

# MEDARD H. NELSON CHARTER SCHOOL



**NEW BEGINNINGS**  
SCHOOLS FOUNDATION

*2016-2017  
STUDENT HANDBOOK*



*Trinnell Spears, Principal  
Latoya Marshall AP/Director of Curriculum and Instruction*

# Medard H. Nelson Charter School

3121 St. Bernard Avenue  
New Orleans, Louisiana 70119

November 18, 2016

Dear Medard H. Nelson Families:

My name is Ms. Trinnell Spears and I am grateful and excited for the opportunity to lead Medard H. Nelson as the School Leader for the remainder of the 2016-2017 academic school year. Nelson holds an endearing place for me. I love how our school embraces families and champions students for success. I love how our teachers nurture students toward achievement. I love our students for their sense of wonder and joy around learning.

Being a part of the Nelson family for the past eight years, I have served as a middle school math teacher and then as the Director of Curriculum and Instruction. These previous positions have allowed me an opportunity to grow, learn and lead at all levels with our staff and scholars. My work encompasses our New Beginnings' motto of "Every child, Every day."

As we continue our work this school year, my priorities will focus on the following:

1. Implementing a structured system to promote a positive school culture,
2. Utilizing data to support scholars with targeted intervention and enrichment opportunities; and
3. Ensuring academic achievement at high levels for all students.

I look forward to continuing my partnership with you as we work together to educate our children. Thank you for your trust and collaboration.

Sincerely,

Ms. Trinnell Spears, M.Ed.  
Interim Principal Medard H. Nelson

School Colors

- Green
- Gold
- White

School Theme: Roadrunner Scholars are on the move, Beep Beep!

- **B** Brilliance
- **E** Excellence
- **E** Eagerness
- **P** Perseverance

School Mascot

- Mighty Roadrunner

School Pledge

I am a Nelson Roadrunner

I am Respectful to others and myself

I am Responsible and accountable for my actions

I will practice safety at all times

I am the BEST

I am the most important part of Medard H. Nelson Charter School

I am a NELSON ROADRUNNER, BEEP! BEEP!





*Mission... Nelson Charter School innovatively prepares every child, every day for success in life, college, and careers.*

*Vision ... Inspiring thinkers to become tomorrow's leaders in an ever changing society.*

**Attendance:**

The state law holds parents responsible for the regular school attendance of their children. Parents who violate the school attendance law may be guilty of a petty misdemeanor.

Excessive and unexcused absences/tardies will be turned over to the District's Truant Officers.

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade

Students who are absent more than 10 days may be retained unless they are officially excused from school. Louisiana state law considers a student to be habitually absent or tardy if the situation is not corrected after the fifth unexcused absence or the fifth unexcused occurrence of being tardy in a semester.

**At MHN daily attendance is mandatory:**

Breakfast begins at 7:30 a.m.  
Classes Begin after 8:00a.m.  
Students are tardy at 8:15a.m.

**Dismissal Procedures**

Car-riders and Walkers will be dismissed from the cafeteria no earlier than 3:55 p.m.

Bus riders are dismissed from the yard beginning at 3:55 p.m.

Students may not be checked out of school after 2:00 p.m.

Parents will not be allowed to make any transportation changes after 2:00 p.m.

On designated half of school days, changes must be made prior to 9:00 a.m.

**No one is allowed in the office during dismissal.**

**Homework Louisiana:** [www.homeworkla.org](http://www.homeworkla.org)

Louisiana offers **FREE** online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a **live tutor**. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

Receive **one-to-one, real-time assistance** with your job search. Online tutors are available to help navigate online job sites, complete applications, write/review resumes and cover letters and even practice for an interview. Services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

**Homework Policy**

Research studies have consistently shown that the amount of time devoted to learning is related to achievement in a subject. Homework, therefore, is important in a student's overall success in his/her academic program. MHN staff recognizes the importance of homework as a vital part of learning essential skills taught in the classroom.

**Purpose:**

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of MHN to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades are modified based on students' individual needs (i.e. IEP, 504 Plans).

**Time:**

The time allotment to homework should increase gradually from grade to grade. The following is a list of approximate daily time allotments (may vary according to the child):

- Grades K - 2<sup>nd</sup> 10-30 minutes
- Grades 3<sup>rd</sup> - 4<sup>th</sup> 30-45 minutes
- Grade 5<sup>th</sup> - 8<sup>th</sup> Up to 60 minutes

**Grading Policy:**

**Grade Percentage**

- A -100-93
- B- 92-85
- C- 84-75
- D- 74-67
- F -66-0

**Responsibilities of Staff:**

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

**Responsibilities of Parents:**

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

**Responsibilities of Students:**

- Write down assignments
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

**Extracurricular Activities**

- Boy Scouts
- Girl Scouts
- Band
- Majorettes
- Cheerleaders
- Dance Team
- Football
- Flag Team
- Color Guard
- Student Government
- Boys/Girls Basketball

**Dress Code**

School officials have a responsibility to provide a safe, secure, and productive learning environment. Dress and appearance play a role in doing so. The New Beginnings Charter School Network believes that properly implemented policies and strategies around dress and appearance are of great importance. Please refer to the following:

**All Students in grades Pre-K thru 8<sup>th</sup> Grade**

- Navy Blue Pants (Only)
- Hunter Green Shirt w/Nelson Charter School Logo
- Solid Black Belt (no studs, designs, etc...)
- Solid White Socks
- ***Solid Black Shoes***
- ***Outerwear/Jackets*** must be ***Solid Navy Blue, Hunter Green or Black (Only)***
- Solid undershirts, White or Black (Only)

\*\*Shoes are to be All Black (including the sole and shoe strings), smooth leather oxfords or athletic shoes. There must be no trim or ornamentation. No White or Color on shoes allowed! Shoes with wheels/flashing lights are not allowed. The correct shoe must be worn from the first day of school to the last.



**Students may not wear the following:**

- Lip stick
- Name Plates/ Necklaces (Large or Small)
- Earrings (Young Men)
- Large/Dangling Earrings (Young Ladies)
- Colored Hair (Natural Hair Coloring Only)
- Belts with Name Plates

**MHN Students are expected to follow the following guidelines:**

- Students are expected to be respectful, responsible, and honest.
- Students are expected to wear the complete Medard H. Nelson Uniform.
- Silence, LEVEL 0 is required in the hallway, cafeteria and common areas.
- Rough, physical behavior, inappropriate language, and rude behavior will not be tolerated.
- Students will be treat all faculty and staff members with respect, kindness, and fairness. Students will obey the directives of all faculty and staff members in the school at all times.
- Disrespect will not be tolerated at any time.

**Discipline Matrix:** Roadrunners Keep It R.E.A.L.

- **R** Respect
- **E** Environment
- **A** Accountable
- **L** Leadership

**Behavior Consequences:**

- Student/Teacher Conference
- Parent/Guardian Contact
- Parent/Guardian Conference
- After School Detention ( Tuesday & Thursday)
- (ISS) In School Suspension
- Suspension

## **Lunch Policy**

### **BREAKFAST**

The school serves breakfast from 7:30 a.m. each morning.

### **LUNCH:**

All students will eat lunch on campus. The school provides nutritionally prepared meals. Students may bring prepared lunches from home. Children may bring a thermos of milk, juice or water. Glass containers are not acceptable. **Absolutely no soft drinks, carbonated beverages, noodles, sunflower seeds, or candies allowed.** Refrain from sending junk food in bag lunches (Hot Fries, Takis, etc.). This will help support the nutrition habits taught as a part of our curriculum.

### **CELL PHONE USAGE**

Cell phones or any electronic devices **will not be allowed/permitted** in the classroom or other school activities including field trips. Parents who wish to ensure their child arrived safely to school are encouraged to contact the school office to verify attendance. Students may access a school phone under the supervision of a staff member to call home, use if ill or in case of an emergency. Recognizing that many students have cell phones due to safety needs, Nelson has established a process for students to check in cellular/electronic devices. Cell phones must be checked in as they enter the school during the homeroom period. Cell phones will be secured and returned to students at the end of the school day. **The school shall not be responsible for lost or stolen phones.**

All electronic devices/equipment include but are not limited to the following: beepers, cell phones, chargers, gaming devices, headphones, iPods, MP3 player, radios, tape players/recorders, walk-man type devices. These items will be confiscated and returned to the student at the end of the day for the first offense, if brought onto school grounds. The student will be assigned an after-school detention. The parents will be notified of this infraction and reminded that students are not allowed to bring electronic devices to school.

If a student brings an electronic device to school for a second time, the device will be confiscated and will only be returned to the parent/legal guardian. The student will be assigned two (2) days of after-school detention. In the event there are subsequent infractions, the device will not be returned to the student until the end of the school year. The student will be assigned three (3) days of after-school detention. The parents will be notified of this infraction and required to schedule a parent conference with the Dean of Students.

**Nelson is not responsible for any lost, damaged, or stolen electronic devices.** Failure to complete the assigned after school intervention, will result in a three (3) day suspension.

## **Behavior Infractions**

Students who do not follow the school's rules and expectations will receive consequences appropriate to the severity of their infractions. Discipline incidents can be classified as Level 1, Level 2, and Level 3 infractions. Because every level infraction cannot be listed in advance, the School Principal may decide if an unlisted infraction is a Level 1 or Level 2 offense. Students may only be expelled for infractions that are described as Level 3.

### **Level 1 Infractions (Non-Suspendable Offenses)**

Level 1 infractions are incidents that occur in the school building, on school grounds, at school activities, on the bus (school or public), or one hour before and after school hours that are the responsibility of the Teacher or Principal to address through corrective strategies. A student may not be given an out-of-school suspension for Level 1 infractions.

- 1.01 Boarding and de-boarding school transportation at incorrect bus stop
- 1.02 Horse playing
- 1.03 Habitual tardiness and/or absenteeism
- 1.04 Eating/drinking during prohibited times
- 1.05 Dress code violation
- 1.06 Not having proper materials or supplies for class
- 1.07 Not participating in class
- 1.08 Littering
- 1.09 Failing to do or complete homework
- 1.10 Making an unfounded charge against authority
- 1.11 Using profanity and/or obscene language
- 1.12 Talking in class at inappropriate times
- 1.13 Any other infraction that the Principal or designee deems similar in severity to other Level 1 infractions

### **Consequences-Level 1**

1. Student conference
2. Student conference with parent via phone

3. Parent conference

**\*Repeated Level 1 offenses becomes a Level 2 infraction which results in a suspension.**

**Level 2 Infractions (Suspendable Offenses)**

Level 2 infractions are incidents that occur in school buildings, on school grounds, at school activities, on the bus (school or public), or one hour before and after school hours that threaten safety or interfere with learning. A student may be given an out-of-school suspension for level 2 infractions; however, will continue to use a variety of corrective strategies whenever possible.

- 2.01 Intentionally or habitually failing to attend detention or in-school suspension
- 2.02 Using tobacco
- 2.03 Using or possessing alcohol
- 2.04 Leaving school bus without permission
- 2.05 Using objects dangerously or inappropriately to harm others or damage property 2.06 Vandalism to school property or school bus
- 2.07 Leaving school and/or classroom without permission
- 2.08 Theft/stealing without use of force, threat, or intimidation of money or property valued at less than \$500
- 2.09 Gambling
- 2.10 Extortion (blackmail, etc.)
- 2.11 Willful disobedience to authority figures that substantially interferes with the learning of others or threatens the safety of others
- 2.12 Improper use of prescription drugs
- 2.13 Instigating or participating in fights (one-on-one or groups)
- 2.14 Bullying and cyber bullying
- 2.15 Causing a false fire alarm
- 2.16 Intentionally causing a major, unnecessary disturbance in classroom/school campus
- 2.17 Improper Use of Cell Phone
- 2.18 Inappropriate bodily contact, sexual intercourse, or harassment
- 2.19 Robbery (taking money or property by force, threat, or intimidation)
- 2.20 Improper use of computer: Viewing obscene, pornographic, violent, or sexually harassing material; or information on manufacturing of weapons
- 2.21 Forging a signature on documentation required by the school
- 2.22 Entering an off-limits or restricted area
- 2.23 Engaging in inappropriate public displays of affections (holding hands, kissing, hugging, etc.)
- 2.24 Habitual Level 1 behaviors

2.24.1 Any other infraction that the Principal deems to be similar in severity to other Level 2 infractions

### **Consequences-Level 2**

1. Parent conference
2. Intervention
  - Lunch
  - Afterschool
3. In school Suspension
  - Period
  - Day
4. Out of school suspension
  - 1 day
  - 3 days
  - 5 days
  - 10 days

### **Level 3 Infractions (Expellable Offenses)**

Level 3 infractions are incidents that occur on school grounds, on school transportation, or at school activities that severely interfere with anyone's safety and learning, are of a threatening or harmful nature, and/or legal violations. Students may be expelled for Level 3 infractions. There are several offenses that require an expulsion in certain circumstances. Students may not be expelled for offenses for Level 1 offenses.

### **Tier One Offenses: Expellable for two or more semesters**

3.01 Drugs: Possessing, distributing, selling, giving, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law\* or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body.\*

3.02 Weapons: Carrying or possessing a firearm\*\*

3.03 Weapons: Carrying or possessing a knife with a blade of 2 inches or longer

3.04 Weapons: Carrying or possessing any instrument the purpose of which is lethal force

3.05 Sexual Assault or engaging in a sexually explicit act

3.06 Battery on a school staff member

3.07 Battery on another individual that causes serious injury

3.08 Battery on another person that involves use of a weapon or other dangerous implement

**Tier Two Offenses: Expellable for up to two semesters**

3.09 Robbery of any individual on school property or at any activity of which the school has jurisdiction  
3.10 Burglary of school, staff, or student property with forced entry

3.11 Well-documented and/or on-going commission of acts that threaten the safety or well-being of oneself or others including the bullying of students or school staff as outlined in LA Act 861 of 2012

3.12 Possession of dangerous implements, or the use/display of any instrument appearing dangerous  
3.13 Conviction of a felony or conviction of an offense which, had it been committed by an adult, would have constituted a felony

3.14 Well-documented and/or on-going use of any electronic device to repeatedly threaten, intimidate, or bully another student or to share sexually explicit material

**Medard H. Nelson Charter School** will follow the Corrective Strategies outlined by the Recovery School District's Student Code of Conduct. It is our objective to work through high-risk behaviors to minimize the number of expulsions/suspensions by offering an Academic Intervention Program. Corrective strategies for infractions may include but are not limited to:

- Creation of a Behavior Improvement Plan
- Contact and/or confer with parent/guardian
- Implement a School-to-Home Communication System
- Check-In /Check-Out Process
- Personalized Behavior contract that includes expected student behavior, incentives for demonstrating expected behavior, and consequences for infractions
- Positive Behavior Intervention Support (PBIS) Systems
- After-School or lunch detention
- Saturday School
- In-School Suspension
- Loss of Privileges
- Referral to the Response to Intervention (RTI) team
- Referral to the School Social Worker
- Intensive academic support
- Intensive social skills teaching

- Self-Management Program
- School Bus Suspension (if applicable)
- Contact and/or confer with parent(s) / legal guardian
- Process Resolution Plan
- Restorative Practices
- Refer student to the Dean of Students
- Firm, Fair, and Corrective Discipline

### **Rewards**

**The school will have a compelling PBIS reward system for students that provide strong motivation for individuals and groups to:** meet behavior and homework expectations, demonstrate the school/school values, and perform outstanding work or service. An effective rewards system typically includes the following elements:

- Regular, formal awards for achievement and demonstrating school values
- Individual and group rewards for regularly meeting behavior expectations
- Special, invitation-only activities for students who are meeting behavior and work expectations: trips and special events
- Recognition

### **Suspension**

A suspension may not exceed five school days per occurrence (see preceding page for each disciplinary infraction).

Suspended students are prohibited from being on school grounds or attending school-sponsored or school-related extracurricular activities except by special permission.

### **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).

Procedural safeguards are a set of technical state and federal laws that override all other laws to the contrary.

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

Before suspending a student, the Dean of Students or Principal 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.

### **Appeal Process**

A request to appeal a principal's decision to remove a student shall be made in writing to the principal's office at the time of notice of the removal or no more than five (5) days from the notice of disciplinary action.

The appeal process is as follows:

An appeal letter is submitted within 5 days of the disciplinary action.

The Hearing Committee will meet to determine whether to uphold, reverse or modify the initial disciplinary action.

Parents will be notified of the Hearing Committee's decision within 5 working days.

### **EXPULSION**

#### **Offenses Warranting Expulsion**

A student may be removed from school and expelled if the student commits designated Category III Offenses.

#### **Expulsion Term**

The principal 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.



A student who brings a firearm to school shall be expelled from all New Beginnings Charter Schools for a period of at least one calendar year. The CEO may modify the length of the expulsion in the case of an individual student.

Expelled students are prohibited from being on school grounds or attending school-related extracurricular activities during the period of expulsion.

### **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 School Disciplinary Review Board
3. Right to an adult representative or legal counsel
4. Opportunity to testify and present evidence and witnesses in his or 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. The student is entitled to one postponement of an expulsion hearing for a period of not more than three (3) calendar days. The request for postponement shall be in writing. Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay.

The notice shall be in writing and shall advise of the nature of the evidence to be used against the student. The decision shall be based exclusively on evidence presented at the hearing. The final decision shall be communicated promptly to the student and parent. The parent will be notified of:

1. Right to appeal to the New Beginnings Charter School Review Committee
2. Notice of the parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, and
3. Notice of the alternative educational placements available to the student during the time of expulsion

### **Notice and Representation**

At a hearing on 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 at least five days prior to the hearing date. If the makes a good faith effort to inform the student and the student's parent or guardian of the time and place of the

hearing, the New Beginnings Charter School will hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends.

### **Appeal Process**

A request to appeal a decision of the principal to expel shall be made in writing to the New Beginnings Charter School COO within five working days after notice of expulsion. A committee of four New Beginnings Charter School Network Members will review the written request and recommend to the New Beginnings Charter School to uphold, reverse, or administer another consequence (i.e. 10 day suspension).

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

A student with a disability shall not be expelled unless the RTI 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 member of the exceptional Student Services administrative staff must be in attendance at the manifestation determination meeting.

### **Emergency Expulsion**

A principal or the principal's designee may order an immediate expulsion if he or she reasonably believes the action is necessary to protect persons or property from imminent harm. The student and/or parent will be given oral notice of the reason(s) for the emergency expulsion. Within a reasonable time, a full expulsion hearing will occur.

### **Internet Policy**

Improper use of the internet (Facebook, Instagram, Snapchat, 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 Charter School Network 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 Charter School 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 Charter School 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,) 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 those messages, **you must stop**.
- 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.

**Any of these violations will be considered a Category III offense and will be sanctioned with a category III consequence as stated in the New Beginnings Charter School Network Behavior Policy**

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**

New Beginnings Charter School Network 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 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 Charter School 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.

### **Bullying and Cyber bullying**

#### **Louisiana Anti-Bullying Bill (2001)**

Defines bullying as any intentional gesture or written, verbal, or physical act that:

- A reasonable person under the circumstances should know would have the effect of harming a student or damaging his property or placing a student in reasonable fear of harm to his life or person or damage to his property.
- Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student; and
- Encourages reporting by rewarding those employees who in good faith report incidents with immunity from a right of action damages arising from any failure to remedy the reported incident.

#### **Anti-Cyber Bullying Bill: Act 989**

### **Transportation Policy**

#### **School Bus Rules**

1. Each pupil shall be seated immediately upon entering the bus. Students are not to stand or move from place to place while the bus is in motion.
2. Students are to keep their hands and feet to themselves.
3. Indecent conduct or loud, disruptive or profane language will not be permitted. Inside voices only.
4. Passengers are not to behave in any manner, which infringes upon the rights of any other passenger. This would include any form or type of bullying.
5. No pupil is to enter or leave the bus until it has come to a complete stop. Students may enter or leave the bus only upon bus driver signal.
6. Students are not to throw objects of any kind on the school bus or out the windows. All parts of the student's body shall remain inside the bus at all times.
7. Absolutely no tobacco, drinks, alcohol, or illegal drugs will be allowed on the bus.
8. Before riding a bus other than the assigned bus, students are to have a written note from their parent or guardian stating their destination and should obtain a bus pass from the office. Students are to identify themselves to the driver.

9. Students will not be permitted to bring such items as skate boards, radios, jam boxes, balloons, or glass objects onto the bus. Any other object deemed to be unsafe cargo on the bus will be denied. The driver will have authority to deny transportation to a student with such articles in his/her possession. The driver and/or school corporation bears no responsibility for lost, stolen or damaged items brought onto the bus.
10. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. School bus drivers and administration will determine what is safe and orderly. The bus driver reserves the right to assign seating for any student(s) that are disruptive in any way.

### **GRADES K-8 BUS EXPECTATIONS**

- BAGS IN LAP
  - EVERY WINDOW UP
  - STAY SEATED, FACING FORWARD
  - ASSIGNED SEATS FOR EVERYONE
  - NO FIGHTING/ HORSEPLAYING/USING PROFANE LANGUAGE
  - NO EATING, DRINKING, GUM CHEWING
- 
- If a student displays any type of misbehavior of disrespect on the school bus, he or she will be written up by the bus driver. The driver will submit the write up to the Dean of students or his/her designee;
  - The Dean of students will call the parent of the student after investigating the write up and explain all the details of what transpired on the school bus.
  - The student may be removed from the school bus based on the results of the investigation of the write up for three to five school days.
  - Repeated misbehaviors will result in permanent loss of transportation services.
  - Any problem that may occur on the bus should always be reported to the bus driver.
  - If a student reports an incident to his or her parent or guardian that needs to be addressed, then the parent or guardian of that student should contact the bus company or the Dean of students at Nelson Charter to report the incident.

### **Property Policy**

All buildings, desks, boards, books, lavatories, lockers and other school materials are the property of the school, therefore if a student damages any said property, the parent or guardian will be required to pay for damage or loss.

Willful destruction or defacement of property is grounds for suspension, expulsion, or other disciplinary punishment.

Students should have no expectation of privacy for anything carried onto or stored on school property, including book bags, lockers or purses.

Medard H. Nelson is not responsible for the loss of personal property at school.

Theft is illegal and will result in disciplinary actions, including suspension or expulsion and/or notification of external authorities if severity is justified.

### **Search & Seizure**

A student and his or her possessions can be searched if there is a reasonable suspicion that the specific student violated the law or school rules.

Students' lockers, desks, and other school property can be searched at any time for any reason without notice.

### **Special Education Policy**

Medard H. Nelson has a duty under Section 504 of the Rehabilitation Act of 1973 to identify, refer, and evaluate students with disabilities.

If you feel your child has a disability, you would like to learn more, or you would like to request an evaluation please contact Ms. Gant, Special Education Coordinator at (504)943-1311

Parents may request an evaluation at any time.

If an evaluation is needed, Medard H. Nelson will notify the parents, obtain parent 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 a notice of their right to appeal.

### **School Lunch Policy:**

Students may qualify for free or reduced lunch by filling out the lunch application that is sent home with students during the first week of school.

### **School Crisis Plan**

Medard H. Nelson's Crisis Plan is located in the front office of the school

### **Immunization and Health Requirements**

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

### **In-school Medicine Administration Policy**

Parents must make every effort to schedule the administration of medication outside of school hours.

Policy for administering medicine during school hours:

- All medications will be stored in central, secure locations.
- Only trained medical personnel or authorized administrators may administer medication.
- The school must have written orders from a licensed prescriber detailing the name of the medication, the dosage, the time to be given, and the expected duration of the administration.
- For non-prescription medication, the school must have written and signed permission of the parent or guardian
- Medicine to be administered must be in its original container and properly labeled with the student's name, the name of the medication, the dosage, and the time to be administered.
- Internal records must be kept detailing the time and dose of the medication.

The school has no responsibility for a student's reaction to medication when it is taken according to the prescriber's directions.

### **Notice of Board Meetings**

All charter school board meetings are open to the public as required by law

### **Parent Teacher Organization**

Medard H. Nelson welcomes parents to join the Parent Teacher Organization. Please see the school secretary for information.

### **BACKGROUND CHECK**

All adult volunteers must complete background checks before being allowed to participate in any school activity. Letters of notification will be sent when cleared.

### **Complaint Procedure**

The school's telephone number is 504-943-1311.



Process:

- First, attempt to deal with the individual teacher or administrator who is the source of the parent's complaint
- If this is unsatisfactory, schedule a conference with administration.
- If this is unsatisfactory, schedule a conference with the board.

**STUDENT RECEIPT OF HANDBOOK, TECHNOLOGY  
ACCEPTABLE USE POLICY AND INTERNET SAFETY POLICY**

I \_\_\_\_\_ a *student of Medard H. Nelson* hereby acknowledge receipt of my personal copy of the *Medard H. Nelson Charter School Student Handbook, Technology Acceptable Use Policy, and the Internet Safety Policy*. I agree to read these documents and abide by the standards, policies, and procedures defined or referenced in the documents listed.

**Please initial by the following:**

\_\_\_\_\_ I understand that changes in district policies may supersede, modify, or eliminate the information summarized in the above listed documents. As the District provides updated information, I accept responsibility for reading and abiding by the changes.

\_\_\_\_\_ I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

\_\_\_\_\_ I have read the District's technology resources policy and the user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy.

I understand that if I violate any procedures or rules I may face legal or disciplinary action according to applicable law or District/departmental policy.

Student Signature

Date

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Parent Signature

Date