



GRAD

ACADEMY

MEMPHIS

1880 Prospect

Memphis, TN 38106

901-206-8848

www.gradacademymemphis.org

PARENT & SCHOLAR HANDBOOK 2016 – 2017

Dr. Tamala Boyd Shaw, Executive Director

Mr. Noah Gordon, Resident Principal

Mrs. Larissa Gregory, Dean of Students

Mr. Kenna Young, Director of Business Operations

ABOUT GRAD ACADEMY MEMPHIS (GAM)

GRAD Academy Memphis History

On August 5, 2013, GRAD Academy Memphis opened its doors to the founding class of 170 scholars during its inaugural year. With the help of the national team of Project GRAD USA, the local Advisory Board, and a dynamic team of 10 facilitators, the local leadership team set out on a mission to provide a high quality education to high school students seeking to thrive in an empowering culture fueled by teaching that engages and technology that enables students to think deeply about all matters of interests. Occupying the former Southside High School campus, GRAD Academy was able to provide a 21st century high tech environment to parents and scholars seeking a more rigorous curriculum in conjunction with Project Based Learning (PBL) to foster inquiry and sustain scholar interest.

GAM Vision/Mission:

Our mission is to disrupt inequities in public education to ensure that all of our scholars develop the knowledge, skills and habits of mind to become responsible citizens and stewards of our future.

GRAD Academy Memphis Core Values

Trust, Respect, Responsibility, and High Expectations

Be Trustworthy. Do the right thing even when no one is looking.

Be Respectful. Treat people and things like they are important and valuable.

Be Responsible. Be accountable for your actions.

Set High Expectations. Strive for more than you currently think you are capable of.

GRAD Academy Memphis New Tech Outcomes

Our scholars will:

- Know themselves and their talents well, identify areas for personal growth and create and identify paths that will fulfill their own destinies.
- Learn through collaboration with family, business, and community.
- Possess a strong sense of civic responsibility.

The GRAD Academy Memphis theme for the 2016-2017 School Year is
Community Begins Here!

All of the GAM administrators, facilitators and staff have been empowered to create, to lead, to discover. Likewise, to connect our academic work and increase scholar engagement and interest, our instructional theme will focus on areas of and social justice in line with the mission of GRAD USA.

Academic research suggests that scholars engaged in service for others and service learning experiences around things that interest them and their passions not only graduate on time, but fair better academically. As such, we will design opportunities for scholars to successfully engage in service learning.

To support our work with the scholars this year we will use Giving Point, which will also connect our scholars to other social entrepreneurs across the country engaged in similar work. It will provide a platform for our scholars to simultaneously learn but also provide an efficient record-keeping system and service learning transcript.

2016-2017 GRAD Academy Memphis High School Calendar



First Semester				
Date	Day	Event	Scholars	Facilitators
August 3	Wednesday	ONLY 9 th Graders	In (9 th grade only)	In
August 4	Thursday	ONLY 10 th & 11 th Graders	In (10 th & 11 th only)	In
August 5	Friday	ONLY 12 th Graders	In (12 th graders only)	In
August 8	Monday	ALL Scholars	In	In
September 5	Monday	Labor Day	Out	Out
October 6	Thursday	Half-Day Parent/Facilitator Conference Day/Night (12-3 and 4-6)	Out (1/2 day)	In
October 7	Friday	Facilitator PD	Out	In
October 10-14	Monday - Friday	Fall Break	Out	Out
November 11	Friday	Veterans Day	Out	Out
November 21-25	Wednesday-Friday	Thanksgiving Break	Out	Out
December 16	Friday	Half Day /Administrative Day	In (1/2 day)	In
December 19-December 30	Monday-Friday 2X	Winter Break	Out	Out
Second Semester				
January 2	Monday	Facilitator PD	Out	In
January 3	Tuesday	Scholars Return	In	In
January 16	Monday	Martin Luther King Jr. Day	Out	Out
February 16	Thursday	Half-Day for Parent-Facilitator Conference (12-3) (4-6 p.m.)	In (1/2 day)	In
February 17	Friday	Facilitator PD	Out	In
February 20	Monday	President's Day	Out	Out
March 13-17	Monday-Friday	Spring Break	Out	Out
April 14	Friday	Good Friday	Out	Out
April 17	Monday	Easter Holiday	Out	Out
May 23 – 26	Tuesday - Friday	Final Exams Last Days Students	In	In
May 29	Monday	Memorial Day	Out	Out
May 30 & 31	Tuesday - Wednesday	Admin Work Days	In	In

GAM CONTACT INFORMATION

GRAD Academy Memphis
 1880 Prospect Street
 Memphis, TN 38106
 901-206-8848

Project GRAD USA
 2855 Mangum Road
 Suite A522
 Houston, TX 77092
 832-831-6039

Note: GRAD Academy Memphis aligned our handbook in accordance with the Achievement School District and the Tennessee Department of Education. Project GRAD and GRAD Academy Memphis reserves the right

Achievement School District

Tennessee ASD
 710 James Robertson Parkway
 5th Floor
 Nashville, TN 37243
 615-253-4176

Durham Transportation Services

1681 Getwell Road
 Memphis, TN 38111
 901-743-1093

ACADEMIC POLICIES**POWERSCHOOL PARENT PORTAL**

Powerschool Parent Portal gives parents and scholars access to real-time attendance information. Quarter and semester grades will be posted in PowerSchool. Your username and password will either be sent to you via mail or you may call the school: 901-206-8848. Your child will be given log-in information during the first few weeks of school.

ECHO

Powered by the New Tech Network, Echo is used in every class at GAM. Parents can share scholars' log-in information so they too can stay connected to their scholars' academic world. View class agendas, grades, and more on Echo.

CREDIT RECOVERY POLICY

All GAM scholars who are not successful in passing a course during the assigned term must successfully fulfill the requirements of that course by August of the following calendar year. Scholars may fulfill this requirement either through summer school if offered and/or the GAM Academic Credit Recovery On-line Intervention Program, Study Island, Khan Academy, or similar. We encourage all scholars to take advantage of the support options available during the term of the assigned course while available.

HOMEWORK POLICY

Homework or other assessments are due no later than the established deadline. Scholars need to communicate with their facilitators when they are unable to submit work in a timely manner.

GRADING/RANK IN CLASS

- Rank in class is computed from grades earned in grades nine, ten, eleven, and twelve.
- Rank in class is computed each semester unofficially. The official ranking is made after the seventh semester of work is completed.
- A scholar's rank in class is computed by averaging semester grades in all subjects granting one credit or more for each semester of work.
- Rank in class is determined on the following mathematical basis:

Letter Grade	Point Value
A	93-100
B	85-92
C	75-84
D	70-74
F	0-69

GRADUATION REQUIREMENTS

The following requirements are minimum requirements. We are preparing scholars to compete globally, not next door.

In addition to the academic coursework requirements, scholars will have to complete a minimum of 100 service learning hours.

In alignment with the State's graduation requirements, scholars must complete a minimum of 22 credits to graduate from any school in the Achievement School District. A school may require scholars to complete additional coursework that aligns with the school's curriculum and/or specify how the scholar must fulfill the electives requirement. GAM-specific coursework, in alignment with Project GRAD and the New Tech Network guidelines.

Total Required Credits: 22 (100 service learning hours)

Math: 4 credits, including Algebra I, II, Geometry and a fourth higher level math course (Scholars must be enrolled in a mathematics course each school year.)

English: 4 credits

Science: 3 credits, including Biology, Chemistry or Physics, and a third lab course (*GRAD +1*)

Social Studies: 3 credits, including U.S. History and Geography, World History and Geography, U.S. Government and Civics, and Economics (*GRAD +1*)

Physical Education and Wellness: 1.5 credits

Personal Finance: 0.5 credits (Three years of JROTC may be substituted for one-half unit of Personal Finance if the JROTC instructor attends the Personal Finance training.)

Foreign Language: 2 credits (May be waived for scholars not going to a University to expand and enhance the elective focus)

Fine Arts: 1 credit (May be waived for scholars not going to a University to expand and enhance the elective focus)

Elective Focus: 3 credits consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)

GRAD Elective Focus Course Offerings

PLTW Engineering - Curriculum

In PLTW Engineering, students engage in open-ended problem solving, learn and apply the engineering design process, and use the same industry-leading technology and software as are used in the world's top companies. Students are immersed in design as they investigate topics such as sustainability, mechatronics, forces, structures, aerodynamics, digital electronics and circuit design, manufacturing, and the environment, which gives them an opportunity to learn about different engineering disciplines before beginning post-secondary education or careers.

Schools offer a minimum of three courses by the end of the third year of implementation: Introduction to Engineering Design, Principles of Engineering, and any specialization course or the capstone course.

Foundation Courses

Introduction to Engineering Design (IED, 1 year)

Students dig deep into the engineering design process, applying math, science, and engineering standards to hands-on projects. They work both individually and in teams to design solutions to a variety of problems using 3D modeling software, and use an engineering notebook to document their work.

Principles of Engineering (POE, 1 year)

Principles of Engineering and Technology is a foundational course in the STEM cluster for students interested in learning more about careers in engineering and technology. This course covers basic skills required for engineering and technology fields of study. Upon completion of this course, proficient students are able to identify and explain the steps in the engineering design process. They can evaluate an existing engineering design, use fundamental sketching and engineering drawing techniques, complete simple design projects using the engineering design process, and effectively communicate design solutions to others.

Computer Integrated Manufacturing (CIM, 1 year)

Manufactured items are part of everyday life, yet most students have not been introduced to the high-tech, innovative nature of modern manufacturing. This course illuminates the opportunities

related to understanding manufacturing. At the same time, it teaches students about manufacturing processes, product design, robotics, and automation. Students can earn a virtual manufacturing badge recognized by the National Manufacturing Badge system.

Information Technology

Information Technology Foundations (ITF) is a course intended to provide students with exposure to various information technology occupations and pathways such as Networking Systems, Programming and Software Development, and Web Design. As a result, students will complete all core standards, as well as standards in two of three focus areas. Upon completion of this course, proficient students will be able to describe various information technology (IT) occupations and professional organizations. Moreover, they will be able to demonstrate logical thought processes and discuss the social, legal, and ethical issues encountered in the IT profession. Depending on the focus area, proficient students will also demonstrate an understanding of electronics and basic digital theory; project management and teamwork; client relations; causes and prevention of Internet security breaches; and writing styles appropriate for web publication. Upon completion of the ITF course, students will be prepared to make an informed decision about which Information Technology program of study to pursue.

Graduating with Distinction – A scholar attending GAM will graduate with distinction by maintaining a “B” or better average and meeting two of the following criteria:

1. Successful completion of a 3rd year of any World Language,
2. Successful completion of a 4th year of science,
3. Score at or above the readiness benchmarks on the ACT or SAT, or
4. National Merit finalist or semi-finalist
5. A composite score of 31 or higher on the ACT
6. A score of 3 or higher on two AP exams
7. 12 or more hours of transcribed post-secondary credit
8. 100 Service hours (25 hours by the end of 9th grade, 50 hours by the end of 10th grade, 75 hours by the end of 11th grade, 100 hours by the end of 12th grade)

PROMOTION AND RETENTION

A scholar shall be promoted to the next grade or course level upon demonstrating proficiency in the current grade or course level standards. The scholar's teacher and other school staff and leadership may participate in the decision to promote or retain a scholar. Special consideration for promotion and/or retention shall be given to scholars with special academic, social, and emotional needs. Social promotion is not a practice of the ASD.

Factors to be considered in the decision to promote or retain a scholar may include, but are not restricted to:

- report card grades;
- current knowledge and skill level, as determined by formal and informal assessments;
- readiness to learn the knowledge and skills required at the next grade or course level;
- record of previous intervention;
- number of absences;
- previous retention;
- scholar conduct that may impact academic performance;
- extenuating circumstances that may have adversely affected the scholar's participation in either the required instruction and/or assessments; and
- expected benefits and/or risks of promotion or retention for the student.

Scholars experiencing challenges meeting grade level expectations will be identified early in the school year. An intervention plan will be developed and implemented in consultation with the parent or guardian. A scholar's parent or guardian will be involved in any discussion about potential retention well in advance of a decision being made.

If a scholar is retained, she/he will continue in the same grade level or content area for another term or school year. The scholar who is retained will also receive an individual learning plan specifying the intervention(s) and support(s) necessary to meet grade level or content area standards.

REQUIRED TESTING

Scholars shall take a series of assessments as outlined in the table below. These assessments provide educators with diagnostic information to assist in developing interventions for the purpose of increasing high school graduation rates and improving scholar preparation for postsecondary success. The results of such assessments shall be analyzed, reported, and discussed to determine next steps to facilitate scholar learning.

AFTER SCHOOL HOURS

All scholars must be out of the building by 4:00 P.M. unless supervised by a GAM employee.

ACADEMIC INTEGRITY

Plagiarism is the act of appropriating the ideas, language, or work of another, and passing them off as one's own product. As used here, it includes the act of "cheating," when a scholar obtains or assists others in obtaining credit for work that is not his/her own.

- Submitting another person's work as one's own.
- Presenting/including materials taken from sources, such as books, periodicals, newspaper, or the Internet without appropriate documentation.
- Downloading an essay, or part of an essay, from an Internet source and submitting it as one's own.
- Copying from another scholar's tests or helping another scholar during a test/providing or accepting information regarding specific test content.
- Copying another scholar's homework, test, quiz, book report, assignment, or take-home test.
- Allowing another scholar to copy a test, homework, quiz, project, book report, assignment, or take-home test.
- Using programmable calculators in a manner not specified by the teacher.

Consequences of plagiarism and other acts of academic dishonesty:

- Zero for the assignment
- Parent conference
- Repeating the entire course
- Possible suspension
- Any other actions believed to be necessary by administrators

RECORDS AND TRANSCRIPTS

A permanent record of the courses taken by each scholar consists of: the grades received his/her attendance record, and scores on special tests. When a scholar transfers to another school or applies for admission to college, the office will forward a transcript of this record. After the third transcript, a \$1.00 fee will be charged for each transcript requested.

SCHOLAR TRANSFER/DISMISSAL

Parents/Guardians of scholars will follow GAM transfer procedures, which include submission of a request for transfer form. Requests for scholar transfer to an alternate school requires administrator approval from both the scholars' sending and receiving schools. Parents of scholars who wish to transfer must meet with Head of School or designee.

Failure to comply with GAM core beliefs, values, agreements, and/or consistent failure to meet behavior expectations may result in permanent dismissal.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars over 18

year of age (“eligible scholars”) certain rights with respect to the scholar’s education records. These rights are:

- The right to inspect and review the scholar’s education records within 45 days of the day the school receives request for access.

Parents or eligible scholars should submit the Head of School (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

- The right to request the amendment of the scholar’s education records that the parent of reliable scholar believes are inaccurate.

Parents or eligible scholars may ask the school to amend a record that they believe is inaccurate. They should write the Head of School (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent of eligible scholar, the school will notify the parent or eligible scholar of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the scholar’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A School official is a person employed by the school as a administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S/ Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

TRANSPORTATION TO AND FROM SCHOOL

Scholar Drop Off and Pick Up

Scholar drop off and pick up is to occur at the main entrance of the building. GAM intends to be good neighbors with neighboring businesses and residents, and as such, we ask that you do not enter or exit the GAM Campus through the alley and neighboring business parking lots. To access the GAM Campus, please use Prospect in order to reduce traffic flow in the neighboring, residential area.

Parking of Automobiles and Motorcycles (if approved)

Scholars need to understand that driving to school and parking on campus is a **privilege** afforded to them. The following are conditions attached to this privilege; failure to follow these conditions may mean forfeiture of this privilege:

- Scholars must register their vehicle with the front office and clearly display their parking permit.
- Scholars **must** park in the designated lots; spaces are taken on a first come, first served basis daily.
- Cars should be locked at all times. The school assumes no responsibility for loss, theft or damage.
- The speed limit within the parking lot is 5 M.P.H. Speeding or reckless driving is prohibited.
- Scholars are to obey all traffic signals, signs and markings on campus.
- Scholars may not park in front of any wheelchair ramps or block access to any wheelchair ramps.
- Scholars' drivers will enter school immediately upon arrival.
- Scholars will access the campus only from the Prospect Street entrance.
- Scholars' vehicles will be free from profanity and offensive and insulting symbols.
- Scholars will maintain a clean and litter free parking area.

School Buses

School bus drivers are to have complete control of all school children while scholars are on the buses. Drivers will keep order, maintain discipline, and treat everyone in a civil manner. The driver will see that no child is imposed upon or mistreated, and use every care for the safety of the children. Buses are equipped with audio visual equipment. The school bus is an extension of the classroom, and scholars are expected to abide by the bus rules and regulations. Rules are as follows:

Before Bus Arrives

- Leave home on time each day.
- If there are no sidewalks, walk facing traffic.
- Arrive at bus stop 5 minutes prior to pick up time.

- Wait off the roadway, not in the street.
- Respect private property.

Boarding the Bus

- Wait for the bus to come to a full stop.
- Be polite and take your turn getting on the bus.
- Use the handrails.

Conduct on the Bus

- Go to straight to assigned/unassigned seat and stay seated. Do not move around the bus while the bus is in motion. (Driver has the right to assign seats as he/she deems necessary.)
- Do not distract the driver unless it is an emergency. (Drivers need to keep their minds on driving and eyes on the road.)
- Loud, profane language or yelling is not permitted. (Talk quietly so the driver can hear traffic sounds.)
- Keep arms, feet and personal items out of the aisles, to yourself, and inside the bus.
- Eating, drinks, and gum are not permitted.
- Do not open or close windows without driver’s permission.
- Carry-on bags or personal items should not infringe on the space of others.
- All toys, games, balls, or personal items should be kept inside a contained bag and are not for use on a bus.
- Use of alcohol, drugs of any kind, tobacco, matches, or lighters is not permitted.
- Firearms or weapons of any kind are not permitted.
- Do not litter or deface the bus in any way.
- Do not tamper with any safety device or any other equipment on the bus.
- Rude, discourteous, or annoying behavior is not permitted.
- Physical or verbal abuse of another scholar will not be tolerated.
- Any behavior that is deemed to be a danger in relation to safety, well-being, or respect for others will not be tolerated.

Leaving the Bus

- Do not leave your seat until the bus comes to a complete stop.
- Take your turn, don’t crowd in front of others.
- Use the handrails and watch your step.
- Follow the directions of the driver when crossing the street, at all transfer points.

In accordance with Tennessee Law, RIDING THE BUS IS A PRIVILEGE! Failure to follow the rules may result in suspension of transportation privileges.

School Bus Disciplinary Action Guideline

- Warning:* Driver will talk with student to try to resolve the issue.
- First Offense:* Driver will talk with scholar and parent to assign scholar to another seat. If the student’s behavior warrants; the driver may suspend riding privileges for one day.
- Second Offense:* The driver will notify the Dean of Students, who may take action to suspend the scholar from riding the bus for up to ten days.
- Third Offense:* The bus driver will notify the Dean of Students, who will take action to

suspend the scholar from riding the school bus for the remainder of the school year.

The above is a guideline; severe issues may result in immediate suspension of bus privileges.

ELIGIBILITY AND ENROLLMENT PRIORITY

Unlike open enrollment charter schools in Tennessee, GAM has limited scholar eligibility. GAM will enroll scholars in accordance with T.C.A. 49-13-106(a)(2): "The Achievement School District may authorize charter schools within the jurisdiction of the LEA for the purpose of providing opportunities for scholars within the LEA who are zoned to attend or enrolled in a school that is eligible to be placed in the achievement school district.

GAM has established and defined its own priority groups, listed below in order of enrollment preference:

- Scholars with current, legal residence in an ASD school's attendance area
- Nonattendance-area scholars who attended an ASD school prior to its transformation – including open enrollment and optional transfers
- Brothers and sisters of enrolled scholars (from any priority group)
- Scholars with current, legal residence in another ASD school's attendance area
- Scholars who currently attend a non-ASD Priority School or who have a current, legal residence in a non-ASD, Priority

ATTENDANCE

Planned Absences

Scholars who leave during the school day are required to submit assignments prior to leaving the building for any class or part of class they will miss per that facilitator's submission practice (e.g. an in box, etc.). As a professional courtesy, scholars should inform facilitators of appointments at the beginning of class.

Unplanned Absences (illnesses, family emergencies, etc.) will receive one day to submit assignments for each day they have been absent.

Powerschool Parent Portal gives parents and scholars access to real-time attendance information. Your username and password will either be sent to you via mail or you may call the school: 901-206-8848. Your child will be given log-in information during the first few weeks of school.

GAM, like many professional organizations, values individual responsibility and self-management. Therefore, GAM will create an environment that encourages scholars and their

parents to support these values. One of the clearest ways to demonstrate this is regular and punctual attendance.

We believe that parents should routinely monitor their scholar's attendance. GAM scholars are not permitted to clear their own absences or tardy unless they are an emancipated minor. Absences and tardy are reported on individual course progress reports. Parents who have questions and/or concerns about their scholar's attendance may call the office.

Scholars are subject to the requirements of state law and school attendance policies. Fulfilling the requirements of the law and policies is the responsibility of the scholars and their parent(s)/guardian(s).

A scholar who is absent from school is expected to independently make up any work missed during such absence.

GAM follows the secondary calendar set for the Achievement School District. Radio and TV stations announce closures and delays. We encourage parents to sign up for email and text alerts from GAM by clicking on the E-alert

Attendance is one of the direct drivers of student achievement. We need and expect your scholars to be here every day and on time. We understand scholars get ill and sometimes there are family emergencies. However, please support your scholar's attendance. Our goal is 95% of scholars will be here 95% of the time. We expect scholars to miss no more than 5 days. We are on a new block schedule this year and moving forward with an A-Day / B-Day schedule. If scholar who misses two consecutive days of instruction has missed the equivalent of 3 days of instruction and if a scholar consistently misses an A Day or a B day, the scholar runs the risk of getting significantly behind.

Tardies

Facilitators take attendance at the beginning of each class period. Scholars who are 10 or fewer minutes late are marked tardy; scholars 10 or more minutes late are marked unverified.

PowerSchool Parent Portal gives parents and scholars access to real-time attendance information, including tardy. Your username and password will either be sent to you via mail or you may call the school: 901-206-8848. Your child will be given log- in information during the first few weeks of school.

To avoid missing instruction and to be respectful of peers and facilitators, scholars need to be on time to each class as part of GAM's trust, respect, and responsibility agreements. Scholars 5 tardy will be referred to Communities in Schools to begin intervention services in accordance with state truancy laws.

Procedures In Case of Absence

- In case of an absence, a parent or guardian must call the office (901-206-8848) by 9:00 a.m. during the day of the absence. Failure to do so will result in the absence being listed as unexcused. Voice mail is available 24 hours per day.
- Scholars have two (2) days after returning to school to change an unexcused absence to an

excused absence with parental notification.

- The day before or after any school vacation, a doctor's statement may be requested to confirm an illness.

Excused Absences

Scholars may be absent from school for the following reasons:

- Illness or injury requiring absence.
- Death of immediate family member.
- Death of another person when requested by parent or guardian (subject to approval of Head of School or designee). This request must be made prior to day of funeral.
- Educational activities approved by the Head of School.
- Special religious observations. (Examples: Good Friday, Yom Kippur, etc.)
- Confirmed medical/dental appointments. A signed doctor statement must be returned.
- Participation in state, multi-state, or national competition (subject to approval of Head of School or designee).
- Subpoenaed to appear in court as a witness in a judicial proceeding.
- Legislative page in the Tennessee General Assembly.*
- Election Day worker.
- Job shadowing with approval of Head of School or designee.
- College visitation. Permission slips available from counselor.
- For part-day illnesses, leaving school must be approved by nurse or member of administrative team for the absence to be excused.

Other highly extenuating circumstances may require a scholar to be absent from school. Such circumstances will be reviewed by and subject to the approval of the Head of School or designee on a case-by-case basis. Family vacations are excluded and will be marked as unexcused absences.

In accordance with applicable law, scholars who are absent from school for service as a legislative page, election worker, or subpoenaed shall be recorded as present on the official attendance record.

Excused Absences Make-up

For excused absences, a scholar may have the opportunity to make up all work and receive credit for the same. The following conditions apply:

The request for make-up is the responsibility of the scholar.

- The scholar is encouraged to complete the work prior to the absence, when possible.
- For excused absences of two or more consecutive days, a parent/guardian may request assignments during the period of the scholar's absence.
- Following an excused absence, scholars will be given a number of school days equal to the number of school days of absence to submit make-up work for credit. (Example: scholar who is absent on Monday and Tuesday will make up work on Wednesday and Thursday and turn it in on Friday.)

Absences Due to Other Highly Extenuating Circumstances

A parent/guardian will submit a request for an excused absence due to highly extenuating circumstances and for participation in non-school sponsored state, multi-state, or national competition on the official form. This form, available in the deans' office, should be completed and submitted to the Resident Principal or designee at least two (2) school days prior to an absence, unless an emergency prevents submission prior to the date of absence. In such case of emergency, the form must be submitted within two school days following the return to school. The request will be reviewed by and subject to the approval of the Resident Principal or designee.

Unexcused Absences

- All absences not provided for under Excused Absences shall be considered unexcused.
- The penalties for unexcused absences are as follows:
- No credit for daily work missed.
- For each unexcused absence of less than a whole day, without prior notification and parental approval, a scholar is considered truant and will be assigned consequences:
- First offense - Scholar may be assigned 2 days of lunch detention.
- Second offense – Scholar may be assigned 1 day of in-school suspension.
- Continued offenses - Additional consequence(s) may be assigned – up to and including an out-of-school suspension.

An accumulation of more than three (3) unexcused absences in any semester in any one class, not including days of suspension, may result in the student's withdrawal from the course(s) involved with a "I" or "F". He/she will be assigned to an academic lab for the classes involved. Extenuating circumstance involved in these absences will merit review.

Special Provisions

- A scholar who exceeds twelve absences in a semester course may receive no credit in the course. The reasons for the scholar's absence will be reviewed before a loss of credit occurs.
- A scholar who receives no credit in a course because of exceeding twelve absences in a semester course may audit the class or be assigned to an academic lab.
- A scholar or parent/guardian may appeal a decision resulting in the loss of credit in a course to an attendance review committee. The committee will be composed of the Head of School or designee, a dean(s), a counselor, and the scholar's teachers.

INTERVENTION PROCEDURES

Procedures are established and may be implemented to involve the assistance of the school attendance officer, local law enforcement officials, Department of Children Services, Juvenile Probation Division, or other agencies, when appropriate, in assuring attendance of scholars, if the school's efforts with scholars and parents fail to produce satisfactory improvement in school attendance.

TRUANCY

According to the ASD, if a scholar is absent without an excuse, GAM may implement various interim parent communications and school-based interventions to encourage attendance. Once a scholar accumulates 10 unexcused absences in a single school year, she/he is considered a "truant" and his or her attendance record will be reported to the ASD and to the TN Department

of Education.

If appropriate action is not made within 3 days of truancy notification, the case could be referred to Juvenile Court, the District Attorney's Office, and/or the Department of children's Services for additional support.

MAKE-UP WORK FOR SUSPENSION

Scholars who are suspended from school will be required to make up work (tests, papers, special assignments), per teacher discretion. No credit will be given for daily work missed.

Scholars who fail to complete the required make-up work will receive zero credit. One day will be allowed for make-up for tests, papers, or special assignments for each day of suspension. [Pre-assigned projects, special reports, papers, etc. must be turned in by the original deadline, as assigned by the teacher.] If that deadline occurs during the suspension, the assignment must be turned in the first day the student returns to school.

Daily work is that work which cannot be made up because the situation for the work cannot be recreated. This includes such activities as daily classroom assignments, including homework, quizzes, group participation activities, recitation, classroom discussion, journal notebooks, laboratory experiments and reports, and teacher notes.

ILLNESS

Scholars may be required to have a written statement from a licensed health care provider to receive an excused absence due to illness. The parent/guardian will be notified of this requirement in a timely manner.

It is the parent's and/or guardian's responsibility to inform the appropriate school officials of any infectious disease suffered by the scholar so that proper precaution are taken to ensure the safety of the scholar and the student body. Parents/guardians are encouraged to provide the school with a physician's statement that substantiates any chronic medical problem that would affect a scholar's regular school attendance or participation in physical education classes.

Medical Information: GRAD may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the scholar or other individuals.

Communicable Diseases: Our scholars will not be denied an education solely because of a communicable disease. However, his/her program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease. This may include allowing the scholar to work from home if necessary.

It's the parents or guardians responsibility to inform the appropriate school officials of the infection so that proper precautions are taken to ensure the safety of himself/herself and/or others. No scholar with a communicable disease which may endanger the health of either himself/herself or others, will enter or remain in the regular setting. If the school leader has reason to believe a scholar may endanger the health of himself/ herself or other the Head of School shall require conformation from a physician before the scholar returns to school.

GAM POLICY STATEMENT

GAM values individual responsibility, respect, and self-management. Scholars demonstrate these values by working within the boundaries of professional conduct set by the staff and scholar governance body at GAM. GAM will implement systems which encourage scholars and their parents to support these values.

Communication between all members of our learning community is vital in understanding the expectations of professional conduct at GAM. These policies have been written to inform all concerned what is expected of them. Our goal is to create an orderly, safe environment that is conducive to learning for all scholars.

ESTABLISHING AN EDUCATIONAL AND PROFESSIONAL ENVIRONMENT

At GAM, we are creating a culture of trust, respect, responsibility and high expectation. Staff and scholars have pledged to abide by and enforce the Professional Conduct Guidelines.

Successful education and professional environments promote individual responsibility while establishing guidelines and performance expectations. These same organizations have swift and consistent consequences for inappropriate behavior.

This effort requires that scholars and staff follow the professional conduct guidelines. This effort also requires a fair, firm, and consistent application of consequences. Scholars who approach our unique environment in a mature and responsible manner enjoy maximum flexibility and responsibility. Scholars who violate these codes of conduct and demonstrate a lack of maturity will lose privileges.

At GAM, we believe in a **Progressive Discipline** philosophy. Consequences increase if the unacceptable behavior is repeated with relative more minor offenses, serious consequences result only after verbal conferences and warnings have failed to correct the scholar's behavior. With major offenses, consequences will begin at an increased level.

Scholars' Leadership/Counselors Assignments

Dr. Tamala Boyd Shaw (Executive Director)

Mr. Noah Gordon (Resident Principal) – 11th & 12th grade level 3 behavior

Mrs. Larissa Gregory (Dean of Students) – 9th & 10th grade level 3 behavior

Ms. Gilbert (Counselor) – 11th & 12th

Ms. Haynes (Counselor) – 9th & 10th

RESPONSE TO INSTRUCTION AND INTERVENTION (RTI²)

Response to Instruction and Intervention, RTI², is a teaching system that uses data to identify students' specific needs and match those needs with appropriate instructional strategies. In Tennessee, the RTI² Framework is a component of TNCore.

The TNCore implementation plan has three legs with student achievement at the center:

- Assessment alignment and transparency
- Instructional materials and curriculum
- Quality training and meaningful support

What does the RTI² Framework look like?

The RTI² Framework has three tiers. Each tier provides differing levels of support.

In Tier I, all students receive research-based, high quality, general education instruction that incorporates ongoing universal screening and ongoing assessment to inform instruction.

In Tier II, intervention is implemented when assessment indicates that a student is not making adequate gains from Tier I instruction alone. In addition to Tier I instruction, students are provided small group interventions designed to meet their specific needs. These students are progress monitored weekly or every other week using a tool that is sensitive to measuring changes in the student's individual skills.

In Tier III, more intensive interventions are provided to students who have not made significant progress in Tier II, who are more than 1.5 grade levels behind, or who are below the 10th percentile. These students are progress monitored weekly or every other week using a tool that is sensitive to measuring changes in the student's individual skills.

What are the key components of the RTI² Framework?

A key component of RTI² is that all children receive high quality curriculum and instruction in the general education classroom (Tier I).

Another component of RTI² is that the school conducts universal screenings. Universal screenings review the performance and progress of all students through brief assessments. Universal screenings help schools identify students who may need more support or other types of instruction.

As a result of universal screenings, students may be identified as needing targeted intervention (Tier II) in addition to the high quality instruction they are receiving in Tier I. Research based interventions are used to support students in the area(s) in which they are struggling. Research based interventions are teaching strategies or methods that have been proven effective in helping children learn.

Another key component of RTI² is progress monitoring. Progress monitoring is a way for teachers to take a snapshot of how children are doing on a specific skill. It shows how well the intervention is working. It includes formal and informal assessments. Progress monitoring helps

determine whether an intervention is successful or needs to be changed. This information is shared with parents on a regular basis.

When progress monitoring indicates that the intervention is no longer needed, the child continues to receive support from the general education curriculum (Tier I). When progress monitoring shows that a child is not responding to the intervention, another approach or intervention may be tried. If a higher level of support is needed, students may be given more intense intervention that further focuses on the supporting skills they need to be successful learners (Tier III). Students who do not respond to Tier III interventions may be referred for special education.

What if I think my child needs special education?

If at any time parents become concerned that their child needs special education, they should contact their child's teacher or administrator. Other forms of evaluation, in addition to information gathered through the RTI² framework, are needed to determine if a student is eligible for special education services. In order for these evaluations to be conducted, a parent's written consent is required.

Ways to Support Your Child in School

- Make reading an everyday habit at home
- Communicate with your child's teacher
- Monitor and assist with homework assignments
- Review progress monitoring data
- Share your child's successes
- Learn more about the curricula and interventions being used in your child's school
- Attend parent/teacher conferences and other school meeting about your child
- Talk to your child's teacher or principal for more information about how RTI² is being implemented in your child's school.

GAM SCHOLAR CULTURE

A positive school culture characterized by respect, responsibility, and trust, is foundational to learning at GAM. As critical to school progress as academic strategies, are the routines and procedures that foster and sustain respectful and trusting relationships, and a sense of collective responsibility for the well-being and success of the community and each of its members.

Harambee. *At the beginning of each week, each GRAD Academy community convenes for Harambee, a Kiswahili word meaning "let's pull together". Components of Harambee include, in order:*

- *Opening* – "It's Monday and Harambee and GRAD is in the house"
- *Read Aloud* – During Read Aloud, a guest reads a short selection (a poem, a few pages from a favorite book, or a book from our Freedom School library) and then has a short question and answer session with the scholars. The Read Aloud sets the stage for learning and reminds everyone of the power of reading and oral tradition.
- *Something Inside So Strong* - Theme Song
- *Cheers & Chants* – Inspirational cheers or chants about our school, academics, and self-empowerment

- *Recognitions* - Recognitions is the time to acknowledge scholars, servant leaders, staff, volunteers, parents for any positive act big or small. This is also the time to recognize birthdays.
- *Moment of Silence* – a short time to reflect on desired outcomes for the day
- *Announcements* – Even announcements are introduced in a special way with music

Advisory. Meeting at *least* twice per week, Advisory serves as a key context for supporting students' academic, socio-emotional, and civic development, as well as to help cultivate mindset and skills around college and career readiness. Advisors serve as liaisons to other faculty members, as advocates for students, and help facilitate communication between home and school. The school leadership team, including teacher leaders, academic counselors, and Power Center staff should work together to design the advisory structure and content, providing support and guidance to advisors.

Restorative practices require all students and faculty to recognize the impact of individual behavior on the larger community. By shifting focus away from judgment and punishment to understanding, healing, and growth, restorative practices help reduce bullying, improve behavior, strengthen the school community, restore relationships, and repair harm.

SUMMER PROGRAMMING

CDF Freedom School

The Children’s Defense Funds (CDF) Freedom Schools program© serves as a Summer Bridge for select GRAD. The *CDF* Freedom Schools program provides an additional layer of support for students and families during the summer. Children are engaged in rigorous summer enrichment that helps them fall in love with reading, increase their self-esteem, and generate more positive attitudes toward learning. We implement the CDF Freedom Schools program to prevent summer learning loss, promote literacy, and civic engagement through youth and family empowerment.

Summer Institutes

Summer Institutes are a key element of Project GRAD USA’s proven track record as a College Access provider nation-wide. Exposing GAM scholars to a college environment and college faculty has an enormous positive impact on their development. Summer Institutes are 1- 4 week intensive academic programs created in collaboration between GAM staff, college faculty and students. Previous Summer Institute sites include Rhodes College and the University of Memphis. The academic program includes some combination of math, language arts, research, and STEAM focused courses. Course work is delivered by college faculty; colleges also supply student mentors. Summer Institutes should have cultural enrichment features, which might include the performing arts, the arts, etc.

DRESS AND APPEARANCE

School Uniforms and Dress Code

School Uniforms

The basic standard school uniform shall be grey or black dress pants and/or grey skirt and white, red, or black short sleeve or long sleeve polo style shirts with a collar, and/or a white oxford button down with name tag. Any combination of the official colors, pants, and/or skirt will be acceptable as school uniform attire.

All 9th graders must purchase a white short or long sleeve polo style shirt with a collar.

All 10th graders must purchase a black short or long sleeve polo style shirt with a collar.

All 11th graders must purchase a red short or long sleeve polo style shirt with a collar.

Outerwear Policy - Absolutely **NO** outerwear will be permitted outside of the vest, cardigan, blazer, or any other outwear items sold by the vendor.

Dress Code for Ladies:

Shirts: White, red, and/or black short and long sleeve shirts are permitted. At least one shirt must be purchased at the vendor listed above, with the school emblem embroidered on the right pocket. Shirts must be appropriately fitted. Midriffs and/or undergarment exposure are prohibited.

Skirts: Skirts purchased at the vendor listed above are required. Skirts may not be purchased elsewhere. Two patterns are available – gray and plaid. Skirt length must **NOT** be any shorter than ¾” length above the knee.

Pants: Grey pants purchased at the vendor are optional. Grey and black dress pants only are permitted. All pants are to be boot cut. Skinny pants, leggings, and/or any pant made of a cotton or spandex material are prohibited.

Sweaters: Sweaters with the school emblem must be purchased from the vendor. Ladies will be required to wear their sweaters during cooler weather.

Sweater Vests: Sweater vests with the school emblem are **optional** and may be purchased at the vendor above.

Socks and Stockings: White, black, red, or grey knee-length socks or stockings may be purchased at the vendor but may also be purchased at any local vendor including Wal-Mart, Target, etc. Patterned socks are permitted, but must consist of any combination of the official colors.

Shoes: Any shoe worn by the scholar must be black, white, grey, or tan with a closed-toe with no exceptions. Dress shoes, oxford-type shoes, loafers, or tennis shoes may be worn. **Absolutely no heels** including but not limited to wedge heels, platform heels, or stiletto heels are allowed, unless permitted by administration on an out of uniform day.

Dress Code for Men:

Shirts: White, red, and/or black short and long sleeve shirts are permitted. At least one shirt must be purchased at the vendor listed above, with the school emblem embroidered on the right pocket. Additionally, it is required that each young man purchase a white oxford button down shirt. Shirts must be appropriately fitted. Shirts must be tucked in.

Ties: Ties **must be worn** with an oxford button down. It is required that every young man purchase at least one tie. Young men may wear any style neck or bow-tie.

Pants: Grey pants purchased at the vendor are required. Black dress pants may be purchased at any another vendor. Grey and black dress pants only are permitted. All pants are to be boot cut. Skinny, cargo, and/or any pant made of a cotton or spandex material are prohibited.

Blazers: Blazers with the school emblem must be purchased from the vendor. Men must wear their blazers in cooler weather.

Sweaters & Blazers: Sweaters and Blazers with the school emblem must be purchased from the vendor. It is required that either or be worn during cooler weather.

Sweater Vests: Sweater vests with the school emblem are **optional** and may be purchased at the vendor above.

Socks: Black dress socks may be worn with black dress shoes and black athletic socks may be worn with athletic shoes purchased at any local vendor including Wal-Mart, Target, etc.

Shoes: Any shoe worn by the scholar must be black, white, grey, or tan with a closed-toe with no exceptions. Dress shoes, oxford-type shoes, loafers, or tennis shoes may be worn.

Senior Uniform and Dress Code Policy

It is the expectation of the GRAD Administration and Staff that the senior class be an exemplary example of excellence. It is the commitment of the current GRAD Administration to honor the pledge that was made by the founding GRAD Administration to allow the 2017 seniors to have a specialized dress code policy.

There will be announced and specified days that seniors will be expected to be in full uniform, and at the will of the GRAD Administration if the senior class or a specific senior is not adhering to the dress code policy, the senior class or a specific senior can lose the privilege of adhering to the senior dress code policy.

The Senior Uniform Policy shall be the required purchase of one full uniform combination in accordance with the GRAD School Uniforms and Dress Code policy for ladies and men, as well as the 2017 senior polo through the onsite uniform vendor. Additionally, it is required that each young man purchase a white button down oxford and neck-tie or bow-tie.

ALL outerwear including hoodies, crew neck sweatshirts, and jackets **must be purchased** through the onsite uniform vendor

The Senior Dress Code Policy **shall not be violated**. If the following dress code is violated, the senior class and/or a specific senior will lose the privilege of the senior dress code and will be required to be in full uniform.

Pants:

Must be worn at the waste

Must be appropriately sized, i.e. no baggy or sagging pants

Skintight pants or pants made out of cotton or spandex material are prohibited

Leggings may not be worn as pants, leggings may only be worn complementary underneath an appropriate length skirt or dress

Denim pants are prohibited

Shirts, blouses, tops, and dresses:

Must have sleeves that cover the shoulder

Must cover the abdomen back and shoulders

Must cover the waistband of pants or skirts

No mid drift visible

Low-cut shirts, blouses, tops, or extremely tight tops tube tops or any top that exposes cleavage are prohibited

Shirts, blouses, and tops must be no longer than wrist length

Skirts and dresses must be no shorter than 3 inches above-the-knee

Skirts and dresses may not be worn skintight

All scholars including 2017 seniors must adhere to the following:

Head apparel such as hoods hats etc. may not be worn inside the school building except for religious or medical reason

Closed toed shoes are required and must be safe and appropriate for indoor and outdoor physical activity

Clothing and accessories may not display racial or ethnic slurs/symbols, gang affiliations, vulgar subversive or sexually suggestive language or images nor promote inappropriate and or legal products such as alcohol tobacco and illegal drugs

Waste length and appropriately sized sweaters may be worn inside school for warmth

Prohibited items include but are not limited to large or long heavy chains, studded or chained accessories, and sunglasses except for health purposes

Sleep wear, pajamas, and/ or blankets are prohibited

CONSEQUENCES

Failure to adhere to the Uniform Policy is tantamount to insubordination and may result in any of the following depending on the degree and frequency of the violation:

- lunch or alternative detention
- assignment of additional service learning hours
- detention from class until violation is corrected
- suspension from school, either overnight or for the remainder of the day

CODE OF ETHICS AND CONDUCT

Discipline/ Infractions/ Category 1	Suspension 1-10 Days	Notification of Law Enforcement	Possible Expulsion/ Remand 11- 180 Days	Parent Conference	Lunch Detention
1. Assault on school personnel/staff/faculty;	*	*	*		
2. Threatening bodily harm to school personnel/staff/faculty;	*	*	*		
3. Sale/Distribution of narcotics, alcohol, and/or drugs;	*	*	*		
4. Possession of a pistol, gun, firearm, knife or any potentially lethal weapon or explosive on school property or at a school-sponsored activity;	*	*	*		
5. Evidence and/or under the influence of use or possession of narcotics (drugs), drug paraphernalia, substances for huffing, and/or medical preparations without proper medical authorization;	*	*	*		
6. Smoking and or the possession of tobacco products by scholars while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event;	*	*	*		
7. Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;	*	*	*		
8. Gang-related activities;	*	*	*		
9. Malicious destruction of or damage to school property, including electronic media;	*	*	*		
10. Stealing or misappropriation of school or personal property.	*	*	*		
11. Off-campus criminal behavior, when the behavior poses a danger to persons or property or disrupts the educational process	*	*	*		

Discipline/ Infractions/Category 2

	Suspension 1-10 Days	Notification of Law Enforcement	Possible Expulsion/ Remand 11- 180 Days	Parent Conference	Lunch Detention
1. Open/continued defiant attitude/willful disobedience and insubordination toward a member of school staff/personnel/faculty;	*			*	
2. Vulgar, profane or rude remarks to staff member or fellow scholars;	*		*	*	
3. Physical or verbal intimidation or threats to other scholars;	*	*	*	*	
4. Fighting in or on school property including bus/transportation;	*	*	*	*	
5. Possession of mace or disabling sprays.	*	*	*		
6. Inciting, advising or counseling of others to engage in any acts in Categories 2 or 3;	*	*	*	*	*

Discipline/ Infractions/Category 3

	Suspension 1-10 Days	Notification of Law Enforcement	Possible Expulsion/ Remand 11-180 Days	Parent Conference	Lunch Detention
Truancy/Tardiness;	*	*		*	*
Unauthorized absence from class	*	*		*	
Intentional disturbance of class, cafeteria or school activities;	*			*	*
Leaving school grounds without permission;	*			*	*

Being in an unauthorized area without permission;	*	*	*
Tampering with grades, progress reports or report cards;	*	*	
Possession of lighters or matches.	*	*	
Possession of, access to, and/or use of pagers, portable phones or other electronic communication devices during school hours without written permission of the Head of School	*	*	*

Scholar Discipline Reports

All discipline reports will be entered in our school wide database of Live School and Data Management. Staff members will regularly keep records of infractions, and the interventions are categorized by offenses. Communication with parents will be a vital component to our interventions.

POSITIVE BEHAVIOR AND INSTRUCTIONAL SUPPORTS (PBIS)

The Positive Behavior Intervention & Support focus on integrating the existing System of Care with evidence-based practices in school-wide positive behavior support; providing high-quality training to mental health, juvenile justice, and school professionals; and providing technical assistance and consultation to families, juvenile justice authorities, mental health agencies, and school systems as they implement evidence-based practices in the areas of school-wide positive behavior support and mental health systems of care.

PBIS Goal: In partnership with local mental health and juvenile justice authorities, GAM will develop a comprehensive, integrated, and systemic approach to children’s mental health in Shelby County.

What PBIS Agreements Exist at GAM?

Our PBIS team, consisting of administrative staff, facilitators, and scholars, have worked to generate a Positive Behavior Location Matrix to describe the expectations of GAM students on Campus. The matrix is designed around our GAM Core Values of trust, respect, responsibility, and high expectations which are presented throughout the building.

ARSON: “Zero” Tolerance Offence

Note: GRAD Academy Memphis aligned our handbook in accordance with the Achievement School District and the Tennessee Department of Education. Project GRAD and GRAD Academy Memphis reserves the right

Setting or attempting any unauthorized fire on school property.

ASSAULT: “Zero” Tolerance Offence

Physically harming or threatening to cause physical harm any scholar or staff member.

BATTERY: “Zero” Tolerance Offence

Intentional physical touching of another person either directly or with a weapon (See Weapon) and causing either physical injury and/or mental trauma.

COMBATIVE ACTS OR GESTURES: “Zero” Tolerance Offence

Argumentative and/or aggressive behavior or actions that may reasonably lead to a volatile situation (e.g., profanity usage, yelling, throwing objects, etc.).

FIREWORKS/EXPLOSIVES: “Zero” Tolerance Offence

Having, selling, or giving away any explosives or fireworks is prohibited. This includes, but is not limited to, smoke bombs, firecrackers, cherry bombs, live ammunition, and any manufactured/homemade explosive devices.

SEXUAL HARRASSMENT: “Zero” Tolerance Offence

GAM will maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of 1972, and is prohibited by both Federal and State law.

The administrator or designee shall ensure that scholars receive age-appropriate information related to sexual harassment. Scholars shall be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation.

Any scholar who engages in the sexual harassment of anyone in or from the school may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

The Board expects scholars or staff to immediately report incidents of sexual harassment to the Head of School or designee or to another district administrator. Staff shall similarly report any such incidents they may observe, even if the harassed scholar has not complained. Any scholar who feels that he/she is being harassed should immediately contact the Head of School at his/her school. See also the Anti-Harassment Policy on page 36-39.

SUBSTANCE ABUSE “ZERO” Tolerance Offence

The following applies to all scholars attending school or school sponsored events (i.e., field trips, athletic events, etc...). Due process will be followed. Proper law enforcement authorities will be notified involving controlled substances or alcohol.

Definition of under the influence and/or possession:

Under the influence or in illicit possession of alcohol, or other unauthorized drugs or narcotics, or other mood altering chemicals. For purposes of this procedure a person shall be regarded as being in illicit possession of a mood altering chemical substance in violation of the school

policy where the circumstances surrounding the person's possession evidence use or intent to use such substance in a manner other than its normally intended use and a reasonable likelihood that such chemical substance will be ingested, inhaled, applied, or consumed with the purpose or intent of altering one's present mood.

POSSESSION OF PARAPHERNALIA: "ZERO" Tolerance Offence

Paraphernalia is a raw material, an instrument, a device or any other object that the person intends to use for introducing into the person's body a controlled substance, for testing the strength, effectiveness, or purity of a controlled substance, or for enhancing the effect of a controlled substance.

Possessing paraphernalia with or without residue may result in suspension or expulsion from school. Scholars may be subject to the same school and legal rules that cover using distributing or possessing a substance that looks like or is represented to be a controlled or illicit substance.

WEAPONS: "ZERO" Tolerance Offence

Possession, use, sale, or gift of any item that is or can be construed to be a weapon is strictly prohibited and a "ZERO" tolerance offence. Guns, knives, brass knuckles, bows, and arrows, pipes, tasers, chemical weapons, destructive devices, bombs, incendiary grenade, Molotov cocktail, rocket with propellant charge (of more than four ounces), tools, sticks/handles, BB guns, pepper spray, paint guns, handguns, stun guns, even toy guns or facsimile thereof are prohibited. Scholars are reminded to remove hunting weapons from their vehicles before entering school property.

Canine Search

In accordance to Achievement School District policy, GAM believes there may be occasions when the use of canines to detect the presence of controlled substances on school grounds or at school activities may be appropriate. The Superintendent and/or GAM Head of School/Lead Teacher may request a canine search. To support this search, the Head of School/Lead Teacher shall provide facts and circumstances to the Superintendent/Designee, which would support a reasonable suspicion to believe that there is a controlled substance use or possession in a school building or scholar vehicle in the school parking lot.

CELL PHONES/MP3 PLAYERS/OTHER ELECTRONIC DEVICES (if approved)

Cell phones may ONLY be used after school and during lunch. Facilitators will confiscate cell phones used in other areas of the building, hand them over to the Dean of Students, and the parent will need to pick up the cell phone. Cell phones should never be used in the classroom setting nor in the hallways. Other electronic devices, such as MP3 players, may be used with a facilitator's expressed permission. Ear buds or headphones may be used with expressed facilitator permission and never in the hallway during transition.

Reminder, the scholar's personal electronic devices that are brought to school are brought at the scholar's own risk even when used during lunch. Items such as cell phones, iPods, and other electronic devices that are lost or stolen while on campus will not be investigated by school staff. It is recommended that these items are left at home. Likewise school personnel will not be held responsible for items lost, stolen, damaged and/or broken while being confiscated due to violation of rules and policies

BICYCLES AND SKATEBOARDS

Bicycles ridden to school MUST be parked in designated bike racks on the south side of the building upon installation. Skateboards and bicycles should not be ridden on campus at any time.

CONDUCT AT SCHOOL ACTIVITIES

Scholars are expected to exhibit proper behavior at all school sponsored activities. This includes no fighting, smoking, booing or heckling, throwing or dropping of refuse, loitering in the immediate area before or after an event, inappropriate signs, posters, gestures, postures, etc. All school rules and regulations apply at any school-sponsored activity, regardless of site.

DEMONSTRATIONS BY STUDENTS

Scholars shall refrain from individual, religious, or statements of social demonstration on the GAM's campus.

FOOD AND DRINK

Other than water in a clear container, food and drink is restricted to the cafeteria. Exceptions include facilitator directed and supervised celebrations. Food and drink is never to be around laptops or other technology.

TOBACCO

Possession and/or use of tobacco on or adjacent to GAM's campus will result in 1-10 day of Home Suspension. For purposes of this policy, tobacco shall mean all tobacco, including cigar, cigarette, pipe, snuff, or any other matter, substance, or innovation that contains tobacco or nicotine.

MOBILITY WITHIN THE BUILDING AND ON CAMPUS

Scholars must have a hall pass and/or documented permission before leaving a class during instructional time. Failure to produce documentation could result in disciplinary actions.

PUBLIC DISPLAYS OF AFFECTION

Overt public displays of affection are not appropriate at school, including kissing, hugging, holding hands, and other intimate acts. These acts are not permitted during the school day, at extracurricular events, or anywhere on campus. Scholars should use good judgment in order to avoid embarrassing situations and the possibility of disciplinary action as well as a parent contact.

SCHOLAR SEARCH POLICY

All **scholars** are required to go through metal detection and searches daily at the beginning of the school day or if reasonable cause has been given to warrant such behavior to search an individual for school safety. A scholar's personal property and other items on GAM property is subject to be searched as deemed necessary by the school leadership.

TECHNOLOGY, NETWORK, INFORMATION, and INTERNET POLICIES

Network Violations

Network restriction is an option that may be invoked for improper behavior regarding the Technology Infrastructure at GAM Access can be restricted at the discretion of the Head of School and/or the Network Management.

Possible Network Restrictions:

- Loss of email for one day or more
- Loss of network access for one day or more
- No access to the internet
- Permanent seat near the teacher in the classroom
- Parental access to Student's email account
- Loss of high tech privileges

Generally these infractions will be handled by the Head of School and Network Manager and the same progression of discipline will be followed as for other behavioral infractions.

Moderate Offenses

1st Violation

- Warning
- Review of the GAM Acceptable Use Policy

2nd Violation – same infraction-

- Loss of technology privileges
- Review of the GAM Acceptable Use Policy

3rd Violation – same infraction

- Increased loss of technology privileges

4th Violation – same infraction

- Consequences to be determined at the Parent Conference

Severe Offenses

- Immediate loss of technology privileges

- Parents will be notified

INFORMATION TECHNOLOGY POLICIES

User Rights and Responsibilities

Scholars and staff are expected to maintain a professional approach to all actions performed in the classroom and while using the information system/network. The following serves as general guidelines and should **not** be considered all-inclusive. In addition to the information below, all GAM scholars will follow the technology and internet use policy guidelines established by the GAM. It's our expectation that scholars will make good choices while using the information systems at GRAD Academy Memphis.

General Guidelines

- Food and Drink may not be consumed next to or near the computer, keyboard and mouse.
- Laptops, workstations, network infrastructure, software and GAM equipment are provided and to be used for educational purposes.
- Treat school property with respect.
- Report any system problems, equipment malfunction, physical damage or misuse to administration.
- If you are not sure about the acceptability of a use, ask a staff member or the Technology Office.
- All technology equipment is to remain where it was placed and connected as found.
- Properly shut down and plug in all equipment in assigned storage/charging cabinet at the end of each day.

Specific Restrictions and Guidelines Index

- Laptop and Workstation Food and Drink Personal Laptops Network
- E-Mail
- Discussion Databases Network Hacking/Cracking Internet
- Software Hardware Personal Gain

Laptop and Workstation Guidelines

Users are **not allowed** to do the following unless given permission by the network administrator Change the local configuration of the laptop or desktop including:

- Wallpaper or color
- Personalize the desktop of “loaner” laptop
- Screen Saver
- Mouse Settings
- Store and/or install files on local drive(s) including:
 - Freeware, shareware, public domain, or any other software
 - Music, video or games
 - Personal Files

- Use unauthorized programs installed on the local workstation
- Play games at any time at GAM (including Java-based and web-based games)
- Play music CDs without headphones
- Use any logon and password other than your User Account
- Boot off a floppy disk, CD-ROM, or anything other than the computer's standard boot-device
- Send computer to computer or computer to network messages (i.e. net send, instant messaging)
- Use the command prompt
- Change configuration files

Technology Violation Fee

A scholar may be fined \$25 per occurrence for repeated laptop re-imaging that results from technology infractions. Unauthorized downloads to a computer lead to the necessity of re-imaging.

Personal (non- GAM) Laptops

Permission for use in the building must be cleared by the Network Management.

Acceptable Reasons for use in the building

- Need to use software that the school does not own
- Use of a different operating system that is more compatible with the project
- Use to show a project that cannot be imported to the GAM network

Guidelines for Personal (non-GAM) Laptops

- Current Up-to-date Virus Protection must be installed
- File Sharing programs must be disabled or uninstalled
- May only be used in the classroom where the need was generated
- May only use installed applications that meet GAM educational guidelines

SOCIAL NETWORKING WEBSITE POLICIES

The following are GAM network violations:

- Using Skype, Twitter, etc. for non-academic related reasons
- Creating a social network account for persons other than themselves
- Sending/posting messages/status updates with inappropriate content, profanity, or malicious intent. Inappropriate profile pictures, signatures, profile information, etc.

CYBER BULLYING/HARRASSMENT POLICIES

Using any form of technology (phone call, text message, picture message, social networking software, etc.) to harass or bully another scholar will result in disciplinary action.

NETWORK GUIDELINES

The following are GAM network violations:

- Scholar home directory size greater than **350 MB** (including 'Application Data,' Notes 'Data,' and profile) Printing personal documents
- Storing files of inappropriate content
- Storing executable files without permission from the Network
- Management Storing MP3s unrelated to school work, or without prior authorization
- Storing personal files on the Student Share
- Changing the folder options on the Scholar
- Server Changing permissions for network files
- Playing or streaming videos or music over the network or internet
- Intentionally bypassing the internet filter
- Using programs that are stored on a flash drive without the permission of the Network Management

E-mail

The following are GAM network violations:

- Sending group email to more than 8 individuals (including through the use of groups and/or any other means), except for official school clubs. If the situation arises where more than 8 individuals need to be contacted for academic reasons, the ECHO discussion database is to be used.
- Impersonating another user in any manner (Including using their account)
- Sending messages with inappropriate content, profanity, or malicious intent
- Inappropriate or unprofessional signatures or stationery.
- Using signatures containing graphics of any kind
- Size of e-mail database larger than **100 MB** (you will automatically be restricted from sending and receiving mail)
- Sending or forwarding impersonal messages (i.e. chain letters)

Participating in any of the following is prohibited and may result in recommended expulsion Network-Hacking/Cracking

- Infiltrating computer system security for testing or troubleshooting without the Network Administrator's permission
- Accessing, modifying or tampering with information or files for which you do not have permissions
- Intentional introducing and/or distributing virus programs to workstations or servers
- Remotely controlling another workstation or server, other than your own, without permission from the Network Management
- Possessing destructive or invasive programs

Software

- Illegally copying software licensed to GAM or New Technology Foundation Installing software not licensed to GAM
- Installing or running freeware/shareware applications

- Running non-GAM software from a flash drive, CD player or other external device

Hardware

- Connecting outside equipment (non-GAM owned) without prior permission from the Network (Exceptions: USB mouse, flash drives, digital cameras)
- Bringing and using personal laptops without prior permission
- Disconnecting any GAM equipment for any reason, without permission

Soliciting Equipment or Software for GAM

- Directly contacting vendors for supplies and/or equipment donations without permission

Personal Gain

- Using e-mail, website, network equipment, or any other resource belonging to GAM for personal commercial gain without staff approval

Network Management's Rights and Responsibilities

- Maintain centrally managed network and domain
- Maintain and improve system infrastructure and performance
- Respond promptly to 360 requests
- Equally and fairly enforce Acceptable Use Policy

Considerations for Determining the Urgency of Acceptable Use Policy violations:

- Does issue affect the health or safety of scholars and teachers?
- Does issue diminish scholar achievement?
- Does issue bottleneck the system?

INTERNET SAFETY POLICY

Mission and Goals

In making decisions regarding staff and scholar access to the Internet, GAM considers its own stated educational mission, goals, and objectives. Electronic information research and collaboration skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables staff and scholars to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. GAM expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to scholars in its use. As much as possible, access from school to Internet resources should be structured in ways which point scholars to those which have been evaluated prior to use. While scholars will be able to move beyond those resources to others that have not been previously viewed by the staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

It is the policy of GAM to 1) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; 2) prevent unauthorized access or other unlawful online activity, 3) prevent unauthorized online disclosure, use, or dissemination of personal identification information of

minors, and d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47USC 254(h)].

Supervision and Responsibility

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies, and other possibly offensive media. Scholars utilizing GAM-provided Internet access must first have the permission of and must be supervised by GAM's employees. Scholars utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

It shall be the responsibility of all members of GAM staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. The Superintendent or his designee shall develop and implement administrative guidelines regarding network and user administration and use.

Purpose

The purpose of GAM-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, staff and scholars' use must be in support of and consistent with the educational objectives of GAM. Access is a privilege, not a right. Access entails responsibility.

Privacy

Users should not expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

Access to Inappropriate Material

To the extent practical, GAM shall use Internet content filters and other technology protection measures to block or filter Internet access to inappropriate material.

As required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed to be obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purposes.

Exclusionary Usage

To the extent practical, steps shall be taken to promote the safety and security of users of GAM online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Access to social networking sites, instant messaging, chat rooms, and other communication sites not associated with the business or educational mission of GAM is prohibited. Specifically, as required by the Children’s Internet Protection Act, the following uses of school-provided Internet access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

- to transmit obscene, abusive, or sexually explicit language;
- to violate any local, State, or Federal statute;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission;
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and
- to engage in harassment or “cyberbullying” of another individual.

Penalties

Any violation of GRAD Academy Memphis policy and rules may result in loss of GAM-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Disclaimer

GAM makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. GAM will not be responsible for any damages users suffer, including-but not limited to-loss of data resulting from delays or interruptions in service. GAM will not be responsible for the accuracy, nature, or quality of information stored on GAM diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through GAM-provided Internet access. GAM will not be responsible for personal property used to access GAM computers or networks or for GAM-provided Internet access. The GAM will not be responsible for unauthorized financial obligations resulting from GAM-provided access to the Internet.

Notification

Parents of scholars in GAM shall be provided with the following information:

GAM is pleased to offer its scholars access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help prepare our scholars for work in the 21st century by allowing scholars and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain some items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods or services via the Internet which could result in unwanted financial obligations for which a scholar's parent or guardian would be liable.

While GAM’s intent is to make Internet access available in order to further educational goals and objectives, scholars may find ways to access other materials as well. Even should the GAM institute technical methods or systems to regulate scholars' Internet access, those methods could not guarantee compliance with GAM acceptable use policy. That, notwithstanding, GRAD Academy Memphis believes that the benefits to scholars of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information

sources. Towards that end, GAM makes the complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community, and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

ANTI-HARRASSMENT POLICY

General Policy Statement - It is the policy of GRAD Academy Memphis to maintain an education and work environment, which is free from all forms of unlawful harassment. For purposes of this policy, “Board” means Board or its designee. This commitment applies to all GAM operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by GRAD Academy Memphis.

GAM will enforce its prohibition against harassment based on gender, age, race, color, national origin, including limited English language and other differences, religion/creed, disability, or any other unlawful basis, and encourages those within the GRAD Academy Memphis community as well as third parties who feel aggrieved to seek assistance to rectify the problems. GAM will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, GAM will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, “GAM community” means scholars, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of GRAD Academy Memphis.

For purposes of this policy, “third parties” include, but are not limited to, guests and/or visitors on GAM property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, GRAD Academy Memphis, and other individuals who come in contact with members of the GAM community at school-related events/activities (whether on or off GAM property).

Other Violations of the Anti-Harassment Policy – GRAD Academy Memphis will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- Filing a malicious or knowingly false report or complaint of harassment.
- Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one’s supervisory duties.

Definitions

Sexual Harassment - Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Physical assault.
- Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any staff member who engages in certain sexual conduct with a scholar may be disciplined up to and including termination and may also be guilty of the criminal charge of “sexual battery” as set forth in Tennessee Code Annotated 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of “child molesting. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of “sexual misconduct with a minor” under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a scholar may be placed on leave without pay until school administrative proceedings are completed. Proven sexual relationships with a scholar regardless of the age of the scholar will initiate the termination process for the employee. The determination of filing criminal charges will be made by the appropriate law enforcement agencies.

Race/Color Harassment - Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s race or color and when the conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or a GAM-sponsored activity. Such harassment may occur where conduct is directed at the characteristics of a person’s race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious/Creed/Harassment - Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s religion or creed and when the conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or a GAM-sponsored activity. Such harassment may occur where conduct is directed at the characteristics of a person’s religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment - Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s national origin and when the conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or a GAM-sponsored activity. Such harassment may occur where conduct is directed at the characteristics of a person’s national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment - Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s disability and when the conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or a GAM-sponsored activity. Such harassment may occur where conduct is directed at the

characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct - Members of the GAM community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other GAM official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the GAM community or third parties who believe they have been unlawfully harassed by another member of the GAM community or a third party are entitled to utilize the GRAD Academy Memphis's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated shall be established. This Policy and the Administrative Guidelines will be readily available to all members of the GAM community and posted in appropriate places throughout the school.

Any GAM employee who directly observes unlawful harassment of a scholar is obligated, in accordance with this policy, to report such observations to an immediate supervisor. Thereafter, an investigation will follow as outlined in the guidelines.

ENGLISH LANGUAGE LEARNERS

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

SPECIAL EDUCATION

The ASD is the local education agency (LEA) for all scholar with special needs (scholar with

disabilities and gifted scholars) geographically zoned to attend schools operated by the ASD. Schools offer a full continuum of placement and service options to meet the needs of all scholars. Unless otherwise required by a scholar's individualized education plan (IEP), all scholars with disabilities/gifted scholars may attend the same zoned school as her/his nondisabled/non-gifted peers, as the vast majority of special education needs can be met in the Least Restrictive Environment (LRE) at any ASD school. Each school shall provide access to a free appropriate public education to all disabled children ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of appropriate instruction and special education services shall be in accordance with the current *Rules, Regulations and Minimum Standards* of the State Board of Education, and State, and federal law. Administrators, principals and teachers are responsible for providing an Individual Education Program (IEP) for each disabled scholar and for adhering to all components of this policy. Parents are responsible for becoming knowledgeable of their rights and participating in the IEP process.

HOMELESS AND MIGRANT STUDENTS

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

SURVEYS OF SCHOLARS

Surveys for research purposes shall be allowed by the GAM/ASD when the project is viewed as contributory to greater understanding of the teaching-learning process, the project does not violate the goals of the GAM and the disruption of the regular school program is minimal. GAM will develop administrative procedures for approving requests for conducting surveys by agencies, organizations or individuals. The requests shall outline what is to be done, who is to be involved and how the results will be used and distributed.

Parents shall have the right to inspect all instructional material that will be used for a survey, analysis or evaluation as part of a federal program. No scholar may, without parental consent, take part in a survey, analysis, or evaluation that reveals information covering:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the scholar or the scholar's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally privileged relationships;
7. Religious practices, affiliations or beliefs of the scholar or the scholar's parent; and
8. Income



TODAY
shall behave as if
THIS
IS THE DAY
will be
REMEMBERED

only
YOU
can control
YOUR FUTURE

WHY
FIT IN
WHEN
YOU
WERE
BORN
TO
**STAND
OUT?**

You have
BRAINS
IN YOUR
HEAD
&
FEET
IN YOUR
SHOES.
You can
STEER
YOURSELF
in any direction
YOU
CHOOSE!

you'll miss the best things if you keep your eyes shut

PROJECT GRAD
GRADUATION
REALLY
ACHIEVES
DREAMS
GRAD ACADEMY MEMPHIS

YOU
ARE
YOU
now isn't
that pleasant?

A PERSON'S A PERSON
no matter how small

It is better to
KNOW HOW
TO LEARN
than to know

UNLESS
someone like **YOU**
cares a whole awful lot
nothing is going to get better.
It's not!

The Wisdom of Dr. Seuss
THE **MORE** THAT YOU READ,
THE **MORE** THINGS YOU WILL KNOW,
THE **MORE** THAT YOU LEARN,
THE **MORE** PLACES YOU'LL GO!



By enrolling your scholar at GRAD Academy Memphis and accepting this handbook you have provided consent to use your scholar’s likeness in any positive media-related events, including but not limited to the website, social media, and branding. If you choose to opt out, please return this form with your signature.

I, _____, parent/guardian of _____, do **not** provide permission for my scholar’s likeness to be used in official GRAD Academy Memphis media, including but not limited to the website, social media, and branding.

Parent Signature

Date