

# Lake Area New Tech Early College High School Parent/Student Handbook 2017-2018



**New Beginnings Schools Foundation**  
*“An Unwavering Commitment to Student Achievement”*

June 28, 2017

Greetings, Lake Area Families:

My name is Dr. Bethel Cager, and I am so excited to be the new principal of Lake Area New Tech Early College High School and to embark upon this new academic journey with each and every one of you! I am already in the midst of working with our team of faculty and staff, as well as with students and community partners to build on the strengths of Lake Area. My goal is to also work with families to provide the most exciting and enriching instructional environment. Together, we will prepare all students for college and career and build a culture within Lake Area where they cannot wait to get to school each morning.

We will introduce many instructional changes during this school year with one of our main initiatives being the implementation of one-to-one technology. Every student of Lake Area will have his/her own Chromebook computer. This will be sure to enhance the level of rigor that our students receive in classrooms on a daily basis. More information will be forthcoming regarding the assignment of your child's Chromebook computer.

I truly hope that you are as excited as I am about this upcoming year. As the new principal of Lake Area, I am looking forward to building a strong partnership with you. The upcoming school year is guaranteed to be the best year yet!!!! If you have any questions, please do not hesitate to contact me at (504) 267-8811 or [bethel.cager@nbsfnola.com](mailto:bethel.cager@nbsfnola.com).

I am looking forward to seeing you at each of our events throughout the year!!!

Sincerely,

Bethel E. Cager, Ph.D.  
Principal/Chief Leopard

**Attention Parents:**

**The purpose of this handbook is to provide useful information to all students and parents that is easily accessible. This handbook provides academic and general information, policies and procedures, including discipline procedures. Students and parents are encouraged to read, understand, and comply with all provisions of this handbook. Please speak with your child’s principal regarding any questions not answered within this handbook.**

**Thank You,**

**New Beginnings Schools Foundation**

**New Beginnings Schools Foundation**

Dear Parent/Guardian:

We ask that each child and both parents read this handbook carefully and sign below.

As a student and parent(s) of a New Beginnings school, we acknowledge that we have read the Student/Parent Handbook and agree as a condition of enrollment to abide by, support, and follow all statements, philosophies, policies, rules, regulations, and guidelines contained therein.

I promise to observe all policies, rules, regulations, and guidelines.

|                         |       |                           |
|-------------------------|-------|---------------------------|
| _____                   | _____ | _____                     |
| Printed Name of Student | Grade | Parent/Guardian Signature |
| _____                   | _____ | _____                     |
| Student Signature       | Grade | Parent/Guardian Signature |

**Television Taping, Broadcasting, School Media, Research & School Publication**

The New Beginnings Schools Foundation (NBSF) is committed to protecting the privacy and safety of all students. There may be times when teachers and administrators feel it is appropriate to recognize students and their work in a public forum, research presentations, print media or for broadcast. If any parent does not agree to the use of their child's pictures in this manner, please express any objections in writing, in a separate letter to the Principal.

I give permission to disclose my child's name, photograph or videotape image, a recording of my child's voice, and/or copies of my child's academic or extracurricular work.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Grade

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

### **Appropriate Use Of Technology & Internet**

We acknowledge that we have read the Acceptable Use of Internet Policy. We understand that violation of this policy may result in loss of access privileges and disciplinary action.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Grade

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

## **New Beginnings Schools Foundation**

### **Mission and Vision Statements**

The **New Beginnings Schools Foundation** is a seamless pre-kindergarten through college learning community that innovatively prepares every child, every day for success in life, college and careers.

**New Beginnings Schools Foundation** provides a safe, inclusive environment that promotes partnerships with parents, students and the community to produce lifelong learners that are critical thinkers. Our commitment is to expose students to data driven instruction that is engaging and provide meaningful lessons that will prepare students to be successful in college and careers.

The mission of **Lake Area New Tech Early College High School** is:

Through effective partnerships with parents, community members, and students, Lake Area will provide a dynamic learning environment where teachers challenge students through learning experiences that are differentiated and tailored to the needs of individual students and aligned to meaningful career pathways.

Our vision is that Lake Area will prepare every student for post-secondary success in a global community through instruction that provides rigor, critical thinking and real-world connections enhanced through instructional technology.

## BACKGROUND OF CHARTER SCHOOLS

Louisiana's Charter School Law was originally enacted in 1995 (Act 192) as a pilot program to allow up to eight school districts to volunteer to participate. The Law was expanded in 1997 (**Act 477**) to establish the **Board of Elementary and Secondary Education (BESE)** and local school boards as charter authorizers. The Law defined four types of charter schools, based on: whether the school is a start-up or conversion of an existing school; the legal status of the entity operating the school; the source and method of funding the school; and certain other provisions. In 2003, through the adoption of **Act 9**, a new type of charter school was established for the operation of schools transferred to the **Recovery School District**.

## CHARTER SCHOOL TYPES

- Type 1: New start-up school authorized by local school board
- Type 2: New start-up or conversion authorized by BESE
- Type 3: Conversion of existing school authorized by local school board
- Type 4: New start-up or conversion operated as a result of charter between a local school board and BESE
- Type 5: School transferred to the jurisdiction of the Recovery School District and authorized by BESE

## GOVERNANCE

Charter schools are authorized by the **Board of Elementary of Secondary Education (BESE)**, or a local school board for a five-year period, subject to a three-year review.

In Louisiana, charters are established by a variety of groups, including businesses, non-profits, parent groups, education groups and others. However, sponsoring groups must include no fewer than three certified teachers.

Charter schools are governed independently by a board of directors and are free from many laws and regulations governing traditional schools. This allows charter schools significant flexibility and autonomy to allocate resources. However, in exchange for this flexibility, charter schools are regularly monitored and must demonstrate defined academic achievement goals and maintain satisfactory financial and contractual performance indicators in order to have their charters renewed. Thus, charter schools in Louisiana are subject to stringent standards as well as specific objectives outlined in their charter contracts with local school boards or BESE.

## **REQUIREMENTS**

Charter schools are required to participate in the state's accountability program, including high stakes testing. Likewise, while charter schools are free to use a wide variety of educational resources and are not required to use state-approved textbooks, charters are required to meet minimum standards of instructional time, as mandated by state law. However, the length of the day and year may vary from one school to another school.

In addition to meeting the qualification requirements of instructional faculty set forth by No Child Left Behind, Louisiana's Charter School Law mandates at least 75 percent of the instructional faculty of Type 1, 2, 3 and 4 charter schools to be composed of teachers certified by BESE. The makeup of certified teachers in **Type 5 charter schools** must reflect the school district from which the school was transferred.

## **ADMISSIONS CRITERIA**

Lake Area New Tech Early College High School is a non-selective entry open enrollment school. Interested students and their parents should apply using the OneApp through Enroll NOLA. Upon registration, parents are required to submit copies of documents needed to begin the student's file, including report cards and other identifying documentation.

## **ACADEMIC CURRICULUM AND HOMEWORK**

### **Graduation Requirements**

To provide high school students with the knowledge and skills to succeed in their post-secondary and career pursuits, Louisiana has adopted graduation requirements and options to meet today's college and workplace demands. The menu and charts below outline the state's two diploma pathways, as well as options for earning specific endorsements.

The chart below represents a brief summary of the graduation requirements. The complete policy can be found in §2318 and §2319 of [Bulletin 741](#).

By the end of the eighth grade, students should start developing their [Individual Graduation Plan \(IGP\)](#). This plan is aimed at helping students explore the educational and career possibilities that are available to them. IGP's are required for all students as a result of [legislation](#) passed during the 2009 Legislative session.

Also in 2009, state policymakers passed legislation to create an alternative [Career Diploma](#), with the goal of improving Louisiana's graduation rate and providing students with [career and technical training](#) to enter the workplace after high school. The Career Diploma was implemented in the 2009-2010 school year.



The following will govern the academic conduct of students, teachers and administrators.

**Homework:** Homework is an integral part of your education at LANTECHS. Teachers may use homework as a tool to enrich group communication skills and foster cooperative learning practices. However, **sharing or copying of homework is plagiarism.**

Because flexibility is needed to fairly govern homework, and because teachers set different criteria for the assessment of homework assignments, the teacher has the authority to set standards with regard to the enforcement of the rules dealing with homework as an issue of academic dishonesty. This includes, but is not limited to, a range of reasonable and acceptable actions in communication with the student, parent and guidance counselor. If the teacher feels additional disciplinary actions are warranted they will refer the student to the assistant principal for disciplinary actions under the consequences for major offenses (see section below).

### **ACADEMIC INTEGRITY**

To create and maintain a culture of academic integrity at Lake Area New Tech Early College High School, all members of the community must take an active role. A climate of positive scholarship with integrity can be fostered through open dialogue and learning. The following practical suggestions promote a positive academic environment founded on scholarship, inquiry, the pursuit of excellence and mutual trust. A student should ask the teacher whenever unsure of what may constitute plagiarism or cheating, or if uncertain of what resources of tools may be used in completing an assignment or exam.

### **HONOR CODE**

**All forms of academic dishonesty as defined below are strictly forbidden, constitute a major offense, and will result in disciplinary action.**

**A. Cheating on exams, tests, quizzes, and other assessments (e.g. mile run in PE, art projects, oral presentations, etc.) - using or attempting to use unauthorized assistance, material or study aids during an examination, including but not limited to:**

1. Copying from others.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefits.

6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a "cheat sheet" (i.e., a piece of paper or electronic device with answers, formulas, information or notes) that is not specifically authorized by the teacher.
9. Altering a graded exam and resubmitting it for a better grade.
10. Gaining or providing unauthorized access to examination materials.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

**B. Plagiarism in Papers and Assignments** - —The act of using another person's ideas or expression in your writing or in your oral presentations without acknowledging the source. Plagiarism includes —copying another's sentences verbatim, repeating someone else's particularly apt phrase without appropriate acknowledgement, paraphrasing another person's argument as your own, and presenting another's line of thinking as though it were your own, — again without acknowledging the source.

**Transgressions involving plagiarism include, but are not limited to:**

1. Including in any assignment turned in for credit, any materials not based on your own research and writing. This includes, but is not limited to:
  - a. Using the services of a commercial term paper company.
  - b. Using the services of another student.
  - c. Copying part or all of another person's paper and submitting it as your own for an assignment.
2. Acting as a provider of paper(s) for a student or students.
3. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
4. Failing to use quotation marks where appropriate.
5. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.

6. Forging a signature.
7. Hoarding or damaging library materials.
8. Facilitating academic dishonesty (i.e., knowingly helping another violate any provision of the honor code).
9. Gaining unfair advantage (i.e., attempting to gain unauthorized advantage over fellow students in an academic exercise).
10. Falsifying documents and submitting in an attempt to apply for any opportunity offered to the advantage of students, or to be considered as part of the student's record (ex. transcripts, standardized test scores, report cards, etc.).

*Note:* Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

## **CONSEQUENCES**

**Disciplinary action will be taken and will be commensurate with the offense. All teachers and administrators are expected to enforce the rules and consequences of the Code uniformly.**

## **GRADES**

All Louisiana school districts and public charter schools will follow a uniform grading scale for all students in grades Kindergarten through twelfth grade.

The uniform grading scale will be used in all regular education classes in which a letter grade, such as an A or B, is issued. Districts may use an alternative grading scale for special classes, such as honors or Advanced Placement courses.

### **Regular Academic Courses**

|         |     |                    |
|---------|-----|--------------------|
| 100– 93 | = A | (4 quality points) |
| 92 – 85 | = B | (3 quality points) |
| 84 – 77 | = C | (2 quality points) |
| 76 – 69 | = D | (1 quality point)  |
| 68 – 50 | = F | (0 quality points) |

## GRADE CLASSIFICATION

Minimum units of Carnegie Credit required for promotion is based upon the following:

| <u>Classification</u> | <u>Grade</u>     | <u>Carnegie Units</u> |
|-----------------------|------------------|-----------------------|
| Freshman              | 9 <sup>th</sup>  | 0 - 5                 |
| Sophomore             | 10 <sup>th</sup> | 6 -12                 |
| Junior                | 11 <sup>th</sup> | 13-17                 |
| Senior                | 12 <sup>th</sup> | 18 or more            |

A review of the Five-Year Plan during the junior year will be considered in determining whether a student is on track for graduation. *Classification is based on the total amount of Carnegie units earned. Grade classifications are only done at the beginning of the school year.*

## REMEDIAL PROGRAMS

- Lake Area New Tech Early College High School offers tutoring once a week at the school site.
- Any teacher may request that a student stay after school if they think that it will benefit the student. The teacher is responsible for courteously informing the parent—so that transportation home can be arranged.
- If necessary, the school will provide transportation in the form of buses or bus tokens for the student.
- The Lake Area administration refrains from having students ride home with teachers due to the possible liabilities.
- Lake Area New Tech Early College High School offers summer programs at the school site. They consist of: summer remediation, band camp and sports practices.
- Tutoring that is offered at Lake Area is mandated once weekly. Those days are at the discretion of the teacher. While we offer tutorial services, it is not automatically assumed that students will pass from one grade to the next. The students are allotted ten (10) days of absenteeism (unexcused) during the course of the school year. If that number is exceeded, students may fail due to attendance.
- After school transportation is not provided in all instances for programs. The administration does not suggest that any teacher accept the liability and responsibility of transporting a student home in their personal vehicles.

## ORGANIZATIONS

Clubs and organizations covering many topics of interest may be offered to allow students the opportunity to grow and develop. Students should find or work with campus administrators to create clubs in which to share their particular interest with others.

Membership in these clubs, subject to scholastic qualifications, is open to all students. Schools may not create secret societies or clubs. The New Beginnings Schools Foundation may adopt a policy establishing the number of times a student who is otherwise eligible to participate in extracurricular activity may be absent from class to participate in an extracurricular activity sponsored or sanctioned by the association.

Students in leadership positions and students who participate in extracurricular activities, on or off campus, are subject at all times to school and association policy regarding participation. The student's privilege of participation in these activities may be revoked, suspended, or otherwise adversely affected at any time when:

1. The instructor/sponsor of an extracurricular activity or a campus administrator determines that the student's conduct has a negative effect on the morale or discipline of the other participants in the extracurricular activity; and/or
2. The instructor/sponsor of an extracurricular activity or a campus administrator determines that the student's conduct has a negative effect on the reputation of the student's team and/or school.
3. The instructor/sponsor of the extracurricular activity or a campus administrator determines that the student's conduct warrants the revocation or suspension of the student's extracurricular activities as a disciplinary measure.

### **AFTER SCHOOL ENRICHMENT PROGRAM**

The New Beginnings Schools Foundation believes that all children can succeed when provided a learning environment that:

1. emphasizes respect for individual rights and responsibilities, instills a desire for life-long learning, and develops involved citizens for today's changing world.
2. challenges all children to perform to the best of their ability and receive instruction in core knowledge and basic skills and have opportunities to learn the critical thinking and problem-solving strategies essential for living in a global society.
3. promotes mutually respectful relationships and values individuality and diversity.
4. ensures children are taught by talented and well-educated staff members committed to continuous improvement that have access to the resources necessary to deliver high quality programs.
5. is safe and supportive and promotes excellence and equity.
6. recognizes the critical role of parents and teachers as role models and promotes collaboration and partnership among students, staff, parents, and community members.

### **Eligible Participants**

Eligible participants for the After School Enrichment Program must be enrolled in a New Beginnings Schools Foundation school or be able to verify enrollment for the upcoming school year. Enrollment is done via the Recovery School District's One App application process.

## **EXTRACURRICULAR ACTIVITIES**

- Include Volleyball, Girls and Boys Basketball, Girls and Boys Track, Baseball, Softball, Football, Cheerleading, Dance, Student Council, Art Club, Marching Band, Majorettes, Drill Team, Flag Twirlers, Yearbook, Drama Club

### **Attendance Policy**

In order for an absence to be excused for the purpose of complying with the state law mandating that high school students are in attendance a minimum of 167 days for a full year course, a student must bring a verification of illness from a medical doctor licensed to practice in Louisiana and/or verification the parent/legal guardian explaining the extenuating circumstances within (5) school days of the absence.

The first notification to be issued to a parent/legal guardian concerning a student's excused absences shall be issued when the student approaches one-half (1/2) the maximum days allowed. Additional attendance notifications will be mailed to the parent/legal guardian when a student's unexcused absences is near or reaches the total number of days allowed by law.

### **Documentation for Absences**

Upon a student's return to school after an absence, a note signed by the parent/guardian stating the date(s) and reason(s) of the absence must accompany the student and be presented to the student's homeroom teacher or data manager in the main office.

### **Procedures for Excused Absences**

Students must submit to their homeroom teacher their medical, court, or any other valid and approved document in order to receive a school approved re-admittance slip for all missed classes. If extenuating circumstances exist, whereby a parent cannot obtain the proper documentation, the parent should arrange a conference with the administrator in charge of attendance.

### **Attendance Requirements to Receive Grades**

Students must be present a minimum of seventy-seven (77) days per semester to be eligible to receive credit for the course taken. Exceptions can be made only in the event or extended personal illness verified by a physician and/or extenuating circumstances recommended by the Academic Assistance Team with approval from principal/designee. Students are only allowed five absences per semester.

### **Absences and Activities**

Students who are absent or suspended from school may not attend any school activity on the days they are absent or suspended.

### **Make-Up Policy**

For excused absences of five (5) or more consecutive days, the student must be given the opportunity to initiate and complete make up work within ten (10) school days after returning to school. Extension of time may be granted at the discretion of a school administrator and the teacher in cases of extended illnesses.

For excused absences of fewer than five (5) consecutive days, the allotted time to make up the work is left to the discretion of the teacher; however, it should not exceed ten (10) school days. It is the responsibility of the student to initiate and complete make up work. If the work is not made up by the time specified, the incomplete grade will be an “F.”

### **Tardiness to School/Class**

Students arriving after the tardy bell will be subject to disciplinary action. Students are allowed three minutes for the exchange of classes. If a student arrives to class late, the teacher will ask for a slip or note from the person who detained the student. Only an administrator may legitimately detain a student. **DO NOT REPORT TO THE OFFICE TO GET AN ADMIT SLIP.** The attendance office will issue an admit slip only to those students who have been detained by an administrator, arrived late, or have returned from suspension. Tardy students must be allowed in class and must sign the teacher’s tardy log. Students will sign the tardy book when arriving late to school.

### **CHECK OUT POLICY**

Any student who checks out of school for any reason must be signed out by a **legal parent** or **guardian.**

### **BEHAVIORAL EXPECTATIONS**

The New Beginnings Schools Foundation works to maintain an environment where students are free to achieve academically and develop and mature socially. The schools will promote the 5 student expectations, which are Respect, Responsibility, Safety, Problem Solving, and Ability to follow directions.

The New Beginnings Schools Foundation has organized school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. This system makes use of a range of positive behavior support for all students within the school and is implemented in all areas including the classroom and all ancillary settings (such as hallways, restrooms, and cafeteria). Attention is focused on

creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children by making desired behavior the norm, while problem behavior decreases significantly.

1. All children can behave appropriately.
2. Misbehavior is a matter of choice.
3. A student will accept responsibility for his/her actions.
4. Teachers have a right to teach.
5. Students have a right to learn.
6. No student will prevent a teacher from teaching or a student from learning.

These policies and regulations apply to any student (1) who is on school property, (2) is in attendance at school or any school-sponsored activity, (3) whose conduct contains the elements of a felony offense regardless of time and place, (4) whose conduct interferes with the mission or operations of any school, or (5) whose conduct jeopardizes the safety and/or well-being of students or employees.

### **IN- SCHOOL DISCIPLINE**

The discipline within the school shall be under the supervision of the Principal. The Principal, along with the Dean will determine appropriate actions or consequences along with incentive programs for encouraging and recognizing appropriate classroom behavior. Every teacher shall hold every student accountable for any disorderly conduct in school, on the grounds of the school, on the street or roads while going to or returning from school, and during dismissal. Discipline should be directed towards developing the skills necessary for young people to:

- Cope with real situations
- Develop good relationships with others
- Become productive individuals
- Recognize when their actions are interfering with the rights of others
- Recognize their rights within the limits of society
- Internalize and choose appropriate behavioral responses



Students who have been subject to classroom level sanctions and are still uncooperative will be referred to the Dean. The referral should include a short specific description of the undesirable behavior or behaviors, the frequency of the behaviors, and the interventions attempted. The Dean will meet with the child to decipher the situation and determine the correct course of action. If deemed necessary, the Dean will then contact the parent and set up a conference in an effort to ascertain whether or not the issues are emotional/behavioral or academic. Upon the outcome of the conference, the Dean's options are as follows:

1. Determine appropriate consequences
2. Refer to the Counselor
3. Collaborate to develop a Behavioral Intervention Plan (BIP)

### **SUSPENSION AND EXPULSION POLICIES**

The Supreme Court has defined "short-term suspension" as removal of a student from school for ten or fewer days and "long-term suspension" as removal for more than ten days. A charter school cannot change these definitions.

Louisiana law defines "expulsion" as permanent removal from school for the remainder of one semester. A charter school can change this definition to extend or shorten this length of time, as long as it informs parents and students of the new definition in the student handbook.

### **SHORT TERM SUSPENSIONS**

1. Vandalism that causes damage
2. Leaving or skipping school without permission
3. Using or threatening force that puts others in a reasonable fear of harm
4. Using school computers to access or view inappropriate websites
5. Engaging in conduct that disrupts school or classroom activity
6. Displaying insubordination or disrespectful behavior
7. Using or displaying obscene or abusive language, images or gestures
8. Repeatedly committing minor behavioral infractions that, in aggregate, may reasonably be considered serious enough to justify suspension
9. Forging notes or excuses
10. Stealing or attempting to steal
11. Engaging in acts of verbal or physical sexual harassment
12. Pulling the fire alarm when there is not an emergency

Please note:

- The list is illustrative only and that a school may give a short term suspension for any other behavior that disrupts the learning environment
- Punishment for a particular infraction is at the discretion of the school leader.

### **Procedures for Short Term Suspensions:**

- A. School must inform student, verbally or in writing, that he/she is suspended and the reasons for his/her suspension

- B. Provide student with an informal opportunity to deny the charges and to explain his/her side of the story
- C. Notify a student's parent(s) or guardian(s) immediately, verbally or in writing, with the following information:
  - o A description of the incident
  - o Specific details (e.g. dates and times) of the punishment
  - o The parent has the right to a prompt conference with the administrator, either before or within the first three days of the suspension.

## LONG TERM SUSPENSION

1. Possessing or using a firearm, knife, explosive, razor blade, or other dangerous weapon of no reasonable use to the student in school
2. Possessing, selling, using, or distributing any alcohol, illegal drugs, tobacco, or marijuana on school property or at other school events
3. Making a false bomb threat or pulling a false emergency alarm
4. Repeatedly engaging in conduct which seriously disrupts school or classroom activities or endangers the health, safety, or welfare of others
5. Committing, or attempting to commit arson on school property
6. Fighting another student or assaulting a staff member
7. Engaging in any sexual acts on campus
8. Vandalizing school property in a way that causes major damages
9. Committing any act which, if done by an adult, would constitute a felony
10. Committing offenses resulting in short-term suspension four or more times in a single school year
11. Repeatedly committing minor behavioral infractions that, in aggregate, may reasonably be considered serious enough to justify suspension

The list is illustrative only and a school may issue a long-term suspension or expulsion for any other behavior that severely disrupts the learning environment. Punishment for a particular infraction is at the discretion of the school leader.

The school must provide a student with a formal hearing where:

- A. Both sides are allowed to present evidence
- B. Arbiter must be unbiased (not involved in the incident)
- C. Proceedings must be recorded or transcribed
- D. Student must be given access to any evidence to be used against him/her before the hearing (except names of student accusers)
- E. School must open the hearing results to student and parent inspection
- F. School must provide student with at least one level of appeal. **For type 5 charter schools, this level of appeal must be with the RSD.**

A suspension may not exceed five (5) school days per occurrence. **Suspended students are prohibited from being on school grounds or attending school-sponsored or school-related extracurricular activities except by special permission.**

A teacher has authorization to remove a student under various circumstances:

1. A teacher may remove a student from class when the behavior is documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. A teacher may also remove a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or the ability of the student's classmates to learn.
2. A teacher shall remove a student from class and send him/her to the Dean when a student engages in conduct that threatens the safety and security of others.

## **EMERGENCY REMOVALS**

Students may be removed from regular classes or premises for non-disciplinary health, welfare, and safety reasons when the Dean or administration determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Being under the influence of alcohol or drugs
2. Being highly agitated
3. Suffering from any other condition that temporarily threatens the student's welfare or another student's welfare, or the efficient operation of the school
4. Any student removed from school for a reason shown above who is in a condition that threatens his/her own welfare or the welfare of others, shall be released to the parents, the parents' representative, or other proper authority, including, but not limited to, law enforcement officers and/or medical personnel.

**NOTE:** The New Beginnings School Foundation shall make reasonable efforts to notify the parents prior to removing a child from school premises. If the parents cannot be notified prior to removal, they shall be notified as soon as possible of the reasons for removal.

If a student is suspended, the student's absence shall be considered an unexcused absence and the student is responsible to complete the assignments for the period of the suspension. Make-up work from a suspended student may be accepted, but penalized. The number of days the student has to make up the work after returning to school is equal to the length of the suspension. Pending an appeal of an expulsion, a student will be allowed to remain current on all course work. However, if the appeal is denied, the student will not receive credit for that work.

### **Notice to Parents and Conference**

Before suspending a student, the Dean shall conduct a conference in which the student shall be advised of the charges against him/her and shall be given a chance to explain his/her version of the incident. The student's parents shall be notified by telephone or other appropriate means as soon as reasonably possible of a suspension.

## **EXPULSION**

The RSD shall set a term for the expulsion based on the seriousness of the offense and other relevant factors. The expulsion may not extend beyond the end of the school year unless the conduct directly leading to the expulsion occurred during the final grading period of the school year, in which case the expulsion may extend beyond the end of the current school year but not beyond the end of the first semester of the next school year.

## **DUE PROCESS**

Before a student is expelled, the principal shall provide the student an opportunity for a hearing at which the student is afforded due process, which shall include the following:

1. Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation
2. Right to a full and fair hearing before the RSD Disciplinary Review Board
3. Right to an adult representative or legal counsel
4. Opportunity to testify and present evidence and witnesses in his/her defense
5. Opportunity to examine the evidence presented by the school administration and question the administration's witnesses.

All expulsion hearings should be held within ten (10) days after a recommendation for expulsion is issued.

## **NOTICE AND REPRESENTATION**

At a hearing for expulsion, the student may be represented by any adult of the student's choice. The student and student's representative shall be notified in writing of the date, time, and place of the expulsion hearing.

## **Students with Disabilities under IDEA and Section 504**

A student with a disability shall not be expelled unless the network appraisal team first determines that the misbehavior is not a manifestation of the student's disability. This applies to both special education students and students who exhibit characteristics of a disability and receive accommodations via an Individual Accommodation Plan (IAP). The manifestation determination should be made by those familiar with the child. A representative from the network student support services staff should be in attendance at the manifestation determination meeting.

### **Students with Disabilities**

Students with disabilities are subject to the same discipline rules as non-disabled students, but with accommodations and with the provision of procedural safeguards, which is inclusive of a Manifest Determination Review. After the removal of students with disabilities for more than 10 school days, consecutive or cumulative, within a school year for any reason, services must be provided to the student so that he/she has the opportunity

to continue to access and progress within the general education curriculum in accordance with his/her IEP and regulations of Free and Appropriate Public Education (FAPE).

## **DRESS CODE**

The appropriate designated school uniform will be worn every day. To ensure that all students meet our high expectations, the following uniform policy will be observed:

### **Uniform Shirts:**

White button-down oxford shirts with the school logo or polo with the school logo will be worn every day. Shirts must be tucked in at all times. Shirts must be buttoned to the top with the exception of the top. Shirts without the school logo will not be allowed. Male and female students must wear the authorized school tie if the oxford is worn.

### **Uniform Bottoms:**

Boys must wear navy blue front pleated pants; girls must wear the designated plaid uniform pants. **Cell phone or cargo pants are NOT ALLOWED.** Students may wear black belts only with the school uniform. Belt buckles must be standard in size. Specialized belt buckles are not allowed. Embellishments such as contrast stitching, sparkles, glitter, lace, embroidery, cut-off, frayed hems, or cuffs are **NOT ALLOWED.** NO denim of any color or style is permitted. **PANTS MUST BE BELTED AND WORN AT THE WAIST AT ALL TIMES. OVERSIZED, HANGING, OR SAGGING PANTS WILL NOT BE ALLOWED!**

### **Uniform Shoes:**

Boys: Solid black shoes; Girls: black shoes or black and white saddle oxfords

Note: Shoes must be worn at all times. Shoelaces must be completely tied.

### **Outerwear**

Navy cardigan sweater (button down with pockets) with authorized school logo

Pullover vest with authorized school logo

Pullover sweater with authorized school logo

**\*All outerwear with logos must include the school's authorized school logo.**

**\*All uniforms must be purchased at the school's authorized uniform distributor.**

### **Off Campus Behavior While in School Uniform**

All school rules apply to off campus establishments while in school uniform. If a student violates the rules while in school uniform, he or she will be subject to disciplinary consequences.

**School Bags:** All book bags must be clear (see through) or mesh. Only clear, see through, or mesh book bags, tote bags, and backpacks are allowed. Small clutch purses are allowed for girls, but may not be used as book bags. Large book bag purses or pouches are not allowed!

## **Other Dress Code Requirements**

### Earrings:

- Stud earrings should be worn (Females only). Large earrings are not allowed. Earrings should not be larger than a quarter in diameter and length. Males are not allowed to wear earrings.

### Hair:

- Hats, visors, and sweatbands or bandanas may not be worn by males or females.
- Hair must be neat, clean, and well-groomed at all times. Hair glitter and extraordinary hair colorings are not appropriate for school and may be not worn. Natural hair color is always in order.
- No hair rollers, rat-tail combs and picks will be allowed on campus.

### Other:

- Any type of jewelry or apparel that has protruding studs or spikes is not allowed.
- Clothing or accessories depicting any music groups or individual musicians will not be permitted.
- Earrings, watches, necklaces, chains, bracelets, anklets, or any other form of jewelry with a value of more than \$10 dollars shall not be worn to class, on the bus, or within school buildings. The New Beginnings Schools Foundation will not be responsible for any lost or stolen jewelry that is worn to school or brought on the school campus.
- Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within the school building.
- Caps, hats or other similar head coverings shall not be worn to class or within school buildings.
- Sunglasses (unless prescribed by a physician-and proper notification submitted) shall not be worn to class or within the school building.

## **COMPUTER AND TECHNOLOGY POLICY**

Improper use of the Internet (Twitter, Facebook, Instagram, chat rooms, etc) has become a major source of concern. School standards and guidelines extend to the use of the Internet. A student's improper use of the internet, including cyber bullying, or any other form of communication or media may be suspended, withdrawn, or expelled from school. The school encourages all parents to monitor closely the web use of their children and to discuss internet safety and to respect others. It is for this reason that the New Beginnings Schools Foundation has placed this Amendment to the Internet Policy:

***Student use of school computers, networks, and Internet services is a privilege, not a right.*** Students are required to comply with this policy and those who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and or legal action.

All New Beginnings Schools Foundation computers remain under the control, custody, and supervision of the school. The school reserves the right to monitor all computer and Internet activity by students and teachers. Students have no expectation of privacy in their use of the school computers.

The following rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users.

### **Computer Use is a Privilege, Not a Right**

1. Student use of New Beginnings Schools Foundation computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.
2. No student shall access or use any computers on campus without the direct supervision of a faculty member. **No student is to be in the computer labs or library without a faculty member present.**
3. The administrator shall have final authority to decide whether a student's privileges will be denied or revoked.

### **Acceptable Use**

1. Student access to the school computers, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.
2. The same rules and expectations govern student use of computers as apply to other student conduct and communications.
3. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks, and Internet services.

### **Prohibited Use**

The user is responsible for his/her actions and activities involving school computers, network, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:



1. **Accessing Inappropriate Materials:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal
2. **Illegal Activities:** Using the school's computers, networks, and Internet services for any illegal activity or activity that violates other policies, procedures and/or school rules/or any other site that administration deems inappropriate.
3. **Internet Violations include but are not limited to:**
  - No use of social networking sites (Facebook, Twitter, Instagram) except as provided/directed by school staff for instructional use.
  - No use of personal email accounts except filtered email provided by school administrators.
  - No streaming video or audio except as instructed for research or class projects.
  - Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
  - You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - You will not post information that could cause damage or a danger of disruption.
  - You will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, **you must stop immediately.**
  - You will not knowingly or recklessly post false or defamatory information about a person or organization.
  - You will not repost a message that was sent to you privately without permission of the person who sent you the message.
  - You will not post private information about another person.
4. **Violating Copyrights:** Copying or downloading copyrighted materials without the owner's permission;



5. **Plagiarism:** Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified;
6. **Copying Software:** Copying or downloading software without the express authorization of the system administrator;
7. **Non-School-Related Uses:** Using the school's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
8. **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. No one shall attempt to change the basic set-up parameters or access system/network programs. **No use of proxy site servers.**
9. **Unauthorized Access to Chat Rooms/News Groups:** Accessing chat rooms or news groups without specific authorization from the supervising teacher.

### **No Expectation of Privacy**

The New Beginnings Schools Foundation retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students shall have no expectations of privacy in their use of school computers, including e-mail and stored files.

### **Compensation for Losses, Costs and/or Damages**

The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the school related to violations this policy and/or these rules, including investigation of violations.

### **System Security**

The security of New Beginnings Schools Foundation computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action. Use of proxy servers to defeat web filters will result in immediate loss of computer privileges and disciplinary action will be taken in accordance to this policy and administration.

## **TRANSPORTATION POLICY**

Lake Area New Tech Early College High School uses Wells Transportation Bus Services as our primary service provider. They attempt to ensure that all students are safe and secure while riding the bus to and from school or extracurricular school activities. It is the responsibility of the students to act accordingly and conduct themselves appropriately while riding the bus. Disciplinary situations will be handled according to the severity of the infraction. The way that students conduct themselves on the bus is a safety and security issue for all riders. Therefore, we must enforce rules and regulations while utilizing the bus service.

**The New Beginnings Schools Foundation provides regular yellow bus service to the students of the school. There are expectations that are to be adhered to:**

- Appropriate conduct and behavior on the bus
- Following directions of the bus driver
- Arriving at the bus stop on time and waiting in safe and orderly manner
- Refraining from throwing objects, eating or drinking, extending any limbs or other objects out the windows when on the bus.

The Dean will execute disciplinary action for violating any rules.

1. Late Bus Policy
2. Parental pick up and drop off procedure
3. Policy on teachers driving students and under what conditions, if any
4. Students leaving campus during the school day
5. Students driving other students

## **PROPERTY POLICY**

All buildings, desks, boards, books, lavatories, lockers, and other school materials are all the property of the school. Students are required to pay for damaged property or loss. Willful destruction or defacement is grounds for suspension, expulsion, or other disciplinary punishment. Students have no expectation of privacy for anything carried onto or stored on school property, including book-bags, lockers, or purses. **The school is not responsible for the loss of personal property at school.**

### **Electronics/Cell Phone Policy**

Students are not allowed to utilize their cellular phones or any electronic devices in the building **(including in the foyer of the building, lunchroom, or anywhere else within the building)**. They are not, for any reason, allowed to plug them for recharging as well. No wires should be visible and the devices should be off or on vibrate to minimize noise and possible classroom disruptions. Lake Area is **not responsible** for finding lost, stolen, or misplaced phones or electronic devices. **They are the sole responsibility of the student.**

**NOTE: Repeat offenses will result in suspension.**

## **SEARCH AND SEIZURE**

**A student and his or her possessions can be searched if there is a reasonable suspicion that specific student violated the law or school rules. A school administrator or teacher may seize any contraband that is illegal or violates school rules, including weapons and drugs. Students' lockers, desks, and other school property can be searched at any time and for any reason, with or without notice. Students' cars may be searched at any time and for any reason. The penalty for refusing to comply with a lawful, reasonable search:**

- A. Parents will be notified of all searches and seizures.
- B. Searches will be conducted by staff, including at least one administrator at all times, out of the sight of other students.
- C. Potentially invasive searches will be conducted by staff members of the same sex as the student, and done in privacy.
- D. The school will keep all results of searches confidential, except to report illegal activity to the proper authorities.
- E. Disciplinary action will be taken against staff member who violates any provisions.

## **MANDATORY ABUSE REPORTING**

**All employees have the obligation to report suspected child abuse or neglect:**

- Abuse-non accidental physical, sexual, or emotional injury
- Neglect-failure to fulfill a child's physical or emotional needs.

It is a criminal misdemeanor for any school employee to fail to report child abuse.

## **SPECIAL EDUCATION POLICY**

**Lake Area New Tech Early College High School has a duty under Section 504 of the Rehabilitation Act of 1973 to identify, refer, and evaluate students with disabilities.**

- Parents may contact the school's main office if he/she is concerned that his/her child has a disability and wishes to learn more or request an evaluation.
- If an evaluation is needed, the school must notify the parents, obtain their consent, conduct the evaluation within 60 days of consent, and provide parents with a copy of the evaluation report.
- If an evaluation is not needed, the school must notify the parents and explain why it is not needed, as well as notice of their right to appeal.
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## **Special Education Students**

- ***NONDISCRIMINATION***

No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district service, program, or activity. 42 USC 12132;29 USC 794; 34 CFR 104.4 (a)

- ***PROVISIONS OF SPECIAL EDUCATION***

Eligible students with disabilities shall enjoy the right to a free appropriate public education (FAPE), which may include instruction in the regular classroom, instruction through special teaching, or instruction through approved contracts. Instruction shall be supplemented by the provision of related services when appropriate. Education Code 29.003 (a)

- ***LEAST RESTRICTED ENVIRONMENT***

A district shall ensure that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, shall be educated with children who are non-disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment shall occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. 20 USC 1412(5), 1413 (a); 34 CFR 300.550

- ***DISCIPLINE***

All disciplinary actions regarding students with disabilities shall be in accordance with federal requirements, Education Code Chapter 37, and 19 TAC 89.1053. 19 TAC 89.1050 (g)

**Basic Core Curriculum**

(Incoming Freshmen 2008-2009 and beyond)

**LA Core 4 Curriculum**

(Incoming Freshmen in 2008-2009 and beyond)

**English - 4 Units**

- English I, II, III, IV or Senior Applications in English

**Math - 4 Units**

- Algebra I (1 unit), Applied Algebra I (1 unit) or Algebra I-Pt. 1 and Algebra I-Pt. 2 (2 units)
- Geometry or Applied Geometry
- Remaining unit(s) from the following: Algebra II, Financial Mathematics, Math Essentials, Advanced Math—Pre-Calculus, Advanced Math—Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Mathematics, or a local math elective approved by BESE

**Science - 3 Units**

- Biology
- 1 unit from the following Physical Science cluster: Physical Science, Integrated Science, Chemistry I, Physics I, Physics of Technology I
- 1 unit from the following: Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, an additional course from the physical science cluster, or a local science elective approved by BESE
  - o Students may not take both Integrated Science and Physical Science
  - o Agriscience I is a prerequisite for Agriscience II and is an elective course

**Social Studies - 3 Units**

- Civics (1 unit) or 1/2 unit of Civics and 1/2 unit of Free Enterprise. Note: Students entering the ninth grade in

**English - 4 Units**

- English I, II, III, IV

**Math - 4 Units**

- Algebra I, Applied Algebra I, or Algebra I-Pt. 2
- Geometry or Applied Geometry
- Algebra II
- Remaining unit from the following: Financial Math, Math Essentials, Advanced Math/Pre Calculus, Advanced Math-Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Math, or a local math elective approved by BESE

**Science - 4 Units**

- Biology
- Chemistry
- 2 units of the following: Physical Science, Integrated Science, Physics I, Physics of Technology I, Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, or a local science elective approved by BESE\*
  - o Students may not take both Integrated Science and Physical Science
  - o Agriscience I is a prerequisite for Agriscience II

**Social Studies - 4 Units**

- Civics (1 unit) or 1/2 unit of Civics and 1/2 unit of Free Enterprise. Note: Students entering the ninth grade in 2011-2012 and beyond must have one unit of Civics
- U.S. History

2011-2012 and beyond must have one unit of Civics

- U.S. History
- One of the following: World History, World Geography, Western Civilization, or AP European History

**Health - 1/2 Unit**

- JROTC I and II may be used to meet the Health

**Physical Education - 1 1/2 Units**

- Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of 4 units of Physical Education may be used toward graduation
- NOTE: The substitution of JROTC is permissible

**Education for Careers or Journey to Careers\* - 1 Unit**

**Electives - 7 Units**

Shall include the minimum courses required to complete a Career Area of Concentration,\* including Education for Careers or Journey to Careers

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**Total - 24 Units**

\*Take effect for incoming freshmen in 2010-2011 and beyond

- 1 unit from the following: World History, World Geography, Western Civilization, or AP European History
- 1 unit from the following: World History, World Geography, Western Civilization, AP European History, Civics (second semester - 1/2 credit), Law Studies, Psychology, Sociology, or African-American Studies\*

NOTE: Students may take 2 half credit courses for the fourth social studies unit.

**Health - 1/2 Unit**

- JROTC I and II may be used to meet the Health Education requirement provided the requirements in Section 2347 of Bulletin 741 are met.

**Physical Education - 1 1/2 Units**

- Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of 4 units of Physical Education may be used toward graduation
- NOTE: The substitution of JROTC is permissible

**Foreign Language - 2 Units**

- 2 units from the same foreign language or 2 units of speech

**Arts - 1 Unit**

- 1 unit of Arts (§2333), Dance (§2337), Media (§2354), Music (§2355), Theatre Arts (§2369) or Fine Arts Survey. \*

**Electives - 3 Units**

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**Total - 24 Units**

\*Approved IBC-related course may be substituted for the 4th science or social studies or for the art course if the course is in the student's career area of concentration. (for Core 4 students only)



## **SCHOOL LUNCH POLICY**

### **Cafeteria**

The **Orleans Parish School Board** operates the Lake Area cafeteria and provides breakfast each morning before school and a lunch. Information on prices for both breakfast and lunch may be obtained from the school's front office. Students buying their lunch are responsible for having their money.

It is the intent of the school that children not go hungry at school; however, parents/guardians have the responsibility to provide their child's lunch or breakfast or pay for meals provided by the school.

## **CRISIS PLAN**

The Lake Area New Tech Early College High School Crisis Plan is located in the main administrative office. It can also be accessed by going to the website [www.nbsfnola.com](http://www.nbsfnola.com). In the event of an emergency, the Principal of the school, assistant principal or the school secretary will contact parents.

## **IMMUNIZATION AND HEALTH REQUIREMENTS**

**Lake Area New Tech Early College High School provides parents with blank copies of all required health forms, e.g. a health history, physical exam, record of immunizations, and medical release forms**

- State date on which all forms must be completed and returned
- A student will not be allowed to attend school if he/she does not comply
- All students entering school in Louisiana for the first time must present evidence that they are immune to, have received immunization against, or are undergoing a schedule of immunization for: **Measles, Mumps, Rubella, Diphtheria, Tetanus, Whooping Cough, Poliomyelitis, Hemophilus Influenza Type B invasive infections**

### **Special Health/Medical Problems**

It is especially important that parents and students inform school officials of any special health or medical conditions. School health records must be kept current and accurate at all times. The following procedures apply:

### **Screening**

Check with your school's nurse for more information regarding screenings.



### **Vision and Hearing Screening**

Vision and hearing screenings will be conducted by the school nurse at the beginning of the school year.

### **Immunization Requirements**

Students must be immunized for the following: Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Hepatitis B, Varicella, and Polio. The Louisiana Department of Education has issued new vaccination requirements for students, effective as of the 2009-2010 school year.

### **Exclusions**

Each student entering a New Beginnings Schools Foundation shall be fully immunized according to the requirements specific to his/her grade level. The board of the New Beginnings Schools Foundation shall amend this requirement as needed to comply with state law. Immunization is not required only if the student applying for admission provides:

## **IN-SCHOOL MEDICINE ADMINISTRATION POLICY**

### **MEDICATION POLICY**

1. Students are not permitted on the school grounds or at any school related activity with medicines or similar substances described as medication without proper authorization. This includes pills, inhalers, capsules, powders, liquids, medicinal agents or dietary aids.
2. All medication will be stored for the student and dispensed to the student at the request of the parent/guardian.
3. **The school will not otherwise provide any medication any student.**
4. School personnel will not administer any type of injections.
5. Parents will notify the school in writing of their request to dispense medication to their child, including all directions and special administrations, and shall supply all necessary items needed for the administering of the medication.
6. Prescription drugs must be accompanied by a Physician's Statement if medicine is to be administered.

### **Administering Medication**

Employees of the New Beginnings Schools Foundation may administer medication to a student provided:

1. The district has received a written request to administer the medication from the parent, guardian or other person having control of the student.
2. When administering prescription medication, the medication must to be in the original container and be properly labeled.

## Medications

Parents are encouraged to administer medication at home whenever possible. In cases where medication must be administered at school the following procedures apply:

1. **All medications should be taken directly to the school office by the parent.** No medication may not be kept in the classroom nor may students administer their own medication. If it is necessary to send medication by way of the student, the parent is encouraged to notify the school office by phone the same day.
2. Prescription medication must be taken to school in a properly labeled prescription container. Short-term medication (up to two weeks) may be administered upon written request by the parent. Long term medication may be administered only if the physician completes a Special Health Form.
3. To administer non-prescription medication is normally not permitted, but may be authorized by the principal under either of the following conditions:
  - If ordered by the child’s physician accompanied by a written request from the parent and brought in the original packaging.
  - If the child is experiencing pain due to causes such as post-surgical procedures, injury or dental procedures.
4. Parents must pick up leftover medication. Students may take home only empty medication containers. If medicine remains, parents will be notified and medicine will be disposed of two weeks after notification.
5. Prescription medications may fall into the category of “controlled substances” or “dangerous drugs.” Students will be subject to disciplinary action if they do not follow the rules regarding prescription medications.

### Self-Administration of Prescription Asthma Medicine by Students

A student with asthma may possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity if:

1. A prescription is labeled on the medication;
2. The self-administration is done in compliance with the prescription or written instructions from the student’s physician or other licensed health care provider; and
3. A parent of the student provides to the school:
  - A written authorization, signed by the parent, for the student to self-administer prescription asthma medicine while on school property or at a school-related event or activity; and

- A written statement from the student’s physician or other licensed health care provider, signed by the physician or provider, that states that the student has asthma and is capable of self-administering the prescribed medication, the name and purpose of the medication, the prescribed dosage, the time at which or circumstances under which the medicine may be administered, and the period for which the medicine is prescribed.

The physician’s statement must be kept on file in the office of the school nurse of the school the student attends, or in the office of the principal of the school the student attends.

## **STUDENT RECORDS POLICY**

The New Beginnings Schools Foundation student records policy complies with the Family Educational Rights and Privacy Act of 1974, as amended. All students enrolled or previously enrolled have certain rights with regard to information included in their education records. These rights are the subject of this policy.

### **I. General Policy**

Information from records, files, or other data that is directly related to a student, other than public information shall be disclosed to individuals or agencies outside the school only with the written consent of the student, unless a disclosure is made pursuant to one of the exceptions set forth in article IX, below.

### **II. Definitions**

An **education record** is defined as any records, files, documents, and other materials that contain information directly related to a student and which are maintained by Lake Area New Tech Early College High School.

Not included in the definition of an education record, and not subject to FERPA, are:

- records of instructional, supervisory, and administrative personnel, which are in the sole possession of the maker and accessible only to the maker or a substitute;
- records of the University Police that are maintained separately from educational records, are maintained solely for purposes of law enforcement, and are not disclosed to individuals other than law enforcement personnel of the same jurisdiction;
- records that are made or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals, and which are made, maintained and used for the purpose of treatment of a student, and are available to another person only for the purpose of treatment of the student;
- records that contain information relating to a person after that person is no longer a student.
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## **SCHOOLS RECORD POLICY**

Information from records, files, or other data that is directly related to a student, other than public information, shall be disclosed to individuals or agencies outside the network only with the written consent of the parent.

### **Types and Location of Records**

All schools within the network maintain a file on each student enrolled. Any student request concerning records, including requests that public information not be disclosed, requests for disclosure to third parties and requests for access by the student should be directed to the school or network. Forms for all such requests may be obtained from the school.

### **Student Review of Education Records**

Students shall have the right to review the contents of their education records.

Any student who believes that New Beginnings Schools Foundation has violated his or her right to access or privacy of educational records, as established by the Family Education Rights and Privacy Act of 1974.

The Family Educational Rights and Privacy Act Office  
Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

## **NOTICE OF BOARD MEETINGS**

### **All Meetings**

In addition to the criteria listed below, notice of all Board meetings shall be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when school is closed, unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. The nature of the good cause must be stated in the minutes.

The notice shall be posted on a bulletin board or other easily accessible public place clearly designated for that purpose at the principal office of the Board or, if no such office exists, at the building where the meeting will be held.

All interested news media organizations will be notified concurrently with members of the Board, upon request, of all meetings of the Board. To be notified of these meetings, a news media organization should make a request to the secretary of the Board.

### **Open Meetings**

Public notice of an open meeting will include the time, date, place and a tentative agenda advising the public of the matters to be considered.

### **Closed Meetings**

Public notice of a closed meeting will include the time, date and place of the meeting and the specific statutory exemption under which the meeting will be closed.

In addition, a majority of a quorum of the Board shall vote to close a meeting, in accordance with law. The reason for holding the closed meeting, with reference to the specific statutory exemption relied upon for closure and the roll call vote of each member on the question of holding a closed meeting, shall be announced publicly at an open session and entered into the minutes.

### **32. PARENT TEACHER ORGANIZATION**

**A parent-teacher organization (PTO) or Parent-Teacher-Student Association (PTSA) is a formal organization composed of parents, teachers and staff that is intended to facilitate parental participation in a school.**

Parent-teacher organization (PTOs) play an integral role in how schools function. PTOs are local and national organizations of parents and teachers working together to improve the quality of education in American schools from a grass-roots approach. Such organizations play many roles, including involving parents in classroom decisions, promoting communications, events and fundraisers and even lobbying state and national legislatures on behalf of their students.

The PTO organization at Lake Area will meet once per month.

### **COMPLAINT PROCEDURE**

The New Beginnings Schools Foundation believes in fostering a relationship between parents and teachers. Parents are encouraged to participate and provide input and support at the school site. Parents and teachers must work together to help students succeed. Parents should plan to meet with their child's teacher during the school year to hear about the success of their children or resolve any problems or concerns that may arise. Parents may make appointments to meet with teachers by contacting the school's Secretary or Parent Liaison (if applicable) or by sending a written notice to the teacher. A time will be arranged to meet with the teacher during the teacher's non-teaching period or at a mutually agreed upon time. Teachers or other faculty members (i.e. school counselor, etc.) may also request conferences with parents to discuss concerns or issues.

#### ***Parent Concerns***

When parents have concerns regarding the school program and/or their child's success at school, they should make an appointment to meet with the appropriate school personnel on the school campus to discuss the concern. If the concern cannot be resolved with a conference, or another staff member, the parent should make an appointment to meet with the principal or assistant principal. In those rare instances when concerns cannot be resolved at the school campus, parents may call the New Beginnings Schools Foundation at (504) 280-2309.

The process for registering a complaint is as follows:

- Attempt to deal with the individual teacher or administrator who is the source of the parental complaint.
- If this is unsatisfactory, schedule a conference with the school leader.
- If this is unsatisfactory, schedule a conference with a network representative (504) 280-2309.