

Pierre A. Capdau  
Charter School  
Student/Parent  
Handbook  
2016-2017

# PIERRE A. CAPDAU

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## GENERAL INFORMATION

### PREFACE

The Pierre A. Capdau Charter School Handbook contains both required and useful information for students and parents. This handbook consists of laws, regulations, procedures, codes, and policies concerning the rights, duties, and obligations of students, parents, and school personnel. No one has the right to interfere with the student's right to learn or the teacher's right to teach. If any particular kind of conduct has the effect of disrupting the order, discipline, safety, or educational atmosphere of the school, then the school has the right to regulate it. If the conduct is clearly unacceptable, the school has the right to regulate it without an advanced statement of policy regarding the particular conduct. Cooperation between the home and school will reduce misunderstanding and indifference which can undermine student success in the educational process. Emphasis is placed upon the right of all responsible students to accept the challenge to benefit from their educational program. The duty of the New Beginning School Foundation is to maintain an environment conducive to learning. The purpose of this handbook is to provide information which will aid in fostering orderliness in the school and to help balance the rights of students, parents, and school personnel. While the school is concerned with the welfare of the individual, it is also concerned with the welfare of the group by preserving the proper atmosphere for teaching and learning. The school ultimately seeks to provide a safe environment for its students and teachers. The Student/Parent Handbook is reviewed and revised during the spring semester of each school year. Any parent wishing to make suggestions or express concerns should contact his/her school principal or mail written suggestions to the following: Jessie Crais, Executive Assistant, New Beginnings School Foundation

2045 Lakeshore Drive  
CERM Building, Suite 415  
New Orleans, LA 70122  
Phone: (504) 280-2309 Fax: (504) 280-2312

Visit our website: <http://www.newbeginningsnola.net>

### PARENT'S RIGHT TO KNOW:

This is to notify parents that they may access the Louisiana Department of Education website <http://www.teachlouisiana.net> to find teacher certification information. Parents who do not have internet access may request the same information at the school(s) their children attend.

**Teacher Bill of Rights:** House Bill 672 (R.S. 17:416.18) Teacher Bill of Rights can be found on our website: <http://www.newbeginningsnola.net>

### GUIDE FOR PARENTS WITH QUESTIONS & GRIEVANCES

A parent is always welcome to "go to the top" with a question, but the most efficient way to get an answer is to ask the person closest to the problem. Please adhere to the following time-saving steps:

1. If the concern is about your child, call the school and make an appointment with the persons directly involved with the specific concern.
2. If the concern is about the school, call the school secretary who will either answer your questions or direct you to the principal for a direct answer or an appointment. Any parent or visitor is encouraged to visit the schools; however, he/she must report to the principal's office and upon arrival must verify who they are and the purpose of their visit. Noncompliance with school policy shall be considered trespassing, and trespassers will be subject to arrest.
3. If the concern is about the school system in general, call New Beginnings School Foundation. The phone number is 504-280-2309.

**Pierre A. Capdau Charter School Annual Compliance Commitment Form  
2016-2017  
A Compact for Student Success  
A Parent/Student/School/Teacher Agreement**

In 1999 Louisiana Legislature passed HB 1990 (Act 1004) that requires each elementary school student and their parents to annually sign a statement of compliance. Federal mandates for Title I also require a compact from students and parents.

All 4<sup>th</sup> & 8<sup>th</sup> grade students must score at least one Basic in the areas of English Language Arts and/or Math and at least Approaching Basic on the other.

School	Teacher	Parent	Student
1. Provide high quality curriculum and instruction aligned with Louisiana Content Standards and student performance expectation. 2. Provide and schedule parent conferences as needed and as requested by parent and/or teacher. 3. Report on an ongoing basis about child's progress (report cards, mid-six-weeks reports, etc.) 4. Provide opportunities for parental involvement (volunteer, participate, etc.) and assistance to parents to help child at home. 5. Provide a safe orderly environment in which children can learn. 6. Provide tutoring sessions for High Stake Testing for risk students. 7. Use federal funds to lower class size in K-4 <sup>th</sup> grades.  Signature: _____ School Administrator Date: _____	1. Provide rigorous activities and lessons aligned with Louisiana Content Standard and student performance expectations. 2. Provide high expectations for all students in an encouraging and supportive manner. 3. Provide a well disciplined and managed classroom so all students have the opportunity to learn. 4. Provide an open line of communication with parents. 5. Provide instruction on students' instructional level. 6. Provide for instruction to address individual learning styles.  Signature: _____ Teacher Date: _____	1. Make sure my child is punctual and attends school on a regular basis. 2. Supervise homework to ensure completion and study time. 3. Provide necessary materials my child needs for his/her success. 4. Keep an open line of communication with my child's teacher(s) including parent/teacher conferences, written communication, and phone contact. 5. Support teacher and school in maintaining a well-disciplined environment.  <b>Furthermore, I have received and read all policies, rules and general information contained in the 2016-2017 PIERRE A. CAPDAU CHARTER SCHOOL Student/Parent Handbook.</b>  Signature: _____ Parent Date: _____	1. Come to school on a regular basis. 2. Come to school prepared with materials needed and homework assignments completed. 3. Stay attentive and actively participate in classroom activities. 4. Follow school and classroom rules and regulations. 5. Respect classmates, teachers, administrators, and other school staff. 6. Be a positive role model for other students.  <b>Furthermore, I have received and reviewed the policies, rules, in the 2016-2017 PIERRE A. CAPDAU CHARTER SCHOOL Student/Parent Handbook. And agree to bring all the information to my parent(s) / guardian.</b>  Signature: _____ Student Date: _____

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_

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School	Teacher	Parent	Student
<p>8. Provide high quality curriculum and instruction aligned with Louisiana Content Standards and student performance expectation.</p> <p>9. Provide a minimum of one parent/teacher conference.</p> <p>10. Report on an ongoing basis about child's progress (report cards, mid-semester reports, etc.)</p> <p>11. Provide opportunities for parental involvement (volunteer, participate, etc.) and assistance to parents to help child at home.</p> <p>12. Provide a safe orderly environment in which children can learn.</p> <p>13. Provide for after-school and extended year tutoring sessions for HIGH STAKES TESTING of at-risk students.</p> <p>Signature: _____</p> <p>School Administrator Date: _____</p>	<p>7. Provide rigorous activities and lessons aligned with Louisiana Content Standard and student performance expectations.</p> <p>8. Provide high expectations for all students in an encouraging and supportive manner.</p> <p>9. Provide a well disciplined and managed classroom so all students have the opportunity to learn.</p> <p>10. Provide an open line of communication with parents.</p> <p>11. Provide instruction on students' instructional level.</p> <p>12. Provide for instruction to address individual learning styles.</p> <p>Signature: _____</p> <p>Teacher Date: _____</p>	<p>6. Make sure my child is punctual and attends school on a regular basis.</p> <p>7. Supervise homework to ensure completion and study time.</p> <p>8. Provide necessary materials my child needs for his/her success.</p> <p>9. Keep an open line of communication with my child's teacher(s) including parent/teacher conferences, written communication, and phone contact.</p> <p>10. Support teacher and school in maintaining a well-disciplined environment.</p> <p><b>Furthermore, I have received and read all policies, rules and general information contained in the 2016-2017 PIERRE A. CAPDAU CHARTER SCHOOL Student/Parent Handbook.</b></p> <p>Signature: _____</p> <p>Parent Date: _____</p>	<p>7. Come to school on a regular basis.</p> <p>8. Come to school prepared with materials needed and homework assignments completed.</p> <p>9. Stay attentive and actively participate in classroom activities.</p> <p>10. Follow school and classroom rules and regulations.</p> <p>11. Respect classmates, teachers, administrators, and other school staff.</p> <p>12. Be a positive role model for other students.</p> <p><b>Furthermore, I have received and reviewed the policies, rules, and 2016-2017 PIERRE A. CAPDAU CHARTER SCHOOL Student/Parent Handbook and agree to bring all the information to my parent(s) / guardian.</b></p> <p>Signature: _____</p> <p>Student Date: _____</p>

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_

### **Mission Statement**

Pierre A. Capdau Charter School is a community of learners in which academic achievement and personal growth are expected and are supported in a positive, inclusive and enriched environment.

### **Vision Statement**

Pierre A. Capdau Charter School will be an outstanding school that is characterized by its caring community of learners where everyone plays an important role in creating an inviting and engaging learning environment. As a result, students will have the knowledge and skills necessary to participate meaningfully in a global economy and multicultural society.

### **Goals**

- Our students will become strategic readers who read for a variety of purposes. They will construct, extend and examine meaning from what they read.
- Our students will become problem solvers who utilize math for a variety of purposes.
- Our students will clearly communicate what they know through writing.
- Our students will demonstrate good citizenship by showing respect, responsibility, preparedness, safety and being their personal best each day.

### **School Motto**

*"Where Learners take flight through Rigor, Relevance and Relationships."*

### **What is a Charter School?**

Charter schools are public schools run independently of the traditional public school system. These schools receive public funding and are held accountable by an agreement (a charter) with either the state or a local school district. All charter schools are tuition free and must be governed by a non-profit board; however, the non-profit board may elect to hire a for-profit education firm to manage its school.

Charter schools in Orleans Parish are chartered either by the state Board of Elementary and Secondary Education (BESE) or by the Orleans Parish School Board. Most BESE-approved charter schools are under the direct oversight of the RSD.

Charter schools that are part of the Recovery School District must be open to any student in Orleans Parish and may not select students based on their grades, past behavior or any other selective criteria. These schools must provide free transportation to students who live more than one mile from the school. These schools must be open to all students with special needs.

The specific rules governing charter schools established by the Orleans Parish School Board vary based on the individual agreement (or charter). In some cases, the schools have established selection criteria based on academic performance and/or behavior, while others have open enrollment policies.

### Grading Scale for Regular Courses

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

### ATTENDANCE

#### COMPULSORY ATTENDANCE AGES

Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the compulsory school attendance law.

Failure to abide by the compulsory school attendance law or continued misbehavior at school may result in a referral to Families in Need of Service (FINS) which is a state mandated program supervised by the 15th Judicial District Court. FINS attempts through contract, to help alleviate the problems that may be related to poor attendance or misbehavior at school. A breach of the FINS contract may result in a mandatory court session. Students in grades K through 5 who accumulate excessive absences will be referred to the Truancy Assessment and Service Center (TASC), a division of FINS. Truancy problems will be handled in a similar manner to that of FINS.

**Louisiana law provides that the parent or guardian of any child who is absent or tardy (unexcused) more than five times in a school semester may be prosecuted in a court of law. (Act 745 of 2008)**

Louisiana law provides that the attendance of all school pupils shall be checked each school day and at the beginning of each class period. No elementary or secondary student is permitted for any reason or reasons to absent himself during the school day upon his own authority.

If a child of compulsory school age was a resident of this parish when school opened and entered late without having attended another public school or private school during the current school session either in or out of the parish, a statement is needed from the parents or guardian giving reasons why the child has not been in school. If these reasons are not satisfactory, the matter shall be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper authority.

A student over the age of compulsory school attendance may be transferred from the school to adult education for disciplinary problems, including poor attendance, under RS 17:224.B.

#### ATTENDANCE POLICY

Attendance helps to foster an attitude of responsibility and is essential to the instructional program. A student not yet 18 years of age comes under Louisiana Law, Act 109 of 1964, LA RS 17:221, which states that the parent/guardian is responsible for the student's regular attendance in school and can be held accountable by the courts if a referral becomes necessary.

A student is considered to be in attendance when he/she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This includes students who are homebound, assigned to and participating in drug rehabilitation programs or participating in school-authorized field trips. A student is considered to be in attendance based on the following percentage of attendance at school during an instructional day: 25% or less than or equal to 50% (26% to 50%) = ½ day attendance; more than 50% (51% to 100%) = full day attendance.

The following are guidelines for absenteeism. All absences are classified as follows:

#### ***Non-Exempted, Excused Absence(s)***

*Absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.*

**Exempted Excused Absence(s)**

*Absences which are not considered for purpose of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. These are absence(s) with doctor’s excuse (returned within three days of absence), and/or other special reasons as authorized by the principal. An excused absence allows a student to make up work for the days missed.*

**Unexcused Absence(s)**

*Any absence(s) not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes for their own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.*

**Suspension**

*A non-exempted absence in which a student is allowed to make up his work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether or not a student may or may not be promoted, but is not considered for purpose of truancy. Students absent from school as a result of any suspension shall be counted as absent.*

All absences (Non-Exempted, Excused Absence(s), Unexcused and/or Suspension, Codes E, U, S ) are counted (Except Extenuating Circumstances) in carrying out the following state and parish guidelines for high school and elementary students. These absences are counted against the attendance criteria for school credit or promotion. Codes D and N do not count against the attendance criteria. (D) means doctor’s excuse and (N) means extenuating circumstances.

The only exception to the attendance regulation shall be the **enumerated extenuating circumstances** that are verified by the Supervisor of Child Welfare and Attendance:

**Extenuating Circumstances**

1. Extended personal, physical or emotional illness as verified by a physician or dentist.
2. Extended hospital stay as verified by a physician or dentist.
3. Extended recuperation from an accident as verified by a physician or dentist.
4. Extended contagious disease within a family as verified by a physician or dentist.
5. Observance of Special and recognized Holidays of the student’s own faith.
6. Military deployment/leave of parent.

The only other exception to the attendance regulation shall be other absences that are verified by the Principal or his/her designee as follows:

1. Prior school system approved travel for education.
2. Death in the family (not to exceed one week---i.e. death certificate or obituary).
3. Natural catastrophe and/or disaster.
4. Court ordered subpoenas and documented legal matters.
5. Absences due to school approved activity. Students shall be considered present and shall be given the opportunity to make up work.

For any other extenuating circumstances, the student’s parents or legal guardian must make a formal appeal with Pierre A. Capdau Charter School.

**THE STUDENT MUST BRING A WRITTEN EXCUSE TO THE PRINCIPAL OR HIS DESIGNEE IN ORDER TO OBTAIN AN ADMIT SLIP WHICH WILL INDICATE EXCUSED OR UNEXCUSED ABSENCE(S). ALL DOCUMENTATION OF EXCUSED AND UNEXCUSED ABSENCE(S) IS KEPT ON FILE AT THE SCHOOL LEVEL.**

**ALL EXCUSES SHALL BE WRITTEN BY A PARENT/GUARDIAN OR PHYSICIAN AND RETURNED TO THE PRINCIPAL OR HIS DESIGNEE WITHIN THREE (3) DAYS OF THE STUDENT’S RETURN TO SCHOOL. EXCUSES RETURNED AFTER THREE (3) DAYS ARE UNEXCUSED.**



### **Attendance Criteria**

All absences are counted in carrying out state and parish guidelines for high school and elementary students. High school students can miss no more than six (6) days in a semester course or twelve (12) days in a full year course to be eligible for credit. At the end of the semester or school year, the school will determine if credit is to be granted for semester/full year courses. Those students who have been denied credit will have the opportunity to appeal by appearing with their parent/guardian to Pierre A. Capdau Charter School within one week after the end of the first semester or two weeks after the end of the school year.

An elementary student can miss no more than twelve (12) days per year to be eligible for promotion. At the end of the school year, the school will determine if promotion is denied. Those students who have been denied promotion due to excessive absences will have the opportunity to appeal by appearing with their parent/guardian to Pierre A. Capdau Charter School. Appeals must be made within two weeks after the end of the school year.

This policy is intended to help you, the parent/guardian, give your child an opportunity to obtain the **best** education possible. If you have any questions, please call your school principal or the Child Welfare and Attendance office.

## **School Discipline Policy and Procedures**

### **Positive Behavioral Support**

Pierre A. Capdau Charter School 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 Able to follow directions. This Discipline Policy partners with the system-wide implementation of *Positive Behavior Support* to cultivate student academic and behavioral success.

Pierre A. Capdau Charter School 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.

The following Discipline Policy contains specific student conduct rules and identifies sanctions enforced when student misconduct result in the disruption of the educational process or infringement on the right of others. It applies to all Pierre A. Capdau Charter School students. The Board of Directors recognizes the necessity for a safe, orderly, and effective environment for learning. The philosophy of our program can be summarized as follows:

1. All children can behave appropriate
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) who 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. Discipline should be directed toward developing the skills necessary for young people to:

1. Cope with real situations
2. Develop good relationships with others
3. Become productive individuals
4. Recognize when their actions are interfering with the right of others
5. Recognize their rights within the limits of society
6. Internalize and choose appropriate behavioral responses

### **Philosophy of Discipline**

For the purpose of clarity throughout this Discipline Policy and Procedures, discipline refers to the behavior or orderly conduct of an individual. It is expected that each school campus will provide appropriate discipline in a safe environment in which all students have the right to learn, and educators have the right to teach, free from disruptions which interfere with the educational process. Each campus will promote:

1. Teaching and modeling of expected behaviors that promote personal responsibility and demonstrate self-discipline;
2. Discipline management which consists of fair and consistent enforcement of rules that ensure the safety, security and education of all members of the school community;
3. A sense of community, with mutual and self-respect shown by all;
4. A positive school climate in which teachers and administrators strive to share a positive rapport with students, parents, and the community; and
5. The democratic process and protection of the rights of individuals.

While every school is responsible to develop their school wide expectations, the Positive Behavior Intervention Support Specialist utilizes the Pierre A. Capdau Charter School education framework to guide student's thoughts and actions by promoting the 5 Student Expectations which are **Respect, Responsibility, Safe, Problem Solvers and Able to Follow Directions**.

### **Rights of Students**

The Responsibility for student conduct within the school rests with the parents and the students. With the cooperation of all persons, it will be possible to maintain an environment, which is safe, orderly, and conducive to learning. Therefore; it is necessary that parents and students understand the responsibilities.

### **Responsibilities of the School Community**

Each member of the school community has certain responsibilities if a positive learning environment is to be maintained. The following statements describe actions that contribute to a productive relationship among students, parents, administrators, and teachers. The actions listed in the student section are not to be interpreted as behavioral rules unless also included in the "Rules and Regulations, and Violations" section of the Discipline Policy.

### **EACH STUDENT has the responsibility to:**

1. Attend school daily except when ill or otherwise lawfully excused, and be on time for all classes.
2. Conduct themselves properly in the school building, on school grounds, to and from school, on buses and at bus stops, and at any school-related activity.
3. Pursue and master the curriculum of study developed by the school, the network and the State Department of Education.
4. Respect the rights and feelings of fellow students, parents, school personnel, visitors, and guest.
5. Be dressed and groomed as outlined by the dress code.
6. Cooperate with school staff in investigation of disciplinary cases and volunteer information, should he/she have knowledge relating to an offense.
7. Assist the school staff in operating a safe school.
8. Be prepared for each class with appropriate materials and assignments.
9. Respect the materials, equipment, and property of the school.
10. Comply with the acceptable use guidelines for computer on-line services.

### **PARENTS have the responsibility to:**

1. Provide for the physical, emotional and social needs of their child.
2. Teach their child to listen to teachers and other school personnel and obey the rules.
3. Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardiness to the school.
4. Encourage and lead their child to develop strong study habits at home.
5. Participate positively in parent-teacher conferences to discuss their child's school progress and welfare.
6. Keep informed of school policies, administrative decisions, and academic requirements of any school program.
7. Meet the financial obligations they have accepted.
8. Ensure that their child is appropriately attired at school and school-sponsored activities.

9. Discuss report cards and work assignments with their child and contact teachers when notified of unsatisfactory progress.
10. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
11. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
12. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school.
13. Submit a signed statement that they have received and read New Beginnings School Foundation.

**ADMINISTRATORS have the responsibility to:**

1. Implement a flexible curriculum that meets the needs of all students.
2. Provide appropriate support for teachers in dealing with student discipline problems.
3. Interpret and consistently enforce school rules, codes and policies.
4. Promote effective training and discipline based upon fair and impartial treatment of all students.
5. Encourage parents to keep in regular communication with the school, and encourage parental participation in required parent-teacher conferences.
6. Develop a cooperative working relationship among staff and students.
7. Assist students in learning mature self-discipline and internalize school rules.
8. Provide leadership for discipline and evaluation of the discipline management plan.
9. Ensure students' safety through maintenance of the school campus.
10. Serve as appropriate role models for students in accordance with the standards of the profession.
11. Encourage and acknowledge appropriate behavior of students.

**TEACHERS have the responsibility to:**

1. Use appropriate discipline management techniques.
2. Ensure good student discipline by regular attendance, promptness, and appropriate preparation.
3. Respect other individuals and their property.
4. Maintain the standards of conduct, dress and grooming established by New Beginnings School Foundation.
5. Comply with New Beginnings School Foundation and school policies, rules and directives.
6. Maintain an orderly classroom atmosphere conducive to learning.
7. Meet the standards of teaching performance established by the Network.
8. Establish an effective working relationship with parents, students, and other staff members.
9. Teach students to strive to develop and practice self-discipline and internalize school rules
10. Give praise to students when appropriate.
11. Encourage work habits that will lead to the accomplishment of both short-term and long-term goals.
12. Serve as appropriate role models for their students in accordance with the standards of the teaching profession.
13. Respect cultural differences within students.

Rules, Regulations, and Violations

The discipline within the school shall be under the supervision of the principal. The principal, along with the positive behavioral support coordinator and the interventionist, 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 or on the playgrounds of school, on the street or road while going to or returning from school, and during intermission or recess.

The procedure for dealing with disciplinary issues is as follows:

Children who have been subject to classroom level sanctions and are still uncooperative will be referred to the Interventionist. The referral should include a short specific description of the undesirable behavior or behaviors, the frequency of the behaviors, and the interventions attempted. The Interventionist will meet with the child to decipher the situation and determine the correct course of action. If deemed necessary, the interventionist 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 Interventionist options are as followed:

1. Determine appropriate consequences
2. Refer to the Counselor
3. Refer to the Dean of Students
4. Collaborate along with the PBS Coordinator to develop a Behavioral Intervention Plan

The interventions are then tracked and documented. In most cases, the undesirable behaviors will extinguish, however, in some cases more serious steps have to be taken. Those consequences include but are not limited to lunch detention (minute increments for lower grades), after-school detention, in school suspension, Saturday school, out of school suspension, and in the most severe cases expulsion.

Children with identified documented exceptionalities are referred to the Educational Diagnostician for an evaluation to determine if the misbehavior is a function of the exceptionality. Children without identified and documented exceptionalities, but who we suspect may indeed have an exceptionality that is affecting their behavior will be referred to the Educational Diagnostician for evaluation.

### Prohibited Conduct or Activities

Students are expected to attend all classes regularly and on time, complete all assignments, bring needed materials, return required school forms, conform to all class and school rules, and treat others with respect. Failure to act responsibly and to adhere to the standards of conduct and dress established in this Code will result in consequences. At school or school related activities, students are prohibited from:

1. loitering/being in the wrong or a restricted area;
2. running, pushing, littering, throwing objects (which is not part of a supervised activity), or cutting in line;
3. producing loud and unnecessary noises;
4. eating, drinking, or gum chewing in unauthorized areas;
5. taunting other students;
6. violating bus rules;
7. dishonesty or cheating;
8. using offensive language;
9. leaving school grounds without permission;
10. possessing certain prohibited articles such as radios/iPODS/cd players, electronic games, laser pointers, toys, etc. **Note:** toy guns and/or toy weapons used in a threatening manner will be a category II offense.
11. gambling;
12. engaging in improper physical or sexual conduct;
13. violating acceptable use guidelines or New Beginnings School Foundation Computer On-Line Services;
14. distributing or displaying unapproved material that could be offensive to others;
15. forging notes, passes, etc.;
16. insubordination (failing to comply with lawful directives by school personnel);
17. possessing or using tobacco;
18. acting disrespectfully to school personnel;
19. fighting (defined as mutual combat in which one person strives to overcome or injure another with motion of the limbs or body);
20. extortion, coercion, or blackmail;
21. bullying/cyber bullying/text messaging bullying including intimidation by name calling, ethnic or racial slurs, or derogatory statements that could disrupt the school program or incite violence;
22. truancy;
23. possessing or using fireworks, explosive devices, or any article that may be used as a weapon, but is not defined as an illegal weapon;
24. vandalism/criminal mischief;
25. theft;
26. making threats;
27. participating in prohibited organizations;
28. hazing;
29. using obscene gestures/intimidating others;
30. selling or trading of items other than those approved as fund raising projects;
31. engaging in disruptive activities;
32. trespassing;
33. altering or destroying school records;
34. possessing or using stink bombs;
35. unwarranted activation of emergency equipment or fire alarm;
36. engaging in sexual harassment/offensive verbal or physical sexual conduct;
37. any action which could cause injury or harm to another;
38. any conduct punishable as a misdemeanor;
39. engaging in conduct that contains the element of public lewdness or indecent exposure;
40. assaulting another person;
41. engaging in conduct punishable as a felony regardless of time and place;

42. selling, giving, or delivering to another person or possessing or using or being under the influence of marijuana, a controlled substance or a dangerous drug;
43. selling, giving, or delivering to another person an alcoholic beverage;
44. committing a serious act or offense while under the influence of alcohol, or possessing, using or being under the influence of an alcoholic beverage;
45. engaging in conduct that contains the elements of an offense relating to abusable glue or aerosol beverage;
46. engaging in the offense of retaliation against any school employee;
47. using, exhibiting or possessing or threatening to use or exhibit:
  - a. a firearm
  - b. a knife
  - c. a club
  - d. a prohibited weapon;
48. engaging in conduct that contains the elements of the offense of aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, criminal attempt to commit murder or capital murder, indecency with a child or aggravated kidnapping as defined by statutes;
49. engaging in conduct that contains the elements of criminal mischief as defined by statutes regardless of time and place;
50. engaging in any other conduct that disrupts the school or environment or educational process;
51. BB guns, pellet guns, paint ball guns are prohibited.

## Offenses to the Person

### **Weapons**

Students are prohibited from bringing weapons of any kind to school or any school-related activity.

Pierre A. Capdau Charter School will adhere to all provisions of state and federal laws concerning weapon-free school zones. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner. The possession or use of articles not generally considered weapons may be prohibited when, in the principal's or designee's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use.

A student shall not go onto the school premises or passenger transportation vehicle of the school with a weapon. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using or threatening to exhibit or use the firearm, explosive weapon, or illegal knife, or any other knife regardless of style or length of blade not approved by the principal.

### **Assaults**

A student commits an assault when he/she intentionally, knowingly, or recklessly causes bodily harm to another; intentionally or knowingly threatens another with imminent bodily injury; or intentionally or knowingly causes physical contact with another person when the student knows or should reasonably believe that the other person will regard the contact as offensive or provocative. A student further commits an assault if he/she intentionally, knowingly, recklessly, or with criminal negligence, engages in conduct that causes serious bodily injury, serious physical or mental deficiency or impairment, disfigurement, deformity, or bodily injury to a child. Students are prohibited from assaulting anyone on school property or at school sponsored or school-related activities. Students are also prohibited from assaulting any employee or volunteer in retaliation for or as a result of the person's employment or association and without regard to whether the assault occurs on or off school property.

### **Threats**

Students are prohibited from threatening another student or any other person associated with the school. A threat is defined as a statement, declaration, or other indication of intention to injure or harm another person or another person's property.

### **Sexual Harassment**

Sexual harassment or intimidation of any person by any other person(s) will not be tolerated on school property or at any school-related event. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, either verbal or physical, or any conduct or other offensive treatment which interferes with the rights of the other person to be free from conduct creating an intimidating, hostile, or otherwise offensive environment.

## **Rules Regarding General Conduct**

### **Gangs**

These organizations are composed wholly or in part of students of public schools and seek to perpetuate themselves by taking in additional members from the students enrolled in such schools on the basis of the decision of their membership, rather than upon the free choice of any student qualified by the rules of the school to fill the special aims of the organization.

Students are prohibited from pledging, joining, participating in any way, or soliciting any other person to join any fraternity, sorority, secret society, or gang. For the purpose of this Code, "gang" is defined as a group of people who form an allegiance for a common purpose and, collectively or individually, engage in violent, unlawful or criminal activity.

### **Hazing**

No student, with or without consent, shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Acts of hazing and failure to report known hazing or planned hazing can result in criminal penalties, as well as school discipline. Hazing means any intentional, knowing, or reckless act directed against a student occurring on or off the school property, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes but is not limited to any type of physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.

### **Extracurricular Standards of Behavior**

Students shall be informed of any extracurricular behavior standards at the beginning of each school year, or in the case of interscholastic athletics and marching band, at the time the students report for work out or practices that occur prior to the actual beginning of classes/ activities. Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Organizational standards of behavior of an extracurricular activity are independent of the Discipline Policy. Violations of these standards of behavior that are also violations of the Discipline Policy may result in independent disciplinary actions.

### **Student and Non-School Publications**

All publications edited, printed, or distributed in the name of or within one of the District's schools shall be under the control of the school administration.

### **Tobacco**

Use of tobacco products is recognized by medical authorities as a health hazard both to the user, and in some cases, to other individuals in the proximity of the user. Therefore, students are prohibited from using or possessing tobacco products on school premises during any school term or off school premises at a school related activity, function, or event.

### **Drug/Alcohol Use**

The possession and use of illicit drugs and possession and use of alcohol is illegal and harmful. No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function or event:

- any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- alcohol or any alcoholic beverage
- any glue, aerosol paint, or any other volatile chemical substance for inhalation
- any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs, including caffeine pills, and other over-the-counter stimulants and sedatives.

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

"Under the influence" means a student's faculties are impaired, but the student need not be legally intoxicated.

The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this rule.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule and the drug must be administered by the school nurse.

A student who violates this provision shall be subject to disciplinary action, which may include suspension or expulsion, referral for prosecution, and completion of an appropriate rehabilitation program.

### **Paging devices, Beepers, Cellular Phones and Other Forms of Electronic Communication**

Paging devices, beepers, cellular phones, and other electronic communication devices are not to be used during the instructional school day. *These devices must be turned in to the office and returned at the end of the instructional day. The device will be locked away for the duration of the day. Absolutely no using cameras or any other video device to record anything or anyone in the school building, on the playground, on the school bus, or on the school campus.*

Students in violation of these guidelines will have the item confiscated and only returned at the end of the regular school year unless the student's parent comes to the school to retrieve the device. If the student is caught violating this rule again the phone will not be returned for two weeks; it will remain secure and locked in the office until the 2week period has expired and a parent/guardian schedules a time to retrieve the device. A third violation of this rule will force the school to keep the phone until the end of the regular school year. (1<sup>st</sup> offense – parent must pick up the phone, 2<sup>nd</sup> offense – parent may pick up the phone after the two week period has expired; which will be noted on the student's discipline referral, 3<sup>rd</sup> offense – parent may pick up the phone at the end of the regular school year.)

### **Disruption of Classes or Lawful Assembly**

No person or group of persons acting in concert shall engage in disruptive activity or disrupt a lawful assembly on the campus or property of any public school.

Class disruption is prohibited. Class disruption is any behavior which violates the rules of a particular classroom or interferes with the teacher's ability to present material or the other students' ability to concentrate on the material or their assignments.

No student shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. No student or group of students shall willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school within the association, or any property leased or utilized by The Capital One New Beginnings Charter School Network.

## **STUDENT CODE OF CONDUCT**

Students violating Pierre A. Capdau Charter School rules of conduct at school or school-sponsored activities shall suffer the disciplinary consequences of their misbehavior. Pierre A. Capdau Charter School rules of conduct apply to all students on school property or at school-related activities except as noted. In general, discipline shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior. When imposing discipline, Pierre A. Capdau Charter School personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain a positive, safe environment.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. The following factors will be considered:
  - seriousness of the offense
  - student's age
  - frequency of misconduct
  - student's attitude
  - potential effect of the misconduct on school environment
3. Generally, academic sanctions shall not be used as discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions determined by the teacher may be imposed.
4. Police and other law enforcement authorities may be contacted in situations which appear to involve a violation of the law. Students may be subject to arrest, citations, fines or other sanctions imposed by law enforcement authorities.

The New Beginnings School Foundation Discipline Policy along with Pierre A. Capdau Charter School consists of three categories of misbehaviors and consequences. Each category has an increasing level of intervention designed to assist a student to develop the self-discipline skills that are necessary for responsible student conduct as well as for future functioning in the adult work place.

### **Category I Misbehaviors**

Category I misbehaviors are serious and warrant teacher intervention on the first incident.

Persistent Category I behavior (after 3) can be considered a Category II offense.

Intervention consists of working with a student at the first sign of trouble to promote positive behavior and self-discipline. Often early intervention or correction helps a student avoid further disciplinary actions.

Communication and cooperation are key elements for Category I interventions.

Common Category I misbehaviors include, but are not limited to, the following:

1. tardiness
2. nonconformity to classroom rules
3. loitering/being in wrong or restricted areas of the classroom
4. running, pushing, shoving, littering, throwing objects (which is not part of a supervised activity), or cutting in line
5. producing loud and unnecessary noises
6. eating, drinking, or gum chewing in unauthorized areas
7. taunting other students
8. failure to complete assignments, bring needed materials, or return school forms (progress report, report card, emergency care card, code of conduct attachment, etc.)
9. violating safety rules
10. violating bus rules
11. dishonesty or cheating
12. dress code violation
13. use of offensive language
14. unauthorized possession or use of certain prohibited articles such as paging devices, beepers, cellular phones, other electronic communication devices, radios/cassette players, iPods, electronic games, toys, lighters, matches, laser pointers, etc. Toy guns and/or toy weapons displayed and used in a threatening manner will be a category II offense.
15. gambling
16. class cutting

### **Category I Consequences**

Consequences of Category I misbehaviors include, but are not limited to, the following:

1. verbal reprimand/warning
2. student/teacher conference
3. in-classroom disciplinary action
4. teacher/parent conference
5. conference referral to a counselor
6. withdrawal of various student privileges (including bus riding, senior activities, computer on-line services, attendance or participation in extra-curricular activities)
7. detention with teacher
8. confiscation of prohibited article
9. other appropriate discipline management techniques in classroom

Repeated or persistent (after 3) violations of Category I misbehaviors may be considered as Category II misbehaviors.

### **Category II Misbehaviors**

Category II misbehaviors are more severe and/or more persistent than Category I misbehaviors. The student's conduct infringes upon the rights of other students or adults. The student's conduct negatively impacts the educational effectiveness of other students and the staff. The teacher who is working with the student shall refer the student to the interventionist in order that the parents are contacted to participate in a conference to review Category I interventions that have been attempted. The parent's cooperation will be required in changing the student's behavior, and to inform them of the serious consequences of persistent Category I misbehaviors.

Category II misbehaviors require automatic referral to the Interventionist who will determine appropriate course of action. Students who commit these infractions will be subject to a parent/teacher conference and three individual counseling sessions. In addition, the Positive Behavioral Intervention Support Specialist (PBIS) will execute an Intervention Plan. Parents will be required to attend weekly team meetings to assess their child's behavior until the team makes the determination that the behavior is under control. If parent does not report for conference the student will be placed on ISS (In School Suspension) and recess restriction until parent complies. Students will also attend conflict resolution groups for fighting offenses. Category II behaviors include but are not limited to the following;



Persistent Category II misbehavior becomes a category III offense.

1. repeated or combined Phase I misbehaviors
2. distributing or displaying unapproved material that could be offensive to others
3. forgery of notes, passes, etc.
4. insubordination (failing to comply with lawful directives by school personnel)
5. disrespect to school personnel
6. instigating arguments/fights
7. leaving classroom without permission
8. bullying, includes: intimidation by name calling, ethnic or racial slurs, or derogatory statements that could disrupt the school program or incite violence, cyber bullying and text messaging bullying
9. misbehavior on school bus
10. misbehavior at school sponsored event
11. misbehavior on field trip
12. disrespect to an adult staff member
13. use of obscene language
14. selling or trading of items other than those approved as fund raising projects
15. disruptive activities
16. engaging in behavior off campus and not at a school sponsored activity that is defined as a felony offense
17. violation of the acceptable use of technology resources as outlined in the student handbook
18. possession of BB guns, pellet guns, and/or paint ball guns
19. inappropriate physical or sexual contact
20. pornographic material brought to school.
21. verbal sexual assault

### Category II Consequences

Consequences of Category II misbehaviors include, but are not limited to, the following:

1. any Phase I consequence or combination of consequences
2. in-school suspension
3. out of school suspension
4. notification of outside agency and/or police with filing of charges when appropriate
5. behavior contract
6. student removal from class by teacher
7. behavior improvement program
8. counseling

### Category III Misbehaviors

Category III misbehaviors are of such severity that the student's presence disrupts or threatens the effectiveness of the school's environment. Common signs of Phase III misbehaviors include, but are not limited to, the following offenses committed on school property or within 300 feet of school property, or while attending a school sponsored or school related activity except as noted

1. Persistent Category II misbehavior becomes a category III offense.
2. possession or use of tobacco or tobacco products
3. fighting (defined as mutual combat in which one person strives to overcome or injure another with motion of the limbs or body)
4. engages in conduct that contains the offense of assault or terroristic threat
5. possesses, uses or is under the influence of marijuana or another controlled substance. **If such conduct is punishable as a felony, the proper law enforcement will be called.**
6. commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage. **If such conduct is punishable as a felony, the proper law enforcement will be called.**
7. engages in conduct that contains the element of an offense relating to an abusable volatile chemical
8. engages in conduct that contains the elements of public lewdness or indecent exposure
9. engages in conduct that contains the elements of retaliation against any school employee regardless of time or place
10. engages in conduct that contains the element of breaching computer security
11. use or possession of hacking software or any other software capable of causing harm

12. engages in conduct that contains the elements of assault against a New Beginnings School Foundation employee or a volunteer as a result of the person's employment or association and without regard to whether the conduct occurs on or off school property
13. engages in a second drug related offense during the school year, disrupting school or school related functions while under the influence of drugs or alcohol. Attending school under the influence of drugs other than prescribed by a doctor and/or alcohol or who have used or consumed drugs and /or alcohol which can alter their behavior.
14. extortion, coercion, blackmail, i.e., obtaining money or objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force
15. truancy/"skipping school"
16. possession of drug paraphernalia including, but not limited to pipes, roach clips, and/or rolling paper
17. possession or use of fireworks, explosive devices, or any article which may be used as a weapon or toy gun and/or toy weapon used in a threatening manner, but not defined as an illegal weapon according to Louisiana law including any knife not approved by the principal
18. vandalism
19. theft
20. threat
21. involvement with prohibited organizations (gangs, secret societies, etc.)
22. hazing
23. trespassing
24. altering or destroying school records
25. possession or use of stink bombs
26. unwarranted activation of emergency equipment or fire alarm
27. indecent exposure
28. sexual harassment (verbal or physical)
29. any action which could cause injury or harm to another
30. use, exhibition or possession of:
  1. a firearm
  2. a knife
  3. a club
  4. any foreign object intended or modified for use as a weapon
31. engaging in conduct that contains the elements of the offense of:
  - assault
  - sexual assault
  - verbal sexual assault
  - battery
  - arson
32. drug/look alike drug/alcohol violations-having, using, selling, buying, or giving away any drugs, look alike drugs or alcohol. If a student has a drug prescribed by a doctor, it must be kept in the nurse's office or main office.

### **Category III Consequences**

Consequences of Category III misbehaviors include, but are not limited to, any of the following:

1. emergency removal pending investigation
2. out-of-school: removed from school for and not less than (1) no more than (5) consecutive school days while the incident is being investigated. Parent will be notified as soon as possible by phone and in writing stating the reason for and the duration of the removal
3. permanent removal from the class of the teacher reporting the offense
4. withdrawal of various privileges (computer access)
5. referral to law: law enforcement personnel notified for appropriate action and in cases of major violations, school officials may press charges
6. investigation outcome may result in expulsion: removed from school for up to (2) calendar years. Students under expulsion are prohibited from being on school property or attending school related activities on or off school property.

### **SPECIAL PROVISIONS**

#### **Interrogations, Searches and Electronic Surveillance**

School authorities may search a student, or other possessions or property under their control, and may seize any prohibited, illegal or otherwise unlawful contraband, including weapons, discovered as a result of the search. Such searches may be conducted because there is probable cause or upon securing the student's voluntary consent.

## **Physical Restraint**

Any New Beginnings School Foundation employee may, within the scope of their duties, use and apply reasonable physical restraint to a student if the employee reasonably believes such restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury
2. Obtain possession of a weapon or other dangerous object
3. Protect property from serious damage
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures
5. To restrain an irrational student

## **Students Taken into Custody**

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student. The principal shall immediately notify the COO or designee and ordinarily shall notify the parent or guardian of the student.

## **In-School Suspension**

A special area in the school may be designated as the in-school suspension room (Behavioral Interventionist room) and supervised by the interventionist, administrator, or other designated staff member. In this setting, the student receives, to the extent possible and as determined by the teacher, assignments/instruction in each course with little or no opportunities for social interaction with peers. The intent of this disciplinary action is to deter student misbehavior, reduce incidences of school disruption, and provide students the best educational opportunities possible. The length of time for this action will be determined by the behavior interventionist in conjunction with the principal and the cooperation of the students.

## **Detention**

For minor infractions of the discipline policy or other policies and regulations, teachers may detain students after school hours and/or Saturday school. Before assigning students to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his or her version of the incident.

When detention is used, notice shall first be given to the student's parent or legal guardian to inform the parent of the reason for the detention and permit arrangements for the necessary transportation of the student. The student's parent or guardian, if the student is a minor, will be required to provide transportation when the student has been assigned to detention. If the student does not show up for Saturday school then the student will receive a one day suspension.

## **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.

## REMOVAL OF STUDENTS

### Campus Discipline Person

The campus discipline persons for each school are the principal and assistant principal in collaboration with the positive behavioral support coordinator. Duties include the authority to:

1. Assess and implement the campus discipline management program
2. Remove a student from campus for emergency reasons
3. Suspend a student for no more than five days for each separate disciplinary infraction.
4. Recommend a student for expulsion.

### Teacher Removals

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

1. A teacher may send a student to the principal's office in order to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques consistent with New Beginnings School Foundation Discipline Policy.
2. 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.
3. A teacher shall remove a student from class and send him/her to the principal and/or the interventionist when a student engages in conduct described under Category III of the Discipline Policy and Procedures. Consequences include discipline actions up to expulsion as deemed appropriate. The student may not be returned to that teacher's class unless the disciplinary review committee determines that such placement is the best and only alternative available.

### Emergency Removals

Students may be removed from regular classes or premises for non-disciplinary health, welfare, and safety reasons when the principal or behavior interventionist 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, another
4. individual's welfare, or the efficient operation of the school
5. Any student removed from school for a reason shown above who is in a condition that threatens,
6. his/her own welfare or the welfare of others, shall be released to the parents, the parents'
7. representative, or other proper authority, including, but not limited to, law enforcement officers and/or
8. 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.

### 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.

### Scholastic Penalties

If a student is suspended, the student's absence shall be considered an excused absence and the student is responsible to complete the assignments for the period of the suspension. Make-up work from a suspended student shall not be 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.

### 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 interventionist and/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 School Foundation 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. New Beginnings School Foundation
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 New Beginnings School Foundation 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 School Foundation will hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends.

### **Expulsion Appeal Policy**

The Recovery School District has redesigned our expulsion hearing and appeal process to better meet the needs of families. While all expulsion hearings for charter and direct-run schools will be handled by the Student Hearing Office, per state law, charter boards may choose to hear their own expulsion appeals.

If your school or CMO plans to use its own expulsion appeal policy, you are required to notify the Student Hearing Office. If you intend to conduct your own expulsion appeals, you must provide formal written notification by August 31, 2017. You should direct this notification to Charmain Carter via email at [hearingoffice@rsdla.net](mailto:hearingoffice@rsdla.net).

You must also provide documentation explaining your policy and process for handling expulsion appeals. This documentation is due to the RSD no later than September 14, 2017.

All expulsion appeal policies must include the following information:

- Timeline for submission of requests by parents/guardians and overall appeal timeline
- Contact information for board member(s) responsible for arranging appeals
- Location of appeal hearings
- Days and times when appeals will be heard
- Criteria for appeal

If the Student Hearing Office does not receive confirmation and documentation by the above dates, the RSD will conduct expulsion appeals for your students according to our policy and process for the entirety of academic year 2014-15.

We have included a copy of the RSD's expulsion appeal process in order to guide you in developing your own. The Student Hearing Office will review your plan and contact you if it requires further development. If you have any questions, please contact the Student Hearing Office at 504-373-6200 ext. 20041 or [hearingoffice@rsdla.net](mailto:hearingoffice@rsdla.net).

### **Student Dress Code**

Students shall observe modesty, appropriateness, and neatness in clothing and personal appearance. A student is not considered appropriately dressed if he/she is a disruptive influence or a distraction in class or at a school-sponsored or school-related activity because of the mode of dress or appearance. Any clothing, cosmetic contact lenses, hair, or style thereof shall not be worn, or allowed to be worn, at school or at school-sponsored or school-related activities if it is a disturbing or distracting influence in class or at school-sponsored or school-related activities and substantially interferes with the purposes of such classes or activities.

A parent/guardian or non-minor student has the opportunity to appeal the disposition of his or her expulsion hearing. **To request an appeal, the parent/guardian or non-minor student must submit their request in writing to the Recovery School District Student Hearing Office within five (5) business days of the hearing.**

Written appeal requests can be submitted electronically to hearingoffice@rsdla.net, by fax to 504-309-3647 or in person at the RSD central office. **Written requests must utilize the RSD Expulsion Request for Appeal Form.** Additional information or evidence may be attached.

In order to appeal an expulsion, a student must be enrolled in and regularly attending classes at their designated alternative education placement.

### **Appeal Process**

Within five (5) business days of submitting the RSD Expulsion Request for Appeal form, the parent/guardian or non-minor student will be contacted by the Student Hearing Office to schedule the appeal. Appeals will be conducted at the RSD central office during regular business hours.

Parent/guardian, student, and advocates are permitted to attend appeals. Witnesses will not be allowed to testify at the appeal. Expelling schools will be provided a copy of the completed RSD Expulsion Request for Appeal Form and notified if its input is needed. All evidence from the original hearing will be available for the appeal.

Appeals will be conducted by a designee of the RSD Superintendent.

### **Appeal Determination**

At the conclusion of the appeal, the parent/guardian or non-minor student will be provided a timeframe by which he or she will receive a written determination regarding the appeal.

*The finding of the appeal is final.*

### **Overtured Expulsions**

Should the finding of the RSD Hearing Officer be modified or over-turned, the RSD will convene a conference with all parties present (expelling school, student, and parent/guardian) to determine a placement for that student. Students whose expulsions are overturned have the right to return to their sending school. However, the student must continue attending their alternative education placement until the conference is completed.

### **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.

## **COMMUNICATION**

### **Communicating the Discipline Policy and Procedures**

At the beginning of each school year, parents will be issued copies of the Discipline Policy and Procedures. They will be expected to acknowledge receipt by signing and returning the accompanying statement. Students and teachers joining the school late will also receive copies. Campus personnel will explain and discuss the Discipline Policy with their students. Any changes in the code will be communicated to teachers at the beginning of each semester. They will be expected to explain and discuss the changes with their homeroom class. The principal of each campus is responsible for assessing the Discipline Policy and Procedures and recommending suggestions for necessary changes to The New Beginnings School Foundation.

### **Reporting to Local Law Enforcement**

The principal or a person designated by the principal shall notify the New Orleans Police

Department if the principal has reasonable grounds to believe that any of the following activities occur in school, on school property, or at a school-sponsored or school-related activity on or off school property, whether or not the activity is investigated by school security officers:

- deadly conduct
- a terroristic threat
- the use, sale or possession of a controlled substance, drug paraphernalia, or marijuana
- possession of a weapon
- any conduct that may constitute a criminal offense

A person making notification shall include the name and address of each student the person believes may have participated in the activity.

A person is not liable in civil damages for reporting in good faith as required by this section.

### **Reporting Drug Offenses**

All school employees are encouraged to report any drug or alcohol use. A teacher, school administrator, or school employee is not liable in civil damages for reporting to a school administrator or governmental authority, in the exercise of professional judgment within the scope of the teacher's, administrator's, or employee's duties, a student whom the teacher suspects of using, passing, or selling, on school property:

1. Marijuana or another controlled substance
2. An abusable glue or aerosol paint, or other volatile chemical if the substance is used or sold for the purpose of inhaling its fumes or vapors
3. An alcoholic beverage

In addition to disciplinary actions prescribed in the Discipline Policy, students who are suspected of violating The New Beginnings School Foundation drug/alcohol policy will be reported to a campus counselor for possible intervention.

### **Process for Crisis Intervention**

Crisis Intervention Plan is to outline a predetermined plan of action that may be used in response to emergencies, crisis, or disasters that occur within the school community. This plan reflects the actions required to minimize the loss of life and injury to persons and to property. The principal will be the planning coordinator of the School Crisis Team and will involve the necessary staff to accomplish the objectives as needed. Faculty responsibility for implementation of the plan will be expected in the event of a crisis.

The Crisis Intervention Plan includes the following:

1. Remove all parties from imminent danger
2. Isolate child/children and secure situation
3. Conduct Threat of Violence/Self Injurious Behavior Risk Determination
4. Contact Parents of all students involved
5. If student is determined to be a threat to oneself and/or others student will be referred to outside agency for further evaluation. Student will not be allowed back to school without a psychiatric evaluation.

**Each employee has a copy of the crisis intervention plan and a copy is in the main office.**

### **Student Dress Code**

Students shall observe modesty, appropriateness, and neatness in clothing and personal appearance. A student is not considered appropriately dressed if he/she is a disruptive influence or a distraction in class or at a school-sponsored or school-related activity because of the mode of dress or appearance. Any clothing, cosmetic contact lenses, hair, or style thereof shall not be worn, or allowed to be worn, at school or at school-sponsored or school-related activities if it is a disturbing or distracting influence in class or at school-sponsored or school-related activities and substantially interferes with the purposes of such classes or activities.

### **Acceptable Use of the Internet Policy**

Improper use of the internet (Myspace, Facebook, 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 School 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 School 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 School 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, Myspace) 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 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 School Foundation 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 School 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 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 School 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**

### **PUPIL RESPONSIBILITIES**

Proper student behavior is important. The distraction of the driver can contribute to accidents. Students and parents should be made aware of and abide by reasonable regulations to enhance safety. The consequences of unacceptable behavior should be clearly understood. The following procedures will protect the student's rights and maintain order on the bus:

1. Students must be aware that they are responsible for their actions and behavior.
2. Students must know what the rules and procedures are and abide by them.
3. Students must display proper respect for the rights and comfort of others.
4. Student should realize that school bus transportation can be denied if they do not conduct themselves properly. Student will not be allowed to ride a different bus while under suspension for their assigned bus.
5. Students should be aware that any driver distraction is potentially hazardous to their safety.

### **SCHOOL BUS CONDUCT**

1. Students must be on time at designated stop and must stay off the roadway at all times while waiting for the bus. Drivers will not wait for late students. Exceptions will be made for inclement weather.
2. Students must obey the driver.
3. Students must cross the road in front of the bus, never in the rear.
4. Be courteous to one another.
5. Help to keep the bus clean and sanitary. Anyone purposely damaging, cutting or breaking school property will be disciplined and be required to pay damages.
6. Avoid causing trouble by teasing, pulling hair, scuffling or using profane, obscene or abusive language.
7. Arms and head must be kept inside the bus windows at all times. Nothing is to be thrown out of windows.
8. There should be no moving around while the bus is in motion. If assigned to a seat by the driver, stay in that seat.
9. Loud talking will not be tolerated. Conversation in normal tones is permissible.
10. Obtain permission from the driver before opening windows when it is cold or raining.
11. The emergency door is to be used only in cases of an accident or emergency.
12. The middle aisle should not be blocked by students.
13. No student will be allowed to ride another bus other than the one to which they are normally assigned. Exceptions are as follows:
  - a. **SHORT TERM REQUESTS:** A written request must be presented to the driver before the child boards for an afternoon or overnight privilege. Drivers will have a copy of this form to file in their personal folder.

- b. **LONG TERM REQUESTS:** Parental requests for a child to be picked up and/or dropped off on a long term basis to a day care center, baby sitter or relative may be approved. The driver must be contacted first and a signed statement from parents must be obtained. If the bus driver's route is overcrowded, these special privileges will not be approved. Parents are to understand that if a new student(s) moves to the driver's regular route; this special privilege may be revoked. Parents will have to find other means to meet these needs. Drivers are not to change routes for either of these special privileges. **Forms are available at the Transportation Department.**
14. Bus drivers are permitted to make reasonable rules for the safe and proper operation of buses.
  15. The following items are not allowed on the bus: alcohol, drugs, pets, beverage bottles or cans, glass objects (except eye-glasses), radio, ear phones, weapons, tobacco, matches, cigarette lighter, or obscene materials.
  16. Objects too large to be held in the student's lap or placed under the bus seat will not be allowed on the bus.
  17. Students will obey all school rules while on field trips or school-related activities.
  18. Students do not have permission to wander on or off the campus upon arrival in the morning or upon dismissal in the afternoon without permission from the principal.

**ANY VIOLATION OF ANY OF THE ABOVE RULES AND REGULATIONS MAY BE REASON FOR DISCIPLINARY ACTION.**

**Interrogations, Searches and Electronic Surveillance**

School authorities may search a student, or other possessions or property under their control, and may seize any prohibited, illegal or otherwise unlawful contraband, including weapons, discovered as a result of the search. Such searches may be conducted because there is probable cause or upon securing the student's voluntary consent.

**Anti-Discrimination Policy**

*Pierre A. Capdau has a policy prohibiting discrimination against students or employees in programs, employment or assignments because of race, color, religion, disability or national origin.*

**SCHOOL BREAKFAST AND LUNCH POLICIES**

**Overview of the Programs** – Students are provided with meals in accordance with the provisions of the National Child Nutrition Act. Breakfast and lunch are offered to students at schools in New Beginnings School Foundation. The nutritional goal of the school lunch program is to provide one-third of the Recommended Dietary Allowance (RDA) for children of each age/grade group. Breakfast will meet approximately one-fifth of nutritional needs. It is the policy of the New Beginnings School Foundation Food Services Department to attempt to serve the highest quality meals at the lowest possible charge to the student. The menus are planned with consideration given to food preferences by students, federal and state regulations of the School Breakfast and Lunch Programs, and the availability of USDA commodities.

**Free and Reduced Price Meals** – The Free and Reduced Meal Program is available to families as set forth by federal and state policy which mandates that nutritious meals be available to students at schools regardless of the family's ability to pay. Students are supplied with a free/reduced meal application on the first day of school. If eligibility is determined by direct certifications, parents will be notified as to eligibility on the first day of school.

**Collection Procedures For Meals** – Meal payments are collected by cafeteria personnel at individual schools. Questions concerning meal payments can best be answered by contacting the school's cafeteria manager.

**STUDENT HEALTH SERVICES**

A school nurse is available from 8 a.m. – 9 a.m. every school day at the central office, at 2045 Lakeshore Drive, CERM Building, Suite 415, New Orleans, LA 70122. The phone number is 504-280-2309.

**IMMUNIZATION POLICY** – Statute LA R. S. 17:170, GBRAA, JGCCA

1. All students entering school for the first time shall present evidence of completed immunization records.
2. All students entering the sixth grade shall present evidence of age appropriate up-to-date immunizations.
3. All students entering the sixth grade, or eleven year olds in any other grade, must provide proof of meningitis vaccination.

Exceptions to this requirement will be accepted only through a written statement by the physician or written dissent. These immunizations records shall be obtained from the state health unit system or a private physician.

**MEDICATION POLICY** – Statute LA R. S. 17:436.1, JGCD

*No student shall be permitted to take medication while at school or at extra-curricular activities unless a Medication Administration Form has been completed by the parent and physician. This form must be reviewed and signed by the school nurse prior to taking the medication. Refer to Section on Drug Alcohol/Related Issues.*

**VISION AND HEARING SCREENING PROGRAM** – Bulletin 1508, Section II

Screenings are conducted each year from October through January in grades K, 1, 3, 5, 7, 9 and 11. Referrals can be made by any teacher regardless of grade if a problem is suspected at any time of the year.

**SCOLIOSIS SCREENING PROGRAM** – Scoliosis screening is conducted for all fifth and seventh grade students during the spring session. If a concern arises, any student may be screened for this problem.

**PRE-KINDERGARTEN/KINDERGARTEN REGISTRATION** – Pre-Kindergarten/Kindergarten registration is conducted at all elementary schools in the parish in the spring of the year. Memos will be sent to each elementary school with the date(s) for registration.

**HEALTH ISSUES** – Any documented medical condition and/or symptoms that may indicate a medical problem should be reported to the school nurse. Other concerns (e.g. personal hygiene) which may present a health issue can also be reported to the school nurse for intervention.

**COMMUNICABLE DISEASE CONTROL POLICY** – GBRAA, JGCCA

When reliable evidence or information from a public health officer or physician confirms that a student or employee is known to have a communicable disease or infection that is known not to be spread by casual contact (e.g. Human Immunodeficiency Virus, AIDS, and Hepatitis B), the decision as to whether the affected person will remain in the school or employment setting will be addressed on a case by case basis by a review panel to ensure due process. Communicable disease spread by casual contact (e.g. impetigo, scabies, ringworm) will be assessed by a school nurse and referred to parent for assessment by physician.

**POTENTIALLY CONTAGIOUS ILLNESS** – Students who are vomiting, have diarrhea (2 or more watery stools) or running fever of 100 F (orally) or higher will be sent home from school. Students are not readmitted to school until they are symptom free for 24 hours from the onset of symptoms. Any student who becomes ill at home must not attend school until the student is free from fever, diarrhea or vomiting for 24 hours.

**LICE POLICY** – JGC, JGF,

Any student excluded from school for lice infestation shall have excused absences not to exceed three days (per occurrence). Written authorization from school nurses will be required to return to school.

#### **AVAILABILITY OF STUDENT RECORDS**

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that “all pertinent academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, legal guardians, and school officials.” The act also states that schools must provide parents of students the opportunity to inspect these records and challenge any records that may be misleading, inaccurate, or otherwise inappropriate. LA RS 9:351 states in part “Notwithstanding any provision of law to the contrary, access to student records shall not be denied to a parent solely because he is not the child’s custodial or domiciliary parent.” The school may charge a fee for the copying of records.

NOTE: RS 17:416 B (3) (c) states in part .....”any student who has been suspended and/or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide to any public school or school system in the state to which the student is seeking admission information on the dates of any suspensions and/or expulsions and the reason or reasons for which the student was suspended and/or expelled. Additionally, the transfer of a student’s records by any public school or school system in the state to any other public or nonpublic school or school system shall include information on the dates of any suspensions and/or expulsions and the reason or reasons for which the student was suspended and/or expelled.”

#### **Monthly Board of Directors Meetings**

The New Beginnings Schools Foundation meets on the third Thursday of each month. Meeting dates and locations are subject to change. Changes will be posted on the charter network’s website <http://newbeginningsnola.net/apps/events/>.

#### **Miscellaneous**

#### **UNPAID FEES AND OTHER DEBTS**

Every student shall be accountable for unpaid fees or debts owed to the school for such things as, but not limited to lost textbooks, library books, unpaid lunch money, school pictures, locker fees, student i.d. fees, fundraiser money/products not returned, etc. by denying participation in non-academic activities, including graduation ceremonies. Principals are encouraged to contact parents for cooperation in clearing debts. Should attempts to clear any debt through parental contact not be successful, the school may take the above mentioned steps or combination thereof to insure payment of unpaid debts, as well as appropriate legal action against an adult student or the parent/guardian of a minor student.

#### **EMERGENCY DISMISSAL PROCEDURE**

In times of emergency, (i.e. inclement weather, electrical failure), parents are asked to monitor the local media, specifically KATC Channel 3 and KLFY Channel 10 for more information. In order to keep phone lines open, please **do not call the school**.

## **ASBESTOS MANAGEMENT PLAN**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the New Beginnings School Foundation contracted an accredited Management Planner to develop an **Asbestos Management Plan** for each school in the parish and submit to the Department of Environmental Quality. All provisions required to be included in a management plan are part of this plan, as well as any information that has been revised to bring the plan up-to-date. The New Beginnings School Foundation maintains and updates the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. **A copy of this school's Management Plan is on file in the administrative office and is available without cost or restriction, for inspection during regular school hours.**

### **Pierre A. Capdau Charter School Parental Involvement Policy**

Pierre A. Capdau Charter School recognizes that in order for students to succeed in school and later in life, schools, families, and the community must work together. Pierre A. Capdau Charter School aggressively seeks effective partnerships between families, the schools and the community. Research shows that when each of these entities is involved in children's education, their attitude, behavior and achievement is positively enhanced. Providing the children of Pierre A. Capdau Charter School equal access to a quality education is our top priority. At the start of each school year a school-parent compact which outlines how the school, the teacher, the parent and the student will share in the responsibility for improved student achievement is signed, binding the commitment by all involved. Parent involvement is the interaction between schools and families and the degree to which families are engaged in the educational lives of their children. It is relationships built on mutual trust and meaningful two-way communication. Parent refers to any caregiver who assumes responsibility for nurturing and supporting children, including grandparents, aunts, uncles, foster parents, stepparents, etc. Title 1 of the Elementary and Secondary Education Act (ESEA) of 1965 addresses the educational challenges facing high-poverty communities. The federal Title 1 program was designed to ensure that all students have a fair and significant opportunity to obtain a high quality education and, at a minimum, reach proficiency on challenging state academic achievement standards and assessments. Presently, when most people refer to Title 1, they are actually talking about Title 1, Part A of the No Child Left Behind Act of 2001 (NCLB). Part A, Improving the Academic Achievement of the Disadvantaged Program, is one of the most well-known parts of federal education law. This law is based on four principles that provide a framework through which families, educators and communities can work together to improve teaching and learning. These principles are: accountability for results, local control and flexibility, expanded parental choice, and effective and successful programs.