

**RePublic Schools
Middle School
Family Handbook**

2017-2018



MISSION, BELIEFS, AND VALUES.....	4
The Home and School Partnership.....	4
Mission.....	4
SCHOOL POLICIES AND PROCEDURES.....	4
Hours of Operation.....	4
Communication Between Parents and the School.....	4
Additional Communication.....	5
Inclement Weather Closings	6
Attendance Policy	6
Absences	6
Tardies.....	7
Coming Late to School or Leaving Early	7
Transportation Plans.....	7
Leaving Campus	8
Grading Policy.....	8
Homework Policy	9
Reading Logs.....	9
Promotion.....	10
School Breakfast, Lunch, and Snack.....	10
School Breakfast	10
School Lunch.....	11
Lunches from Home.....	11
Dress Code	11
Enforcement of the Dress Code	11
Purchase of Clothing	11
School Dress Code	12
SCHOLAR CODE OF CONDUCT.....	14
Corrective Discipline.....	16
Out-of-School Suspension	17
Expulsion.....	18
Bullying	21
Social Media.....	21
Bus Behavior	21
Cheating, Plagiarism, and Copying Other’s Work	22
Scholar Searches	23
Field Trips/End-of-Year Events	23
GENERAL SCHOOL INFORMATION.....	24
Visitors.....	24
Grievance Procedure	24
Medical Policies.....	24
Medical Records.....	24
Health and Illness.....	25
Health and Sexual Education Policy.....	25
Campus Safety and Supervision of Scholars.....	25
Personal Safety Outside of the Building.....	25
Emergency Drills and Protocol.....	25
APPENDIX OF POLICIES AND PROCEDURES	Error! Bookmark not defined.



Expulsion Procedures	Error! Bookmark not defined.
Process After Recommendation for Expulsion.....	Error! Bookmark not defined.
Appeals to Board.....	Error! Bookmark not defined.
Procedural Safeguards for Scholars with Disabilities.....	Error! Bookmark not defined.
FERPA and Scholar Records	26
Definition of Scholar Records.....	26
Inspection of Scholar Records.....	26
Right to Control Access of Scholar Records	26
Access to Records without Parent Consent	26
Challenge Procedures.....	27
Maintenance of School Records	27
Filing a Grievance	27
Contents of the Complaint.....	27
Investigation and Resolution of Complaint.....	28
Appeals.....	28
Internet Acceptable Use Policy	28
Acceptable Use	28
Unacceptable Use.....	28
Safety Issues	29
Privacy.....	29
Violations	30
Mandated Reporter Policy	30
ACKNOWLEDGEMENT OF RECEIPT.....	32
SCHOLAR AND FAMILY HANDBOOK	32
2015-2016	32
Media Release & Scholar Displays.....	33
Individual Incentive and Accountability System: Scholar Paychecks.....	14
Demerits.....	15
Detention.....	15
In Class Separation.....	15



MISSION, BELIEFS, AND VALUES

The Home and School Partnership

At RePublic Schools, we do everything we can to ensure that your scholar succeeds academically and socially. We know that success is not possible without the dedication and support of our scholars' parents, guardians, family and friends. All of us must work together to provide the very best education for RePublic scholars. Home is a child's first classroom and a parent is a child's first teacher. When our scholars see how dedicated you are to our school and its values, they will be inspired to model that same level of dedication and commitment to our shared values. To model them yourself, you need to know what our mission and values are.

Mission

The mission of RePublic Schools is to reimagine public education in the South. RePublic Schools achieves its mission by operating schools that prepare scholars to enter, succeed in, and graduate from the college of their choice, and by supporting schools that value innovation and ownership.

SCHOOL POLICIES AND PROCEDURES

Hours of Operation

The RePublic school day is extended to permit your scholar two classes of math, two classes of literacy, recess, and extra help every day, as well as computer science, science, and history multiple times per week. Monday, Tuesday, Thursday, and Friday, the regular school day is from 8:00 am – 3:40 pm. On Wednesdays, the regular school day is from 8:00 am – 1:30 pm.

The school building is open to scholars at 7:45 am Monday through Friday. We serve breakfast to scholars between 7:45-8:00 am. Scholars are tardy if they are not inside the doors of the school at 8:00 am. The school building closes to all scholars who are not in a RePublic after-school activity 15 minutes after 3:40 pm on Monday, Tuesday, Thursday, and Friday and 15 minutes after 1:30 pm on Wednesdays.

Communication Between Parents and the School

Communication is one of the most valuable tools we have in supporting our scholars' success. We will communicate with you frequently and in detail about your scholar's school life and academic progress.

Communication is a two-way street. We need to hear from you early and often about your scholar. We expect a call if your scholar is out for the day. We expect a call if you or your scholar is concerned about his or her academic performance. We expect a call if something happens at home that would be helpful for a scholar's teacher or advisor or the school leadership to know.

You can expect:

Weekly Newsletters and Progress Reports:

- Each week, families will receive a newsletter and scholar progress report. The newsletter will include announcements and updates. The progress report will include current paycheck amounts and current grades. If you do not receive a weekly newsletter, please ask your scholar and, if he or



she has not received it, please reach out to the school. To ensure that you receive this critical information each week, we ask that you sign each newsletter and progress report. We explain to scholars that it is their responsibility to ensure that you get this information, why it is important, and that we hold them accountable for getting the progress report and newsletter to you.

- If we do not include a progress report with a newsletter, we will include a note in the newsletter explaining why and when you should expect the next progress report. If you do not receive a progress report, please first discuss with your scholar, then contact the school.
- It is our goal that families should not be surprised by scholars' performance in school. If you have questions or concerns about anything, please contact the school immediately.

Access to Scholar Grades

- We will send you log-in information for RePublic Schools' grading platform, School Runner. School Runner will allow you to see scholar grades in real time.
- If you lose your log-in information, please contact the main office so we can remind you of it.

Grade Level Advisory Calls

- Each week, grade level teams meet to review scholar data and to identify positive and concerning trends. After this process, the team prioritizes families to receive phone contact from one or more teachers.
- One of the many goals is to ensure that all parents are being contacted with a frequency that is both sustainable and relevant. Ideally, families should receive personal contact, on average, once a month.

Quarterly Report Card Pick Up

- Quarterly, your scholar's school will produce a report card which outlines their performance over the past 6-8 weeks in grades, attendance, homework, behavior, and standardized tests.
- In order to ensure communication about this performance, the following will happen, quarterly:
 - Your scholar's school will send home their report card home with them.
 - Your scholar's advisory will meet individually with them to discuss progress towards goals.
 - You'll be invited to your scholar's school for an in-person conference with their teachers.

Parent/Family Nights

- All RePublic Schools hold regular family events where all scholars and their families are welcomed, but not required to attend.
- These events are a great opportunity to come have fun with the whole family and to get to know teachers and fellow families a bit better.
- Former family night themes include: Math Night, International Night, Movie Night, Christmas Cookie Decorating Party, Thanksgiving Potluck, etc.

Additional Communication

In addition to the standard communication expectations outlined above, families should feel comfortable reaching out to staff whenever they have questions or concerns. Schools will distribute contact information for teachers and leadership at the beginning of each year. If you are ever confused about whom to speak to, please simply contact the main office and they will be happy to connect you to the appropriate person. Our internal commitment is that all non-emergency calls and emails are responded to within 48 hours of receipt.



Inclement Weather Closings

In the event of poor weather conditions such as heavy snow, ice or rain, please check our Facebook page, examine our website, wait for a robo call, and listen to local TV or radio stations for relevant information regarding school cancellations or delays.

RePublic Schools generally follows the delay and cancellation policies of the local school districts of Metropolitan Nashville Public Schools (MNPS) and Jackson Public Schools (JPS), but on rare occasions will make an independent call.

If the local district is closed or delayed, this DOES NOT mean that RePublic schools are closed or delayed. In the event that RePublic Schools is open and the district is closed, ALL scholars are expected to attend school. Failure to do so will invoke the school's attendance policies. Families should check their local listings for information regarding inclement weather decisions.

Attendance Policy

In order to achieve our ambitious goals, scholars at RePublic Schools must be in school, ready to learn every single day. Regular attendance is mandatory and poor attendance will not be tolerated. Preparing for college takes a substantial amount of time and hard work. As such, every single day counts at RePublic.

Our scholars can only be successful if they are present at school and ready to learn. Our goals are ambitious, and every day is essential for scholars to keep pace. Missing school does not only impact the time missed; it also impacts scholars' ability to catch up once they return. Regular attendance at school is therefore mandatory and vital for every scholar.

If a scholar is absent for the first five days of school, or at least ten consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that scholar may lose his or her seat and be considered un-enrolled from the school.

According to T.C.A § 49-6-3001, all scholars under 18 are expected to be in school. All scholars under the age of 18 will be expected to comply with these laws and the school will follow procedures set out in TCA § 49-6-3007 if the scholar does not comply with the law. In cases of truancy, the Principal (or her/his designee) will investigate the situation. All RePublic Schools operate in compliance with TCA § 49-6-3007 requirements, which include mandated reporting of truancy to appropriate state agencies.

Absences

All Absences Are Created Equal

All absences, including both excused and unexcused absences, are considered absences at RePublic. Regardless of absence type, scholars are not set up to be successful if they miss school.

Communication

Families should communicate with the school about any attendance issues in advance, including sickness. This enables the school to plan and prepare for the scholar's absence. For any scholar not in school as of 8:00 am, families will receive an attendance phone call.



In order for an absence to be even considered for excuse, families should notify the school of an attendance issue via one of the following methods:

- A written note addressed to the school's Director of Operations
- An email to the school's Director of Operations
- A phone call to the school's Director of Operations (voicemails do not count)

Families can also expect to receive regular communication regarding attendance on all paychecks, progress reports, and report cards. Real-time attendance data is also available on School Runner.

Absent Scholars Cannot Attend After School Events

Scholars who are absent or have an incomplete day from school cannot attend school events, dances, or other school-sponsored activities on the day of the absence, unless the school has given advance permission. For weekend events, scholars must be present at the school on Friday to be eligible to attend.

Tardies

Scholars are expected to be inside the doors of the school, in full uniform, at or before 8:00 am. Scholars arriving after 8:00 am are marked tardy. Four tardy days are counted on the scholar's record as one absence. Tardies due to traffic, medical appointments, family emergencies, etc. are not excused.

Coming Late to School or Leaving Early

Scholars who arrive to school after first period begins and/or miss up to two full class periods are considered as having an Incomplete Day. This policy applies to both late arrivals and early dismissals. Two incomplete days are counted on a scholar's record as one absence.

Unless a parent or guardian has contacted the school in advance and provided a signed note to the school explaining the situation, and the school has granted permission, no scholar will be dismissed early from school. In addition, the parent or guardian must sign the scholar out with the Main Office before removing the scholar from school grounds. Scholars will not be dismissed unless the parent or guardian has physically come to the Main Office. Notification regarding early dismissals should be made as far in advance as possible. Early dismissal requests for pickup after 2:40 pm will not be granted.

For their own safety, scholars must be picked up by a parent, guardian or designated emergency contact person in order to be dismissed prior to 2:40 pm. A note or phone call requesting that a scholar be dismissed on his/her own is insufficient and will not be honored. This policy applies to all early dismissals, including those for appointments and illness.

Likewise, if a scholar needs to be sent home due to a behavioral infraction or illness, a parent/guardian must come to the school, meet with the Principal and/or Dean if necessary, and remove the scholar from school grounds. Incomplete Day consequences apply in these cases. Scholars being sent home for behavioral infractions or illness will not be dismissed unless the parent or guardian has physically come to the school (please see Code of Conduct for more details).

Transportation Plans

During scholar orientation, families will be asked to complete a transportation plan form to indicate how scholars will get to and from school each day. It is critically important that if there are changes to this plan, families communicate with the school as soon as possible.



Specifically, if a permanent change is being made to a scholar's transportation plan, **families must call the main office and speak with the Director of Operations.**

If families are making a modification to a single day's transportation, they can communicate that in one of two ways. First, they can send a written note with the scholar at the beginning of the day. The scholar should give that notice to their advisory teacher during homework submission. Second, the family can call the front office. If the family is making a call, that call should be placed before 2:40 pm on regular dismissal days and before 12:30 on early dismissal days to ensure that ample time is provided to communicate changes to transportation. The school cannot ensure that calls received after these timeframes will be communicated to the scholar, in which case, they will proceed with their normal transportation plan.

Leaving Campus

In order to ensure the safety of all our scholars, scholars are not permitted to leave campus once they are inside the building. Leaving the campus (school) without authorization is considered skipping or cutting class and will be considered a very serious violation of school rules.

Grading Policy

Grades are an important tool in communicating a scholar's current levels of performance, and in determining readiness for promotion to the next grade level.

Grading Scale

Grades that fall at or above 65% are considered passing. Grades that fall below 65% are considered failing.

The grading scale is as follows:

A	90-100%
B	80-89%
C	70-79%
D	69-65%
F	<65%

Final Grades

The school year is broken into 4 quarters. At the end of each quarter, scholars receive a grade in each class. Each quarter, those grades will be comprised of three components, weighted as follows:

Unit Test Component: 30% of overall grade

The Assessment component measures ongoing scholar mastery of a subject's skill and content standards, as determined by performance on end of unit assessments.

Unit Quiz Component: 30% of overall grade

The Quiz component measures ongoing scholar mastery of a subject's skill and content standards, as determined by performance on by-weekly quizzes.

Homework Component: 20% of overall grade



The Homework component measures only a scholar's completion of daily homework assignments – homework is collected and entered for a grade daily.

Classwork Component: 20% of overall grade

The Classwork component measures the daily performance of scholars in their classrooms. These grades can be made up of assigned work in class, as well as participation.

Scholars' end-of-year grades are calculated by assigning 25% credit for each quarter's grades.

Homework Policy

Homework is an essential component of RePublic Schools' academic program. While teachers and scholars work hard during school time, it is critical that scholars practice independently so that they continue to build stamina and mastery. Homework is one way we ensure that happens.

To ensure that homework is done consistently and accurately, there are several systems in place to set scholars up for success. Our goal is to teach scholars how to be successful in organizing homework, asking for help in advance, and turning in their work on time.

Please ensure that your child is completing his or her homework each night. We recommend setting aside a quiet, distraction-free (no television, no video games) area in your house for your scholar to work in. Once a scholar has completed his or her homework, you should look through it to ensure that the scholar followed directions, did their best work, and completed all required exercises. **Parents must sign off on all scholar homework in order for the scholar to receive credit.**

Please do not complete your scholar's homework for him or her. Homework is an opportunity for your scholar to practice what he or she has learned in class or to prepare for an upcoming class. If well-meaning parents or guardians complete a scholar's work for them, the student loses the opportunity to practice and learn.

Reading Logs

Why Reading Logs Are Important

In addition to reviewing a scholar's homework, we expect parents to ensure that scholars read every night and record their reading in their reading log. Completing the reading log should be a pleasant experience for you and your scholar, because reading is fun and enjoyable. We track how many books our scholars read and encourage scholars and families to go above and beyond – reading as many books as possible.

Our Expectations

We expect no less than 100% completion of reading logs. An incomplete reading log is just as serious and disruptive to your scholar's education as a missed day of school or an incomplete homework assignment.

How to Fill Out Your Reading Log

Scholars have a reading log that they enter into twice per day. They make one entry for reading done at school and one entry done for reading done at home. For home reading, students must read for **thirty minutes** and get a parent or guardian's signature. Teachers check these reading logs on a regular basis for both grades as well as trends in scholar reading habits.



See below for a picture of the log.

Date	Home or School?	Title	Start Page	End Page	Home— Parent Sign

Promotion

Promotion to the next grade is earned at RePublic Schools. Retaining a scholar in his or her current grade is not a punishment. It is an opportunity for that scholar to master the content of that grade before moving to the next. The goal is to ensure that all scholars who are promoted are set up for success in the next grade.

A scholar is a candidate for promotion into the next grade if he or she:

- Has fewer than twenty absences in the school year.
- Passes all classes (with a passing grade higher than 65%).
- Reads no fewer than two years below grade level.

Scholars who do not meet these criteria are candidates for retention in their current grade. RePublic is guided by these criteria in making the decision to ultimately retain a scholar.

Specific provisions of an Individual Education Plan (IEP) or an active English Language Learner may amend promotion or retention criteria, on a case-by case basis.

Schools will have conversations with every scholar who meets any of the above criterion at the end of each quarter. Schools will make final decisions on promotion at then end of the fourth quarter.

School Breakfast and Lunch

All RePublic Schools participate in the National School Breakfast and Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible scholars. At the beginning of the school year, each family will be mailed a letter describing eligibility and an application to participate in the program.

Families of scholars who have particular dietary restrictions should alert the Director of Operations as early in the school year as possible.

School Breakfast

At the beginning of each semester, scholars may register for the school breakfast program for the subsequent quarter. Scholars who register for the program can receive breakfast every morning, as long as the scholar arrives by 7:45 am. Scholars may not choose to purchase breakfast for only specific days or weeks. Instead, scholars who register for the program at the beginning of each semester are agreeing to purchase breakfast for the entire duration of the semester.



School Lunch

Scholars may either purchase lunch from the school or bring their own lunches from home. The school does not have its own cafeteria or kitchen, so we have arranged for a caterer to bring in hot meals each day.

Since school lunches are prepared off-site, the school must have an accurate number of meals that scholars wish to order. Families will be given a menu of meals at the beginning of each semester and will be asked to opt in or opt out for the entirety for the semester. Scholars are expected to pay for ALL the lunches they have ordered for the coming semester.

Any scholar who owes breakfast or lunch money will receive an invoice for the amount due from the school no later than the end of each academic quarter. The school cannot accommodate last minute changes to lunch orders.

Lunches from Home

For scholars to engage in the rigorous academic program at RePublic Schools, it is important that scholars have healthy, balanced meals. If you choose to send your scholar to school with lunch from home, please do **not** include: soda (including diet), candy or fast food.

Dress Code

RePublic Schools has a strict, non-negotiable dress code. The dress code applies during all school days and during all school-sponsored events (unless otherwise stated in writing by the school).

The dress code has been adopted to improve the educational environment for all scholars. Specifically, we have instituted a dress code to prepare scholars to act and dress as scholars, to foster a sense of school identity and community, to eliminate unnecessary energy spent on brand name clothing and image, to increase security and safety in the building, and reduce the cost of clothing families need to purchase each school year.

Enforcement of the Dress Code

It is the goal of the school to have a dress code that makes things easier for parents and scholars. We have made every effort to be clear about this policy and to be consistent in its enforcement. Families who have questions or concerns should contact the school immediately for clarification.

Scholars are held accountable by their teachers to maintain the dress code. Teachers and leaders partner with families to ensure every scholar is in full uniform.

Purchase of Clothing

Purchase polo shirts and gym items from the official school uniform vendor, Parker School Uniforms Company. You can purchase in person at the Parker Store, which is located at 2021 Gallatin Pike in Madison, TN, and 2001 Airport Rd # 308 in Flowood, MS, or online by visiting www.charteruniforms.com.

NOTE: We cannot make exceptions due to untimely ordering or receipt of the uniform except in rare cases where it is a direct result of action or inaction on the part of the vendor.



Please purchase all other uniform items from the store of your choice. Please note that RePublic Schools is not a vendor of school uniforms and does not stock or sell uniforms on site. However, schools do stock additional spirit wear that scholars can purchase at specified times throughout the year or at the School Store.

School Dress Code

Polo Shirts

- Scholars must wear appropriately colored, unaltered, logoed school shirts each day. Shirts must be tucked in at all times.
- Scholars may not wear anything underneath their school shirts except one solid white T-shirt, though scholars are not required to wear undershirts.

Outerwear

- While scholars are not required to wear these items during the school day, we do recommend that each scholar own a crewneck, fleece, or cardigan to ensure they are comfortable in class, as temperatures can fluctuate slightly.
- Scholars may wear crewneck, fleece or cardigan sweatshirts with or without the school's logo. All items may not have any logos other than their school's logo.
- These items must be solid and one single color. Acceptable colors are limited to navy blue, black, or gray.
- Hooded sweatshirts are not allowed. Coats/jackets are not allowed and should be stored on scholars' hooks immediately upon entering the building.
- While appropriate items are available through Parker, scholars may purchase these items from any vendor so long as they are in compliance with this policy.

Pants/skirts

- Boys must wear dress pants. Girls must wear dress pants or dress skorts. Shorts, skirts, capri pants and corduroys are not permitted.
 - At Liberty and Nashville Prep, all uniform bottoms are tan khaki in color.
 - At NACS and Reimagine, all uniform bottoms are black in color.
 - At Smilow, all uniform bottoms are navy blue in color.
- Skorts must be knee length or longer and no slit may come too high.
- Scholars may not wear pants that are low-rise, flare, bell-bottom, cargo (more than two front pockets and two back pockets), carpenter, wide-legged, overly tight or baggy, or made of denim or corduroy.
- Scholars may not wear clothing with logos, unless it is the school logo or a small dress pant logo (i.e. Dockers) on the rear pocket.
- Designs, jewels, glitter, etc. on the pockets of the pants are not permitted.

Shoes and Socks

- Dress shoes or sneakers must be solid black, including laces.
- Girls' dress shoes are acceptable only if they cover more than half of the foot and don't have more than a ½ inch heel (as measured from the back). Open-toed are not worn.
- Boots that rise above the ankle, and contain a less than 1/2-inch heel, flip-flops, stilettos, stacks, platform shoes, and sandals are not permitted.



- Shoes are not required to have laces, but if they do, they must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.
- Socks are not required, but if they are worn, they must be solid white or solid black for 5th and 6th grade scholars – no patterns or logos are permitted.
 - 7th and 8th grade scholars may wear any-colored or designer socks. Designs must be school-appropriate.

Belts

- Solid black belts are worn at all times. Belts may not hang down. Pants must be purchased that allow for belts. Studded belts are not permitted.
- Scholars wearing skorts without belt loops are not required to wear belts; however, if they do have belt loops, scholars must wear a belt.
- Belt buckles are solid color metal (silver, gold, etc.). Buckles may not be oversized or in distracting shapes or designs (i.e.: glittered, heart-shaped, etc.).

Accessories and Makeup

- Only light makeup and fragrances are acceptable within the dress code. Scholars will apply lotions and other fragrances during breaks or other non-academic times only.
- Wristbands, bracelets, and other jewelry should be modest, not distracting, and should not make noise when scholars move.

Head Coverings and Hair

- Hats, do rags, and bandanas are not allowed. Headbands are permitted but may not contain a brand logo. Religious head coverings are permitted.
- Hairstyles and designs that are overly distracting or obstruct other scholars' vision in the classroom are not permitted.

Miscellaneous

- No visible (permanent or non-permanent) tattoos or body markings of any kind are permitted.
- Clothing is sized appropriately, not too baggy, not too tight.
- Clothing that is altered (drawing, cutting, fraying) is not permitted.
- Clothing with significant stains should be replaced.



SCHOLAR CODE OF CONDUCT

Learning is sacred at RePublic schools. The level of rigor that is placed in front of scholars requires a learning environment that is safe and free from distraction. The ability to complete college-level work alone is not enough to succeed in college. Scholars must also demonstrate the ability to make sound choices when faced with adversity. As such, RePublic Schools maintains equally high standards for conduct as it does academics.

In order to create the positive environment that leads to learning, we spend multiple days teaching our expectations for scholars at the beginning of the year. We reinforce this teaching throughout the year through lessons on culture and character education, coaching of scholars, and the paycheck system. The school tracks positive and negative behaviors using a “paycheck” that gets sent home to families each week. Scholars use the money on their paycheck to purchase items from the school store. Families get an update on scholar behavior with a weekly printed copy of the paycheck. For excellent behavior, schools offer additional incentives and privileges depending on the behavior and the grade level of the scholar.

Schools are responsible for teaching and holding scholars accountable to these rigorous standards for character development. Specific rules and procedures for character are outlined at Back to School Night for parents, and are communicated to families through school-based communication throughout the school year.

Individual Incentive and Accountability System: Scholar Paychecks

RePublic Schools has developed a scholar Paycheck system to provide scholars, families, and teachers with a frequent, comprehensive report of scholar performance. A scholar’s weekly Paycheck total is impacted by his/her fulfillment of Behavioral, Academic, and Attendance expectations.

All scholars receive a Paycheck each week. At the beginning of each week, a scholar’s paycheck starts at \$100.

Scholars may increase their Paycheck by exceeding expectations during a given week by:

- Earning merits
- Having perfect homework every day of the week

Scholars will decrease their Paycheck when they fail to meet expectations by:

- Failing to meet behavioral expectations (e.g., they earn demerits or detentions)
- Failing to meet attendance expectations (e.g., they are absent, late, or dismissed early)
- Failing to meet homework expectations

At the end of each week, each scholar’s Paycheck is transferred into the scholar’s Savings Account. Scholars may use accumulated points to spend on prizes (e.g., school supplies, lunches with staff members, gift certificates, tickets to sporting events) at the school store or school auctions.

Over time, a scholar’s average weekly Paycheck is also monitored. Scholar Paychecks can be used to redeem rewards, which may include but are not limited to:

- School celebration invitations,
- School dance invitations,



- Participation in a school store
- Field trip invitations, and
- Enhanced scholar “status” levels that increase scholar privileges

Scholars with low Paycheck averages lose privileges and receive other consequences. Specifically:

- Scholars are not invited to the school store
- Scholars with a Paycheck average of less than \$70 cannot participate in various extra- curricular activities (i.e. after school activities, school celebrations, school dances, or school field trips)

Demerits

A scholar can earn 1 or 4 demerits for a rule infraction. Severe infractions, such as gross disrespect to staff or other scholars, will result in the scholar being sent to the Discipline Office. Each demerit costs scholars \$1 to \$10 (depending on infraction) from their Paychecks.

Detention

If a scholar earns eight demerits in a school day, the scholar will receive a detention. Detentions are served during recess.

On Friday at 4:30 pm, all demerit counts are “cleared” for the purposes of detention.

In Class Separation

Specific infractions warrant consequences that are more severe than detention, but less severe than Out-of-School Suspension. Therefore, RePublic Schools has an In Class Separation model ensuring that scholars have access to the curriculum while at the same time ensuring that scholars face appropriately progressive consequences for more severe infractions.

Specific infractions which warrant In Class Separation from the community include, but are not limited to:

- Disrespect to team or faculty
- Low-level dishonesty
- Repeated disruptions of a similar nature

Furthermore, in order to promote and uphold our school community’s values and Code of Conduct, scholars who communicate with a scholar who is currently In Class Separated will also earn a detention.

Requirements: In the morning, scholars will need to check in with Principal and/or Dean who will reiterate the expectations of In Class Separation. Scholars on In Class Separation will:

- Attend classes, receive instruction and complete class work.
- Not be permitted to communicate with any scholars throughout the day, including during breaks and lunch, except as specifically instructed by a teacher during an academic discussion.
- Not participate in selected class activities, as determined by each teacher.
- Not attend reward events including field trips, dances etc. (exceptions may be made in extraordinary circumstances at the sole discretion of the school administration).



Violation of the requirements of In Class Separation may result in additional days of In Class Separation or an Out-of-School Suspension. Scholars will not be allowed to participate in field trips and other class rewards while on In Class Separation

Scholars who are assigned In Class Separation must show, through behavior and reflection, for an entire class day, that they are ready to rejoin the school community. If a scholar fails to meet this benchmark for 4 consecutive days, the scholar will earn In Office School Suspension or Out-of-School Suspension depending on the circumstance.

Scholars who earn In Class Separation will receive a \$20 Paycheck deduction for each day they are on In Class Separation.

Scholar Notification: If a scholar is assigned In Class Separation, he/she will be notified by a staff member the day before, or the day of, In Class Separation.

Parental Notification: Parents of those scholars who have been assigned In Class Separation receive notification in two ways. First, they will receive a letter each day a scholar is on In Class Separation that must be signed and returned to the Dean. The letter will indicate the reason for the In Class Separation as well as an update on the status of the In Class Separation (completed or continuing). Second, parents will receive notice of In Class Separation on weekly Paychecks (notification will show up as a Paycheck deduction).

Corrective Discipline

The following list of behavioral infractions is not comprehensive; it offers examples of inappropriate or unacceptable behaviors. RePublic Schools has discretion to determine the consequence of behavioral infractions.

A school-related behavioral infraction refers to a violation of this code:

- while the scholar is on school grounds or school-related transportation,
- during school-sponsored activities and trips,
- during all other school-related events, or
- off of school grounds that results in substantial disruption to the learning environment.

Scholars are expected to always respond respectfully to the authority and direction of school staff. Responding inappropriately to staff will result in additional consequences being implemented. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, “smacking” of the teeth, making inappropriate remarks or sounds in response to a request, or questioning a staff person’s action or authority in a disrespectful manner. Ignoring or failing to respond to an adult is also considered disrespectful.

At RePublic Schools we seek to help scholars become mature young adults. To that end, while we will not tolerate disrespect, we do allow for scholars to express disagreement in a respectful manner. The school has developed routines and procedures that enable scholars to easily express such disagreement with respect for all involved. Failure to disagree respectfully will result in further consequences.



Enforcement of RePublic Schools' Code of Conduct is based upon a framework of progressive discipline. Specifically, minor infractions result in less severe consequences while larger infractions result in more severe consequences. Some examples of minor consequences include issuing a deduction (demerit), serving detention, serving In School Separation, and/or loss of privileges. Furthermore, first-time infractions result in less severe consequences while repeated infractions result in more severe consequences.

Out-of-School Suspension

Infractions that may warrant an Out-of-School Suspension include, but are not limited to:

- Gross disrespect of a fellow scholar
- Multiple referrals from class
- Gross disrespect of faculty, staff, visitor, or school transportation provider
- Bullying of any kind which includes making verbal or physical threats, empty or otherwise
- Damaging, destroying, or stealing personal or school property or attempting to do so (including graffiti)
- Using or possessing tobacco products
- Disrupting In-School Suspension through misbehavior
- Committing sexual, racial, or any form of harassment or intimidation
- Using abusive, vulgar or profane language
- Setting off false alarms
- Gambling
- Forgery, plagiarism, or cheating (including forging a parent's signature on school documents or assisting scholars to cheat)
- Extreme or repeated dishonesty
- Leaving school grounds without permission
- The school reserves the right to administer a suspension for any other egregious offense at the Principal's discretion.

For an Out-of-School Suspension between one and ten days, the following procedures will apply: When an infraction occurs, the scholar will be removed from class and sent to the Main Office or another designated school location. The scholar's parent or guardian will be notified of the incident by the Principal or another representative of the school.

Unless a scholar presents a danger or risk of substantial disruption to the educational process, the scholar shall receive notice and an opportunity to present her/his version of the relevant facts prior to a suspension of one to ten days.

In the case of danger or a risk of substantial disruption, the scholar will be removed from the school building and provided notice and the opportunity to present his/her version of the relevant facts as soon as possible.

In the case that a scholar is assigned an Out-of-School Suspension, the scholar's parent/guardian must **immediately come to the school, meet with the Principal and/or Dean, and remove the scholar from the school building.** If the parent/guardian cannot immediately come to the school building, the scholar will wait in a designated area until the parent/guardian arrives. Written notice will be sent home designating the length of suspension.



In order for the scholar to re-enter the RePublic Schools community following an Out-of- School Suspension:

- An administrator will contact the parent/guardian to schedule a required re-entry meeting.
- The scholar may have to meet additional conditions as required by RePublic Schools.

Once the above conditions are met, the scholar will be welcomed back into the community.

Scholars are responsible for completing academic work missed during the suspension. This work will be available in a folder for pick-up by a family member at the school after 1 pm. The completed work will receive full credit, if submitted by deadlines in accordance with the school make-up policy. If a scholar does not complete this work, the scholar will face the consequences outlined in the school make-up policy.

Expulsion

Expulsion is defined as the exclusion from all RePublic Schools Campuses for up to 180 school days.

Grounds for Expulsion

Local law provides the Principal with the authority to expel scholars for a variety of behaviors, to include Zero Tolerance offenses, severe behavioral infractions, or for repeated disregard of school policies and procedures.

In addition to these offenses, RePublic Schools upholds the expulsion decisions of all MNPS and charter schools. RePublic Schools recognizes the expulsion decisions of all public, private, and charter schools. This means if a scholar has been expelled from another school, they are not able to enroll at a RePublic Schools campus during the time of their expulsion.

Whenever the Principal recommends expulsion, an expulsion hearing shall occur. The hearing shall occur as soon as practicable after the beginning of the suspension, and RePublic Schools shall endeavor to hold the hearing within ten days of the beginning of the suspension. In addition, as soon as practicable after the beginning of the suspension, the Principal shall provide the scholar written notice of the following, which shall be translated into the scholar's/parent's primary language if necessary:

- Date, time and place of the hearing.
- Charges and a summary of the evidence against the scholar, which shall include the substance of the allegations.
- Agenda for the hearing.
- That the hearing is a closed meeting unless the scholar submits a request to the school in writing, at least five days prior to the date of the hearing, for an open, public meeting.
- That the scholar and/or parent, upon request, may review the scholar's records from the school in accordance with applicable law.
- Notice that the scholar has the right at the hearing to:
 - Be represented by parents, legal representative, or other representative at the scholar's expense; and
 - Present witnesses and arguments in the scholar's defense and ask questions of school administrators who present information at the hearing, within the process and time constraints set forth in the agenda.

The decision maker at the hearing shall be the Expulsion Authority, which shall consist of an odd number of and no fewer than three persons chosen from among the following: the Principals of any RePublic Schools charter school, and the Assistant Principals or Deans of any RePublic Schools charter school; provided, however that the Principal, Assistant Principal or Dean of the school that the scholar attended at the time of the incident shall not be a member of the Expulsion Authority for that scholar's expulsion hearing.

At the expulsion hearing, the following procedural safeguards shall be in effect:

- The scholar may be represented by parents, a legal representative, or other representative at the scholar's expense.
- Due to the potential sensitivity of issues addressed, the expulsion hearing is a closed hearing; only the scholar, the scholar's family/representatives, the school administration, witnesses, legal counsel, and the Expulsion Authority may attend; provided, however, that the scholar may request an open, public meeting by informing the school of the request in writing, at least five days prior to the date of the hearing.
- The scholar has the right to present witnesses and arguments in the scholar's defense and to ask questions of school administrators who present information at the hearing, within the process and time constraints set forth in the agenda.
- The school may present information collected from scholar witnesses through school administrators, in lieu of calling the scholar witnesses themselves, to the extent permitted by applicable law and due process.
- The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the scholar upon request.
- Proceedings will be translated into the scholar's/parent's primary language if necessary for their understanding.

After the hearing, the Expulsion Authority shall deliberate and issue a decision. The following procedures apply to the deliberation and decision:

- The Expulsion Authority may order removal of the suspension or expulsion unconditionally or upon such terms and condition as it deems reasonable or may suspend the scholar for a specified period of time.
- In its fact-finding, the Expulsion Authority shall decide based upon the information presented at the hearing whether it is "more likely than not" that certain alleged incidents occurred.
- The vote of a majority of the members of the Expulsion Authority shall constitute the decision of the Expulsion Authority.
- During its deliberations, the Expulsion Authority may consult the Principal who recommended expulsion solely for discussing appropriate sanctions that are less severe than expulsion; provided, however, that
 - the scholar's representative may be present while the Expulsion Authority is consulting lesser sanctions with the Principal, and
 - in no event shall the Principal during these discussions provide new evidence for expulsion that was not presented at the expulsion hearing.

The Expulsion Authority's decision shall be issued in writing to the scholar within five days of the hearing.

- The written decision shall be translated into the scholar's/parent's primary language if necessary for their understanding.



- The written decision shall inform the scholar and Principal of the right to appeal the decision by delivering a written notice of appeal to the Expulsion Authority within 5 days of receipt of the written decision, that the notice of appeal must summarize the basis for the appeal, and that in the absent of a timely appeal the Expulsion Authority’s decision is final.

In addition to the above stated policies, any breaches of federal, applicable state or local city laws may be handled in cooperation with the local police department.

Appeals to the Board

The scholar or Principal may appeal the Expulsion Authority’s decision. An appeal is timely only if a notice of appeal is delivered to the Expulsion Authority within 5 days of receipt of its written decision. A notice of appeal must be in writing and summarize the basis for appeal. Absent a timely appeal, the Expulsion Authority’s decision is final.

In the event of a timely appeal, the following process shall occur:

- The appeal shall be taken to the Board of Directors of RePublic Schools, which shall be the decision-maker for the appeal.
- The Board, based upon a review of the record, may grant or deny a request for another hearing and may affirm or overturn the Expulsion Authority’s decision with or without a new hearing; provided, however, that the Board may not impose a more severe penalty on the scholar without giving the scholar the opportunity for a new hearing before the Board. For the purpose of this paragraph the “record” shall include (i) the audio recording of the hearing before the Expulsion Authority or any written transcript of that hearing and (ii) anything provided by the school or the scholar in the notice of appeal.
- In the event that the Board decides not to conduct a new hearing, the Board shall issue a written decision within fifteen days of its receipt of the notice of appeal. The written decision should include the following:
 - Date of initial decision;
 - Date of notice of appeal;
 - Statement that Board based its determination upon review of the record; and
 - Statement that the Board’s decision is final.
- If the Board conducts a new hearing, the same processes and protections shall be provided as for the initial hearing before the Expulsion Authority. The Board shall endeavor to conduct the new hearing as soon as practicable.
- The action of the Board in response to any appeal shall be final.

Procedural Safeguards for Students with Disabilities

Federal and state law provide certain procedural rights and protections relating to discipline of scholars who have been identified under such laws as having special needs based upon a disability. A copy of the Notice of Procedural Safeguards can be found in the Main Office.

RePublic Schools campus officials may suspend scholars with disabilities and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards. Detentions and In- School Suspensions do not count toward the 10-day limit. The Principal has discretion to be flexible in the amount of days of suspensions given to each

special education scholar with disabilities. Scholars with disabilities can be suspended in excess of 10 school days in certain circumstances. When campus officials anticipate a referral for expulsion, the following rules apply:

- Campus officials must provide written notice to the parent/guardian or surrogate parent of the intervention or consequence being considered and the date of an Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of the decision to discipline the scholar.
- The IEP team must:
 - Determine whether the misconduct is related to the scholar’s disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the scholar, and the scholar’s IEP and placement. The behavior is not a manifestation of the scholar’s disability if:
 - the scholar was given appropriate special education supplementary aids and intervention strategies; and
 - the disability does not impair the ability to control behavior.
 - Review and revise, if necessary, the behavior intervention plan or, as necessary, develop a functional behavior assessment and intervention plan to address the misconduct.
 - Determine the appropriateness of an interim alternative educational setting, and as indicated, include in the IEP those services and modifications that will enable the scholar to continue to participate in the general curriculum and address the behavior so it will not recur.

Special education scholars with disabilities may be referred for an expulsion hearing if they are in violation of any Zero Tolerance offense. All scholars will be ensured a due process expulsion hearing.

Bullying

Bullying is considered a zero-tolerance offense at RePublic Schools. A scholar may not exhibit conduct that has the purpose or effect of unreasonably interfering with another scholar’s academic development; creates an intimidating, hostile, or offensive learning environment; physically harms a scholar; or damages a scholar’s property. A scholar may not bully, coerce, harass or attempt to bully, coerce or harass any person for the purposes of hazing, initiation into, or affiliation with any organization.

Social Media

Scholar use of social media outlets, including but not limited to, Facebook and Twitter, is not permitted on RePublic Schools’ internet service or during school hours. Scholars with social media accounts may not “friend” school staff or faculty, including coaches or enrichment leaders. Scholars are, however, permitted to “like” RePublic Schools’ pages and/or follow them on Facebook or Twitter. Gossip, slander, etc. of RePublic Schools’ scholars, faculty, and staff on social media outlets are unacceptable and will not be tolerated. Cyber bullying is treated in the same manner as in-person bullying, resulting in Out-of-School Suspension or other consequences depending on the severity of the infraction. The RePublic Schools Acceptable Use Policy can be found in the Appendix of this handbook.

Bus Behavior

Participation in bus transportation is a privilege. At RePublic, we want to ensure your scholar is transported to and from school in the safest of manners. All behavioral expectations outlined in the



RePublic Schools Code of Conduct apply on school bus transportation. Scholars who take the school bus are expected to act responsibly and respectfully at all times.

All school rules apply on the bus and at the bus stop. The following additional rules will apply to the bus and the bus stops:

- Scholars will be given assigned seats. Scholars are expected to sit in and stay in these seats unless given express permission by the driver or school administration to move.
- Scholars are expected to be silent on the bus.
- A school official will meet the bus every day. No child may exit the bus before the administrator checks with the driver as to behavior.

Scholars who violate these rules will lose bus privileges.

- Three low level infractions = One major infraction
- One major infraction = loss of bus privileges for a week.
- Two major infractions = loss of bus privileges for a month.
- Three major infractions = loss of bus privileges for the year.

Infractions, if serious enough, can warrant immediate loss of bus privileges for the year. Other consequences (e.g., demerits, detentions, suspensions) apply as well.

Examples of behaviors that qualify as minor bus infractions:

- Talking on the bus
- Not following directions on the bus
- Doing homework on the bus
- Eating food on the bus
- Using electronics on the bus
- Leaving trash on the bus

Examples of behaviors that qualify as major bus infractions:

- Moving seats during the route or sitting in the incorrect seat
- Failure to correct behavior after being redirected
- Disrespect to a driver
- Foul language
- Horseplay on the bus
- Throwing anything inside or outside of the bus
- Anything that compromises the immediate safety of anyone on or around the bus
- Defacing the bus

Families are strongly encouraged to reinforce the importance of proper bus behavior and the potential consequences for bad behavior. Should a scholar lose bus privileges, that scholar/their family is responsible for arranging alternative bus transportation for the scholar during that period. Unless a scholar is suspended, failure to attend school as a result of lost bus privileges will be considered unexcused absences and the scholar will receive consequences accordingly.

Cheating, Plagiarism, and Copying Other's Work



At RePublic Schools, scholars do not plagiarize, cheat or otherwise copy one another's work. Plagiarism means using the exact words, opinions, or factual information from another person without giving that person credit. Plagiarism is intellectual theft and will not be tolerated at RePublic. We will review specific guidelines regarding cheating and plagiarism with scholars throughout the year. There are significant consequences for cheating, plagiarizing and copying including out of school suspension. Scholars who knowingly allow teammates to copy or cheat off their work receive the same consequence. If a scholar is unsure about an assignment or unsure about a test question or testing procedure, he or she should go to a teacher and ask for direction.

Scholar Searches

To maintain the security of all its scholars, RePublic Schools staff reserves the right to conduct searches of its scholars and their property when there is reasonable suspicion to do so. If searches are conducted, the school will ensure that the privacy of the scholars is respected to the extent possible, and that scholars and their families are informed of the circumstances surrounding and results of the search. School cubbies and desks, which are assigned to scholars for their use, remain the property of RePublic Schools, and scholars should, therefore, have no expectation of privacy in these areas.

Field Trips/End-of-Year Events

RePublic Schools' curriculum may sometimes provide for the exciting opportunity for outside learning experiences or special school events. During these activities, it is important for all scholars to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds.

A permission slip that allows scholars to attend all school-sponsored field trips and events will be sent home at the beginning of the school year and should be signed by a parent or guardian. The school will attempt to notify all parents and guardians before each school-sponsored trip. For trips that are not school-sponsored (e.g., voluntary trips), a permission slip will be sent home prior to the trip/event, and must be signed by a parent or guardian.

A scholar may be considered ineligible for a trip for reasons including but not limited to: low Paycheck average, not returning the school-sponsored trip permission form, involvement in a disciplinary incident on a prior trip, poor school attendance, misbehavior or severe lack of academic effort in the days prior to the trip, etc.

If parents or other volunteers assist with such trips or events, scholars must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation.



GENERAL SCHOOL INFORMATION

Visitors

Parents are welcome and encouraged to visit RePublic Schools at any time during the school year. All visitors are required to report to the Main Office upon entering the building. Any visitor who does not report to the office or is found in the building without authorization will be asked to leave immediately.

While visitors are always welcome, they are encouraged to take great care not to disturb the teaching and learning process. Guests should not talk to or interact with scholars and/or staff during class unless they receive permission from the teacher in the classroom.

In the case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms or attempt to withdraw scholars from the building on personal cell phones without notifying and receiving permission from staff members in the Main Office.

Grievance Procedure

Any scholar or employee who believes that RePublic Schools has acted in violation of the law or its charter may file a complaint with the Principal. This could include any act of harassment or discrimination because of race, color, origin, sex, disability, or sexual orientation. If the Principal is the person who is alleged to have caused the violation, the complaint may be filed with the Chair of the Board of Directors. The party responsible for investigating the complaint (the Principal or the Board Chair) will be referred to moving forward as the "Grievance Administrator."

Medical Policies

Health and safety are a top priority at RePublic Schools.

Medical Records

Before a scholar can enroll in the school, the school must have on file the following forms:

- Medical Requirements Checklist.
 - This form contains records showing that the scholar has: 1) up-to-date immunizations; and 2) permission to receive screening for vision, hearing, and scoliosis.
- Health Information Form.
 - This form provides important information about a scholar's emergency contacts, health care providers, and insurance. Most importantly, it gives the school permission to initiate emergency medical treatment in the event that a parent or guardian cannot be reached.
- Authorization To Dispense Medication Form.
 - If a scholar requires medication while in school, the school must have on file an Authorization to Dispense Medication form, filled out by the scholar's physician. No scholar is allowed to bring medication to the school without the school's full knowledge. Scholars who have provided the school with medication dispensation authorization forms should bring the medication to the school on the first day, or contact to the school to make other arrangements. All medication must be presented in its original container from the pharmacy. Additionally, all medication must be delivered by a parent – medication should NEVER be sent with the scholar. The Authorization to Dispense Medication Form must be

- updated annually. Also, if there are any changes to the medication (including to the dosage of the medication) a new form must be completed and submitted, including an updated physician signature.
- The medication dispensation authorization form requirement applies to all medication, including over the counter medication. If a scholar needs to take over the counter medication during the school day, the scholar must have on file the authorization signed by his or her physician and a parent or guardian, giving the school permission to administer the medication during the school year. The medication dispensation authorization form requirement also applies to asthma inhalers.
 - Scholars should never carry or take medications outside of these procedures. Scholars found in possession of over the counter or prescription drugs could face significant consequences.

Health and Illness

The school requests that children do not come to school if they are ill. If school staff believes that a child needs to see a doctor, is contagious, increases the risk of illness to other children, or requires prolonged individual staff attention that interferes with the safety and regular functioning of the classroom, the school will contact families and ask them to pick up and take their child home.

Parents will be contacted if a child has a moderate-to-high-fever; is experiencing vomiting or diarrhea; shows signs of any contagious disease; and/or has an illness that prevents the child from participating in activities.

Health and Sexual Education Policy

RePublic Schools provides a comprehensive health education curriculum designed to provide scholars with the knowledge and skills to make responsible, well-informed personal health decisions. The health education curriculum covers a wide variety of topics, including human sex education and human sexuality issues. Parents can choose for their scholars to opt out of these classes.

Campus Safety and Supervision of Scholars

Scholars are not to be in the building or on the school grounds after the regular school day unless under the direct supervision of a RePublic Schools staff member.

Personal Safety Outside of the Building

To maximize personal safety outside the building, it is recommended that scholars stay in groups if possible and do not wear I-Pods/talk on cell phones/or count money while walking down the street. Also, do not engage in conversation, tough talk, or taunting with individuals. If you are threatened, go to a business or a public area as quickly as possible. Ask to call the police.

Emergency Drills and Protocol

Posted in every room is a map detailing the relevant evacuation and emergency protocol. Scholars are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, scholars must not stop at bathrooms or lockers. They must go directly to their designated outside location until given further instruction. Any scholar violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension. There no talking during a drill or emergency



procedure. Talking during a drill or emergency procedure will result in a scholar receiving an automatic detention.

FERPA and Scholar Records

Under the Family Educational Rights and Privacy Act (FERPA), parents have certain rights with respect to their children's education records. These rights transfer to the scholar when he or she reaches the age of 18 or attends a school beyond the high school level.

Definition of Scholar Records

"Scholar Records" shall mean any written or recorded information concerning a scholar by which a scholar may be individually identified and which the school maintains. They may include, but are not limited to, the following; basic identifying information, academic transcript, attendance records, health records, performance scores on standardized assessments, disciplinary records, and records from previous schools. Recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the scholar records.

Inspection of Scholar Records

Every parent shall have the right to inspect, challenge and copy scholar records of his/her child until one of the following events occurs:

- The scholar attains 21 years of age; or
- The scholar attains 18 years of age and declares himself or herself financially independent of his or her parents.

Scholar records shall be made available to parents and eligible scholars within fifteen (15) school days of the time a written request for review is submitted to the records custodian.

Right to Control Access of Scholar Records

School officials shall release scholar records to the official records custodian of another school in which the scholar has enrolled or intends to enroll upon the written request of such official or scholar, provided that the parent receives prior written notice of the nature and substance of the information to be transferred. Parents may, upon written request, inspect, copy and challenge such information.

Once parents have been notified of their right to inspect, copy and challenge information to be transferred to another school and the parents do not respond within ten (10) school days, the records shall be forwarded to the requesting school.

Access to Records without Parent Consent

RePublic Schools staff members who have a current and legitimate educational interest in a scholar's records shall have access as needed for professional purposes to both that scholar's permanent and temporary records.

RePublic Schools officials shall release scholar records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials. However, RePublic Schools officials shall notify the parents in writing regarding the judicial order and the information so provided.

Scholar records may be made available to researchers for statistical purposes, provided that: a) Permission has been received from the State Superintendent of Education; and b) No scholar or parent shall be personally identified in the information released.

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the scholar or other persons.

If a scholar is 18 years of age and the scholar is financially independent of his or her parents, the scholar may request the parents be denied access to his or her records.

A scholar who desires to declare himself or herself financially independent of his or her parents shall submit a request in writing to the school's records custodian.

Challenge Procedures

A parent shall have the right to challenge the accuracy, relevance or propriety of any entry in the scholar records of his or her child, exclusive of grades. A request to challenge the contents of a scholar record shall be made in writing to the school by the parent(s) and shall state in specific terms what entries in the scholar's record are being challenged.

The Principal shall conduct an informal conference with the parent(s) within fifteen (15) school days of receipt of the written challenge.

Maintenance of School Records

Scholar permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the scholar has transferred, graduated or permanently withdrawn from school.

Scholar temporary records shall be maintained until August 1st of the year the scholar transfers, graduates or permanently withdraws from school. The records of special education scholars shall be maintained for a period of three (3) years. Information maintained by staff members for their exclusive use shall be destroyed by each staff member maintaining the information no later than the scholar's transfer, graduation or permanent withdrawal from the school.

The Principal shall be responsible for having all scholar records verified and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information on all scholars' files.

Filing a Grievance

Contents of the Complaint

Complaints under this Grievance Procedure must be filed within thirty (30) school days of the alleged offense. The complaint must be in writing. The Principal, or any person of the grievant's choosing, may assist the grievant with the filing of the complaint. The written complaint must include the following information:

- The name of the grievant and the name of the school;
- The name of the grievant's representative, if any;
- The name of the person(s) alleged to have caused the violation;
- A description, with as much detail as possible, of the alleged incident;
- The date(s) of the alleged incident; and
- The name of all persons who have knowledge about the alleged incident.



Investigation and Resolution of Complaint

Respondents will be informed of the charges as the Grievance Administrator deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The Grievance Administrator will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and information gathering will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, the Grievance Administrator will submit a written report of the findings and proposed resolution. In the event that a resolution involves disciplinary action against an employee or a scholar, the grievant will not be informed of such disciplinary action, unless it directly involves the grievant.

All timelines specified above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation, in which case, the matter will be completed as quickly as possible. If the timelines are not met, the reason(s) for not meeting them should be clearly documented.

Confidentiality of grievant/respondents and witnesses will be maintained to the extent consistent with RePublic Schools' obligations relating to the investigation of complaints and the due process rights of the individual affected.

Appeals

If the grievant is not satisfied with the outcome, the grievant may submit an appeal to the Board of Directors by contacting the Chair of the Board.

The Board of Directors will issue a written response to the appeal to the grievant within thirty (30) days of receiving the appeal.

Internet Acceptable Use Policy

Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. RePublic Schools offers Internet access to its scholars and staff. The primary purpose of providing access to the Internet is to support the educational mission of RePublic Schools. RePublic Schools expects that scholars and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. RePublic Schools makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the RePublic Schools Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. RePublic Schools has installed special filtering software in an effort to block access to material that is not appropriate for children.

Unacceptable Use



The following is a list of prohibited behaviors. The list is not exhaustive, but illustrates unacceptable uses of the RePublic Schools' Internet Service.

- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Principal;
- plagiarizing material obtained from the Internet (Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources.);
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Principal; and
- overriding the Internet filtering software.

Safety Issues

Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the Principal if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the Principal.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. RePublic Schools reserves the right to examine all data stored on diskettes involved in the user's use of RePublic Schools' Internet service.



Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to RePublic Schools' Internet service is a privilege not a right. RePublic Schools reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (scholars), or dismissal (staff) for violations of this policy. Each school will advise appropriate law enforcement agencies of any illegal activities conducted through RePublic Schools' Internet service. Each school will also cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Mandated Reporter Policy

According to TCA 37-1-403(i)(1), all school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have reason to believe that harm has come to a child that "reasonably appears to have been caused by brutality, abuse or neglect." Under this law, failure to report such abuse is a Class A Misdemeanor.

Once any staff member becomes aware that a scholar may be the victim of abuse or neglect, they must:

- Call the DCS central intake hotline at (877) 54-ABUSE (552-2873),
- Notify the Principal, and
- Complete an incident report.

When calling the hotline, the staff member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.

While these steps are taking place, the Principal will assist both the faculty member and scholar in understanding the ramifications of the call. The Dean/Principal will debrief the scholar and, when appropriate, will contact the parent(s)/guardian.

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.



**ACKNOWLEDGEMENT OF RECEIPT
SCHOLAR AND FAMILY HANDBOOK
2015-2016**

I have received my copy of The Scholar and Family Handbook, which outlines the policies and procedures of RePublic Schools, including the Scholar Code of Conduct. I will familiarize myself with the information in the Handbook and agree to observe these policies in all aspects. I am aware of my rights and responsibilities. Furthermore, I understand that acts of misconduct or inappropriate scholar behavior will result in interventions and consequences as stated under the Scholar Code of Conduct.

Scholar Name (Printed)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date



Media Release & Scholar Displays

I, _____, the undersigned parent and/or legal guardian of _____, a Minor, do hereby consent to RePublic Schools, or any other enrollments or transfers within the RePublic Schools, Inc. or RePublic Schools, Nashville network, to record, film, photograph, interview, and/or publicly exhibit, display, distribute or publish my child's name, appearance and spoken words, whether undertaken by school staff, scholars, or anyone outside the school, including the media.

I agree that the school may use, or allow others to use, those works without limitation, and that neither RePublic Schools, nor the news media, has any obligation to air or publish the image, photos, videotape and/or voice of my child. I also understand that neither I, nor my child, will receive any monetary compensation for the rights granted herein.

I give this consent on my own behalf, on behalf of the Minor, and on behalf of the respective heirs, executors, administrators and assigns of ourselves and said Minor (hereinafter collectively the "Releasers"), do release, discharge and covenant to hold harmless RePublic Schools and any and all of its present and former agents, servants, employees and staff (hereinafter collectively the "Releasees") of and from all demands, causes of action, suits, claims, demands and liabilities whatsoever, both in law and in equity, which the Minor or any of the Releasers now has or hereafter may acquire, either before or after the Minor has reached his/her majority, against any of the Releasees, resulting from his/her participation in school-related media, exhibits and displays.

Scholar's Name

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

Date

Relationship to Scholar