quality in its breakfast and lunch programs, and is dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery.

Currently, all students at GTH receive free or reduced breakfast and lunch. This may be subject to change in the future.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction.

Students will practice etiquette and clean-up skills during mealtimes. Additionally, parents are asked to monitor student lunches closely to ensure there are no foods or drinks with high concentrations of sugar. Green Tech High is committed to teaching students to eat healthy and live healthier lives.

Students may bring their lunches to school. Lunch should be stored in lockers and not carried with them to classes.

Green Tech is now an open campus at lunch. 11th and 12th grade students have the option to leave campus for lunch. All parents have the right to opt out and request that their student(s) not be able to leave campus at lunch time. **Parents must opt out in writing by emailing (frontoffice@greentechhigh.org) GTH Admin staff reserves the right to revoke students off campus privileges at any time it is deemed necessary.**

☐ Suspensions will void privileges

☐ If a student returns late from off campus lunch, he will lose the privilege **minimally** for at least 1 week.

This is a PRIVILEGE and will be treated as such. Strict adherence must be followed or the privilege will be revoked.

Health and Safety

Students' health and safety is the School's foremost responsibility. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the School so that appropriate accommodations can be made.

Nurse

Green Tech High has the services of an on-site nurse to assist students who are ill or injured. Parents will be notified whenever a student has been referred to the School's Health Office.

Parents or students may also wish to consult with the nurse on matters related to hygiene, nutrition, substance abuse, depression, child abuse and neglect, or other issues of concern.

Medication

The School Nurse and the student's teacher must be informed of any prescription medication that a student is required to take at School. To dispense prescription medication to students, the School must receive a written order from the student's doctor and a permission slip from the student's parent. All medication should be brought to the School Nurse in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when the nurse is not present, a staff member trained by the nurse will administer the medication.

Students are not permitted to bring non-prescription medications to School. If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the School Nurse or a trained staff member will dispense it. Parents must inform the School of any allergies to or restrictions on non-prescription medication that their children might have. If you do not want your child to be administered any non-prescription medication, please indicate so on the Medication Permission Form. Also, please notify the School Nurse in writing if your child has a chronic illness that may affect his performance at School.

Accidents

The School Nurse or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the School has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the School's records for your child up-to-date.

Visitor Identification

To help ensure a safe and secure learning environment for your children, all visitors to Green Tech High are required to sign-in at the School office and to wear a visitor's pass. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

Fire Drills/Evacuations

The School will have designated fire drill(s) throughout the year within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis.

Student Arrival and Departure

Parents should thoroughly familiarize themselves with the designated pick-up and drop-off points and visitor parking areas at the School, and carefully follow the School's instructions for operating a motor vehicle in the vicinity of the School and its students.

Certain faculty and staff members will greet students in the morning and dismiss the children in the afternoon, ensuring that each student exits the campus in a safe and orderly fashion.

Solicitation

Solicitation of or by any student, parent, or staff member on School property for any cause except those authorized by the Principal is strictly prohibited.

Money, Electronic Devices and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home. Property that is brought to school should be properly secured in lockers with locks.

WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

The School assumes no responsibility for the loss or theft of such articles.

Candy, Gum, and Toys

Students may not bring candy, gum, or other non-school related items to School unless approved by the teacher. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited (may lead to possible expulsion hearing, and no, radios, games, virtual pets, etc; are allowed.

Vaping

Vaping is strictly prohibited at Green Tech.

1st time - 1 day OSS

2nd time - 2 days OSS

3rd time - Expulsion hearing

Dignity for All Students Act (DASA)

New York State's Dignity for All Students Act (DASA) took effect on July 1, 2012. The law seeks to provide the state's public-school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, school buses and/or at school functions.

No student shall be subjected to harassment by staff or students on school property or at any school function; nor shall any student be subject to discrimination based on a person's actual or perceived:

- **Race**
- **Color**
- **Weight**
- **National Origin**
- **Ethnic Group**
- **Religion**

- **Religious Practice**
- **Disability**
- **Sexual Orientation**
- **Gender (defined to include gender identity or expression)**

Parents who feel that their child has been bullied should contact the Dean of Students or Principal who will coordinate with the school's DASA coordinator to investigate. The district will act promptly to investigate all complaints and will take appropriate action to protect individuals from further discrimination, harassment, bullying, and retaliation.

- **Any student who believes that they have been subjected to discrimination, harassment, bullying or retaliatory conduct, as well as any individuals who are aware of or have knowledge of this behavior, should immediately report it to any staff member or administrator.**
 - The staff member/administrator to whom the report is made shall document and take appropriate action to address the situation immediately and promptly report it verbally and in writing within 24 hours. The school principal is charged with receiving all reports of harassment, bullying, discrimination, or retaliation. Students and parents, however, may make an oral or written complaint to any teacher, administrator, or school employee.
- **All complaints shall be promptly investigated, forwarded to the school dignity act coordinator for monitoring and are treated as confidential and private to the extent possible within legal constraints.**

**Code of Conduct
Blue Print
for Living**

Introduction

The faculty and staff at Green Tech High are dedicated to providing the School's students with the skills necessary to reason, communicate, and live with dignity in a civil society. Central to this mission is the creation of a School community characterized by caring, discipline, order, and respect.

The School's *Code of Conduct* has been designed to guide the efforts of teachers and staff in creating a safe, orderly environment and to reinforce the primary mission of the School: rigorous academic learning. The *Code*, which states clearly all School-wide rules governing student behavior as well as the consequences for breaking the rules, will serve as a contract among parents, students, and staff.

The *Code of Conduct* identifies ten character virtues that will be at the center of the School's character education advisory curriculum and that will be cultivated with care and consistency at the School. In addition, it describes the ways in which appropriate choices will be encouraged as well as the roles and responsibilities of students, parents, teachers, and faculty.

Establishing a policy that promotes character education and discipline is an ongoing process. Alone, this *Code* will not ensure School discipline, nor will it develop an individual's character. As part of a comprehensive effort supported by all members of the School community, however, it will guide the process. Faculty and staff will work continuously to achieve as much consistency as possible with regard to disciplinary matters, and they will be prepared to revise and adapt disciplinary procedures as necessary.

Embracing the principles outlined herein is a first and vital step toward creating the type of environment in which all students can thrive. It will not only minimize physical harm and disruption among students, it will help establish among all members of the School community the habits that characterize a civil society. This is our *Code*, a blueprint for living and learning.

Keys to Success

Staff, students, and parents at Green Tech High will work together to help each student reach his full potential in academic achievement and moral maturity. Toward this end, staff will make every effort to keep students focused on the following ten character virtues, our Keys to Success in school, the workplace, and society at large.

The Keys to Success are broken into two categories of character development: Moral and Performance Character virtues.

Performance Character consists of those qualities needed to realize one's potential for excellence in academics, the workplace or any other area of endeavor. The development of Performance Character is necessary for our students to be able to challenge themselves academically and gain lifelong proficiency skills.

On the other hand, Moral Character consists of those qualities needed for successful interpersonal relationships and ethical behavior. The development of Moral Character is critical for enabling our students to treat others with respect and to act with integrity in their ethical lives.

Virtues that Build Performance Character

➤ **Responsibility: to fulfill one's obligations in a timely manner**

To do one's part thoughtfully and promptly as a member of a family, school, and community is a character virtue worth cultivating. We teach students to fulfill obligations and duties even when it is difficult to do so. Responsibility entails order—putting things back where they belong—and stewardship—taking care of personal property and common spaces. It also includes doing one's work, including homework, neatly, completely, and in a timely fashion. Responsibility for common spaces means that vandalism, graffiti, or littering will not be tolerated at school.

Personal accountability is central to responsibility. In *The Book of Virtues*, William Bennett noted that "responsible persons are mature people who have taken charge of themselves and their conduct, who *own* their actions and *own up* to them—who answer for them."

In teaching responsibility, faculty and staff at the School will emphasize the importance of punctuality and personal accountability. By holding students accountable, staff will underscore a powerful twofold lesson: students' claims and actions matter, and their words and deeds—whether intentional or unintentional—have consequences.

⇒ **Perseverance: to demonstrate “stick-to-it-ness”**

“Slow and steady wins the race” is the moral of Aesop’s fable of the tortoise and the hare. Of course, like other virtues, perseverance must be linked with worthy goals. Someone who persists in a pointless endeavor—or even worse a misguided or harmful one—achieves little, but knowing what should be done, without having the perseverance to accomplish it, will similarly result in failure. Thus developing the habit of perseverance is an important goal and one that is not always easy for students as well as for many adults.

Laziness or distractions sometimes get the better of all of us, and for young people, the allure of television, video games, and popular music is especially strong. Such distractions too often consume valuable time that might otherwise be devoted to schoolwork. Perseverance helps students resist inappropriate diversions and stick to worthwhile tasks.

The faculty and staff at the School will guide students in practicing perseverance on worthwhile tasks—most prominently schoolwork and learning proper behavior. Students will be taught to start tasks promptly and enthusiastically and to finish them with attention to detail and pride in the final product. Hard work and consistency will be emphasized, and special attention will be paid to the gradual improvements that result from quiet and steady efforts from day to day. As students get older they will develop the judgment to decide when to apply perseverance in other areas of life. Rarely do we fail for lack of knowledge about when to practice perseverance, far more often we fail for lacking the strength to persevere.

⇒ **Self-discipline: to manage one’s time and energies wisely**

Students at the School will learn that there is a time for work and a time for play, and that they may not always get what they want in the time or place that they want it. Faculty and staff will cultivate patience as part of the development of self-discipline, which is important both as a virtue in itself and as a virtue that helps us in carrying out other virtues. For example, sometimes it takes self-discipline to demonstrate perseverance. The individual who possesses self-discipline has developed the ability to manage his temper, appetites and urges, habits of work, and habits that show consideration of others. Students will be taught that being self-indulgent or demonstrating a lack of self-control can have negative consequences for themselves and others.

⇒ **Courage: to act bravely and honorably when there is risk involved**

At the School, students will learn that taking physical or social risks for things that are worthwhile is courageous and honorable. For example, students will learn that it takes courage to tell the truth, to accept the consequences of inappropriate behavior, and to participate in games in which they may not excel. At the same time, students will learn to be prudent and avoid risks that are reckless or potentially harmful. Careful

distinctions will be drawn between rational and irrational fears to help students overcome the latter and deal with the former.

→ **Intellect and Academic Rigor**

At the school students will learn that intellect and academic rigor are the pillars of a successful scholarly career, both at Green Tech High and later in college and/or work. They will learn that, in order to yield school work of high quality and be a productive 21st century citizen later in life, they will have to exercise scholarly persistence, and display a positive and active disposition to independent inquiry and intellectual curiosity.

Virtues that Build Moral Character

→ **Respect: to treat others and oneself with courtesy and care**

By teaching respect for others, faculty and staff at the School will help students learn what it means to care for all persons as individuals, regardless of race, religion, socioeconomic background, or disability. Courtesy denotes respect for others, and it is practiced by being polite toward everyone and considering seriously the views of others.

At all times, staff will state explicitly that there is no place for vulgar or mean-spirited language in the School community. Instead, students will learn to communicate and debate constructively, to look people in the eyes when speaking to them, and to greet everyone with a smile or a warm handshake. Students will be required to demonstrate respect by walking quietly in the halls, restraining from horseplay or any other unprofessional behaviors. Ultimately, practicing respect for others will enable students to avoid negative behaviors such as name calling, teasing, and blaming.

By teaching respect for oneself, teachers and staff will help students learn what it means to care for one's physical self (e.g., personal hygiene). Demonstrating respect for oneself also means taking care to develop one's character and drawing satisfaction from meeting high ethical standards. Students who value themselves physically and ethically are more likely to make positive choices that promote good health and strong character.

Showing respect helps to support healthy relationships and obedience to rightful authority. When everyone demonstrates respect for themselves and others, a safe, clean, and welcoming School environment is the result.

☞ **Kindness: to care for others by offering help and showing gratitude**

At the School, students will learn to be kind to one another: to include rather than exclude children on the playground, to cheer someone who is sad, and to treat others the way they would like to be treated. Perhaps the greatest challenge in practicing kindness consistently is to grant forgiveness. Grudges and ill will destroy the bonds of trust in our friendships and communities, and they will not be allowed to flourish at the School. To be kind means to be willing to apologize for our own mistakes and to forgive the mistakes of others. Students will learn that kindness can prevent personal conflicts and forgiveness can resolve them.

☞ **Trustworthiness: to be sincere in character, words, and deeds**

To live by the truth—to be sincere in character—means to seek objective understanding, to recognize falsehood, to learn from mistakes, and to seek wisdom. At the School, students will learn to lead lives of integrity by telling and seeking the truth. Students will be encouraged to practice honesty—sincerity in words and deeds—by saying what they mean, meaning what they say, keeping their promises to others, and setting realistic goals for themselves. Honesty also includes never manipulating others for personal benefit. Intellectual honesty will be fostered by teaching thoughtful reflection—the ability to think logically, consider reliable evidence, and make informed judgments rather than hasty conclusions based on opinion, impulse, or prejudice. Cheating and lying will not be tolerated at the School.

☞ **Citizenship: to fulfill one’s responsibilities to country and community, including respecting and honoring the laws**

Citizenship at the School will help to develop School spirit and promote responsibility to the community. Citizenship also includes patriotism—loyalty to our country and its democratic principles—an ideal essential to the flourishing of our society. Students will be encouraged to demonstrate patriotism by reciting the Pledge of Allegiance with respect, recognizing national heroes and their contributions, understanding our political institutions and current affairs, and developing a deep appreciation for our civic and cultural traditions.

☞ **Fairness: to use the concept of equality in making sound decisions**

At the School, students will learn to “play by the rules,” not for the rules’ sake alone but because to do so is fair and just. Prior to beginning a game or activity, for example, students may ensure fairness by establishing an agreement among all participants concerning the rules. Students will be taught to value what is just and to discern what is not.

☞ **Caring and True Friendship: how to select and to be true friends**

Faculty and staff at the School will help students distinguish between three types of relationships often described as friendships: friendships based on pleasure (i.e. “fun”);

friendships based on usefulness (for example, in business); and friendships based on virtue (e.g., those which—in addition to being fun and perhaps useful—are also built on shared goals, with the individuals committed to each other’s welfare). A true friend is defined as someone who will always try, for the sake of others; to do what he or she believes is good for you.

Students will be encouraged to develop true friendships, the most rewarding type, with those who share sound values and live by them. They will learn that the characteristics of true friendship include integrity, loyalty and dependability, and that true friends demonstrate other virtues such as a good sense of humor, intellectual curiosity, and kindness. Students will be taught that deception, manipulation, and insensitivity are not signs of a true friendship.

Discipline Policies

We could not have such high academic standards if we did not have equally high disciplinary standards. If a student disrupts the learning environment, there are immediate consequences. In order to meet our high disciplinary standards, we expect the following:

- All students come to school to learn and to make effective use of their time.
- All students know what disrespectful behavior is and that it will not be tolerated at Green Tech High.
- All parents understand and support the Green Tech High code of conduct.

Each GTH teacher and staff member devotes enormous energy to helping each child succeed, but we realize that GTH may not be the right fit for every student. No school is perfect for each individual.

To achieve our mission, many of our students will need to dramatically improve their academic skills. They will need to focus more than ever before in class. They need to accept that academic achievement requires courage, initiative, discipline, integrity, and perseverance.

Each student that misbehaves is someone we want to help as an individual. But we must also balance that student’s education against the need for all GTH students to focus in class.

Even slight misbehavior at GREEN TECH HIGH leads to consequences. For that, we ask for continued parent support and understanding that this is an arduous process and students will complain that the school is too demanding or “unfair.” We ask that parents

listen to your children and continue to encourage them to demonstrate integrity, initiative and intellectual acuity.

We are a “choice” school: parents and students choose to enroll in our school, and for that we are humbled and grateful. To honor our commitment to provide an environment where all students can and will learn, **continued or serious misbehavior** means that GTH is **not the right fit** for that particular student, and another public or private high school in the Capital Region would probably be a better match.

We try to balance strict, consistent enforcement of the rules with individual attention and warmth for each student - helping him maximize academic potential, and ultimately to go on to graduate from a 4-year university.

We will try to exceed expectations in terms of our communication with parents through letters, phone calls, emails and meetings. Our promotion policy reflects our belief that students must demonstrate mastery over their current grade curricula prior to being promoted to the next grade level. We expect every student to work hard and to be consistently on task, while appreciating and understanding the challenges that each will face. Certain infractions could result in an automatic expulsion from Green Tech regardless of the offense tracker aligned with the disciplinary policy.

The Green Tech High Charter School Code of Conduct is constructed exclusively upon the following non-negotiable student expectations:

ALL GREEN TECH STUDENTS MUST:

1. Attend school daily.
2. Respect all members of the Green Tech High community.
3. Focus on learning.
4. Arrive on time to each class.
5. Follow every aspect of the student code of conduct (**including dress code**).
6. Come to school prepared to work each day.
7. Complete all assigned homework to the best of ability and the expectation of the instructor.
8. Respect the building and all community property.
9. Turn off and put away all electronic devices in the locker upon entering the school.
10. Maximize effective use of time each day.

Non-Negotiables Defined

1. Attend school daily.

We strongly suggest that all students plan to arrive at school no later than 8:05 a.m. so they have plenty of time to get to their lockers and get settled in class. Students that plan to eat breakfast should arrive at school at 7:30 a.m. Students are technically on time as long as they are seated in their 1st period classroom by 8:00 a.m. Students that are not in the

classroom at 8:00 a.m. are late. If a student is removed from class during the day, they will receive daily detention, which is held after-school from 3:00pm.-4:00p.m Monday- Friday. Failure to attend daily detention will lead to student earning 2 days of In-School Suspension (ISS) as space permits. The accumulation of 20 demerits translates to 1 mandatory Friday detention. Failure to attend a mandatory Friday detention without a legal excuse will lead to the student earning 2 days of In-School Suspension (ISS) as space permits. If ISS is not available due to space constraints, students will receive two days of out of school suspension.

Note: Once a student arrives at school, they may not leave the school for any reason without authorization from parent/guardian and approval from the Principal or Dean of Students.

2. Respect all members of the Green Tech community.

Respecting all members of the Green Tech community includes exhibiting the following:

- Following all staff directions. All staff have lawful authority to give directives to students. Unless the directive is a request for the student to do something illegal, all students are expected to comply. If a student disagrees with the instruction of the staff person, they must follow the procedures established by the school for resolving grievances.
- Follow the Golden Rule. Treat others as you want to be treated.
- Engage only in safe behavior. Never engage in physical or verbal assault as it will lead to out of school suspension and/or expulsion.

3. Focus on learning.

Focusing on learning is most often demonstrated by paying attention, actively seeking knowledge and respecting your teacher and classmates at all times. It is critical that all Green Tech students work diligently to achieve all daily goals. Each student is responsible for his own work, unless functioning as a member of a team in a cooperative group assignment. It is never appropriate to cheat, copy or plagiarize. First offense of this policy will result in a parent meeting and a zero for the assignment. Second offense of this policy will result in a parent meeting and a zero for the course. Please read the policy (page 56) of the Student Code of Conduct.

No passes of any kind will be given during the first and last ten minutes of class. Each student will receive 2 bathroom/locker passes each day and can determine whether to use them during the day, or turn them in at the end of the day to the teacher or administrator who issued demerits to the removal of a demerit (negotiable demerits only!). Any invalid hallway access counts as 2 demerits and 5 demerits translate to an automatic after school detention. Failure to attend a mandatory detention will lead to the student earning 2 days of In-School Suspension (ISS) as space permits. If ISS is not available due to space constraints, students will receive two days of out of school suspension.

4. Arrive on time to each class.

Students need to be seated and working on the Do-Now by the time the bell rings. Not simply seated. Not near the classroom. Again: students need to be seated and **working on the Do-Now by the time the bell rings.**

Students will receive 2 demerits for being late to class. The accumulation of 20 demerits translates to 1 mandatory weekly detention. Failure to attend a mandatory detention will lead to the student earning 2 days of In-School Suspension (ISS) as space permits. If ISS is not available due to space constraints, students will receive two days of out of school suspension.

Students arriving 10 minutes or more late to class without a valid pass will not be allowed to class.

5. Follow every aspect of the student code of conduct (including dress code).

All students must follow every aspect of the student code of conduct, to include the dress code. The following non-negotiable apply to the dress code:

- Sneakers are acceptable. Boots and the like are not acceptable forms of footwear. ACG, Timberland and GORE type boots or sneaker boots such as UGGs are prohibited, except in inclement weather, but must be removed before the beginning of Advisory.
- Coats, fleece windbreakers, zippered or hooded sweaters/sweatshirts are not to be worn in the classrooms or in the building. Temperatures vary in classrooms, so students should bring dress code approved sweaters or leave one in their locker. Plain black, green or gray sweatshirts are acceptable during the winter months. Sweaters and sweatshirts must be worn over collared polo shirts or dress shirts. Sweaters or sweatshirts are not permitted to contain logos, insignias or sayings.
- Hats or headbands, or head covering of any kind (i.e. skull caps, doo-rags, etc.), are not to be worn in the building. All hats and head coverings must be removed within a reasonable amount of time (1-2 minutes) after entering the building.
- Clothes are to be worn in the appropriate manner for which they were sewn. Therefore, no clothes are to be worn inside/out or half on/off. Students that do not tuck in their shirt after one warning will receive one demerit. The accumulation of 20 demerits translates to 1 mandatory weekly detention. Failure to attend a mandatory detention will lead to the student earning 2 days of In-School Suspension (ISS) as space permits. If ISS is not available due to space constraints, students will receive two days of out of school suspension. Students suspended for failing to report to detention must bring a parent back to school with them for a meeting with the Dean of Students prior to being allowed back in school.

- Jeans, including pants that look like jeans, cargo pants, painter pants and baggy pants of any kind, are not permitted to be worn unless prior approval has been issued by a Principal or Dean for extreme circumstances or students earn a dress down day as a reward for outstanding performance.
- All pants must be waist level and cannot be rolled up at the ankle or rolled down at the waist. **All students must wear a belt each day.** Failure to wear a belt can be deemed a uniform violation.
- Students that wear non-dress code attire will have the option to rent the appropriate attire for a fee or contact a parent or guardian to bring in appropriate attire. If supplies are available, students may purchase attire at full market prices as well. Any student who is not able to obtain appropriate attire may be given the item; however, the following conditions will apply. 1st offense- community service the day of, 2nd offense- detention the day of, 3rd offense ISS the day of and every day the student is out of uniform and unable to obtain appropriate attire. The student will be fully responsible for all work missed and the day will count as unexcused absence. Students in violation of the uniform policy will not be allowed to attend classes and will be placed in ISS until the violation can be corrected.
- GTH will strictly enforce this uniform policy. Students who are out of uniform and unable to rent will be allowed to rent three times under the conditions listed below. GTH staff reserves the right to refuse rental at any time based on circumstances surrounding the situation. Rental is a privilege not a responsibility of GTH's.
- Change of clothes, from uniform to personal attire, during the school day is not permitted without prior written permission from the Dean of Students.
- Non-dress code clothing is not permitted to be visible other than the neck area with an appropriately colored t-shirt.
- Repeated violations of the dress code could result in suspension and/ or expulsion.

6. Come to school prepared to work each day.

In order for a student to meet the criteria of preparedness, he should always have in his possession pens, pencils, notebook paper and appropriate textbook(s) each day. A non-prepared student will receive a zero for any missed work. Students should always keep their desk area clean. (NOTE: Some science classes will prohibit book bags and backpacks.)

It is recommended that students bring the following to school every day:

- 2 ballpoint pens, blue or black ink
- 2 pencils, yellow or mechanical
- 1 yellow highlighter pen, and size tip
- 1 three inch, 3 ring binder plain front cover
- 2 packs of wide ruled, loose leaf paper, at least 100 sheets in each pack
- 6 subject dividers with pocket folders
- 1 composition notebook, black or marble green
- 1 pack of lined, 3x5 index cards, at least 50 in the pack.
- 1 Graphing calculator
- 2 boxes/packages of tissue

7. Complete all assigned homework to the best of ability and to the expectation of the instructor.

Teachers will penalize students for missed, incomplete or poorly done homework with lower grades. In most cases, missed, incomplete, and poorly done homework is the #1 cause of student failure in school. Please understand that teachers closely inspect student homework as a means of determining independent student mastery over a given concept. Student failure to consistently complete homework increases the potential for that student to slip through the proverbial achievement crack.

Teachers or the Principal may choose to keep students who miss homework after school or on weekends at their discretion, particularly students that do this often. Parents will be notified in these cases. Parents will also be notified by phone or email when a student fails to turn in a homework assignment.

8. Respect the building and all community property.

Food and drink are not allowed outside of the Student Union (Lunch Room) for any reason, unless permission is granted by the principal for students to celebrate their outstanding performance in the form of a classroom based activity (i.e. pizza party). Therefore, no food or drink is ever allowed in the hallways, stairwells, or classrooms. Any student caught with food in the hallways, stairwells or classrooms will receive 2 demerits. The accumulation of 20 demerits translates to 1 mandatory weekly detention. Failure to attend a mandatory detention will lead to the student earning 2 days of In-School Suspension (ISS) as space permits. If ISS is not available due to space constraints, students will receive two days of out of school suspension.

Note: No food/drink policy will be enforced during the regular school year and summer program.

Students may keep their lunches in their lockers and bring them to the Student Union for lunch. All locker stored lunches must be bagged and sealed until they reach the Student Union. Students are not permitted to keep their lunches in school or staff refrigerators.

Additionally, students are not permitted to use staff microwaves to warm their lunches brought from home.

All students are expected to leave each room better than they found it. This applies to the classrooms and Student Union. Time will be provided at the conclusion of each class period to ensure this expectation is met.

Students will not graffiti or deface any part of the building (including tables). If caught disrespecting the building in any way, students will be required to perform extra cleaning duties, in addition to receiving demerits as deemed appropriate at the sole discretion of the Principal or Dean of Students.

Chewing gum is not permitted. Any student caught chewing gum will receive an automatic 2 demerits. Tic-Tac or other breath fresheners are permitted.

All students must respect the technology equipment. Technology equipment is fragile and expensive and therefore must be treated with care and respect. Use is by permission only. Any student that intentionally damages equipment will forfeit the right to use the school technology. Additionally, the student (and his parents) will be expected to reimburse the school for the cost of the broken or damaged item.

Illegal pulling of the fire alarm or abuse of the science shower will lead to expulsion. Additionally, any fine incurred upon the school as a result of student action will be forwarded to the student and parents for payment.

9. Turn off and put away all electronic devices before entering the school.

Electronic devices are not permitted to be used in school at any time during the school day other than Community Hour. This includes the use of radios, mp3 players (iPods), pagers, cell phones, etc.

Students must keep electronic devices in their locker, and they must be turned off. Additionally, students are not permitted to wear headphones or earpieces around their necks or on their person during the school day. All electronic devices, headphones and earpieces must be stored in a locker, except when required for class use. Full size backpacks are to be stored in the student's locker and are not permitted during the school day outside of the first week of school and the last day of school. Any device that is activated in school will be confiscated by the Principal, Dean of Students or an Administrator. If confiscated, the schedule of return is as follows:

- 1st offense- confiscated and returned to the parent or guardian at the end of the day
- 2nd offense- confiscated for 48 hours **"First 48"**
- 3rd offense- confiscated for 1 week and/or until the parent picks up the phone and every time thereafter. An automatic daily detention will occur as well on the day it was confiscated. 2 Days of ISS will be served if the problem continues after the third offense each and every time thereafter.

- If there is a family emergency, parents should call the Front Office at 518-694-3400 or contact Deans. We will notify the student immediately. Do not call or text your child's phone.

Students that have Chromebooks or laptops will be permitted to use them in the classroom for instructional purposes only. Any student caught using his Chromebook or laptop to listen to music or for social networking will forfeit the right to bring that item to school. If the student brings the item in spite of the prohibition, the item will be confiscated and will only be relinquished to a parent after 1 week.

The School is not liable or responsible for electronic devices that are damaged or missing, or stolen. WE WILL NOT REVIEW CAMERAS FOR LOST OR STOLEN PHONES BECAUSE IT IS THE STUDENT'S RESPONSIBILITY TO PLACE THEM IN THEIR LOCKERS. IF THEY DON'T HAVE A LOCKER OR FORGET THEIR COMBINATION, THEY MUST ASK FOR IT IMMEDIATELY. "I DO NOT HAVE ONE" IS NOT AN ACCEPTABLE EXCUSE.

10. Maximize effective use of time each day.

One of the most important tenets of Green Tech High is the effective use of time. Time is a commodity and as such has a tremendous amount of value. Success is dependent upon how effectively a person manages his use of time. The difference between a high achieving versus a low achieving student is most often the effective use of time. High achieving students effectively manage their time to ensure that they always do their homework, prepare for scheduled examinations and apply new learning to real life situations wherever appropriate. Low performing students typically are inconsistent in completing and turning in homework, are not prepared for scheduled examinations and fail to see the relationship between newly acquired knowledge and the real world application.

The Green Tech High instructional program has been designed to keep students focused on maximizing their time and using every available instructional second effectively to prepare for college. To the extent that each student focuses all of his efforts in the classroom on meeting the requirements of each subject, we guarantee that he will be eligible for enrollment into college at the end of 4 years.

Encouraging Appropriate Conduct

At Green Tech High, students will be encouraged to make appropriate choices regarding their personal conduct. Following are the chief means by which faculty and staff will ensure order and support the development of good character at the School.

**Acknowledging Appropriate Conduct
Positive Interactions and Positive Feedback**

Daily interactions between staff and students provide the best opportunities for encouraging appropriate behavior and promoting the development of good habits. Staff at the School will strive to interact with students in a friendly, supportive manner at all times. Staff will attempt to interact with each student four times more frequently when the student is engaged in appropriate behavior than when the student is behaving inappropriately.

Positive interactions will include greeting students, talking to students, making eye contact, smiling, and overly praising students when such accolades are deserved. When praising students, staff will attempt to provide them with specific information about which behaviors are contributing to success. For example, a staff member might say, “Adam, you have been very responsible in remembering to bring your homework on the day it is due.”

Appropriate conduct will be rewarded by receipt of Merits. Merits are markers that are earned which have point values associated with them. Students can accumulate markers and use the points to cash in on specific reward activities that are offered throughout the year or in some cases, even cash or prizes.

Merit Rewards System

GTH merit reward system aims at clarity, uniformity and user-friendliness. It adjudicates a baseline score of 100 merit points to each one of our crest’s values. The behaviors and virtues categorized under each value represent examples of integrity, intellect, initiative and ingenuity in action. It should be clear to all that this list is not exhaustive. Since there are four values at 100 baseline points each, students have the potential of earning up to 400 merits per class attended and, at an average of 7 classes in each student’s program, a Maximum of 2800 merits per day.

The following table summarizes the merits points

Table 1: Merit Points Reward system

Value and Baseline Points	Sample virtues and behaviors
<p style="text-align: center;">INTEGRITY (100 merit baseline points)</p>	<ul style="list-style-type: none"> ● Honesty ● LIBTYFI ● Respectful to teachers, staff and peers

	<ul style="list-style-type: none"> ● Kind to others ● Fair and trustworthy ● Any other display of integrity
<p style="text-align: center;">INITIATIVE (100 merit baseline points)</p>	<ul style="list-style-type: none"> ● Dress code (tucked shirts) ● On time and prepared for class and advisory (pen/pencil, paper, notes, etc.); ● Eagerness to participate in class activities. ● Productivity (completing all tasks) ● Perseveres on all tasks ● Shows consistency and discipline ● Any other display of initiative
<p style="text-align: center;">INTELLECT (100 merit baseline points)</p>	<ul style="list-style-type: none"> ● Attentiveness ● Scholarly persistence ● Quality of schoolwork (including homework, special projects, etc.) ● Positive and active disposition to independent inquiry ● Intellectual curiosity ● Any other display of intellect
<p style="text-align: center;">INGENUITY (100 merit baseline points)</p>	<ul style="list-style-type: none"> ● Displaying leadership and good judgment ● Helping others (especially underclassmen) ● Participating in special projects

Student of the Week and Student of the Month

At the end of each week, teachers will grant Student of the Week Awards to acknowledge and reward students for demonstrating exceptional Integrity, Intellect, Initiative and/or Ingenuity. Students do so by, among other things, displaying responsible behavior and scholarly persistence, being inquisitive, cooperating, and/or showing respect.

Award-winning students will receive special certificates, which will be presented at the Friday morning school-wide meeting. The Principal will personally congratulate the

students and sign their certificates. The office administrator or the Principal will then sign the students' names in a Student of the Week Book kept in the office.

Students compete against other students for points, literally playing against another student from the same grade level according to a participation schedule, with the highest scorer earning a win. Win/loss records are kept and determine who makes the playoffs. Students compete in a single elimination tournament, with the last person standing earning the distinction of Student of the Month. The Student of the Month earns a \$50.00 gift card.

Fraternal Competition

Upon enrolling, each student will be assigned to a fraternal group. The determination of assignment is done by the Counseling Department upon scheduling. Once a student is assigned to a fraternity, he remains in that fraternity through the entirety of his Green Tech High experience. In the event of a serious incident that jeopardizes the relationship between members of a fraternity, the Principal can at his discretion reassign a student to another fraternity.

The fraternity structure is designed to promote friendly competition between each group. Teamwork is encouraged, as each student's performance directly impacts the prestige of his fraternity. Fraternities will compete against each other throughout the school year in intramural sports, debates and academic challenges. The accumulated points will be tracked by the administrative staff, and the fraternity with the most points at the end of each quarter will obtain ownership of the school cup. The fraternity with the most points at the end of the school year will earn a Field Trip at the end of the school year. The Fraternity with the most frat points will also have its name inscribed on the plaque that will be displayed in the school's trophy case for the following year.

Each Fraternity will elect a Captain that will also serve as a member of Student Government.

Each Fraternity will also elect a Lieutenant for each grade.

The Fraternities are listed as follows....

- Grambling
- Hampton
- Howard
- Morehouse

Minor Violations:

Correcting Inappropriate Conduct and Consequences for Minor Misbehavior

It is expected that the great majority of students at the School will strive to meet the expectations for responsibility and self-discipline outlined herein. It is also understood, however, that no single set of procedures will be effective in helping every student develop the skills and attitudes necessary for success. Therefore, a series of interventions will be designed for students who have not been motivated by the School-wide procedures. As teachers and faculty adapt disciplinary procedures to meet individual needs, the focus will remain positive and an emphasis will be placed on the continuing need for calm and consistent consequences.

Students will learn that certain actions are unacceptable at Green Tech High and misbehavior has consequences that are neither amusing nor pleasant. Any student engaging in any type of misbehavior, whether minor or severe, will be required to make amends and/or restore the situation. Restitution may involve an apology; community or School service; or fixing, replacing, and/or paying for damage caused. The Principal and/or teacher will determine the type of restitution required for a particular infraction. If possible, the restitution assignment will be communicated to the student's parents prior to his completion of the task. In all cases, parents will be informed of the child's inappropriate behavior and the restitution requirement.

At Green Tech High all student misbehavior falls into one of four categories:

- Culture Violation
- Academic Violation
- Cheating Violation
- Safety Violation

Each of the aforementioned violations will lead to the distribution of demerits. Demerits are points given for inappropriate behavior and/or violation of school rules. Demerits accumulate and transfer to more intensive consequences at specific point totals. At Green Tech High, 20 demerits in a 1-week period transfer to one mandatory detention on Friday.

More on Demerits:

Demerits, in most cases, will be preceded by a warning. Some infractions will warrant demerits without issuance of a warning (i.e. horseplay). Teachers are permitted to issue silent demerits as long as they meet the following criteria: (1) issued to avoid confrontation

that would lead to interruption of instruction, and (2) student is informed of the demerit prior to leaving the classroom at the end of the class period.

Students are permitted to challenge the fairness of a demerit, but only via the use of a Demerit Grievance Form. All Demerit Grievance Forms will be reviewed and a meeting will be scheduled for discussion with the demeriting teacher and the student. Students are encouraged to bring their advisory teacher to the meeting as an advocate when appropriate. The initial grievance must be conducted with the dean, student and demeriting teacher.

Minor Infraction Chart

Violation	Category	Demerits	Comment
Food, Drink or Candy	Culture	1	Possessing and/or consuming open food, drink or candy outside of Student Union
Gum Chewing	Culture	2	Students are not permitted to chew gum at any time.
Dress Code	Culture	1	Demerits given for shirt being un-tucked, failure to wear belt, and various other uniform violations.
Electronic Devices	Culture	2	All electronic devices must be turned off and left in the locker.
Playing Games on Computers	Culture	2	At no time are students allowed to play games or visit internet sites not related to classroom topics or assignments. Chronic violators will have computer privileges revoked.
Inattentiveness	Academic	1	Disengaged students as illustrated by not working on class work, taking notes, or following directions of the teacher.
Unprepared for class	Academic	1	Failure to come to class with pencil/pen, paper, notebook, required documents from home when requested.

Disrespecting another student	Culture	1	Rude comments, or inappropriate name calling.
Wasting time	Culture	1	Slow or Sluggish starting work, lack of effort, uncooperative or disengaged in groups or class activity.
Learning Disruptions	Culture	1	Entering the classroom in a loud or disruptive manner, shouting without first raising your hand and obtaining teacher permission to speak, or talking during the Do Now, etc...
Swearing or Inappropriate Language.	Culture	2	Using inappropriate language anywhere in the school (includes the use of the N-word)
Unprofessional Behavior	Safety	2-4	Being disrespectful to teachers and other adults, horsing around, yelling in the hall, throwing paper, touching the thermostat, etc...
Lacking Hall Pass	Culture	1	Failure to be in possession of a classroom hall pass. This includes students who are in Physical Education class.
Tardy to class	Culture	1-2	Failure to be in the seat, engaged in Do Now at the ringing of the bell.
Unclean work or lunch space	Culture	1	Failure to clean tables in the Student Union after lunch or around the desk in the classroom.
Disrespecting property	Culture	2	Writing on tables, walls, lockers or in textbooks.
Rough Housing	Safety	2-4	Any behavior, regardless of intent, such as play fighting, pushing, tripping, etc... that may lead to injury.

Refusing to do class work	Academic	4	Blatantly refusing to attempt class work after repeated requests, while failing to, in a respectful manner, provide a valid explanation for not doing so.
Lying	Cheating	2	Intentionally deceiving a staff member.
Skipping detention	Culture	2 days of ISS or OSS	Unexcused absence for detention.

Most minor misbehavior is handled by the classroom teacher or support staff. Once the student is made aware of the inappropriate behavior and the demerit is administered, both student and staff are expected to refocus on making the most effective use of time. At the end of each day, all staff must submit via database to the Dean of Students their individual list of student earned demerits for the day.

Any student that disagrees with the administration of a demerit must follow the school guideline for resolving grievances. Confrontation with staff members is not permitted. Five demerits earned result in detention. Failure to attend a mandatory detention will lead to the student earning 2 days of In-School Suspension (ISS) as space permits. If ISS is not available due to space constraints, students will receive two days of out of school suspension.

Using merits to remove demerits

- Students can use 10 of the merits earned in a classroom on a given day to remove the first demerit earned that same day in that same classroom.
- Removing a subsequent demerit will cost the student 20 merit points.
- The maximum amount of demerits that can be removed per class period is 2.
- Any demerit earned after that can't be removed during the specific class period.
- Teachers always have the discretion and must utilize their professional judgment whether or not to award merit points and to remove demerits. Non-negotiable demerits may never be removed and students may only have demerits removed by the teacher who issued the demerit(s).

In School Suspension (ISS)

In School-Suspension (ISS) is an attempt to provide character education and assist in reforming negative behaviors which may have normally resulted in an out of school suspension. While in ISS your child will receive work from their classes and receive character education. Additionally, they will be provided a contract stating the rules they must adhere to while in ISS. Your child is expected to do class work, stay on task, be respectful and follow all expectations. If your child leaves the ISS room without permission and roams the building, additional days of ISS or OSS will be issued. A school lunch will be delivered to the ISS room, where your child will eat; if the session occurs during a lunch period.

Students in the ISS room are not allowed to go anywhere else in the building. The students will have regular bathroom breaks, where they will be escorted by the ISS Coordinator. While in ISS students may not participate in any extracurricular activities, before, or after school, including tutoring, sports, clubs, watching a sporting event etc.

If a student is more than 15 MINUTES LATE WITHOUT A VALID EXCUSE, they **will not** be allowed in the building and that day will not count towards their required days. They can return the following day. **Your child must complete all the required days in an acceptable manner before he may return to the regular school setting.** If your child has a disciplinary problem while they are in ISS you will be notified, and they will have to do the entire day all over again. They may face additional consequences. **Each time your child is placed in ISS, it will count as 2 detentions on their permanent GTH record.**

ISS STUDENT CONTRACT

My name is _____. I have been placed in In-School-Suspension for breaking the rules set by Green Tech High Charter School. I understand that while in ISS I must follow the rules:

- I understand that I must attend at my scheduled time each day, arriving on time and leaving promptly at the end of the day. I understand that I **cannot** arrive more than 15 minutes late
- I understand that I **cannot** bring any electronic devices into the ISS room. If I do, they will be confiscated and can only be picked up by a parent or guardian. ISS is from 8a- 3p.
- I will dress appropriately in accordance to the GTH Code of Conduct
- I must complete my daily assignments provided to me
- I will avoid confrontational situations
- I will refrain from using profanity
- I completely understand that while in ISS I am on suspension and I cannot leave the ISS room. If I leave for any reason, I understand that I must have permission and an escort, and I have to stay with the escort at all times. If I am anywhere in the building besides the ISS room or with an escort during my suspension, it has been explained to me that my time in ISS will be extended
- I understand that I have to follow all the rules in the GTH Code of Conduct

- **I am aware and my parents are aware that if I don't reform my behavior while in ISS, I will face an out of school suspension. Refusal to follow the rules while in ISS and at GTH, may result in further consequences.**

I have read the above rules and I fully understand the content. My Instructor reviewed the rules with me when I entered the ISS room.

Document will be signed by the student and the ISS coordinator. A copy will be provided to parents.

Severe Violations and Consequences for Severe Misbehavior

GTH clearly prohibits discriminatory harassment or bullying of students on the basis of sex, race/ color/ national origin, and disability. Most misbehavior will be handled with discussion or the use of mild consequences. Mild consequences include the distribution of demerits. The accumulation of demerits translates to detention. (See chart above) However, severe misbehavior will be met swiftly with equally severe consequences. Such behavior is defined as belonging to at least one of the following categories:

- ❑ Insubordinate behavior
- ❑ Physically dangerous behavior
- ❑ Bullying
- ❑ Illegal behavior (includes gang related activities)

Insubordinate behavior is the direct refusal to comply with a reasonable staff instruction within a specified period of time. In such cases, the staff member involved will first explain to the student why his actions are inappropriate and will issue a mild consequence for (see demerits chart.) If the student continues to disregard the staff member's instruction, he will be sent to the Dean of Students office, and the incident will be reported to the Principal.

Insubordination is a breakdown in communication. When a student has been referred to the Dean of Students for this offense, the latter will arrange a conference between the student, the staff member involved, and possibly the student's parent or guardian. The purpose of the conference will be to establish a plan that will help the student communicate more responsibly in the future.

In cases of physically dangerous behavior—fighting, assault, physical intimidation—staff will firmly inform the students to stop the physical altercation. If the students do not respond, staff will use professional judgment to determine whether or not to intervene

physically. Staff will not be required to take action that could be physically dangerous; in such cases, another student will be sent immediately for assistance. The Principal will notify parents and make all decisions regarding whether to contact the appropriate law enforcement authorities.

Bullying (including but limited to taunting, and intimidation) are detrimental to student learning and achievement. These behaviors interfere with the mission of Green Tech to educate its students and disrupt the effective operation of our school. Such behavior affects not only the students who are its targets, but also those individuals who participate in, and witness such acts. To this end, condemns and strictly prohibits bullying,

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can occur **before and after school hours, in a school building or places like a playground or bus, while a child is traveling to or from school, school related function, or via electronic media (i.e. texting or Internet).** Students who are bullied and those who bully others could have serious, lasting problems. Additionally, bullying generally involves the following characteristics:

An Imbalance of Power: Students who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

The Intent to Cause Harm: The person bullying has a goal of causing harm.

Repetition: Bullying behaviors generally happen more than once or have the potential to happen more than once.

Examples of bullying include, but are not limited to:

Verbal: Name-calling, teasing, inappropriate sexual comments, taunting, and threatening to cause harm.

Social: Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public.

Physical: Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures.

If a staff member is aware that a student has been or is engaged in illegal activity, the staff member will refer the case to the Principal's or Dean of Students. The Principal or Dean of Students will notify the student's parent or guardian and make all decisions regarding whether to contact the appropriate law enforcement authorities.

All of the aforementioned severe misbehavior falls under the categories of Academic or Safety Violations. Academic and Safety Violation offenses automatically render a student ineligible for participation in any extra-curricular activities scheduled for that school day and can lead to the student's removal from an athletic team if the behavior becomes chronic. Egregious offenses may lead to more severe consequences, which could include out of school suspension and/or expulsion.

Gang Related Activities

Anything associated with gang activity or affiliation-either directly or indirectly- will not be tolerated at Green Tech. Any clothing item(s), manner of personal appearance (i.e. displaying colors,), hand signals, gestures, drawings, notes or communication which are perceived as gang related are inappropriate and unacceptable at Green Tech or school sponsored events. Any violation of this policy will result in disciplinary actions up to immediate expulsion.

Insubordination: A Scenario

Custodian: "Jason, you need to slow down and walk in the hallways."

Jason: "You're just the custodian. I don't have to do what you say!"

Custodian: "Jason, stop, that was disrespectful. You need to stand by the wall now! Here, we work hard to respect everyone. I think you owe me an apology."

Jason: "I don't have to do what you say!" (Jason begins walking away.)

Custodian: "Jason, you need to stand by the wall within ten seconds, or I will report this to the Principal."

If Jason walks away, he is being insubordinate and the custodian will refer him immediately to the Dean of Students office. If Jason refuses to go to the office, the custodian will make no effort to coerce him; rather the custodian will simply inform the office of the chain of events.

If Jason listens to the custodian's instructions and apologizes, no office referral will result. A reasonable consequence may be imposed for the disrespectful behavior, such as having Jason work with the custodian during a recess or notifying his teacher.

The following consequences will be applied in cases of severe misbehavior.

- *Office Referral*

Referrals to the Dean of Students office will be made only in response to severe or recurring behavior problems. Reserving office referrals for such cases will help combat the notion that being sent to the office is “no big deal.”

When making an office referral, the referring staff member will complete an Office Referral Form as soon as possible after the infraction. The appropriate grade level Dean and office staff will keep records on all office referrals and the records will be reviewed by the School’s Leadership Team at least four times a year. Using these records, the Leadership Team will determine whether it is necessary to revise School policies, or whether there is a need for further staff development to ensure the consistent implementation of current policies.

Office referrals will be handled by the Dean of Students. When the Dean of Students is not on site, the Assistant Dean of Students will assume responsibility for handling all office referrals. The School secretary will always know the chief disciplinarian in the event of a crisis situation.

□ *Suspension*

In response to cases of severe misbehavior in which a student violates School policies, rules, or regulations, or otherwise interferes with the orderly operation of the School, the Dean of Students may suspend or temporarily remove the student from School for up to three calendar days. For suspensions of 3 days or less minimal due process will be provided, to include notice of charges against the student with an opportunity to explain his side of the story. Suspensions for periods longer than three days are subject to a Principal’s Hearing and due process that includes notice of charges against the student and the opportunity for the student to explain his side of the story.

Suspension will be regarded as a serious consequence and students will be removed immediately. If there are extenuating circumstances preventing immediate removal from the School grounds, the Dean of Students will assume full responsibility for the student until he is removed. The student’s parents will be required to meet with the Dean of Students and any staff members involved in the suspension prior to the student’s return to the School. A suspended student must make up missed work, and will not be allowed to be on the School grounds during normal school hours or to attend any School-related functions at any time during the suspension. All students serving suspension will be offered alternative instruction at the school during off school hours. In addition, the student may be required to complete homework related to the disciplinary infraction. Students found guilty of possessing a dangerous and/or illegal weapon (firearm) will be expelled from school for a period of no less than one year (Federal Gun-Free Schools Act, 20 United States Code [™] 7151(b)(1))The Board of Trustees reserves the right to downgrade suspension at its discretion and must do so in writing.

- *Expulsion*

Expulsion is defined as the removal of the right and obligation of a student to attend the School under the conditions set by the School's Board. The Principal will have final authority in recommending the expulsion of a student to the Board. A student that has been recommended for expulsion will be subject to an expulsion hearing before the Board of Directors. An expelled student will not be permitted on School grounds or at any School-related functions for the duration of his expulsion. Returning to school grounds post expulsion without permission of school administration will be considered a trespass and law enforcement may be contacted. Certain infractions could result in an automatic expulsion from Green Tech regardless of the offense tracker aligned with the disciplinary policy.

The tables on the following pages outline the specific procedures that will be applied in response to severe misbehavior. Each of the consequences listed for the various offenses will be imposed.

<p>Problem</p>	<p>1st Offense (All of the consequences listed will be imposed.)</p>	<p>2nd Offense (All of the consequences listed will be imposed.)</p>	<p>3rd Offense (All of the consequences listed will be imposed.)</p>
<p>Insubordinate Behavior (e.g., disrespect toward staff members and peers, refusal to follow directions)</p>	<ul style="list-style-type: none"> ● Student sent to Dean of Students Office ● Parent notified ● Mandatory meeting among student, staff member involved, and Dean, prior to student re-entering situation or classroom ● Instructional Support Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan ● 5 demerits imposed translating to mandatory after school or Saturday detention 	<ul style="list-style-type: none"> ● Student sent to Dean's Office ● Parent notified to pick-up student immediately ● 1-3 day suspension ISS/OSS (or longer depending on the severity of the offense), and mandatory meeting among parent, student, staff member involved, and Dean, prior to student re-entering School ● Instructional Support Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan ● Failure to comply with the specifics of the instructional discipline action plan may result in expulsion 	<ul style="list-style-type: none"> ● Student sent to Principal's Office ● Parent notified to pick-up student immediately ● Short-Term ISS/OSS up to 5 days or expulsion, and mandatory meeting between parent and Principal, prior to student re-entering School ● Board of Directors are notified regarding possible expulsion ● ISS = 2 detentions in the student record ● Out of school suspensions count as 4 detentions on the cumulative student record.

		<ul style="list-style-type: none"> ISS = 2 detentions in the student's cumulative record Out of school suspensions count as 4 detentions on the cumulative student record. 	
<p>Physically Dangerous Behavior (e.g., fighting, assault, physical intimidation)</p> <p>The Principal may contact the appropriate authorities, depending on the severity of the dangerous behavior.</p>	<ul style="list-style-type: none"> Student sent to Dean's Office Parent notified to pick-up student immediately 1-3 day ISS/OSS (or longer depending on the severity of the offense), and mandatory meeting between parent and Dean, prior to student re-entering School Instructional Support Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan ISS = 2 detentions in the student record 	<ul style="list-style-type: none"> Student sent to Dean's Office Parent notified to pick-up student immediately 3-5 day ISS/OSS (or longer depending on the severity of the offense), and mandatory meeting between parent and Dean, prior to student re-entering School Instructional Support Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan Failure to comply with the specifics of the instructional discipline action plan may result in expulsion 	<ul style="list-style-type: none"> Student sent to Principal's Office Parent notified to pick-up student immediately Short Term ISS/OSS up to 5 days or expulsion, and mandatory meeting between parent and Principal, prior to student re-entering School Board of Directors are notified regarding possible expulsion ISS = 2 detentions in the student record. Out of school suspensions count as 4 detentions on the cumulative student record.

	<ul style="list-style-type: none"> Out of school suspensions count as 4 detentions on the student record. 	<ul style="list-style-type: none"> ISS = 2 detentions in the student's cumulative record Out of school suspensions count as 4 detentions on the cumulative student record. 	
Problem	1st Offense (All of the consequences listed will be imposed.)	2nd Offense (All of the consequences listed will be imposed.)	3rd Offense (All of the consequences listed will be imposed.)
<p>Illegal Acts (e.g., theft, vandalism, use of illegal substances; involvement in gang related activity, bullying)</p> <p>The Principal may contact the appropriate authorities, depending on the nature of the offense.</p>	<ul style="list-style-type: none"> Student sent to Dean's Office Parent notified to pick-up student immediately 1-3 day ISS/OSS suspension (or longer depending on the severity of the offense), and mandatory meeting between parent and Dean, prior to student re-entering School; possible expulsion. Instructional Support Team convened to establish instructional discipline action plan; parent and student (if 	<ul style="list-style-type: none"> Student sent to Dean's Office Parent notified to pick-up student immediately 3-5 day ISS/OSS (or longer depending on the severity of the offense), and mandatory meeting between parent and Dean, prior to student re-entering School; possible expulsion. Instructional Support Team convened to establish instructional discipline action plan; parent and student (if appropriate) are apprised of the plan 	<ul style="list-style-type: none"> Student sent to Principal's Office Parent notified to pick-up student immediately Short Term suspension up to 5 days or expulsion, and mandatory meeting between parent and Principal, prior to student re-entering School; possible expulsion. Board of Directors are notified regarding possible expulsion ISS= 2 detentions in the student record Out of school suspensions count as 4 detentions on the

	<p>appropriate) are apprised of the plan</p> <ul style="list-style-type: none"> ISS = 2 detentions in the student record Out of school suspensions count as 4 detentions on the cumulative student record. 	<ul style="list-style-type: none"> Failure to comply with the specifics of the instructional discipline action plan may result in expulsion ISS = 2 detentions in the student record Out of school suspensions count as 4 detentions on the cumulative student record. 	<p>cumulative student record.</p>
Problem	1st Offense (All of the consequences listed will be imposed.)	2nd Offense (All of the consequences listed will be imposed.)	3rd Offense (All of the consequences listed will be imposed.)

<p>Inappropriate Sexual Language (Inviting students or staff to private parts. Sexual Harassment)</p> <p>The Principal may contact the appropriate authorities, depending on the nature of the offense.</p>	<ul style="list-style-type: none"> ● Student sent to Dean's Office ● Parent notified ● Mandatory meeting among student, staff member involved, and Dean, prior to student re-entering situation or classroom ● 1-3 day ISS/OSS (or longer depending on the severity of the offense), and mandatory meeting between parent and Dean, prior to student re-entering School ; possible expulsion. 	<ul style="list-style-type: none"> ● Student sent to Dean's Office ● Parent notified ● Mandatory meeting among student, staff member involved, and Dean, prior to student re-entering situation or classroom ● 3-5 day ISS/OSS (or longer depending on the severity of the offense), and mandatory meeting between parent and Dean, prior to student re-entering School ; possible expulsion. 	<ul style="list-style-type: none"> ● Student sent to Principal's Office ● Parent notified to pick-up student immediately ● Short-Term ISS/OSS up to 5 days or expulsion, and mandatory meeting between parent and Principal, prior to student re-entering School ● Board of Directors are notified regarding possible expulsion ● ISS = 2 detentions in the student record
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Cheating Violations

Examples of Cheating include:

- a. copying from another person's work during an exam or while completing an assignment;
- b. allowing someone to copy work on an exam, homework or classroom assignment;
- c. using any unauthorized materials not specifically approved by the instructor during any exam;
- d. collaborating on any group or individual assignment without the direct authorization of the instructor;
- e. altering a graded work after it has been returned, then submitting the work for re-grading;
- f. stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor;
- g. continuing work on an exam or assignment after the allocated time has elapsed;

- h. citing a source that does not exist, attributing to a source ideas and information that are not included in the source, or citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper;
- i. inventing data or statistical results to support conclusions.

Examples of Plagiarism include:

- a. copying another student's work, to include homework, and submitting it as one's own work;
- b. using any other person or organization to prepare work and then submitting it as one's own;
- c. quoting or paraphrasing the thoughts of another writer without acknowledgement.

Consequences for cheating or plagiarizing:

Consequences are at the discretion of the principal and may include any of the following:

Important: Each offense remains with the student until graduation. A new academic year does **not** erase previous offenses.

First Offense:

- Zero for the assignment
- Letter in school file; detention
- Parent meeting and a contract
- A letter of apology written by the student to the teacher and to class on why *cheating hurts the community and the student* to be read and placed in the student's file.

Second Offense:

- F (Grade lower than a 66 for Freshmen or 69 for upperclassmen) for the course for the quarter
- Letter in permanent file
- A letter of apology written by the student to the teacher and to class on why *cheating hurts the community and the student* to be read and placed in the student's file.

Third Offense:

- Fail course for the year
- Suspension from school until a parent meeting is convened
- Updated letter in permanent file
- A cheating failure cannot be made up in Summer Academy
- Possible expulsion

Student Contracts

Green Tech High is committed to supporting the learning and personal growth of all of its students. At the same time, we feel that frequent student misbehavior, poor attendance or poor academic performance and homework completion may be a sign that he is not willing to comply with our

standards and we will establish a parent conference to discuss student expectations and to develop a contract.

When repeated or extreme misbehavior leads to a suspension or an accumulation of Academic Violations students and their parents/guardians will be required to meet with the Principal or Dean of students to sign a contract of necessary conditions in order to return to school. The contract will include the following:

- Specific description of students' behaviors that need to change;
- Specific strategies for students and their teachers to use in order to change said behaviors;
- Specific consequences for a failure to change the disruptive behavior, up to and including expulsion or withdrawal from Green Tech High.

If a contract is necessary for academic reasons, parents and students will meet with the Principal to create a contract with the following:

- Specific description of previous academic performance and data on homework completion.
- Academic goals that the student needs to achieve in order to be in good academic standing;
- Additional days and hours that student will be required to stay at school and work with tutor until homework is complete;

These contracts may be established at any point (including at the start of the year), in order to help the student succeed academically.

Detentions

Daily- Daily Detention will be held Monday- Thursday from 3:00pm-4:00pm for students who receive ***5 demerits and/or are removed from class, or extreme hall, or cafeteria violations***. The daily detention list will be announced prior to dismissal. Failure to attend daily detention will result in 2 days of ISS (In School Suspensions). Repeat offenders will receive OSS.

Weekly- Weekly Detentions will be held weekly on Fridays between 2:00 pm and 3:00 pm, with the exception of holidays. Students who skip daily or weekly detention will receive 2 days ISS; repeat offenders may receive up to 5 days OSS. Detention make-ups that can only be utilized if the student has a legal excuse from their parents provided via phone call or email. Generically, detentions are sixty minutes long.

Detention Rules:

- 1st disturbance will earn the student a warning (unless the disruption is extreme, the student will be asked to leave)
- 2nd disturbance student will be asked to leave (students removed will be given an automatic 2 days ISS)

The names of students scheduled to serve detention will be posted on the main door of the front office, and in and around the Student Union, each Friday morning for all students to see. The list will also be shared with each classroom teacher, and will be part of the morning announcements delivered in the Friday morning school-wide meeting. Additionally, for each student assigned to detention, merit points will be deducted from his fraternity's cumulative point totals.

Failure to attend a mandatory detention will lead to the student earning 2 days of In-School Suspension (ISS) as space permits. If ISS is not available due to space constraints, students will receive two days of out of school suspension.

All accumulated detentions work towards the maximum allowable detentions for one school year. Any student receiving 12 or more detentions (10 or more for upperclassmen) will be subject to retention or withdrawal or expulsion.

At times, students will be permitted to work with a teacher during detention. This must be approved by the Dean of Students prior to the start of detention. In this case, students must report to detention before and after receiving tutorial support from a classroom teacher.

Lockers

A school locker will be assigned to each student and a combination will be provided. Lockers are the property of the school and may be unlocked, opened, and inspected by the Principal or Dean of Students at any time. Only school issued locks may be used on lockers (exception lockers located in the gym locker rooms). Students are responsible for the organization, and cleanliness of their individual locker. Lockers must be locked at all times.

Each student is responsible for ensuring that all personal possessions are secured at all times. The school is not liable for items missing as a result of a locker not being locked. Sharing of lockers is prohibited; students caught may face disciplinary actions.

Lockers must be emptied at the end of the school year to assist in facilitating summer cleaning and disinfecting. All non-School items left will be discarded.

Student Search Policy

The Green Tech High School administration reserves the right to conduct searches of students and their property, including backpacks with probable cause. If necessary, searches will be conducted so as to respect the privacy and interests of students to the fullest degree possible, but will balance such concerns with the primary interest of maintaining student safety and discipline.

Such searches will take place in the presence of the school Principal or Dean of Students and at least one other staff member. The parent(s) or guardian of the searched student will be notified as soon as possible to inform them that a search is about to or has just occurred.

Should a student refuse to cooperate with a search request, the school will confiscate the property in question. School lockers and desks, which are assigned to students for their use, remain the property of the school and students should, therefore, have no expectation of privacy in these areas. Such areas are subject to search by school officials at any time.

Grievance Policy

Any student or parent may bring complaints to the Principal of Green Tech High Charter School. Complaints shall be submitted to the school office. After reviewing the complaint, the Principal will personally research relevant background information, including the interview of the defending party. Once all appropriate information has been gathered, the Principal will contact the plaintiff to arrange a meeting for discussion of a resolution to the complaint. The Principal will render a determination in writing when appropriate or required.

Any individual or group may bring an alleged violation of the law or the school's charter to the Board of Trustees of Green Tech Charter School, regardless of having submitted a complaint to the Principal. Complaints to the board shall be submitted to the Principal's office. Complaints submitted to the Board of Trustees at least one week prior to the next board meeting will be acted upon at such meetings. Complaints submitted later will be addressed at the subsequent meeting of the Board of Trustees. Emergency issues will be dealt with on an as-needed basis, with the board responding at or prior to its next regular public meeting. Every effort will be made to respectfully address each matter to the satisfaction of the individual or group that presented the complaint. The Board, as necessary, may direct the principal or other responsible party to act upon the complaint and report to the board.

Upon resolution of a formal complaint, the Board of Trustees shall render a determination in writing that includes any (a) remedial actions, (b) a written notice to the complainant that he/she may file an appeal to the Charter School Institute if the complaint involves a violation of law or the school's charter, and (c) a copy of the Charter Schools Institute's Grievance Guidelines.

An individual or group has the right to appeal a determination involving a violation of the charter or law to the Charter Schools Institute and thereafter to the State Education Department (on behalf of the Board of Regents).

Skateboarding and Bike Riding Policy

Students are free to ride skateboards and bikes in the parking lot at designated times based upon the weather and having proper supervision. Helmets must be worn at all times while participating in either activity on School Grounds. The school is not liable for skateboards and bikes that are damaged or missing as a result of not being properly secured.

Driving and Use of Parking Lot Policy

Driving is a privilege and must be treated as such. When this privilege is not respected, there could be very serious results and consequences. Students desiring to park vehicles on school property must register the vehicle with the main office and provide proper documentation (driver's license, registration, proof of insurance, etc.).

Students must park in designated spaces and not spaces reserved for handicapped, visitors, or faculty. Upon arrival on school property, students must not loiter in cars or parking lots. Once students arrive on school property on foot or by car, they may not leave the school property for any reason without the permission of the parent/guardian **and** the Principal or Dean of Students.

The following safety requirements are to be observed at all times:

- Observe all state laws regarding school bus pick-up and accepting and discharging students.
- The volume of a vehicle's music system must be at reasonable levels (not able to be heard outside a range of 25 feet of the car).
- Students must not exceed 10 mph while on school property.
- Failure to park on designated student spots may result in the toing of the vehicle.

Failure to comply with the rule will result in immediate suspension of driving privileges on school property.

Tobacco-Free School Policy

Green Tech High Charter School will promote the knowledge and skills necessary to avoid tobacco use. GTH will commit the resources necessary to reinforce healthy behaviors and actively discourage all use of tobacco products by students, staff, faculty, and school visitors. As required by New York law, tobacco use is strictly prohibited at the school, on all school grounds and in any vehicle used to transport children or school personnel.

Prevention-Education

Age-appropriate instruction in the effects of tobacco smoke, to discourage the use of tobacco and to promote healthy decision-making will be included in the curriculum for all students.

N.Y. Education Law §409

N.Y. Education Law §804

8 N.Y.C.R.R. §135.1(j) and 135.3(a)
N.Y. Public Health Law §1399-n et seq
20 U.S.C.A. § 7181 et seq

Drug and Alcohol Policy

Green Tech High Charter School prohibits the use, possession or distribution of any drug/alcohol during school hours, on school property at any time and/or at any school sponsored event.

Any student who, on school grounds at any time, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, other drugs or mood altering substances or who possesses, uses, dispenses, distributes, sells or aids in the procurement of alcohol, other drugs, or mood altering substances, shall be subject to discipline as described under illegal acts in the student code of conduct.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors, and clerical workers shall be respected and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his parent unless the best interests of the student can be served only by doing so.

NOTE: Synthetic Cannabinoids (marijuana) falls under this policy. Those students found in violation will be subject to disciplinary action as described under illegal acts in Code of Conduct.

Prevention-Education

Through the use of a drug and alcohol awareness curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, Green Tech High Charter School will strive to educate, prevent and intervene in the use and abuse of alcohol, other drugs, and mood altering substances by students.

Internet Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.

- Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
 - No use of personal web pages or social networking sites (including but not limited to Facebook, Twitter, Myspace, etc.)
2. Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - Not plagiarize.
4. Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Electronics

In an effort to prepare students for college, laptops and electronic notebooks will be permitted for instructional purposes only and therefore may be used throughout the School. Email, personal web pages and social networking sites may not be used. At no time is music, games, and videos allowed to be viewed or listened to on laptops and notebooks unless it's related to classroom instruction.

All internet use policies apply fully in regards to laptop and notebook use.

Each student is responsible for ensuring that all laptop and electronic notebooks are secure at all times. The School is not liable for laptops or notebooks that are missing or damaged as a result of not being properly secured.

Electronic devices may not be used outside of Community Hour unless approved for instructional use.

Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Consequences for Violation

Violations of these rules may result in disciplinary action, possible expulsion, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Community Time

Let's change the GTH culture by balancing freedom with social responsibility; to match with our current structure and discipline. **11th and 12th** grade students are allowed to leave the campus, but must return to the building no later than 12:30p. **9th and 10th** grade students are NOT allowed to leave the campus.

Community Time is an hour daily that is devoted to the development and social well-being of all of our students by providing built in time to enhance the whole child, making stronger

men for the future. Green Tech will be an open campus for one hour a day, providing students the option of leaving campus for lunch, tutoring, clubs, gym time, and social emotional support.

Students will be trained to be responsible and independent thinkers by having an open campus during lunch time. Students will have the ability to socialize, meet with teachers, participate in school activities, eat lunch and get some exercise

Students who return late from Community time are subject to the following

- 1st Offense- Detention to be served the day of.
- 2nd Offense- Off campus privilege revoked for 1 week.
- 3rd Offense- Off campus privileges revoked for the year.

Students who have privileges revoked and leave campus without permission will receive 2 days ISS, repeated offenders will receive additional days, possibly OSS.

Parents can opt out of allowing their child to leave campus by contacting the school at (518) 694-3400 or email via frontdesk@greentechhigh.org at any time during the school year.

Signing this contract indicates that you and your child have read, understood, and agree to support the Code of Conduct as well as all of the policies mentioned below. It also signifies your commitment to help us become the best educators we can become. Together, we are a team dedicated to your child and your child's learning.

I, _____, parent/guardian of student, _____,
(Please print) (Please print)
have received the 2024-2025 **GREEN TECH HIGH Code of Conduct.**

I have read the material and I agree to do my best as a parent/guardian to support the policies of the school. Specifically, we have read and support the:

- Promotion Policy
- Cheating Policy
- Attendance/Tardy Policy
- Discipline Policy
- Grievance Policy
- Internet Policy
- Breakfast and Lunch Policy
- Skateboarding and Bike Policy
- Driving and Use of Parking Lot Policy
- Tobacco Free Policy
- Drug and Alcohol Policy
- Calendar
- Community Time
- Media Image Usage

Parent Signature: _____ **Date:** _____

I understand the procedures the school will follow if my child needs medical treatment and/or takes medication in school. I understand that it is important for the school to be able to reach me in case there is a medical emergency.

Emergency phone numbers: (1) _____ (2) _____

My child has the following health problems and/or allergies of which the school should be aware:

Health problem(s): _____

Allergies: _____ Additional information of which the school should be aware of concerning my child's health:

I authorize the release of this information to the school staff in order to coordinate services for my child.

Parent/Guardian Signature _____

Date _____

Student Signature _____

Date _____