



# FAMILY AND SCHOLAR HANDBOOK

2023-2024

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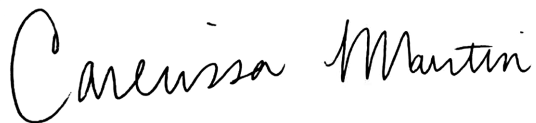
## Dear Parents and Scholars,

On behalf of the entire team, welcome to Emerald Academy. We are happy to have you as a part of our school family.

At Emerald Academy, our mission is to grow college-bound scholars and community leaders. Achieving this goal requires a strong commitment from everyone involved, and a partnership of scholars, parents, and school staff is essential. The school's environment is one of mutual respect and, by working together to help scholars successfully learn and grow into leaders, there is no limit to what we can achieve.

This handbook was created to give you a general introduction to your scholar's school program. After reviewing it, we encourage you and your scholar to become actively involved. We want Emerald Academy to be a place where your scholar experiences the excitement of learning!

Sincerely,

A handwritten signature in black ink that reads "Carlissa Martin". The signature is written in a cursive, flowing style.

**Carlissa Martin**  
School Director







## *SCHOOL DIRECTOR* **CARLISSA MARTIN**

Carlissa Martin was raised in Knoxville, attended Northwest Middle School, and went on to graduate from Hardin Valley Academy. While working in the legal field as a guardian ad litem protecting the interests of a child, she learned that education was her calling.

After earning an Associate's degree at Pellissippi State Community College, Martin went to the University of Tennessee to study education with a focus in urban and multicultural studies. Subsequent internships in schools resulted in her determination to help change the face of inner-city education.

Emerald Academy had been open for one year when Martin graduated and she was attracted to its opportunity for impact, ability to offer different curriculums and nimbly to respond to the needs of scholars, as well as to the closeness and familial community of the staff. She immediately joined the faculty as a second-grade teacher and was quickly elevated multiple times until her most-recent position as School Director. Her two younger brothers also attend EA.

# SECTION 1 - ABOUT US

## Contact and General Information

**Emerald Charter Schools Incorporation Date:** January 31, 2014

**Emerald Academy School Nickname:** Monarchs

**Emerald Academy**  
**220 Carrick Street**  
**Knoxville, TN 37921**  
[emeraldacademy.org](http://emeraldacademy.org)  
**Phone:** 865-249-7223  
**Fax:** 865-249-7826

**ClassDojo:** [classdojo.com/invite/?s=55d398482b1df966477f95cd](https://classdojo.com/invite/?s=55d398482b1df966477f95cd)

## Mission and Vision

The mission of Emerald Charter Schools (ECS) and Emerald Academy (EA) is to prepare urban scholars for the college of their choice and community leadership. Our vision is to dramatically increase the number of Knoxville scholars who graduate eighth grade well-prepared for high school and the college of their choice.

To achieve this goal, we will create a replicable model kindergarten through eighth grade school that closes the achievement gap and alters the trajectory of our urban youth. Through our four pillars of academic excellence, effective teaching, a highly relational culture grounded in high expectations, and robust parent and community engagement, our scholars will be prepared for success.

## Core Values

**High Expectations:** We believe everyone can achieve.

**Excellence:** We keep learning so we can be the best.

**Respect:** We treat others the way we want them to treat us.

**Teamwork:** We work together.

**Commitment:** We press on, even when it gets hard.

## EA Leadership

School Director: Carlissa Martin [carlissa.martin@emeraldcharterschools.org](mailto:carlissa.martin@emeraldcharterschools.org)

Director of Operations: Tim Rogers [tim.rogers@emeraldcharterschools.org](mailto:tim.rogers@emeraldcharterschools.org)

Director of Family Engagement: Cedric Jackson [cedric.jackson@emeraldcharterschools.org](mailto:cedric.jackson@emeraldcharterschools.org)

Director of Specialized Services: Laura Baccile [laura.baccile@emeraldcharterschools.org](mailto:laura.baccile@emeraldcharterschools.org)

K-2 Grade Band Director: Takia Owens [takia.owens@emeraldcharterschools.org](mailto:takia.owens@emeraldcharterschools.org)

3-5 Grade Band Director: Autumn Thompson [autumn.thompson@emeraldcharterschools.org](mailto:autumn.thompson@emeraldcharterschools.org)

6-8 Grade Band Director: Jessica Finafrock [jessica.finafrock@emeraldcharterschools.org](mailto:jessica.finafrock@emeraldcharterschools.org)

## ECS Board of Directors

The ECS Board of Directors (ECS Board) holds regular meetings once a month. For the 2023-2024 school year, meetings will usually be held at 12:00pm on the fourth Thursday of each month unless changed by action of the ECS Board. Special meetings may be held as necessary to transact Board business in accordance with the requirements of the ECS Bylaws.

Public notice for regular meetings will consist of the ECS Board's approved meeting schedule being posted at EA and on the ECS website ([emeraldcharterschools.org/meeting-notices](https://emeraldcharterschools.org/meeting-notices)), published in a newspaper of general circulation serving Knox County, and provided to the liaison with Knox County Schools. The date, time, and location of the next regular meeting will also be given at each Board meeting.

For special Board meetings that are not emergencies, notice will include the date, time, place, and purpose of the meeting. At least forty-eight (48) hours before the meeting, notice will be posted on the door at the main office entrance to EA and on the ECS website ([emeraldcharterschools.org/meeting-notices](https://emeraldcharterschools.org/meeting-notices)), sent to the local news media, and provided to the liaison with Knox County Schools.

For special Board meetings that are emergencies ("a sudden, generally unexpected occurrence or set of circumstances demanding immediate action of the Board"), notice that is adequate under the circumstances will be given.

## School Calendar and Hours

Our scholars will attend classes from 8:00am until 2:55pm and receive 188 days of instruction over the course of the school year. The 2023-2024 school year begins July 31, 2023 and ends May 31, 2024.

Due to this extended schedule, EA scholars receive more academic instruction than children who attend other public schools in the area. For scholars who attend EA from Kindergarten through 8th grade, this amounts to almost one year of additional instruction.









## SECTION 2 - ATTENDANCE

Primary responsibility for a scholar's attendance rests with his/her parents/guardians. The goal for every scholar is 100% attendance, and the expectation is that scholars will arrive at school on time and stay at school until dismissal. Absences, tardies, and early dismissals interrupt the pace and rhythm of learning.

### Arrival

Scholars should arrive at school at 7:45am every day.

#### **Early Arrival – 7:10 to 7:25**

Early drop off from 7:10–7:25 is offered. To participate, parents/guardians must first make arrangements with the front office. ***To ensure adequate supervision is present, scholars who participate should not be dropped off later than 7:25.***

#### **Tardies**

Scholars who are not in their classroom by 8:00am will be considered tardy and a parent/guardian must sign them in at the front office.

### Dismissal

The school day ends at 2:55pm. Scholars may not leave school grounds with anyone other than their parent/guardian or other person specified on their transportation plan and ID will be requested.

A scholar left on campus after 3:15pm will be sent to the office and a parent/guardian or other person listed on their transportation plan will have to enter the building to sign them out. If a scholar has been left on campus 30 minutes after dismissal on several occasions, the parent/guardian will be notified to attend a meeting to discuss timely pickup. School leadership may report instances to appropriate authorities if the issue continues.

#### **Early Dismissal/Appointments during School Hours**

Scholars should never miss school for appointments. Families are responsible for scheduling medical appointments during non-instructional hours. In the rare case where that is not possible, a scholar may be dismissed early.

***The scholar should not be absent the entire day.***

In the event of a family emergency, early dismissal of a scholar will be allowed.

Parents must call one hour in advance and speak with the Receptionist about any early dismissal. Families will not be able to check out scholars for early dismissal after 2:15pm unless administration determines it to be an emergency.

## Absences

A parent/guardian must notify the school by 9:00am if their scholar will be absent from school unless previous notification has been given in accordance with school procedures for excused absences. Any day your scholar does not attend school is considered an absence, whether “excused” or “unexcused”, and all absences are tracked and included in each report card.

### **Excused Absences**

The only absences excused are those due to illness, religious observation, death of a family member, response to a subpoena, or suspension from school. All other absences are unexcused.

A scholar who is absent for more than two days due to illness must bring a doctor’s note verifying dates of illness.

Where appropriate, EA will consider a scholar’s IEPs, accommodation plans, and individualized healthcare plans in determining whether an absence is excused.

### **Unexcused Absences and Chronic Absenteeism**

By law, parents/guardians are responsible for getting their children to school. In accordance with T.C.A. § 49-6-3009, EA uses a progressive truancy intervention tiered system to limit absences and avoid referrals to Juvenile Court for truancy. All EA families are subject to the following process where a scholar has multiple unexcused absences.

- 1. Tier 1:** Schoolwide Prevention-Oriented Supports - once a scholar has acquired four unexcused absences a member of school staff will contact the parent/guardian and discuss possible interventions.
- 2. Tier 2:** Individualized Assessment for Scholar - once a scholar accumulates five unexcused absences a member of school staff will contact the parent/guardian. A conference will be required, and possible interventions will be discussed. An attendance contract will be developed, signed, and enforced.
- 3. Tier 3:** Review and Revision of Progressive Truancy Plan - if interventions under Tier 2 are unsuccessful, a review of the intervention plan will be conducted. If necessary, EA may refer the scholar to one or more of the following:
  - School-based community services; or
  - Saturday school or after-school courses designed to improve attendance and behavior.
- 4. Referral for Truancy -** following the implementation of all three tiers listed above, and if interventions are unsuccessful, the School Director will make a referral to the Juvenile Court for truancy. However, if the parent/guardian remains unwilling to cooperate or attend during any one of the above-tiers, EA may proceed directly to Juvenile Court.

## School Closings

In inclement weather, please listen to local radio stations and news broadcasts to determine if school is in session. EA will notify the main local TV stations and will use its website, social media accounts, and robocall system to announce any school closings or early dismissals. To receive up-to-date information, it is essential for you to ensure the school office has your correct contact information on file.





## SECTION 3 – DRESS CODE

**EA requires all scholars to wear a common school uniform. At its most basic level, our uniform ensures no instructional time is lost to discussions over scholar attire. It also unites us as a community and makes our scholars look sharp in a grade-level and gender-appropriate way.**

Scholars must arrive at school in uniform every day. All items worn are to appear clean and must have working buttons and zippers.

**My APlus Uniforms** is EA's uniform provider. All uniform shirts and bottoms must be purchased from this company.

[Myaplusuniforms.com](http://Myaplusuniforms.com)

453 Park 40 N Blvd, Knoxville, TN 37923

**Email:** [knoxville@myaplusuniforms.com](mailto:knoxville@myaplusuniforms.com)

**Phone:** 865-370-2877

### Uniform Shirts

- EA polos with the embroidered EA logo must be worn on all school days, even when the optional approved embroidered black fleece jacket or pullover is worn. All but the top button must be buttoned. If desired, a solid white or black short or long-sleeved shirt with no graphics or logos may be worn underneath.
  - K-4 scholars wear a green polo.
  - Grades 5-8 scholars wear a gray or black polo.

### Uniform Bottoms

- Boys - khaki pants or shorts.
- Girls - khaki pants, shorts, skirts, or skorts.
  - K-4 may wear jumpers.
  - 5-8 may wear a plaid skirt.

All scholars must wear black belts with any clothing that has belt loops. All bottoms must be appropriate length for school and no shorter than fingertip length.

### Socks, Shoes, Outerwear, Accessories, and Jewelry

- Socks are required and must be solid white or black and have no patterns or logos.
  - Female scholars may also wear solid black or white tights or knee socks that have no patterns or logos.
- Solid black and/or white shoes are required, and sneakers are preferred. Boots and open toed shoes are not permitted.
- Shoelaces must be solid colored and always tied neatly and tightly.
- Only jackets and pullovers purchased from **My APlus Uniforms** with the EA logo may be worn in the school. Non-uniform jackets and pullovers may be worn outdoors but must be removed when entering the school building.
- Scholars may not wear hats.
  - Girls may wear headbands.

## Dress Down Days

Scholars will have the opportunity to earn dress down days. The following will be enforced on these days.

- No headgear (unless it's hat day or religious reasons) including bonnets, hats, beanies, hoods, durags, etc.
- Bottoms (skirts, shorts, dresses) should go beyond fingertip length.
- Tops should have straps that are the width of 3 fingers and should not show midriff.
- No pajama wear (unless it is pajama day).
- No clothing articles may contain inappropriate language or promote violence/drugs or other illegal activities.
- Distressed jeans should be modest (holes should be no more than 2 inches wide).

***\*Designs, jewels, glitter, writing, brightly colored shoelaces, excessive buckles, or any other embellishments that School Leadership deems distracting are not permitted. Such decisions about clothing or accessories will be made on a case-by-case basis.***



## SECTION 4 - SCHOLAR CONDUCT

Classroom respect and order are essential for academic progress and scholars benefit from the explicit teaching of acceptable behavior. Focus on preventative strategies makes it more likely that major infractions will not take place, and this is achieved by using, teaching, and reinforcing clear academic and behavior expectations. Distractions are limited through high-quality instruction that uses the full academic time frame and engages scholars.

The below Scholar Code of Conduct is based on our core values of **high expectations, excellence, respect, teamwork, and commitment.**

### Scholar Code of Conduct

By enrolling in EA, scholars and their families agree to abide by the following:

1. Scholars arrive at school on time, wearing their EA uniform, are prepared for class, and attend school all day every day.
  - Absences are excused only for illness, death in the family, religious observance, court subpoena, or family emergency, and must be verified in writing by a parent/guardian.
2. Scholars treat fellow scholars, staff, and school property with respect.
  - They follow the first request of a teacher, staff member, or bus driver.
  - They never use profane or inappropriate language.
  - They never damage or deface school property.
  - They keep hands to themselves – no play-fighting or touching another person.
3. Scholars do not behave in any way that is disruptive to the learning of themselves or others.
  - They do not talk out of turn.
  - They keep electronic devices (cell phones, iPods, etc.) turned off and in a backpack for the entire school day.
4. Scholars do not lie, cheat, copy another's work, plagiarize, falsify information, or forge a signature.
5. Scholars do not use, sell, or possess drugs, alcohol, tobacco, vaping products, or any other illegal substance or device.
6. Scholars never fight, use or threaten violence, intimidate anyone with words or conduct, or

possess a weapon or any item that appears to be a weapon (toys).

7. Scholars are not involved with gang activity or show evidence of affiliation with a gang.

We believe serious disciplinary problems can be eliminated and infractions can be minimized when the Scholar Code of Conduct is followed and parents/guardians remain actively involved in their child's education.

Exemplary behaviors tied to our core values will be reinforced with merits and praise through ClassDojo, and scholars will have opportunities to use those merits for various additional incentives. If exemplary behavior tied to our core values is not being met, the scholar will be given several opportunities to improve before demerits are given.

Parents are expected to check their scholar's ClassDojo daily, and those without phone or computer access may request that a paper copy be sent home. Scholars' daily, weekly, and yearly positive behavioral progress will also be tracked and reviewed on a regular basis by teachers, families, and scholars.







## SECTION 5 - ACADEMICS

### Overview

At EA, academics are built on a challenging curriculum. Scholars in all grade levels are exposed daily to high-quality instruction in ELA, math, social studies, and science, and participate weekly in art, music, physical education, and library. Scholars also participate in Lexile Level based book clubs, as well as a daily intervention block called "GRIT" during which they are exposed to individualized instruction to close learning gaps and reinforce skills.

EA is committed to delivering best practices when it comes to curriculum and instruction. Therefore, upon review of data and performance, the school has the discretion to adjust instructional methods and curriculum.

### Curriculum

**ELA:** Wit and Wisdom

**Math:** Eureka

**Social Studies:** Developed in house

**Science:** Amplify and Stemsopes

### Instructional Practice

Instructional practice of EA includes but is not limited to:

- Ongoing, informal assessment
- Regular, formal assessment
- Emphasis on critical thinking and problem solving
- Guided practice and spiraled review
- Integrated Language Arts, Science and Social Studies
- Active and passive learning
- Hands-on activities
- Emphasis on independent functioning

### Tennessee State Standards

EA is a college-preparatory school and its curriculum is aligned to the Tennessee State Standards, which define expectations for scholar learning by stating what scholars should master at the conclusion of a course or year. It is expected that scholars will take challenging courses, promptly complete high-quality work both at school and home, study for and perform well on exams, and receive excellent support from the school's staff. The greatest effort from scholars, teachers, and parents/guardians is necessary to reach this goal.



## Homework

Homework is an essential part of the educational program at EA and is designed to reinforce skills taught in the classroom, help scholars develop a deeper understanding of concepts, and promote good study habits. It is important for families to provide their scholars with routines, a quiet, organized space at home to complete their work, and ensure their homework is completed every night. Younger scholars may need help reading homework directions.

The below chart explains how much homework to expect per night. Homework grades will be calculated into the scholar's final grade each quarter in all applicable content areas and will be based on completion, accuracy, and neatness.

### Homework Allotment Chart

Grade Level	Reading/Homework
K	20 minutes reading (listening to stories and independent reading) and additional assigned homework
1st	20 minutes independent reading and additional assigned homework
2nd	20-30 minutes independent reading and additional assigned homework
3rd, 4th	30 minutes independent reading and additional assigned homework
5th, 6th, 7th, 8th	30 minutes independent reading and additional homework assigned by subject area teachers, totaling no more than an hour of work time for all

### Homework Infractions

Scholars will receive a reduced grade if homework is late, missing, incomplete, of poor quality, or if their reading log is not properly completed. A family member or responsible adult must sign the homework log, when applicable, to indicate the scholar adequately completed all homework assignments. Homework completion will account for 10% of the grade in each subject area and all EA scholars will be held accountable as detailed in the Behavior Consequence Matrix found at the end of Section 6.

## Independent Reading

Reading is critical to scholar success and supporting independent reading at home is the best way to help your scholar improve speed, accuracy, vocabulary, and comprehension skills. Families should supervise their scholar in reading every night and every day on weekends. To ensure best reading practices, parents should occasionally have their scholar

summarize what he/she has read and answer simple comprehension questions. Parents should not sign their scholar's nightly reading log unless they have seen and heard him/her read.

## Library

EA has adopted the Accelerated Reader program. As part of this program, there will be a library that houses all Accelerated Reader books. Scholars will be expected to check out and return books upon completion, and families will be responsible for the cost or replacement of any book damaged or not returned. Final report cards will be held until fees are paid.



## Report Cards and Grading Scale

Communication binds the scholar, parent/guardian, teachers, and administration into a team working toward a common goal. Report Cards reflect the scholar's academic and behavioral growth as well as potential academic problems, and parents must attend report card conferences at the end of Quarter 1, 2, and 3. Interim report cards are issued every 4½ weeks (in Quarters 2, 3, and 4) so families are aware of grades before the end of the 9-week grading period. Quarter 4 Report Cards will be sent home with the scholar on the last day of school.

A – 93 to 100%; B – 85 to 92%; C – 75 to 84%; U – below 64%.

The below is used to calculate scholars' grades.

<b>Category</b>	<b>K-2 Weight</b>	<b>3-5 Weight</b>	<b>6-8 Weight</b>
<i>Quarterly Grade Considerations</i>			
Classwork + Exit Tickets	50%	40%	40%
Homework	10%	10%	10%
Tests, Quizzes, Other	40%	50%	50%
<b>TOTAL</b>	<b>100%</b>		
Behavior	Ratio of positive to total percentage points in ClassDojo		
Work Habits	Timely completion of assignments, class participation, neatness, and effort		
<i>End-of-Year Grade Considerations</i>			
TN Ready	10%	10%	10%
EA Capstone	n/a	n/a	10%

## Promotion/Retention

To build a culture of learning and achievement, and to ensure scholars demonstrate readiness for the next grade level, EA will promote a scholar from one grade to the next based on him/her having met applicable promotion criteria. While promotion decisions will not be solely based on attendance and homework, both will be heavily considered. The final decision to promote a scholar rests solely with the School Director, with appropriate input from the leadership team and the scholar's teachers.

Promotion and retention of scholars with disabilities will be subject to the above criteria but EA will consider the content outlined in a scholar's Individualized Education Plan (IEP) when making its decision.

## SECTION 6 - BEHAVIOR SYSTEM and SCHOLAR DISCIPLINE

If necessary to maintain an appropriate learning environment, teachers and administrators will use disciplinary measures. In administering such measures, all staff will comply with federal and state law and will ensure each scholar's due process rights are satisfied. In cases where discipline is necessary for scholars with special needs, all necessary adjustments will be made to comply with federal and state law. Discipline for these scholars will be managed in accordance with the scholar's Individualized Education Plan (IEP) or Section 504 Plan.

Minor infractions will normally be resolved by the teacher. More serious disciplinary measures will be used for more serious infractions, and reasonable inquiry to determine what happened will be made before significant disciplinary measures are taken. The nature of the inquiry will vary depending on the seriousness of the offense and possible disciplinary consequences and, in certain circumstances, a teacher or the Behavior Support Coach may question scholars about matters pertaining to the operation of EA or violation of a school rule. Any scholar who answers falsely, evasively, or refuses to answer may be subject to disciplinary action, including suspension.

If disagreements, fights, or other disruptions occur, it may be necessary for administrators, staff, or employees to separate scholars and relocate them to other areas of the classroom or

school. Pursuant to state law, the school directors and all teachers, employees, and bus drivers may use reasonable force in compliance with T.C.A. § 49-6-4003(b).

To ensure a safe, respectful, and responsible environment that promotes high academic standards, EA staff will utilize the specific consequences outlined below and detailed in the Behavior Consequence Matrix at the end of this section for behaviors that interfere with the learning environment.

### Reflection Room

Scholars will be sent to the reflection room for interfering behaviors that continue despite preventative strategies. While in the reflection room, scholars are expected to complete academic work and reflect on their behavior and ways to improve. Upon completion, scholars will return to their regular learning environment. *Some Interfering behaviors may warrant an automatic reflection room visit.*

## Detention and Saturday School

The School Director or her/his designee may utilize after-school detention or Saturday school to remediate academic skills missed due to interfering behaviors. It will be the responsibility of the parent or guardian to provide transportation to/from detention and Saturday School. Scholars who fail to serve Saturday School will be assigned in-school suspension the following school day.

## Suspension and Expulsion

Prior to suspension or expulsion, the School Director will conduct an investigation as he/she deems appropriate, including interviewing the scholar and witnesses and reviewing documents and photographic images, and engaging other persons as necessary to collect information and interview witnesses. Except in the case of an emergency, where there is a possibility of a suspension, the scholar will be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

Upon suspension or expulsion of any scholar, the School Director or their designee will make an immediate attempt to contact and inform the scholar's parent/guardian. The scholar will not be sent home before the end of the school day unless the parent/guardian has been contacted and arranged to have their scholar picked up.

### **Suspension**

Serious or accumulating, reoccurring offenses may result in a suspension from school. The School Director or her/his designee may suspend a scholar for a reasonable number of days in accordance with the seriousness of the offense or the reoccurrence of the offense or offenses.

At the completion of the investigation, the School Director will make a decision. School personnel, including the Directors, can be responsible for executing discipline decisions as long as the School Director knows beforehand. In accordance with T.C.A. Section 49-6-3401(c)(4)(A), the School Director may suspend a scholar unconditionally for a specified period of time or upon such terms

and conditions as are deemed reasonable if, at the time of suspension, he or she determines that an offense has been committed which would justify a suspension for more than ten (10) days.

Within 24 hours, a School Director or Grade Band Director will notify the parent/guardian and the ECS President of the cause for the suspension, any right of appeal, and the conditions for readmission.

Before the scholar returns to EA, the scholar, parent/guardian, and the School Director or the Grade Band Director will meet to address the scholar's behavior and plan for improvement. Before the scholar is admitted back in class, parents/guardians will be required to meet with the Director and/or Scholar Coach to proactively discuss upholding the Scholar and Family Commitment so the scholar has a clear understanding of expectations to be successful.

### **Expulsion**

Very serious offenses, accumulating, reoccurring offenses, and willful and persistent violations of EA rules EA may result in an expulsion from school. Pursuant to state law T.C.A. § 49-6-3401, students who engage in "zero tolerance" offenses and certain other offenses will be expelled for at least one year. "Zero tolerance" offenses are 1) unlawfully possessing illegal drugs, 2) knowingly possessing a firearm, or 3) committing aggravated assault on a teacher or other school employee while the scholar is on school property, on a school bus, or participating in a school activity, or 4) threatening mass violence on school property or at a school-related activity.

At the completion of the investigation, the School Director will determine whether to expel the scholar. If the School Director determines that the violation warrants a punishment less severe than expulsion but justifying a suspension for more than ten (10) days, the School Director may suspend the scholar unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

Within 24 hours of the expulsion, the School Director will notify the parent/guardian and the ECS President of the cause for the expulsion.



## Appeals

As indicated in the notice of suspension or expulsion, state law provides the right to appeal an expulsion or a suspension of more than ten (10) days. To be timely, an appeal must be filed within five (5) days after receiving such notice. The appeal must be in writing and filed at the office of Emerald Charter Schools, 220 Carrick Street, Knoxville, Tennessee. Absent a timely request for an appeal, the School Director's decision will be final.

Appeals may be examined for procedural correctness and compliance with procedural due process only. The President shall review the appeal and make a decision, and notice of the decision shall be provided to the scholar's parent/guardian within three (3) days.

The hearing on the appeal of an expulsion or long-term suspension shall be conducted within ten (10) days after the beginning of the suspension or expulsion and notice of the date, time, and place of the hearing will be given to the scholar, his/her parents or guardians, and the School Director. The appeal will be conducted by a disciplinary hearing authority appointed by the ECS Board of Directors and in accordance with state law. A written record of the proceedings shall be made by the hearing authority.

After the hearing, the hearing authority will either affirm the School Director's decision, order removal of the suspension or expulsion unconditionally, or take other actions permitted by state law. Within five (5) days of the decision, a dissatisfied party may appeal to the ECS Board, who will review the written record of the proceedings and take actions as permitted by state law.

## Strategies and Supports

We know every scholar is unique and some will require more specific or in-depth academic, social/emotional, or behavioral interventions. Below are the additional supports that scholars could receive if they meet qualifications.

### Academic Supports:

- Response to Intervention- "RTI"
- Scholar Support Team- "S Team"
- English as a Second Language - "ESL"
- Special Education

### Behavior Supports:

- Scholar Support Team- "S Team"
- Special Education
- LEAD program

## Behavior Consequence Matrix

BUS CONDUCT		
Behavior	Description	Consequence
<p>• <b>Distracting Behavior</b> – any behavior that distracts the driver or violates Transportation Contract and/or Scholar Code of Conduct will be referred to a school administrator. Also applies scholars using school transportation for school-sponsored events.</p> <p>The school bus is an extension of our school campus and scholars must conduct themselves in a manner consistent with school expectations and core values. The consequences for bus misbehavior reflect a progressive discipline plan.</p>		<ul style="list-style-type: none"> <li>• 1<sup>st</sup> - call home to alert and discuss a binding pick-up plan + warning that the next offense will result in bus suspension.</li> <li>• 2<sup>nd</sup> - call home + bus suspension for 3 days</li> <li>• 3<sup>rd</sup> - call home + bus suspension for 5 days</li> <li>• 4<sup>th</sup> - call home + bus suspension for 10 days</li> <li>• 5<sup>th</sup> - call home + scholar is no longer eligible to ride the bus</li> </ul>



<b>LOW-LEVEL, REFERABLE</b>		
<b>Behavior</b>	<b>Consequence</b>	<b>Repeat Offense</b>
<p><b>Cheating</b> - Unauthorized use of information, materials, devices, sources, or practices in completing academic activities.</p> <p>*On Accelerated Reader</p>	<p>Call home + Detention to complete assignment</p> <p>*Loss of Points</p>	<p>Call home + Detention to complete assignment</p> <p>*ISS</p>
<ul style="list-style-type: none"> <li>• <b>Class Disruption</b> - causing unplanned pause/break in the learning environment, including talking out of turn, intentional distractions, voice level above 2 inside the school.</li> <li>• <b>Disrespecting Environment</b> <ul style="list-style-type: none"> <li>• Repeatedly out of uniform</li> <li>• Defacing the building (repair is minor)</li> <li>• Intentional damage to classroom supplies</li> <li>• Leaving a space worse than it was found</li> </ul> </li> <li>• <b>Disrespecting Peer/Teacher</b> <ul style="list-style-type: none"> <li>• Inappropriate/rude comment/profanity</li> <li>• Failure to actively listen</li> <li>• Taking materials from another scholars</li> <li>• Arguing</li> </ul> </li> <li>• <b>Failure to Follow Explicit Instructions</b> - failure to follow an adult's instruction within 5 seconds of initial request.</li> <li>• <b>Off-Task or Opting Out</b> - not engaging in assigned work, labs, projects, or other tasks.</li> <li>• <b>Unprepared for Class</b> - failure to bring necessary class supplies - pencil, book, etc.</li> <li>• <b>Unsafe Behavior without Intent to Cause Harm</b> <ul style="list-style-type: none"> <li>• Out of area (leaving assigned area/seat without permission)</li> <li>• Tardy to class without pass</li> <li>• Throwing objects</li> <li>• Inappropriate contact/horseplay</li> <li>• Failure to follow hallway procedures</li> </ul> </li> </ul>	<p>One Demerit Per Occurrence</p>	<p><b>Call Home</b> For any combination of items in this section at a frequency of</p> <ul style="list-style-type: none"> <li>• 2 per class in grades 3-8 or during Related Arts</li> <li>• 4 per day in K-2</li> </ul> <p><b>Referral</b> For any combination of items in this section a frequency of:</p> <ul style="list-style-type: none"> <li>• 3 per class period in grades 3-8</li> <li>• 3 per class period during Related Arts</li> <li>• 5 per day in K-2 classroom</li> </ul>
<p><b>Incomplete Nightly Homework and/or Reading Log</b> (constitutes 10% of academic grade).</p>	<p>1<sup>st</sup>-9<sup>th</sup> per Quarter, notice via ClassDojo + demerit.</p>	<p>10 or more infractions per semester results in a parent and scholar meeting with teachers and/or Director</p>
<p><b>Out of Area</b> - Late to class or not in assigned area with adult supervision or knowledge.</p>	<p>One Demerit Per Occurrence</p>	<p>As assigned on individual circumstances</p>
<p><b>Uniform</b></p> <ul style="list-style-type: none"> <li>• Wearing hoodie, shirt untucked</li> <li>• Arriving at school without a proper uniform</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Demerit + call home + Reflection Room.</li> </ul>	<p>See "Disrespecting Environment" above</p>
<p><b>Use of Electronic Devices</b> - failure to keep electronic devices (cell phones, iPads, etc.) off and in backpack for the entire school day. The school assumes no responsibility for these devices.</p>	<p>Demerit + confiscation for period</p>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup>-demerit and confiscation for day</li> <li>• 3<sup>rd</sup>-demerit, confiscation until parent pick up</li> </ul> <p>*See above "Failure to Follow Explicit Instructions" (a referable behavior)</p>



**INTERMEDIATE LEVEL****Immediate Referral to Reflection Room + Additional Consequence**

Behavior	Description	Consequence
<ul style="list-style-type: none"> <li>• <b>Bullying and/or Cyberbullying</b> - “Unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.” Includes off-campus behavior that impacts the school learning environment. Types of bullying include:               <ul style="list-style-type: none"> <li>• Verbal - through social exclusion or isolation</li> <li>• Physical - being threatened or forced to act</li> <li>• Racial</li> <li>• Sexual (i.e., sexual orientation)</li> <li>• Cyber</li> </ul> </li> <li>• <b>Failure to Serve After-School Detention</b> - absence from an assigned detention without prior approved communication with a director.</li> <li>• <b>Skipping Class</b></li> <li>• <b>Stealing</b> - taking anything that belongs to another without permission.</li> </ul>		Saturday School
<ul style="list-style-type: none"> <li>• <b>Elopement</b> - leaving room/class within the building without permission and adult supervision or knowledge.</li> <li>• <b>Failure to Serve Saturday School</b> - absence from an assigned Saturday School without prior approved communication with a director.</li> <li>• <b>Profanity</b> - directing verbal or written obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs toward school personnel or any member of the school community. Includes use of obscene gestures and signs that willfully intimidate, insult, or otherwise abuse others.</li> <li>• <b>Threatening Peer or Staff</b> - using words or gestures that cause another to feel unsafe. Includes screaming while using threatening language, balling fists, and walking toward another person while angry.</li> </ul>		ISS
<p><b>Inappropriate Use of Technology (with obscenities)</b> - creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics, sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors. Physical - being threatened or forced to act</p>		Saturday School + Potential Loss of Technology Privileges
<p><b>Property Destruction/Vandalism</b> - breaking items that belong to another or damaging school property.</p>		Restitution + After School Detention
<p><b>Reflection Room – Repeat Referrals</b></p> <ul style="list-style-type: none"> <li>• Two in the same day</li> <li>• Three in the same week – low level behaviors</li> <li>• Three in the same week – intermediate behaviors</li> </ul>		<ul style="list-style-type: none"> <li>• ISS</li> <li>• Saturday school</li> <li>• OSS</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Public Displays of Affection</b> - acts of physical intimacy in view of others</li> <li>• <b>Unsafe Behavior with Intent</b> <ul style="list-style-type: none"> <li>• Inappropriate contact</li> <li>• Throwing objects with intent to cause harm</li> </ul> </li> </ul>		After School Detention

<b>HIGH LEVEL Out of School Suspension</b>		
<b>Behavior</b>	<b>Description</b>	<b>Consequence</b>
<ul style="list-style-type: none"> <li>• <b>Aggravated Assault on Another Scholar</b> - attempt to cause serious bodily injury to another scholar or cause serious bodily injury purposely, knowingly, or recklessly.</li> <li>• <b>Distribution, Use or Possession of Alcohol</b></li> <li>• <b>Elopement of School Grounds</b> - leaving EA property without permission and adult supervision or knowledge.</li> <li>• <b>Fighting or Mutual Combat</b> - scholars mutually engage in striking one another with intent to cause harm.</li> <li>• <b>Sexual or Other Harassment</b> - unwelcome advances of a sexual nature, request for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Includes unwelcome physical contact and will be assumed to have the effect of substantially interfering with the victim's employment or educational environment.</li> </ul>		OSS
<b>Distribution, Possession, or Use of Tobacco Use Products, Including Vapes</b>		<ul style="list-style-type: none"> <li>• 1st - ISS</li> <li>• 2nd - OSS</li> </ul> Parent meeting + health counseling required at each offense
<b>*REPEAT OFFENSES</b>		
<ul style="list-style-type: none"> <li>• <i>Above infractions may be assigned additional or escalating consequences after repeated occurrences.</i></li> <li>• <i>Offenses not outlined above will be assigned consequences at the discretion of the School Director.</i></li> <li>• <i>Reverse suspensions may also be assigned for repeated behaviors that disrupt the learning environment. The School Director will work with parents/guardians to schedule reverse suspensions.</i></li> </ul>		
<b>EXPULSION</b>		
<ul style="list-style-type: none"> <li>• <b>Very Serious and/or Reoccurring Offenses</b></li> <li>• <b>Willful and Persistent Violations of the Rules</b></li> <li>• <b>Gang Activity with Aggravated Assault</b></li> </ul>		May result in expulsion
<ul style="list-style-type: none"> <li>• <b>Physical Assault on Staff</b></li> <li>• <b>Possession of Illegal Drugs on School Property or Bus</b></li> <li>• <b>Possession of Firearm or Dangerous Weapon on School Property or Bus</b></li> <li>• <b>Threatening mass violence on school property or at a school-related activity</b></li> </ul>		Expulsion for at least one year

## SECTION 7 - SCHOOL POLICIES and PROCEDURES

### Anti-Discrimination

It is the policy of ECS to comply with all federal and state civil rights statutes. All scholars attending EA will have the same opportunities regardless of race, color, creed, religion, ethnic or national origin, ancestry, gender, disability, or other protected category. No scholar will be denied admission nor counseled out of EA due to the nature, extent, or severity of his/her disability or due to the scholar's request for, or actual need for special education services or accommodations pursuant to law. Complaints of discrimination will be brought directly to the President of ECS.

### Child Protection

EA follows state and federal requirements relating to the protection of children and the reporting of child abuse and neglect.

### Complaints and Matters of Concern

Parents/guardians may raise a question, describe a matter of concern, or make a complaint about any issue relating to his/her scholar's educational experience at EA. This may be done in person, by telephone, or in writing, and **should be done as soon as possible by following the below steps until the issue is resolved.**

**Step 1:** Contact the scholar's classroom teacher. He/she has the most direct involvement with the scholar's education. Even if the matter concerns the performance or methods of the teacher, parents/guardians are encouraged to try to resolve the issue with the teacher first. The school office may be called at 865-249-7223 to schedule a conference with the teacher or leave a message for the teacher to return a call. Parents/guardians are not permitted in classrooms while instruction is occurring without prior approval.

If the issue is not resolved after speaking with the teacher, follow the steps below:

**Step 2:** Contact the Grade Band Director

- Takia Owens, K-2nd Grade Band Director
- Autumn Thompson, 3rd – 5th Grade Band Director
- Jessica Finafrock, 6th – 8th Grade Band Director

**Step 3:** Contact Carlissa Martin, School Director

**Step 4:** Contact Steve Diggs, President of Emerald Charter Schools

If the dispute has not been satisfactorily resolved after following these steps, the parent/guardian may have the matter placed on the next agenda of the ECS Board. The parent/guardian will be notified of the time, date, and the location of the meeting, and will be given an opportunity to speak to the ECS Board at the meeting.

Any complaint or issue of non-compliance relating to special education should be immediately reported to the School Director. Concerns related to instruction (including but not limited to policies, procedures, curriculum, and employees) that are not resolved after speaking with the School Director or ECS President should be directed to the ECS Board. Complaints about violations of law or breaches of the Charter Agreement with the Knox County Board of Education may also be made to the ECS President or the ECS Board.



## Cooperation with Public Officials

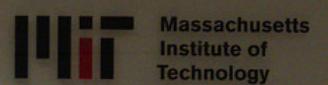
The administration, staff, and all persons working for EA will fully cooperate with local, state, and federal officials, including law enforcement officials. If the School Director determines the health or safety of scholars, staff, or the general public is involved, he/she may request law enforcement to make a general search of scholars' backpacks, desks, and other property for dangerous or illegal items. If the School Director has reason to suspect that a scholar or other person has possession on school property of firearms or weapons of any kind as defined in T.C.A § 39-17-1309, he/she will immediately notify law enforcement. If the School Director has requested assistance by law enforcement to investigate a crime involving EA, the police will have permission to interrogate a scholar suspect in school during school hours. The School Director will first attempt to notify the scholar's parent or guardian of the intended interrogation, but the interrogation may proceed if the parent is unavailable or unwilling to attend.

## Food Service

Food service is provided by Knox County Schools Food Service. Breakfast is served inside each scholar's classroom and lunch is served in our Dining Hall and EA qualifies as a CEP (Community Eligibility Provision) school and all scholars will receive free breakfast and lunch. If your child has any dietary restrictions, you must submit a doctor's note verifying these restrictions and the doctor should suggest a substitute item.







FISK

## Immunization and Medication

### Administration of Medication

Upon written request from parents/guardians and subject to the following rules, EA allows necessary medication to be taken by scholars. These rules apply to the use and administration of prescription and over the counter (OTC) medications.

- 1.** No medication of any kind will be self-administered by scholars, even with assistance from the school nurse, except when medication is necessary to effect an improvement in or control of a health problem during school hours.
- 2.** No medication will be given to a scholar, nor will the school nurse or other provider assist with medication, without the written approval of the scholar's parent or guardian.
- 3.** In addition to written approval from the parent or guardian, prescription medication may only be taken by a scholar if the parent or guardian provides a written order from a health care provider with the legal right to write a prescription. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, time to be administered, possible side effects, and method of storage. If the prescribed medication order is changed during the school year, a new authorization is required. Both the medical health care provider and the parent or guardian must sign the form.
- 4.** All medications, whether prescription or OTC, must be brought to the school by the scholar's parent or guardian. All medications must be in appropriate containers properly labeled by a medical care provider or pharmacy. The prescription bottle must be the latest one filled by the pharmacy or medical care provider. Any OTC medication must be provided in its original unopened, unexpired container with the original label and the scholar's name. The parent/guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up will be destroyed.
- 5.** Upon delivery of medication to EA, the school nurse or authorized employee will confirm and document the quantity of medication received. A secure location will be provided for the storage of medications.
- 6.** The administration of medications to a scholar will be documented on a medication administration record and kept in the scholar's cumulative record, with health records being kept separate from academic records and in locked storage in the school nurse's office.
- 7.** Except for asthma inhalers, Epi-Pens (anaphylaxis medications) or insulin delivery systems (including glucose monitoring systems), scholars may not be in possession of medication during school hours. If scholars are required to use asthma inhalers, Epi-Pens, or insulin delivery systems during school hours, parents or guardians must give written permission and provide written authorization from a medical health care provider containing the information required by T.C.A. § 49-5-415(c). Only scholars with such permission will be authorized to carry these devices.
- 8.** The school nurse or other authorized employee will assist with the administration of medications, as appropriate and as authorized in this Policy. The school nurse will also be responsible for the documentation and storage of all medications.
- 9.** The School Director of EA has the final decision-making authority with respect to the approval and rejection of parental requests for the administration of medications.





### **Medical Examinations and Proof of Immunization Requirements**

Each child who attends EA must provide evidence of a physical examination and proof of immunization, except as excused by state law.

• **Kindergarten scholars** – parents/guardians must provide written proof of a physical examination completed by a medical provider and dated within the 12 months prior to the first day of school. The form to be completed is the Tennessee School Immunization Certificate which may be obtained from a local physician, the Health Department, or any Knox County school. A kindergarten scholar may be enrolled without this information, but a parent/guardian must file it with EA within 30 calendar days or risk dismissal.

• **1st through 8th Grade Scholars** – parents/guardians must provide written proof of a medical examination completed by a medical provider. This includes proof brought by the parent/guardian or provided in records from the previous school. A scholar may be enrolled at EA without this information, but a parent/guardian must file it with the school within 30 calendar days or risk dismissal. Physical examinations contained in records from scholars transferring from other schools in Knox County or other school systems may be accepted if stated guidelines are met. The cost of the examination shall be borne by the scholar's parent/guardian.

Except as otherwise permitted by state law, no scholar entering EA, including those entering kindergarten or those scholars from out-of-state schools and nonpublic schools, will be permitted to attend without proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the scholar's parent or guardian to have his/her child immunized and to provide such proof to EA.

Pursuant to the provisions of state law (T.C.A. § 49-6-5001), the following are permitted exemptions to this requirement: a) In the absence of an epidemic or immediate threat thereof, this requirement will not apply to any child whose parent or guardian signs under penalty of perjury and files with EA a statement that immunization and other preventive practices conflict with the parent or guardian's religious tenets and practices, or b) this requirement will not apply where the child has not been

immunized due to medical reasons if the parent or guardian provides a written statement from a medical provider excusing him/her from such immunizations. Proof of exemption shall be in writing and filed in the same manner as other immunization records.

An immunization certificate containing documentation of any other required health information (e.g., physical examination, vision/hearing screening) must be provided in addition to the religious exemption form or the written statement due to medical reasons from a medical provider.

Scholars whose parents or guardians have not provided immunization records or proof of an exemption shall be barred from EA after fourteen (14) days.

### **Injury to Scholar**

EA has a school clinic and nurse to support good health for all scholars. In the event minor medical assistance is administered to a scholar, a parent/guardian will be notified. If a scholar is injured while at school, the parent/guardian will be notified by the adult present and as needed by the nurse. If a scholar becomes ill and vomits or registers a temperature of 100.4F or above, the scholar must be picked up from school within 30 minutes of notification. The scholar can return to school after he/she has not had a fever or vomited in a 24-hour period.

### **Scholar Records**

As a public school, EA is subject to certain federal and state laws relating to scholar records, including the Family Educational Rights and Privacy Act ("FERPA"). These laws prevent the unauthorized disclosure of educational records and provide parents/guardians the right to review them. Unless parents/guardians provide written consent, EA will keep scholar records confidential, and educational information about scholars will be released or disclosed only to others as permitted by law. FERPA does allow public schools to disclose names and other less intrusive information about scholars in school-related materials and to third parties, called "Directory Information". The ECS Board has determined that Directory Information consists only of a scholar's name and grade.



EA will maintain a cumulative record for each scholar, and these records will accompany the scholar through his/her school career at EA. The cumulative record will contain, at a minimum, health, attendance, and scholarship records. The name used on the record of a scholar entering EA must be the same as the name on his/her birth certificate unless evidence of a legal name change is provided. If the parent/guardian does not have or cannot obtain a birth certificate, the name used on the records of the scholar will be what is shown on documents the School Director finds acceptable as proof of date of birth. In that EA is a public charter school operating under the supervision of the Knox County Board of Education, cumulative records kept on each scholar are the property of the Knox County School system.

## School Volunteers

At EA, all volunteers who wish to interact with scholars must undergo background checks and fingerprinting. Currently, ECS assumes the financial responsibility for the process. If you are interested in becoming a volunteer, please contact our main office.

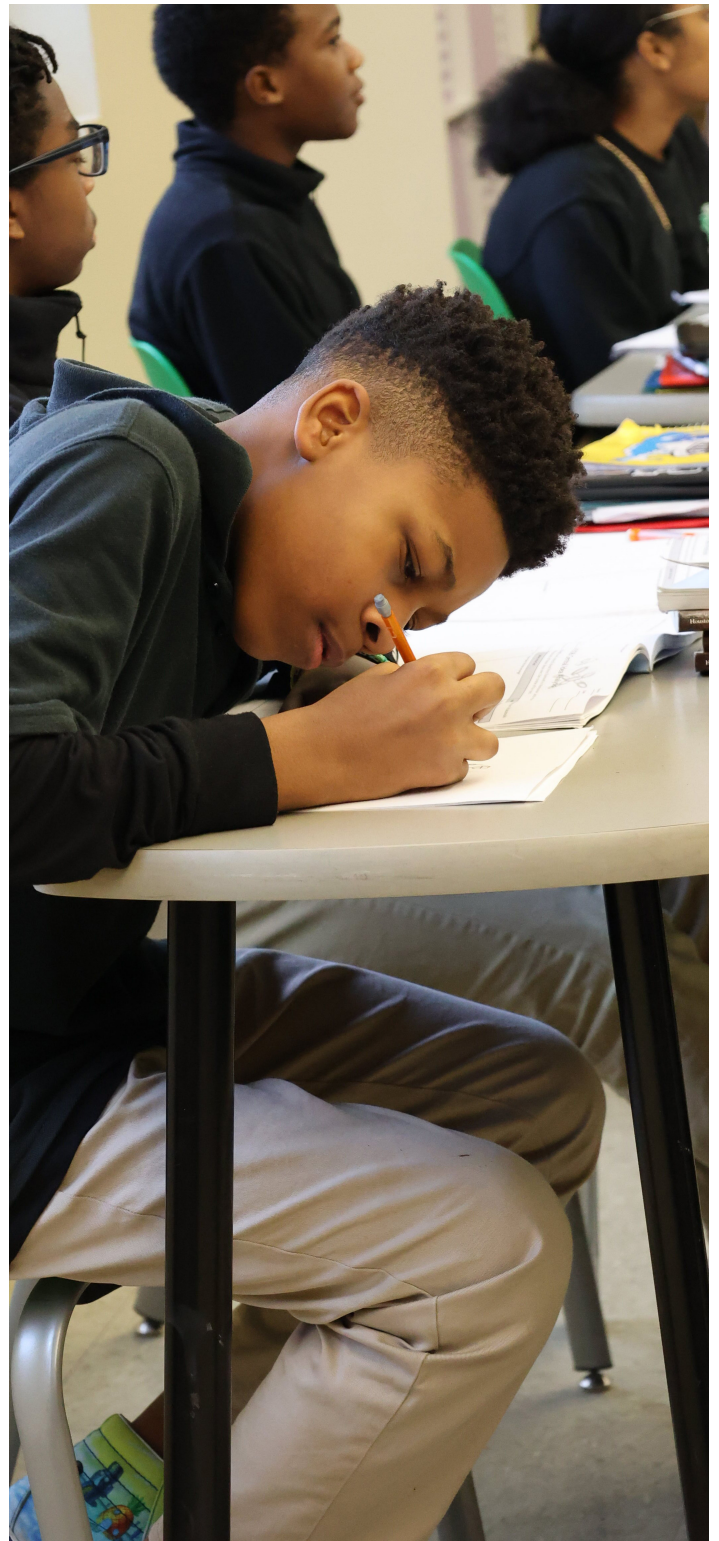
## Storage Areas

Storage areas provided for scholar use on school premises are the property of ECS and are always subject to inspection, access for maintenance, and search. The School Director or his/her designee may search a scholar, a place on school property, or a thing on school property or in the actual or constructive possession of any scholar during any organized school activity off campus, including buses, if he or she has reasonable suspicion as defined by law. The School Director or his/her designee may also search any vehicle parked or otherwise located on school property if there is reasonable suspicion to believe the vehicle contains a dangerous weapon, drug, or evidence of a violation of school rules which endangers or has endangered the health or safety of any scholar or member of the staff.

## Title I Meetings

In accordance with Tennessee Code Annotated 49-6-7004, the parents of scholars participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA), must agree that the policies listed throughout this handbook outline how parents, the

entire school staff, and scholars share responsibility for improved scholar academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve that State of Tennessee's high standards. EA will provide information regarding Title I meetings upon receiving eligibility information from Knox County Schools.





## Transportation

### **Bus Rider Pick-up Policy**

Scholars in grades K-4 should be picked up at the bus stop by a parent/guardian. If a parent/guardian is not present to meet their scholar, he/she will be returned to the school and disciplined in accordance with the Behavior Consequence Matrix found at the end of Section 6.

### **Bus Routes**

ECS will provide bus transportation by a spoke system. Pick-up and drop-off points will be distributed throughout the neighborhoods of scholars at designated and predetermined locations. Prior to the beginning of the school year, families will be given a list of the locations and the times for pick-up and drop-off. Buses will adhere closely to the scheduled times to ensure that transportation issues are minimal. If circumstances cause routes or times to be revised, parents/guardians will be notified via ClassDojo or a phone call.

### **Transportation Change**

Parents/guardians must make all arrangements for any transportation prior to 8:00am. If a change to a scholar's transportation arrangement for the day is needed, the parent/guardian must send a written note in their scholar's backpack specifically indicating the change of plans. Changes and additions to your scholar's plan may also be made by filling out a form with the Receptionist in the front office. No phone calls, texts, or emails requesting a change of transportation will be accepted. In case of an emergency, the scholar's legal parent/guardian should contact the school to discuss the situation.

## Use of Scholar Name and Image

EA believes using scholar images in promotional and other materials benefits both the school and the scholars. Upon enrollment, each parent/guardian will be asked to sign a Release to Publish form giving the school the full, unrestricted right to publish, electronically distribute, and use any photographs, motion pictures, or other images of his/her child in editorial content, art, 21 advertising, trade journals, or for any other lawful purpose. If a parent/guardian does not sign the form, his/her child will not be used in materials published by ECS, its agents, or employees.



## SECTION 8 - FAMILY ENGAGEMENT and COMMITMENT

EA is a community of scholars, parents, teachers, and school leaders. We believe in the importance of working together to make a positive impact on the academic and character development of every child and we partner with families to put our scholars on the first steps toward college and life success. A scholar's family is his/her first teacher and the ones he/she looks to for continual guidance and support. Although the School Director and the ECS Board are responsible for making all decisions about school policy, family engagement is critical to each scholar's success. We strive to cultivate positive and productive relationships with families and request input in developing our family engagement and school improvement plan.

By choosing EA, you are making a commitment to participate in your child's learning experience at school. The expectation is that you will:

- Establish a daily routine for your scholar.
- Limit how much time your scholar spends on electronic devices and watching TV.
- Provide a quiet space for your scholar to read, study, and complete homework.
- Provide books for your scholar and/or frequent trips to the public library.
- Provide positive reinforcement of your scholar's progress and success.
- Discuss academics and your scholar's work with other family members.
- Help your scholar take responsibility for his/her actions.
- Support your scholar's teachers and other EA families.
- Schedule a call or meeting with the teacher if your scholar complains about a situation at school to ensure you have all specifics needed to address a given situation.
- Volunteer in the office and at school sponsored events.

You are required to:

- Attend Expectations Night.
- Ensure your scholar gets to school each day on time, in uniform, and ready to learn.
- Effectively communicate with teachers by responding to letters or calls within 24 hours.
- Reinforce EA's Code of Conduct at home and have positive conversations about EA staff and School Leadership.
- Demonstrate interest in your scholar's well-being by attending school functions and supporting his/her school activities.
- Make sure your scholar reads each day, including weekends, and sign his/her reading log.
- Make sure your scholar completes nightly homework assignments and sign the homework acknowledgment.
- Promote positive use of your scholar's extracurricular time via enrichment activities and exercise.
- Attend two mandatory report card conferences with the teacher to review your scholar's progress and pick up his/her report card. (Fall-end of Quarter 1; Spring-end of Quarter 3)
- Attend monthly Family Nights hosted by the school.



## Extracurricular Activities

EA offers various extracurricular activities for its scholars. Scholars involved in these activities are expected to maintain model conduct and be in good academic standing. If a scholar does not meet the requirements for both behavior (suspensions, referrals, etc.) and grades (no grade below a C), he/she will not be allowed to participate.

## Family Communication

### School Level Updates

Weekly updates about events occurring at EA, including important school-wide information about schedules, recognitions, and other important reminders, are provided via ClassDojo. An invitation to join ClassDojo will be sent to parents at the start of each school year and parents are expected to check it weekly for updates.

### Communication with Staff

Parents may contact school staff by email, phone, or ClassDojo. Teachers will not be available during instructional periods. It is expected that Teachers and staff are expected to reply to calls and messages within 24 hours and it is expected that parents will extend the same courtesy.

### Meetings with a Teacher or Administrator

Parents should call the school to make an appointment. Appointments may occur before or after school hours but should not take place during the instructional day except during teacher plan time at his/her discretion.

### Visits

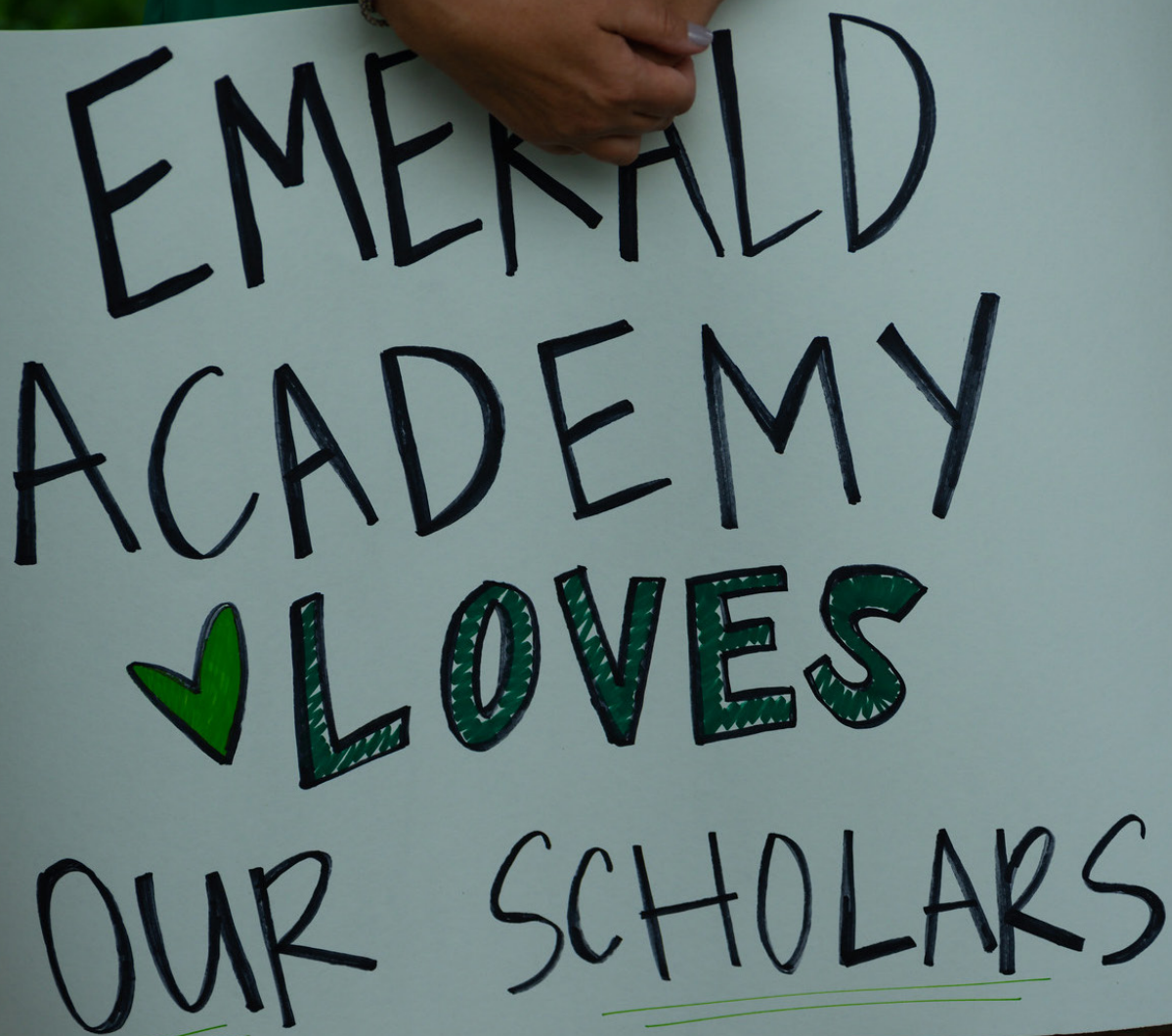
EA welcomes parent visits but, to minimize distractions to our scholars and disruption of the rhythm of their learning process, please call first. Parents must sign in at the front office upon arrival and get a visitor's badge. *Unless a prior arrangement has been made, parents may not enter the classroom during school hours.*





## SECTION 9 - SCHOOL, FAMILY, and SCHOLAR COMMITMENTS

Our guiding purpose is to prepare scholars for success in high school, college, and in life, and believe the most effective way to ensure the highest quality education is through a three-way partnership of the scholar, his/her family, and the school. By choosing to send your child to EA, you have chosen to actively engage with us to help him/her achieve. This written commitment solidifies that partnership, signifies an agreement to abide by the Code of Conduct, and reaffirms the principle that the highest expectations must govern all actions for our scholars. This document will be signed by all three parties prior to a scholar's attendance at EA.



EMERALD  
ACADEMY  
♥ LOVES  
OUR SCHOLARS

## School Commitment

To provide a safe structure and rigorous college preparatory experience for our scholars, we will:

- Work, think, and behave to the best of our ability to promote our school's mission and support our scholars.
- Ensure teachers come to class prepared and ready to help scholars learn.
- Evenly and fairly enforce the Code of Conduct.
- Quickly inform families of any questions or potential obstacles to scholar learning.
- Contact parents/guardians on a regular basis.

## Family Commitment

To ensure the best learning experience for our scholar(s) we will:

- Commit to EA's extended school day and year.
- Be responsible for our child's actions and ensure he/she follows the Code of Conduct.
- Each day, make sure our child arrives at school on time, in uniform, and remains in school for the entire day.
- Support EA's demanding academic program and high standards of conduct, encourage our child to work hard and produce quality work, and monitor our child's schoolwork and grades.
- Check our child's homework nightly and maintain a quiet environment at home where he/she can do homework.
- Allow our child to go on school field trips and external learning experiences.
- Call EA if we have questions and attend the four required parent events (Mandatory Parent Orientation and three Scholar-Led Conference nights).
- Give the school any updates to our address or phone numbers.

## Scholar Commitment

To successfully learn and grow into a leader I will:

- Always obey the Code of Conduct and represent EA's commitment to excellence.
- Attend school all day, every day.
- Always respect and protect the safety, interests, and rights of others in the classroom.
- Do my homework every night, bring it neatly to school, and turn it in at the appropriate time.
- Speak regularly and honestly with my parents/guardians about my assignments, grades, behavior, and progress at school.
- Ask for help when I need it and be available to parents and teachers if they have concerns.
- Be honest about my actions and accept responsibilities when I make mistakes.
- Strive for acceptance into the high-performing high school and college of my choice.

# 2023-2024 SCHOOL, FAMILY, and SCHOLAR COMMITMENT CONTRACT

My signature below indicates:

1. I have read, understand, and agree to all school, family, and scholar commitments; and,
2. As an EA Parent/Guardian, and as required by state law (T.C.A. § 49-6-7004), I fully commit to do whatever it takes to support and encourage my scholar's academic excellence and character development; and,
3. I understand that, if my scholar and I do not uphold our commitments, my scholar may not be able to attend EA; and,
4. I agree to use my best efforts to remain engaged with my scholar's education throughout his/her years at EA.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Scholar Name (Print): \_\_\_\_\_

Scholar Grade and Homeroom: \_\_\_\_\_

\_\_\_\_\_  
Emerald Academy

\_\_\_\_\_  
By (Print Name)

Date: \_\_\_\_\_





