2. About this Handbook

Purpose of the Handbook

The Student-Parent handbook exists to provide you with essential information about Algiers Charter’s policies and procedures as they pertain to your child’s enrollment at an Algiers Charter school.

Future Revisions

Algiers Charter is constantly in the process of revising and improving its policies and procedures and may decide to change those contained in this handbook over time. If any provision in this Student-Parent Handbook is modified or found to be invalid, such a finding will only invalidate that particular provision and will not invalidate the entire Student-Parent Handbook. This Student-Parent Handbook replaces and supersedes any and all other or previous Algiers Charter Student-Parent Handbooks and any other Algiers Charter policies whether written or oral.

3. Mission Statement

The mission of Algiers Charter School Association is To Deliver and To Support Education Excellence in Algiers.

Algiers Charter School Association (Algiers Charter) is the largest Charter Management Organization in the Central serving 4,200 students in six schools grades Pre-K – 12th grade.

4. Educational Philosophy

The LEIC (pronounced “like”) Paradigm is a dynamic framework that encompasses Algiers Charter’s core values and strategic priorities. Each component – Leadership, Excellence, Inquiry and Community – stands alone as an essential element of Algiers Charter’s approach to education while simultaneously reinforcing and supporting each of the other elements.

In terms of Algiers Charter schools this means that you will find an autonomous leader who has the authority to be effective and who is held accountable for his/her actions. You will also encounter a commitment to excellence that embodies rigor in the classroom and conscientious execution everywhere else in the school building and you will find a focus on data to ensure that actions are intentional and based on information not anecdote. All of this is underscored by Algiers Charter’s community focus both in building the home-to-school connection for individual students and in working citizens in the community to turn them into leaders of their own destiny as well as supporters of the school experience.

Algiers Charter has seven operating principles that it sees as the guideposts for day-to-day activity by members of the Algiers Charter staff. The seven items are listed below and next to each in parenthesis is the LEIC paradigm component to which the principal is connected.

• Give. Give. Give. Ask. (Community)
• Default to the Doer. (Community)
• Maximize Transparency. (Inquiry)
• Engage in Productive Conflict (Inquiry)
• Plan. Do. Review. Learn. (Inquiry)
• Maximize Effectiveness, Efficiency, and Excellence (Excellence)
• Solutions Start with People and End with Systems (Leadership)

Please visit our website for the latest news and information!
B. ALGIERS CHARTER LEADERSHIP & CONTACTS DIRECTORY

1. Algiers Charter Board Members
   - John Edwards – President
   - Nicole Sheppard – Vice-President
   - James Henderson, Jr. – Treasurer
   - Colin Brooks
   - Joseph Hugg
   - Stephanie Bridges

2. Algiers Charter Leadership
   - Adrian Morgan, Chief Executive Officer
   - Tess Bradford, Chief Operating Officer

3. Schools in our Network
   A System of Schools

Serving over 4200 students, the Algiers Charter School Association (Algiers Charter) is a unique organization within the New Orleans education reform landscape with widespread community presence and the capacity to effect change. Founded in 2005 by a nonprofit board comprised of members from the Orleans Parish School Board

List of Schools

- Martin Behrman Charter Academy for Creative Arts and Sciences
  - Martin Behrman Charter Academy for Creative Arts and Sciences provides an opportunity for families to attend a rigorous elementary school committed to fully integrating the arts and sciences in the classroom and lives of their students.
  - Phone: (504) 302-7090

- Dwight D. Eisenhower Academy of Global Studies
  - Dwight D. Eisenhower Academy of Global Studies offers a curriculum infused with a global perspective that helps students to accept, appreciate and learn from diversity
  - Phone: (504) 302-7109

- William J. Fischer Accelerated Academy
  - William J. Fischer Accelerated Academy works with parents and the community to foster each child’s full potential, build each child’s self-esteem, and empower each child to become a responsible, respectful and contributing citizen.
  - Phone: (504) 302-7114

- McDonogh #32
  - McDonogh # 32 Literacy Charter School offers a focus on literacy and digital media and seeks to prepare students for a rigorous high school curriculum.
  - Phone: (504) 302-7144

- L.B. Landry-O.P. Walker College and Career Preparatory High School
  - Landry-Walker High School is the largest open enrollment high school in the city of New Orleans and is committed to providing every student with an education that will prepare them for college and career.
  - Phone: (504) 302-7170

and neighborhood representatives, Algiers Charter provided the first educational options for families returning to Algiers and the wider New Orleans community after Hurricane Katrina. Algiers Charter is the largest charter management organization in Louisiana, serving 4,190 children from Pre-Kindergarten through 12th grade across six schools. Algiers Charter schools serve a high-risk population with over 90% of families qualifying for free or reduced price lunch, 16% of the students are special needs learners, 7% are dual language learners, and one in five of Algiers Charter’s 9th grade students are overage.

In contrast to other charter management groups within Orleans Parish, all six of Algiers Charter’s campuses are within the same geographic community (i.e., Algiers) making Algiers Charter one of the few geo-centric charter management organizations nationwide and the only one in Orleans Parish. As a result, approximately half of the students in Algiers who attend public school do so at an Algiers Charter campus.
4. Important Dates

School Holidays/Vacations

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17</td>
<td>First Day of School</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day</td>
</tr>
<tr>
<td>October 16-19</td>
<td>Fall Break</td>
</tr>
<tr>
<td>November 23-27</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 21-January 1</td>
<td>Christmas Break</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Day</td>
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<tr>
<td>February 8-12</td>
<td>Mardi Gras Break</td>
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<tr>
<td>March 25-April 1</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 26</td>
<td>Last Day of School</td>
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</tbody>
</table>

Bad Weather / Hurricane Days

In the event that schools must be closed due to severe weather, the announcement of such closing will be made on local television and radio stations as well as on the Algiers Charter website. The Chief Executive Officer will release this information to the stations early enough in the morning to alert parents of the school closing prior to children leaving home for school.

5. School Support Center Contact List

<table>
<thead>
<tr>
<th>School Support Center Directory</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>504-302-7001</td>
</tr>
<tr>
<td>Academics</td>
<td>504-302-7022</td>
</tr>
<tr>
<td>Exceptional Student Services</td>
<td>504-302-7047</td>
</tr>
<tr>
<td>Student Appraisal and Social Work</td>
<td>504-302-7038</td>
</tr>
<tr>
<td>Health Services</td>
<td>504-302-7057</td>
</tr>
<tr>
<td>External Relations</td>
<td>504-302-7205</td>
</tr>
<tr>
<td>Athletics</td>
<td>504-302-7074</td>
</tr>
</tbody>
</table>

Directory of School Services

| Tooth Bus                          | 504-342-7874          |
| Healthy Start                      | 504-658-2500          |
| New Orleans Health Department      | 504-658-4000          |
| Metropolitan Behavioral Health Clinic | 504-568-3130    |
| Child Protection Hotline           | 1-866-452-5437        |
| Poison Control                     | 1-800-222-1222        |
| GNO Shots Bus                      | 504-733-3268          |
| Metropolitan Human Services        | 504-599-0245          |
| National Runaway Switchboard       | 1-800-786-2929        |
| Metropolitan Center for Women      | 504-837-5400          |
| Unity of Greater New Orleans       | 504-269-2069          |
| Louisiana Children’s Health Insurance Program(LaCHIP) | 1-888-342-6207    |
SECTION II: GENERAL STUDENT AFFAIRS

A. ENROLLMENT AND REGISTRATION

1. Enrollment Information

One-App Application Process

If you wish to enroll your child into one of Algiers Charter’s charter schools, please visit www.enrollnola.org for complete instructions and procedures.

To register a student please visit enrollnola.org or contact 877-343-4773

OneApp Enrollment Resources

Family Resource Center

http://enrollnola.org/family-resource-centers/

New Orleans Parents’ Guide

http://www.NOPG.org/

LA School Finder

http://www.laschoolfinder.org/

Required Documentation

Required documents for enrollment are as follows:

a. Two forms of proof of residence in Orleans Parish such as a current telephone bill, utility bill, or lease agreement.
b. An original or a certified copy of the child’s birth certificate.
c. Child’s current immunization records.
d. Child’s social security card.
e. Copy of last report card (if applicable)
f. Withdrawal and transcripts form from previous school (if applicable)
g. LEAP scores (if applicable)
h. Individual Education Plan/504 Plan (if applicable)
2. Admission of First-time Students

Admission of Pre-Kindergarten - 1st Grade

Admission to Pre-kindergarten - A child must be at least four years of age on or before September 30 of the current school year.

Admission to Kindergarten - A child must be five years of age on or before September 30th to enroll in Kindergarten.

Admission to 1st Grade - A child may be enrolled in the first grade if he/she is at least six years of age on or before September 30 of the calendar year in which the school year begins.

Admission to Special Education programs - At a school maintaining a special education program for students age 3 to 5, a child with a disability, must be at least three years of age on or before September 30 of the current school year.

3. Continued Enrollment, Transfers and Withdrawals

Returning to Current School

If you wish for your child to return to his/her current school, no action is required on your part. Your child is guaranteed a seat if you choose to return. Please note:

- If you submit an application with alternate school choices, you are indicating that you would rather your child attend one of these schools than his/her current school.

- If your child receives an assignment to a school listed on his/her application, you will lose the guarantee to return to your current school.

School Transfer

Parents may request assignment of their child to a different school. Parental choice transfer requests may be denied on the basis of the student’s record, for lack of timeliness in filing the request, or for lack of space. Spaces available for parental choice transfers may be calculated based upon school capacity, class size, projected enrollment, and growth. Slots may be filled by lottery.

Program Transfer

A student may apply to attend another Algiers Charter school in order to attend a specific career or educational program, if the program is not offered at the school at which the student is enrolled. Such requests are dependent on space available at the desired school. A transfer may also be disapproved for low grades, discipline or safety issues, excessive tardiness or absences, or timing of request.

Withdrawal for Non-Residence

The Algiers Charter may withdraw any student who ceases to be a resident of Orleans Parish.
B. ATTENDANCE POLICIES AND PROCEDURES

1. Attendance Policy

Compulsory Attendance Law

Louisiana Revised Statute 17:221 requires that every parent/legal guardian residing within Orleans Parish, having control or charge of any child from that child’s seventh (7) birthday until his/her eighteenth (18) birthday, shall send such child to a public or private day school, or have him/her enrolled in an approved home study program, unless the child graduates from high school prior to his/her eighteenth (18) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be subject to compulsory attendance provisions. Every parent/legal guardian responsible for sending a child to a public or private day school under provisions of this section shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the Algiers Charter School Association.

A child between the ages of seventeen (17) and eighteen (18) may withdraw from school prior to graduation with the written consent of the parent/legal guardian. A parent/legal guardian who has given written consent for a child under his/her control or charge to withdraw from school prior to graduation shall not be subject to the penalty provided for a violation of the Compulsory Attendance Law. An exit interview shall be conducted with the student and his parent, tutor or legal guardian.

Marriage of minors under the age of eighteen (18) years results in their emancipation; hence there is no person in charge or control of them and no method or procedure by which their attendance in school can be compelled.

Algiers Charter Attendance Policy

Algiers Charter School Association recognizes that academic success depends on the students’ willingness to be faithful in attendance. Regular attendance can be assumed to be essential for a student’s successful progress in the instructional program. A student is considered to be in attendance when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, or participating in school-approved field trips or other school approved activities.

- Half-day attendance - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student’s instructional day.

- Whole-day attendance - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student’s instructional day.

Types of Absences

The days absent for elementary and secondary school students shall include excused, unexcused absences and suspensions.

A. Excused Absences - absences which are not considered for purposes 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.

B. Unexcused Absence - any absence 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 or for their 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.

C. Suspension - an absence in which a student is allowed to make up his/her 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 purposes of truancy. Students
absent from school as a result of any suspension shall be counted as absent. SB-223 ACT 240

Excused and Unexcused Absences

The only exception to the attendance regulation shall be the enumerated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance. Students shall be temporarily excused from the attendance regulation for the following reasons:

1. **Excused**: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance and education, quarantine, required court appearances, incarceration, approved field trip, “Student to Work” Day, suspension, approved college visits, approved cooperative work class, visiting a parent returning for leave from active overseas duty in the armed forces.

2. **Unexcused**: An absence, tardiness or early departure may be unexcused if the reasons do not fall in the categories mentioned above, such as: lack of required immunization, family vacation, babysitting, unlawful employment, participating in demonstrations, kept home by a parent, no transportation, improper pickup by parent, missed bus, violations of dress code or lack of clothing, truancy, obtaining learner’s permit or driver’s license, oversleeping.

Reporting an Absence

Parents may call the school’s front office directly to report an absence.

Excusing an Absence

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student’s return to classes, stating the reason for the student’s absence from school. A doctor’s, dentist’s or nurse practitioner’s written statement of student’s incapacity to attend school is acceptable. All make-up work should be completed and handed in within a reasonable time.

Attendance for Credit

Students attending a school which is operating on a semester basis may not accumulate more than five unexcused absences in a semester. LRS 17:221

Disciplinary Consequences for Absences

Individual schools will develop procedures for addressing excessive absences and tardies and will implement appropriate systems for notification to parents/guardians. Consequences for unexcused absences, tardiness, and early departures may include but are not limited to, detention, in school suspension and denial of participation in interscholastic sports and extracurricular activities. Parents/guardians will be notified at periodic intervals to discuss their child’s absences, tardiness or early departures and the importance of class attendance and appropriate interventions.

Excessive Absences Intervention

The school staff will be responsible for notifying the parent/guardian for a student who is absent, tardy or departs early without proper excuse. If it is deemed necessary by school officials, or if requested by the parent/guardian, a conference shall be scheduled between the parent/guardian and appropriate personnel in order to address the student’s attendance. The student may also be asked to attend this conference in order to address appropriate intervention strategies.

In order to intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated school personnel will pursue the following:

a. Identify the root causes of the pattern.
b. Contact the school staff member most closely associated with the root causes.
c. Discuss strategies to directly intervene with specific pattern(s).
d. Recommend intervention to the Principal or his/her designee if it relates to change in Algiers Charter policy or procedure.
e. Implement changes, as approved by appropriate administration.
f. Monitor and report short and long term effects of intervention.
Truancy Information

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 these provisions.

Every parent, tutor, or other person responsible for sending a child to a public or private day school shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board.

The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

A student shall be considered habitually absent or habitually tardy after the fifth unexcused absence or fifth unexcused occurrence of being tardy, check-in or check-out within any school semester.

Any student who is a juvenile and is habitually absent from school or is habitually tardy shall be reported to the family or juvenile court of the parish as a truant child, there to be dealt with in such a manner as the court may determine.

Whoever violates the law shall be fined not less than twenty-five dollars and not more than two hundred fifty dollars for each offense, or imprisoned for not more than thirty days, or both.

The court shall impose a minimum condition of probation, which may include:

- That the parent or legal custodian participate in forty hours of school or community service activities.
- A combination of forty hours of school or community service and attendance in parenting classes.
- Family counseling sessions or programs approved by the court having jurisdiction, as applicable.
- Suspension of any state-issued recreational license.

When a student is absent a valid excuse must be submitted to the school within five days upon the student's return to school.

Withdrawal for Non-Attendance

The district may initiate withdrawal of a student for nonattendance under the following conditions:

1. The student has been absent 20 consecutive school days.
2. Repeated efforts by the school to locate the student have been unsuccessful.

Algiers Charter Tardy Policy

The Algiers Charter Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of Algiers Charter’s standard of excellence, which prepares students for success. During the first two weeks of school teachers will review the policies with students and families.

Students are marked present and on time when he/she is in their assigned seat before the tardy bell. A student who arrives after the scheduled bell time will be marked tardy. Schools may initiate their own tardy policies and procedures, including but not limited to detention and Saturday school.

C. ARRIVAL AND DISMISSAL PROCEDURES

1. Start Times and Bell Schedules

   School-Based Start and-End Times

Students are expected to arrive to school on time every day. Unless they are taking part in a school-sanctioned extra curricular activity, students are expected to leave campus immediately after the dismissal bell. (moved from other section) Parents who transport their children after school should arrive promptly at dismissal time. In case of emergency the school office should be notified.
2. Arrival Procedures

Parent Drop Offs
Schools will provide detailed information to parents within the first three days of school regarding school drop-off and pickup times. Parents are required to follow the procedures and traffic patterns as prescribed by their respective school site. Parents may not drop off their child before the approved time.

Student Walkers
All walkers must enter and exit school grounds as prescribed by their respective school site. Students walking to and from school are not permitted to remain on campus beyond the school day unless he or she is taking part in an approved extra-curricular activity. Students arriving to and from school must be respectful at all time of neighboring property and public as defined in the Student Code of Conduct.

Student Drivers
High school students may be permitted to drive vehicles to school and to park on campus subject to guidelines and regulations published by the school. This privilege may be suspended or terminated by the school administration if it is abused. Racing carts, go-carts, and motor bikes or scooters are prohibited and may not be driven on school property at any time.

3. Late Arrival Procedures

Arriving After the Tardy Bell
Any student arriving to school after the tardy bell must report to the School Office to sign-in. Any student failing to report to school will be subject to disciplinary action. A K-8 Student who arrives after the bell must be accompanied by the parent. The school shall determine whether or not the absence is excused according to Algiers Charter guidelines. A tardy due to a late bus will be marked as excused.

3. Sign-out Procedures

Office Sign-outs
The parent must go to the school office and sign the child out. Parents may not go directly to the classroom. Unless otherwise noted by the school's policy, early sign-outs within the last hour of instruction shall not be permitted.

Authorized Pickups
For the safety and welfare of our students, teachers cannot release students to anyone without office authorization. Office authorization will be given only to parents with legal guardianship and other adults listed on the current medical emergency card. It is the parents' responsibility to update the medical emergency card information as changes occur.

Work Permits
Please see your school for any questions regarding work permits.

D. TRANSPORTATION
1. Bus Transportation

Contacting Transportation
For updated bus route information call the school directly. For any emergency regarding a bus, or for concerns regarding bus arrival please contact the school AND First Student Bus Transportation 504-263-1939.

Changing Bus Transportation
If a student has moved to a new address and requires a new bus stop the parent must complete a Student Information Change Form at the school.

Bus Transportation Eligibility
The Algiers Charter School Association provides transportation to and from school during regular school hours to all eligible students. Good conduct and compliance with transportation rules are required to maintain this bus transportation privilege. The school must be informed if a child changes their transportation arrangements. This communication must be sent in writing to the school's front office.

Bus Transportation Behavior
Eligible students who receive bus transportation to and from school during school hours are expected to follow all transportation rules and regulations. Students who do not comply with the
communicated expectations will be subject to disciplinary action which could result in the loss of transportation privileges. These expectations apply to field trips as well.

**School Bus Infractions**

1. **Student Rules on the Bus**
   - School Transportation is an extension of the school classroom and all school rules are in effect on the bus.
   - No weapons, drugs, fighting, fireworks, lighters, inhalants or sexual contact.
   - Students must have identification either on their person or in their backpack. This ID needs to have their name, address, phone, bus stop location and bus number.
   - When the bus arrives, students should stand well back from the curb or stopping point and wait until the bus comes to a full stop. If you can touch the bus at any point when you are standing outside, you are in danger of being hurt.
   - Do not place head or arms out of windows.
   - Do not eat or drink on the bus.
   - Do not mark, litter, or damage the vehicle.
   - Avoid unnecessary loud talking, yelling or distractions that can effect the safe operation of the driver.
   - Keep objects on your lap and control of your belongings.
   - No standing when the bus is in motion.
   - No obscene language, bullying, harassing or teasing.

2. **Student Discipline Procedures**

   **Class 1 Rules Violations include:**
   - Littering on the vehicle
   - Eating, drinking or chewing gum on the bus
   - Unnecessarily standing on the bus
   - Putting any parts of the body outside the bus window
   - Insubordination or refusing to follow direction from a driver or monitor
   - Offensive or obscene language or items on the bus
   - Bullying, harassment or teasing
   - Parent/guardian not at the bus stop to meet any student grade 2 or younger, and students of any age with significant physical, cognitive or social/ emotional impairments.

   **Class 2 Rules Violations include:**
   - Weapons or drugs brought on the bus
   - Throwing items from the bus or at the bus
   - Defacing or damaging the bus in any form
   - Fireworks, Lighters or explosives on bus
   - Use of inhalants on the bus
   - Any conduct that would jeopardize the safety and well being of other students or the driver
   - Fighting on the bus or at the stop
   - Sexual contact of any nature

   If a student commits a Class 1 discipline violation, actions taken may include:
   - 1st Violation: Warning is given to parent/guardian from the Principal
   - 2nd Violation: Student is suspended from the bus for 5 days
   - 3rd Violation: Student is suspended from the bus for 10 days
   - 4th Violation: Student is ineligible for transportation for the remainder of the school year.

   Video cameras may be installed on many buses. Students may be filmed at any time during their ride. The tapes may be utilized to determine violations of the Code of Student Conduct.

**Suspensions from the Bus**

A student may be suspended from riding a school bus by the school principal for any Level 2 or Level 3 infraction (below). The school principal has the exclusive authority to suspend a student from a school bus, and no other school official or employee—including the bus driver—may suspend a student from riding the bus. A student may be suspended from the school bus even though he or she is not suspended from school. In that case, it is the responsibility of the parent/guardian to ensure the student is transported to and from school by some other means of transportation.

Parents/guardians may appeal a school bus suspension according to the process outlined in this book for appeal of suspensions from school.

Students with transportation documented on their Individual Education Plan (IEP), who are suspended from riding the school bus, must be provided alternative transportation by the school. Parents may contact Dianne Lewis at 504-302-
7047. If transportation is not documented on the IEP, it is the responsibility of the parent/guardian to ensure the student is transported to and from school.

Special Education Transportation
Students with special needs will be provided with transportation according to their Individual Education Plan (IEP).

Young Bus Riders - Grades K-2
First Student follows all state laws, rules and guidelines for dropping off students at bus stops. In order to ensure safety, students in Pre-K, Kindergarten, 1st Grade or 2nd Grade MUST have a parent, guardian, or older sibling present when students are picked up and dropped off at the bus stop. Older siblings must be in 5th Grade or higher to be allowed to escort their younger siblings home. Students in 3rd Grade or higher can be dropped off at their bus stop by themselves if there are no foreseeable hazards or dangers at the bus stop.

Students who are NOT met at their stop at the designated stop time will be kept on the bus and returned to their school. Pickups for unmet schools can be coordinated by contacting First Student at 504-263-1939. Students requiring escort who are repeatedly not met at their bus stop by a parent, guardian, or older sibling may be asked to be removed from the bus.

Student Transportation Agreement

E. STUDENT RECORDS

1. Student Education Records

Maintenance of Records
All student education records for students who attend Algiers Charter Schools Association schools are located at their respective school site.

Change of Address
Students who change their residence, mailing address, or telephone number after enrollment should report the change promptly to the school’s front office so that the records can be corrected in case of an emergency at the school or home. Business phone numbers of parents should also be recorded in the offices.

Requesting Records
A parent may request school's front office provide records regarding their child. One transcript of a student's grades will be provided without charge, at the time of graduation with each additional copy provided at an additional cost.

Student Fines, Fees and Charges
Student debts are maintained by Algiers Charter or individual schools. Unless prior arrangements have been made with the site principal, payment of a student debt must be made before the end of the current school year. Any student with an outstanding balance may not attend a school event that requires a fee.

Waiver of Student Fines, Fees and Charges
Upon receipt by the Algiers Charter School Association of reliable proof that a student and his or her parent or guardian are unable to pay a charge required by the school, such charge shall be waived. Documentation or proof of need may be required.

F. PARENT & STUDENT RIGHTS

1. Parental Rights and Responsibilities

Access to Student Information
A parent is entitled access to all written records of Algiers Charter concerning the parent’s child, including:

- attendance records
- test scores
- grades
- disciplinary records
- counseling record
- psychological records
- health and immunization information
- teacher and counselor evaluations
- reports on behavior
- IEPs and behavior intervention plans when applicable

Access to Teaching Materials
A parent is entitled to (1) review all teaching materials, textbooks, and other teaching aids used in the classroom of the parent’s child; and (2)
review each test administered to the parent’s child after the test is administered. The Algiers Charter shall make teaching materials and tests readily available for review by parents. Schools may specify reasonable hours for review.

Access to Board Meetings

A parent is entitled to complete access to any meeting of the board of trustees of the Algiers Charter School Association, other than executive session called by the Board President. Algiers Charter complies fully with Open Meetings Law.

Parents’ Responsibilities

All members of the community shall respect the right of students to learn and educators to provide effective education. Behavior by any educator, administrative staff member or parent that fails to respect these rights shall constitute a breach of this policy.

It is the responsibility of all members of the community to familiarize themselves with and abide by the provisions of all policies, as well as all supporting procedures, standards, and guidelines applicable to them.

Policies, procedures, standards, and guidelines will be available in the front office or in the School Support Center. It is the responsibility of all parents and staff to assist the students to become aware of and abide by the provisions of all policies, procedures, standards and guidelines.

Communication between parents and staff shall be conducted at a time and in a manner that allows full and proper discussion of the issues under consideration.

Educators, administrative staff and parents shall treat one another with courtesy at all times. Confrontations, particularly public confrontations, unprofessional and/or provocative behavior between any person within the community, will, by its nature have a negative impact on an environment conducive to effective learning at the School, and will be viewed in a serious light.

“Bad-mouthing” of the School or members of the community by educators, administrative staff and parents may cause both reputational and financial harm. Members of the community are encouraged to report incidents of “bad mouthing” to the School leader or the Board. If any harm is caused, appropriate action may be taken against perpetrators of “bad mouthing” including, but not limited to, the recovery of financial damages suffered.

The undermining of authority or the incitement of a student to display contempt or disrespect to a parent or any person in authority, by a member of the community shall be regarded in a serious light. Parents and staff, while encouraged to support, shall conduct themselves in a proper and sporting manner at all times when attending sporting and extracurricular activities. All interaction with persons, acting as officials, placed in authority of students or any students representing any other school, as well as the students themselves, shall be conducted properly and discretely. Interference or attempted interference with officials, persons in authority, or the students shall be regarded in a serious light.

1. Unless specifically requested to attend, the attendance of parents in the classroom, at extracurricular activities (other than inter house or inter school matches or competitions) and at practices is discouraged. Educators or authorized representatives shall be entitled to request any parent or third party to leave the classroom or activity.

2. The unauthorized access to, and/or the communication of any information owned by or under the control of the School, may constitute a breach of confidentiality and/or the right of protection from the unauthorized disclosure of private personal information.

Any member of the community aware of such abuse is encouraged to report it to the School leader. Appropriate action may be taken against any members of the community in breach of their duty of confidentiality, or privacy of personal information.

Cautionary Procedures

Students who contravene policies, procedures or standards shall be subject to the disciplinary procedures provided for in the Student-Parent Handbook. Parents of students who contravene the policies, procedures or standards or acts in any manner that negatively impacts on an environment conducive to effective learning, shall be subject to the following cautionary procedures.

Consultation

A parent who contravenes the provisions of this policy or acts in a manner that negatively impacts on an environment conducive to effective learning may be requested to attend a meeting to discuss the contravention.
Written caution

Should the conduct of the parent be sufficiently serious, or if the parent repeatedly contravenes the provisions of this policy, or acts in a manner that negatively impacts on the environment conducive to effective learning, the School leader may address a written warning to the parent requesting that the parent desists from such behavior.

Filing Appeals

If communication in accordance with the procedures provided by the School have failed to resolve an issue, the parent shall complete a "Grievance Form from Parents", and address it to the School leader.

The School leader shall investigate the Grievance and either request the parent to attend a consultation, with a view to resolving the issue complained of, or advise the parent of the action taken to remedy the grievance.

The parent shall be invited to the consultation or informed of the action taken within seven days of receipt of the parents Grievance Form.

2. Student Rights and Responsibilities

Student Rights and Responsibilities

A student’s exercise of rights and privileges in the school setting must depend on mutual standards of acceptance. No right is absolute. Every right has its limitations. One basic limitation is that the exercise of the rights of one individual or group ceases when it infringes on the rights of another individual or group. Other limitations that pertain to the public education process are found in state law, regulations of the Louisiana Department of Education (BESE) and policies of Algiers Charter.

Rights assumed by students must be accompanied by corresponding responsibilities. Students must further accept the consequences of their actions, recognize the limits of their freedoms, and show concern and consideration for the rights exercised by both students and adults. Student rights involve equivalent responsibilities. Thus, students have the following responsibilities to attend school for the purpose of obtaining a quality and meaningful education. (Please refer to the Student Code of Conduct for detailed expectations on student behavior)

- To recognize and function within the policies established by the Algiers Charter and the rules and regulations of school officials.
- To contribute toward the improvement of the teaching-learning and to strive for the overall betterment of the school environment.
- To maintain respect for school staff and students, and to exhibit conduct reflecting self-control, self-regulation and self-discipline.
- To cooperate with the student officers in the development and implementation of student-related policies.
- To develop a sense of pride and respect for the school and the ideals for which it stands.
- To provide support for the members of organizations, groups and teams representing the school as part of the esprit de corps necessary for their success.
- To accept every person as an individual human being and to promote group relations and understanding.

Commitment Compact

Each student and each parent shall annually sign a Commitment Compact, in accordance with state and federal law. For students, the Commitment Compact shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the Commitment Compact shall state that the parent or legal guardian agrees to ensure his/her child’s daily attendance at school, ensure his/her child’s arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

The Commitment Compact documents, located in the Algiers Charter and school handbooks, will be signed by both parents and students, removed from the handbooks and returned to the school per instructions, and, as required by law, kept on file at the school.

Student Commitment Compact
Title IX: Gender Discrimination

The Algiers Charter constantly works to ensure a quality educational program to all students by preparing individuals to develop to their fullest potential as citizens of New Orleans and our society as a whole. Instructional programs are provided to help meet the physical, intellectual, and emotional needs of students, and to provide opportunities that will give students a mastery of the basic skills or learning, thinking, and problem solving. All students’ needs shall be met without discrimination on the basis of gender.

Students, parents, or any person who believes that a violation of Title IX prohibitions against discrimination and/or harassment on the basis of sex may have occurred will report such allegations to the principal for resolution. Complaints not resolved at the school level may be appealed to the Executive Director of Exceptional Student Services at the Algiers Charter School Support Center.

Section 504: Disability Discrimination

No qualified disabled student shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any association service program or activity. The association designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended, regarding student matters: Dianne Lewis, Director of Exceptional Student Services at 3520 General DeGaulle, Suite 2001 New Orleans, LA 70114 Office Telephone: 504-302-7047

3. Student Privacy

FERPA Letter: Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (‘eligible students’) certain rights with respect to the student’s education records. This includes the right to inspect and review records and provide consent for release of records. Please refer to FERPA form for full disclosure.

Consent Required for Certain Activities (moved and added with consent for directory)

An employee of the Algiers Charter must obtain the written consent of a child’s parent before the employee may: (1) conduct a psychological examination, test, or treatment; (2) make or authorize the videotaping of a child or the taping of a child’s voice except in the case that the recording is related to regular class instruction.

An employee of the Algiers Charter is not required to obtain the consent of a child’s parent before the employee may make a videotape of a child or authorize the recording of a child’s voice if the videotape or voice recording is to be used for:

- purposes of safety, including the maintenance of order and discipline in common areas of the school or on the school bus;
- a purpose related to a co-curricular or extracurricular activity;
- a purpose related to regular classroom instruction;
- implementation of any federal and/or state special education regulation;
- Media coverage of the school.

FEES FOR COPIES

The individual school or the Algiers Charter may charge a reasonable fee for copies of materials provided to a parent.

Media Release and Consent for Directory Information

Federal Law requires that the Algiers Charter Schools Association, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Algiers Charter may disclose appropriately designated “directory information” without written consent, unless you have advised the Algiers Charter to the contrary. The primary purpose of the directory information is to allow the Algiers Charter to include this type of information from your child’s education in certain school publications. Please refer to Directory Consent Form form for full disclosure.

Directory Consent Form

Media Release Form
G. PARENT-SCHOOL COMMUNICATION

1. Algiers Charter communication policies

Parent Involvement Policy

The Algiers Charter School Association (Algiers Charter) believes that in order to help our students succeed, it is vital that a strong home-school connection be developed and maintained. Educational research indicates that students are more successful when their caregivers are involved participants in the educational process; consequently, it is imperative that Algiers Charter assists parents in becoming active partners in their child’s education. The term parent shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of parental involvement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the Algiers Charter, in collaboration with parents, teachers, students, administrators, and other educational resources/partners, to develop programs and create opportunities that are intended to enhance the involvement of parents. These opportunities will be designed to address the needs of students, parents, and families served by Algiers Charter, in accordance with applicable state and federal laws and regulations. As part of the Algiers Charter School Association Parental Involvement Program, it shall be the responsibility of every school to create a welcoming environment that is conducive to learning and provide a comprehensive family involvement program.

2. Shared Responsibility for Communication

Algiers Charter Communication

The Algiers Charter School Association believes that strong educational services are an essential element to any thriving community. It is the goal of the Algiers Charter to offer our students the best possible academic environment. There is no doubt that parental involvement in schools is necessary to exhibit student achievement; accordingly, there must be a partnership between the schools and the homes of our students. We encourage every parent to take as active a role as is possible in your child’s education. There are numerous ways for every parent to become involved. Please contact your child’s school to find out how.

At the Association level, the Association Staff shall:

1. Conduct open public workshops on a variety of topics. Information on topics and dates shall be shared through multiple media sources, including the Association website and newsletter, addendums to Algiers Charter schools’ newsletters.
2. Hold regular School Board, Academic Committee and Finance Committee open forum meetings to receive public input and comments.
3. Require each school to conduct an annual open house meeting.
4. Require each school to conduct a parent needs assessment to obtain information and create learning opportunities for parents based on expressed interest and need.
5. Encourage each school to create a parent school-based organization, such as a Parent-Teacher Organization (PTO).
6. Conduct a parent information meeting(s) to relay information regarding specific services or special programs, as required by state law.
7. Provide No Child Left Behind (NCLB) required notifications (Parent Right to Know, Algiers Charter Parental Involvement Policy) in writing to parents.

School-based Communication

School-based decision making is a process to improve student learning at each campus. Your campus may have a Principal’s Advisory Committee (PAC), comprised of administrators, teachers, parents and community representatives. The PAC ensures that concerns of the school’s community are heard and addressed. For information regarding providing input to your school’s educational programs, please contact your school’s principal.

At the School level, the School Staff shall:

1. Conduct a parent information meeting(s) to relay information regarding specific services or special programs, as required by state law.
2. Offer a flexible number of meetings, services, and/or activities on or off school campuses, at various times of the day to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and if needed, handouts or supplies.
3. If applicable, provide parents with exit surveys to obtain feedback on activities that will be used to improve parental involvement activities.
At the School level, the School Staff shall provide parents with:

1. Timely information about educational and parental involvement programs;
2. A description and explanation of the curriculum including the Common Core State Standards in use at the school, the forms of academic assessment used to measure student programs, and the proficiency level students are expected to meet;
3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to the education of their children, and provide a timely response to any such suggestions; and

Shared Communication Responsibilities between Algiers Charter and Schools

As part of the parental involvement program, Algiers Charter and each Algiers Charter school:

1. Shall provide assistance to parents of children served by the school or Association, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of Algiers Charter's parental involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the schools.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start.
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments, and/or provide child care (if possible), to enable parents to participate in events.
7. May train parents to enhance the involvement of other parents.
8. May arrange school meetings, at a variety of times, between teachers, parents, and other educators that work with children to maximize parental involvement and participation.
9. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.
10. Shall provide such other reasonable support for parental involvement activities as requested for by parents or as required by law.

3. Parent Involvement Opportunities

Orientation Meetings

Communication is the key to creating a partnership between our teachers and parents in working for the best interest of children. Parent orientations are held at the beginning of each school year to welcome parents to a new academic year. It is an opportunity for parents to meet their child's teacher, tour the campus, and learn about the academic expectations for the year as well as campus policies and procedures.

Parent / School Communication Conferences

The Algiers Charter believes in cultivating an environment of close communication between parents and teachers. Parents are encouraged to provide their input and support as teachers and parents work together to help students learn. Parents should plan to meet with their child's teacher during the school year, to hear about not only their child's achievements but to work to resolve any problems or concerns that may arise. Parents may make appointments to meet with teachers by contacting the school secretary or by sending a written notice to the teacher. A time will be arranged to meet with the teacher during the teacher's nonteaching period or at a mutually agreed upon time with the teacher. Teachers may request a conference with parents to discuss specific issues.

Volunteer Policy

In support of strengthening student academic achievement, Algiers Charter schools have distributed to parents of participating children a written parental involvement policy containing information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA) (district wide parental involvement policy). The
policy establishes the Algiers Charter School Board expectations for parental involvement and describes how the district will implement a number of specific parental involvement activities, is incorporated into the Algiers Charter Pupil Progression Plan submitted to the Louisiana Department of Education, and distributed to parents in the Algiers Charter Student/Parent Handbook.

Volunteer Application
A volunteer application is included in this handbook. Depending on the level and type of activity some volunteers must submit to a fingerprint and background check.

Chaperone Policy
Parents may be allowed to participate in sponsored activities as a chaperone so long as they are being directly and immediately supervised by an Algiers Charter employee. Prior to the start of volunteering participants must agree to the chaperone policy and sign the disclosure form stating their status as a volunteer and their willingness to abide by the code of conduct.

H. STUDENT HEALTH AND NUTRITION
1. Lunch and Breakfast
Cafeteria
Each school operates a cafeteria that provides breakfast each morning before school and a midday meal. Some schools offer a supper option and snack free of charge. Information on prices for both breakfast and lunch may be obtained from your child’s school.

Free and Reduced Price Meals
All students registering at an Algiers Charter school will be provided with an application for the Free/Reduced priced meals. The application contains information regarding family size and income level as it relates to Free/Reduced priced meals. The completed application will be reviewed and the parent will be notified of their status. Parents must file one application per family. All children living in the household and registered with the Algiers Charter must be included on one application. New students entering the Algiers Charter will be provided with an application when they register or log on to www.algierscharterschools.org to download an application.

Notification will be sent to those responsible for payment in a timely fashion.

Unpaid Meals
It is the intent of Algiers Charter that children not go hungry at school; however parents/guardians have the responsibility to provide their child’s lunch or breakfast or pay for meals provided by the school. Any student that is required to pay for meals, but does not pay at the time the meal is served will accrue a balance on his/her account which must be paid by the end of the school year. In the event that a debt payment cannot be made an alternate meal will be provided.

Food Allergies
Any student who suffers from food allergies should notify the school nurse and school administrators in writing prior to the school year or when a concern arises. The nurse or principal will share the information with the appropriate school personnel and determine on an individual basis the best procedure for that student to follow.

School Wellness Policy
A comprehensive School Wellness Policy and Disclosure Form has been provided for families.

2. Medical Concerns
School Nurse
A school nurse is assigned to each school within the Algiers Charter. The nurse’s primary role is to improve the physical and mental health of student’s based on their own physical needs. This includes emergency care, treating minor illnesses and injuries providing, routine physical assessments and health screenings, dispensing medication according to association policy, and
maintaining proper immunization and other relevant medical records.

The nurse gives first aid only. She does not diagnose illness, but will take note of symptoms and notify parents of observations. If a child does become ill or is injured at school, he/she will be given first aid and the parents will be notified if the severity of the injury or illness warrants such action. Emergency medical services will be called in any situation involving severe bleeding, severe difficulty breathing, loss of consciousness, inability to safely move a student after an injury, severe diabetic reaction, allergic reaction, and seizures (unless known to have a seizure disorder) or any other situation deemed necessary.

Updating Immunizations
In the event that a student’s immunization record is found to be incomplete based on the current LA Department of Health and Hospital Immunizations Schedule, at any time during the school year, the administrators of that school reserve the right to exclude that student from attendance until sufficient proof of having received the required immunization, or an appropriate letter of dissent has been received from the parent/legal guardian.

In the event of any outbreak of a vaccine preventable disease occurs at the school, the administrators of that school reserve the right, upon the recommendation of the LA Office of Public Health, to exclude any unimmunized students until the appropriate disease incubation period has expired or the student presents evidence of immunization.

Student Illness
Please keep the school office up to date with current phone numbers so you or an alternate contact can be reached if your child becomes ill or injured at school. The nurse is not allowed to provide any type of medication, including over the counter ointments or cough drops, without a physician’s order. Parental phone consent is not permissible. It is asked that students be kept home for the following reasons:

- Vomiting or diarrhea
- Persistent coughing or breathing difficulty
- A contagious illness, such as the chickenpox, impetigo, flu, etc.
- Head lice or pink eye
- Skin rash or skin lesions/wounds with pus or drainage
- A fever of 100°F or higher should not attend school and should not return until they have been fever free for 24 hours (without the use of fever reducing medication).
- Flulike symptoms

Students recovering from communicable diseases and/or missing 5 or more consecutive days of school must report to the nurse or principal, with a physician’s note clearing return to school, prior to being readmitted to class.

Student Injuries
The student must report to the nurse’s office immediately if he or she becomes ill or is hurt in any way during the school day. Students who are ill or injured will not be permitted to leave without an accompanying parent, guardian or responsible adult listed on the Emergency Card to sign them out in the school administrative office. It is the responsibility of the student and the parent to provide the school with an emergency phone number so that parents may be notified immediately should such a need arise. If the injury occurred on campus an incident report will be completed by the Algiers Charter employee currently charged with the supervision of the student. The incident report will remain on file in the school’s main office.

Special Health/Medical Problems
It is especially important that parents and students inform school officials of any special health or medical conditions. School health records must be kept current and accurate at all times. Parents/guardians are required to update the Health Information Form annually and as significant changes occur. The following procedures apply:

1. Permanent or Extended Health/Medical Problems. Parents should complete the Health Information Form and Emergency Information Card at the beginning of each school year or when registering during the year. This information will be kept on file in the nurse’s office. Be sure to provide all information requested and to sign the form.

2. Special Health/Medical Problems Occurring During the School Year. Students with medical problems for which the family physician feels it is necessary to restrict the student’s activity at school should promptly provide the school nurse
with a note from the doctor specifying any restrictions and limitations and the time period for which they are expected to be temporary/minor.

3. Medical Conditions. Students may be excused from strenuous activities and/or outdoor play for 1-3 days upon written request by parent or guardian. A doctor’s note is not generally required for these temporary restrictions.

Health Screenings and Education

In accordance with the recommendations of the American Academy of Pediatrics and Louisiana state law, the school nurse will provide the following services annually:

1. Vision and hearing screenings on grades PK, K, 1, 2, 3, 5, 7, 9, 11, newly enrolled students and students specifically requested to receive screening by the parent, teacher or other appropriate staff person.
2. Height and weight screenings on grades 1 and 4.
3. Scoliosis screenings on grades 5 and 8.
4. Dental screenings and education.
5. Self-breast examination, and cervical cancer education to all middle and high school females; puberty education to all middle school males.

Administering Medication

The following information applies to both prescription and over-the-counter medications.

Only a parent, the school nurse or an Algiers Charter employee specifically trained by the school nurse are legally permitted to administer medications provided the following requirements have been met:

1. A current Louisiana State Medication Order Form has been completed by a Louisiana licensed physician, dentist or nurse practitioner for each medication.
2. The parent/legal guardian has completed a Consent to Administer Medication Form for each medication.
3. Any prescription or over-the-counter medication must be in the original container and properly labeled by a Louisiana pharmacy ordered specifically for the student named on the Medication Order Form.

Handling Medications

Parents are encouraged to schedule the administration of the student medication so that medication is given at home whenever possible. In cases where medication must be administered at school the following procedures apply:

1. All medications should be delivered directly to the school nurse by the parent. No more than 25 doses of medication can be delivered at one time. No medication may be kept in the classroom nor may students administer their own medication without prior approval from the nurse.
2. The initial dose of any newly prescribed medication must be taken at home.
3. Prescription medication must be taken to school in a pharmacy labeled prescription container.
4. The parent is responsible for administering the medication until all of the above provisions have been met.
5. Parents must pick up leftover medication. Students may take home only empty medication containers. If medicine remains, parents will be notified and medicine will be disposed of two weeks after notification if not picked up.
6. Prescription medications may fall into the category of “controlled substances” or “dangerous drugs.” Students will be subject to disciplinary action if they do not follow the rules regarding prescription medications. This includes non-prescription over-the-counter medications.
7. Check with your school nurse to obtain necessary forms for medication orders and consent, and specific policy information regarding medication during field trips, aftercare and after school activities.

Self-Administration of Prescription Asthma Medicine by Students

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

1. A prescription is labeled on the medication;
2. The self-administration is done in compliance with the prescription or written instructions from the student’s physician or other licensed health care provider; and
3. A parent of the student provides to the school:
4. Written authorization, signed by the parent, for the student to self-administer prescription asthma medicine while on school property or at a school-related event or activity; and
5. A written statement from the student’s physician or other licensed health care provider, signed by the physician or provider, that states that the student has asthma and is capable of self-administering the prescribed medication, the name and purpose of the medication, the prescribed dosage, the time at which or circumstances under which the medicine may be
administered, and the period for which the medicine is prescribed.

6. The school nurse has done a final assessment of the student’s capability to properly self-administer the medication and deems it reasonable and safe.

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

Administration of Epinephrin (Epi-pens)

It is the policy of the Algiers Charter School Association, in accordance with the state legislation of Act 624; to enact R.S. 17:436.1 (K), to make every effort to provide at least two (2) doses of auto-injectable epinephrine (hereinafter called ‘unassigned or stock epinephrine’) in each school, under the standing order of a Louisiana licensed physician, to assist those students who may experience first time, anaphylactic emergencies, without a prescribed treatment. The stock epinephrine may be administered by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student, who in good faith, is believed to be having an anaphylactic reaction on school premises, during the academic day. This policy is not intended to replace or override student specific orders or currently prescribed medications for anaphylaxis. This policy does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.).

Pregnant Students

It is recommended that a student who becomes pregnant notify the school nurse immediately upon knowledge of the condition. Pregnant students will be permitted to continue in school in all instances with the support of a physician’s statement provided to the school verifying her medical condition and approving continued attendance with any restrictions that she may have for certain activities. If applicable, parents may contact their school nurse to receive appropriate documentation for receiving home-bound education services.

3. Emergency Medical Care

Emergency Contact Form

It is the policy of Algiers Charter that upon registration and every year thereafter, the principal/designee will secure information for each student in case of emergency. It is the responsibility of the parent/legal guardian to notify the school if changes occur during the school year. Falsification of information may result in disciplinary action.

Emergency Care for Students

It is the policy of the Algiers Charter Board to act in a responsible manner in the event of any emergency/incident. In the event of a serious injury, or illness, which necessitates immediate removal of a student to a hospital for emergency treatment, the following procedures may be implemented:

1. An ambulance is to be called by contacting the appropriate police agency at 911.

2. Every attempt shall be made to contact the parent/legal guardian or other person(s) listed in the Student Information System, even after school hours.

3. It is the policy of the ambulance company to transport the student to the nearest hospital for emergency treatment. Ambulance drivers shall be requested to indicate to which hospital they will deliver the student.

4. If the school is unable to contact the parent/legal guardian listed in the Student Information System, an ambulance must be called. An adult staff/faculty member will accompany the student to the hospital carrying a copy of the student's Emergency and health information. In the meantime, efforts to contact the parent/legal guardian listed shall continue.

5. The ambulance service fee is payable through student or family insurance where applicable. In cases where insurances are not effective, the parent/legal guardian of the student is responsible for all fees billed by the ambulance service provider.

6. If emergency treatment is necessary at the hospital and attempts have been unsuccessful to secure the parent/legal guardian's approval to cover the costs of emergency treatment, the principal's office may be contacted for a recommendation.
SECTION III: CAMPUS AND STUDENT SAFETY

A. CAMPUS AND STUDENT SECURITY

1. Secure Campus

Weapons, Drug and Alcohol Policy

The Algiers Charter School Association is a Drug-Free, Smoke-Free, Gun-Free entity. Visitors must refrain from smoking anywhere on school grounds. Any visitors violating state or local laws will be prosecuted to the fullest extent of the law. (See Louisiana Law §40.6. Unlawful disruption of the operation of a school; penalties below)

Student Identification Cards

Schools reserve the right to require identification cards for each student. Students will be presented information regarding the issuing of I.D. cards at the beginning of the school year. Additional information can be obtained by contacting the school’s main office. When I.D.’s are issued the following rules apply:

- This card must be worn by the student at all times on campus and carried at all school functions.
- Students are required to present this card to any official or
- Authorized representative of the school upon request. Failure to do so makes the student subject to disciplinary action.
- Loss of the card should be reported immediately to the schools office.

Visitors’ Policy

Parents and other visitors are encouraged to visit school districts. In order to provide a secure environment for your child, all visitors are required to report to the office and show proper identification to sign in and receive a visitor’s pass. Visitors shall be required to present valid picture identification upon arrival to campus and their names will be registered in the school’s log book. Visits to individual classrooms during instructional periods can only be permitted with the principal's approval. These visits should not cause a disturbance to the instruction of students. Parents waiting to pick up their children at the end of the school day should follow their school’s dismissal policies. For the purposes of this Section:

A. Unlawful disruption of the operation of a school is the commission of any of the following acts by a person, who is not authorized to be on school premises, which would foreseeably cause any of the following:

- Intimidation or harassment of any student or teacher by threat of force or force.
- Placing teachers or students in sustained fear for their health, safety, or welfare.
- Disrupting, obstructing, or interfering with the operation of the school.

B. For the purposes of this section

"Authorized to be present on school premises” means all of the following:

- Any student enrolled at the school.
- Any teacher employed at the school.
- Any person attending a school sponsored function.
- Any other person who has authorization to be present on the school premises from the principal of the school in the case of a public school, or the principal or headmaster in the case of a nonpublic school.

"School" means any public or nonpublic elementary, secondary, high school, vocational-technical school, college, special, or postsecondary school or institution, or university in this state.

- "School premises” means any property used for school purposes, including but not limited to school buildings, playgrounds, and parking lots.
- "School-sponsored function” means the specific designated area of the function, including but not limited to athletic competitions, dances, parties, or any extracurricular activity.
- "Student” means any person registered or enrolled at a school as defined in this Section.
“Teacher” shall include any teacher or instructor, administrator, staff person, teacher aide, paraprofessional, school bus driver, food service worker, and other clerical, custodial, or maintenance personnel employed by any public or nonpublic elementary, secondary, high school, vocational-technical school, college, special, or postsecondary school or institution, or university in this state.

C. §40.6. Unlawful disruption of the operation of a school; penalties - Whomever commits the offense of unlawful disruption of the operation of a school shall be fined not more than one thousand dollars or imprisoned with or without hard labor for not less than one year nor more than five years, or both.

D. Nothing herein shall be construed to prevent lawful assembly and orderly petition for the redress of grievances, including any labor dispute between any school or institution of higher learning and its employees, or contractor or subcontractor or any employees thereof. Nothing herein shall apply to a bona fide labor organization or its legal activities such as picketing, assembly, or concerted activities in the interest of its members for the purpose of securing better wages, hours, or working conditions. Acts 2009, No. 302, §1

As it is the goal of every Algiers Charter school to work in conjunction with stakeholders for the educational success of all students. Algiers Charter and its schools may opt, in lieu of the consequences detailed in Section C based on the offense, to ban the offender for the remainder of the school year from the School Support Center and/or the school at which the offense took place as well as from field trips, on-campus activities and after-school hour activities.

2. Student Safety

Sexual Harrassment

Sexual harassment consists of unwelcome sexual advances, request for sexual advances, request for sexual favors, sexually motivated physical conduct, or verbal/physical conduct or communication of a sexual nature when:

- submission to that conduct or communication by an individual is made a term or condition, either explicitly or implicitly, of obtaining/retaining employment or an education; or
- submission/rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- that conduct or communication has the purpose/effect of substantially/unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome sexually motivated or inappropriate patting, pinching, or physical contact, other than the necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words directed at an individual because of gender;
- unwelcome sexual behaviors or words including demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status;
- physical acts of aggression/force or the threat thereof which involves the touching of another’s intimate parts or forcing a person to touch any person’s intimate parts; intimate parts include the primary genital area, groin, inner thigh, buttocks, or breast as well as the clothing covering these areas; this ruling will be applied to everyone regardless of sexual orientation.

Bullying

Pursuant Louisiana Act No. 861 the following information provides a clear description of Bullying as defined by the State of Louisiana and the procedures for reporting an allegation to school officials.

Definition, Behavior Constituting Bullying, and the Effect of Bullying on Others. Bullying is a pattern of any one or more of the following:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
- electronic communication, including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, computer, or other electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging
personal property, or unauthorized use of personal property;
• repeatedly and purposefully shunning or excluding from activities; and
• where the pattern of behavior as provided above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

The pattern of behavior as described above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student’s property, placing the student in reasonable fear of damage to the student’s property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student’s performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Bullying is detrimental not only to the victim, but also to bystanders who witness bullying incidents. Research has shown that children who witness bullying are more likely to skip or miss school; to have increased mental health problems, such as depression and anxiety; and to have increased use of tobacco, alcohol, or other drugs.

The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Retaliation and False Reports

Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint, or who otherwise participates in an investigation or inquiry concerning an allegation of bullying is prohibited conduct and is subject to disciplinary measures. Intentionally making false reports about bullying to school officials is prohibited and will result in appropriate disciplinary measures.

Investigating an Act of Bullying

• The principal/designee of the school must initiate the investigation the next business day during which school is in session after the report is received by a school official. The investigation must be completed no later than ten school days after the date the written report was submitted.
• The investigation must include an interview of the reporter, victim, the alleged bully, and any witnesses, and include obtaining copies or photographs of any audio-visual evidence.
• The principal/designee must notify the parent or legal guardian of a student under the age of eighteen of the allegation of bullying before the student can be interviewed and inform them of the right to attend the interview with the student.
• Documented interviews of the victim, alleged offender, and witnesses must be conducted privately, separately, and confidentially. At no time will the alleged offender and victim be interviewed together.
• The investigator will collect and evaluate the facts using the form developed by the LDE.
• The principal/designee may (in accordance with Act 861 of 2012) file a complaint with the court of juvenile jurisdiction pursuant to Children’s Code Article 730(8) and 731(1), or Children’s Code Article 730(1), if the parent or legal guardian refuses to attend a conference or meeting regarding the student’s behavior.

The highest level of confidentiality possible must be upheld regarding the submission of a complaint or a report of bullying and the investigative procedures that follow.

• Meetings with the parents or legal guardians of the victim and meetings with parents or legal guardians of the alleged offender must be separate.
Meetings with the parents or legal guardians of the victim and meetings with the parents or legal guardians of the alleged offender must be separate.

Parents or legal guardians of the victim and alleged offender must be informed of all of the available potential consequences, penalties, and counseling options at the initial meeting with school officials.

Notification to Parents/Guardians of an Act of Bullying

The principal/designee will promptly notify the parents/guardians of all students involved of any incident of bullying as defined by this policy. Notification of the parent/guardian of all students involved must be made on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The following meetings may occur in the investigation of the incident:

Resolution of Investigation/Disciplinary and Criminal Consequences of Bullying

The principal/designee shall compose a written document containing the findings of the bullying investigation, including input from the students’ parents/legal guardians, and the decision of the school or school system official. The document will be placed in the record of both students. The principal/designee shall promptly notify the complainant of the finding of the investigation and the remedial action taken, if the release of the information does not violate the law.

If the school has determined that the discipline code has been violated, the school official should take prompt and appropriate disciplinary action pursuant to LA R.S. 17:416 and 17:416.1 and report criminal conduct to law enforcement, if appropriate. The results of the investigation will determine the level of infraction for the bullying incident(s).

Procedure for Appeal in Cases of Bullying

Failure to Act

A student, parent/guardian, or school employee may report a bullying incident to the LEA (city, parish, or local school board or local school governing authority) if the school official does not take timely and effective action to address the incident. The LEA or governing authority must begin an investigation of any complaint of bullying that is properly reported the next business day in which school is in session. If the governing authority does not take timely and effective action, the student, parent, or other school employee may report the bullying incident to the Louisiana Department of Education.

Parental Relief (Parents/Legal Guardians of a Victim of Bullying)

The parent/guardian of a bullied student may request a transfer to another school if a parent, legal guardian, teacher, or other school official has made four or more reports of separate instances or bullying and no investigation has occurred (Note: The OneApp Application Process will apply).

- The LEA must make space available for the student at another public elementary or secondary school under its jurisdiction within ten school days of the transfer request. If no other school that serves the bullied student’s grade level is available within fifteen days of the transfer request, the superintendent or head of the LEA must facilitate the student’s enrollment in a statewide virtual school or offer the student placement in a full-time virtual program or virtual school. The LEA may enter into a memorandum of understanding with another LEA to secure placement and transfer for the bullied student.

- If none of the options above are made available to the student within thirty days after the transfer request is made, the parent or legal guardian may request a hearing with the school’s governing authority. The hearing must be granted for the next scheduled meeting or within sixty calendar days, whichever is sooner.

- The parent/legal guardian may request at the end of any school year that the student be transferred back to the school in which the student was enrolled when at least three of the bullying reports were made. The district must make space available for the student at the school where the student was originally enrolled. No other school will qualify for the transfer back.

Sexting

Sexting is the act of sharing sexually explicit text messages or sexual photos or videos of one self or others using a cell phone or the Internet. (Sharing includes sending, receiving, or forwarding content.) Sending or receiving sexually explicit
messages may be a criminal offense and is against the Algiers Charter anti harassment policy. A student found to be in violation of this policy will receive disciplinary action in accordance with the Algiers Charter Code of Conduct.

Valuables and Personal Property

Students are responsible for the care and custody of personal items. The Algiers Charter cannot assume responsibility for items lost or stolen while at school. The Algiers Charter recommends that valuable items such as cell phones, cameras, jewelry, money, expensive clothing, etc., be left at home or properly secured.

Selling of Items by Individuals

The selling of items within the school is restricted to those who receive permission from the principal.

3. Crime Reporting and Prevention

School Security Officers

Each school has security officers assigned through Algiers Charter. Parents should encourage their children to report problems as it deals with safety and security. They can report to the school security officers, school administration, school staff or parents if they are being bullied or cyber-bullied, any theft, fights or vandalism.

Reporting Illegal Activity

The Safe School Hotline seeks to ensure that Orleans, Jefferson, St. Tammany, and St. Charles Parish middle and high school students have a safe environment for studying and learning. The Safe School Hotline’s main goal is to solve and prevent serious crimes by providing students with cash rewards for anonymous information concerning crime on campus. We believe students are the best tool in keeping schools safe.

1. Students are encouraged to call from home or away from school.
2. If students choose to call from school, they should use a secure office phone such as the counselor or principal’s. They may also ask to call from the school resource officer’s phone.

Calls remain a secret. Crimestoppers does not employ caller ID or *67. Crimestoppers does not record phone conversations and all information is protected by the “Privileged Communication to Crimestoppers” statute (R.S. 477:1).

504-822-1111

Search and Seizure Policy

It is the policy of Algiers Charter to abide by RS 17.416.3 in regards to search and seizure procedures as follows:

A. Search of Lockers, Desks and other areas on school grounds - Any teacher, principal, school security counselor, or administrator (here and after, “authorized school personnel”) of the Algiers Charter Schools Association is authorized to search school buildings and grounds to which students have access and any student’s personal belongings contained in a desk or locker in accordance with this policy or when there is reasonable belief that contraband material, stolen property, weapons or illegal drugs are in the possession of a student.

B. Search of persons - The teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

C. Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student. Per Louisiana Revised Statute 14:95 and 14:95 (5) Algiers Charter hereby notifies students and parents that unannounced searches of students and non-employees on school property and at school-sponsored activities shall be conducted throughout the remainder of the school year.

D. Procedures for search - Such a search of a student’s personal belongings contained in a desk or locker shall be conducted in the presence of the student and by authorized school personnel whenever possible. In the event of a search of a student or his/her personal belongings is conducted by authorized school personnel, every effort shall be made to do so in the presence of another suitable adult and, when available, a person of the same gender.

All property removed from a student that is not prohibited
shall be returned to the student upon completion of the search. The New Orleans Police Department shall be notified if a subject is found to be in possession of contraband such as a weapon, illegal drugs, or objects prohibited by law.

E. Refusal to cooperate - Students on school property who refuse to cooperate fully with a search shall be subject to discipline according to school policy, which may include suspension for “disrespect for authority/willful disobedience.” Students entering school property or school-sponsored events who refuse to cooperate fully with the search shall be denied entry to school property or school-sponsored events. Refusal by non-employees to cooperate fully with a search shall result in a removal from school property or school sponsored events.

4. Emergency Procedures

Fire Drills

Fire drills are conducted for two reasons (1) to train students to leave the building in an orderly manner and quickly in the event of an emergency alarm; and (2) to teach discipline in times of emergency in later life. These goals can be accomplished with student cooperation.

When an alarm is sounded, all students should immediately leave the room as directed by the teacher and proceed to the designated exit. They should walk in an orderly manner without talking or pushing. When the students reach the safety zone, they should turn and face the building while remaining in line. In case of an obstructed fire drill in which an exit is blocked, the students should then proceed to an alternate exit. Students will be instructed at their campus as to what signals indicate a fire alarm.

Shelter In Place Procedures

A “Shelter in Place” order is given by either school administrators, local or State government requiring citizens within an affected area to take protective measures against dangerous conditions in the surrounding area. This includes but is not limited to:

- Biological hazards
- Off campus incident
- Weapons on campus
- Threats to a school
- Intruder on campus
- Fire and Explosions
- Weather

The school will follow the Algiers Charter practices and procedures and the instructions of the authorities, and will take all reasonable measures to notify families of the incident.

B: STUDENT CODE OF CONDUCT

1. Dress Code Policy

Attire and Grooming

It is the belief of the Algiers Charter School Association that a students’ development of pride, confidence and professionalism are influenced by proper dress and grooming. In order to help ensure proper and acceptable values by students, the Algiers Charter has established certain guidelines to aid parents and students is selecting the proper attire for school wear.

Final determination of acceptable dress and grooming rests with the principal or his/her designee.

1. Shorts and skirts may be worn at the elementary school level. In grades three through five, they should be no more than four inches above the kneecap. Shorts and skirts are prohibited in grades six through twelve.
2. Torn, tattered, un-hemmed clothing will not be allowed.
3. In grades three through twelve, skirts, dresses, and culottes must be no more than four inches above the top of the kneecap. There should not be a cut or slit in the clothing that extends beyond the four inch limit. This applies to all school uniforms.
4. Appropriate footwear must be worn. There will be no flip-flops or open-backed shoes permitted for students.
5. Hair must be neat and clean. Unconventional colored, multicolored or spiked or Mohawk hair styles are not permitted.
6. Headwear must not be worn in buildings and will be confiscated by teachers, administrators or staff.
7. Any clothes that are suggestive or indecent or which cause distraction are not acceptable. Specifically oversized clothing, tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see-through garments are not permitted.
8. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited.
9. All pants are to be full length and worn at the waist (no “sagging” or “bagging”). Tight fitting pants (tights, Spandex, bicycle pants) are also prohibited. Cut-offs and intentionally frayed pants are also prohibited. All young men should wear belts and their shirts should be tucked in at all times.
10. Unless otherwise noted, body piercing jewelry is prohibited except for rings, studs or other traditional jewelry worn in the ear. Tongue rings and tongue studs are not permitted.
School Uniforms

Individual schools may require school uniforms. Parents should contact the administration of their child’s school for details regarding the specific information on dress requirements. Students who attend schools requiring uniforms should follow their specific campus standardized dress code.

2. Behavior Infractions

Level 1 Infractions

Level 1 infractions are incidents that occur in school buildings or grounds, or at school activities, that are the responsibility of the teacher or principal to address through corrective strategies. Habitual and excessive level one offenses may be suspendable.

1. Boarding and de-boarding school transportation at incorrect stop
2. Horseplaying
3. Entering an off-limits or restricted area
4. Habitual tardiness and/or absenteeism
5. Eating/drinking during prohibited times
6. Skipping class/school
7. Dress code violation
8. Not having proper materials or supplies for class
9. Not participating in class
10. Not wearing required clothing for physical education class
11. Littering
12. Failing to do or complete homework
13. ID violation (if applicable)
14. Making an unfounded charge against authority
15. Using profanity and/or obscene language
16. Refusing to sit in assigned seat
17. Engaging in inappropriate public displays of affection (holding hands, kissing, hugging, etc.)
18. Talking in class at inappropriate times
19. Any other infraction that the principal or designee deems similar in severity to other level 1 infractions

Corrective Strategies

Multiple corrective strategies may be used to address problematic behavior before a suspension, depending on the individual student’s needs. For some students, including those with disabilities, this may include conducting or revising the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP). Corrective strategies for infractions may include but are not limited to:

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

Level 2 Infractions: Suspendable Offenses

Level 2 infractions are incidents that occur in school buildings or grounds or at school activities, that threaten safety or interfere with learning. A student may be given an out-of-school suspension for Level 2 infractions; however, schools should use the corrective strategies listed on the previous page whenever possible.

2.1 Intentionally or habitually failing to attend detention or in school suspension
2.2 Possessing or using tobacco and/or possession of a lighter
2.3 Using or possessing alcohol
2.4 Leaving school bus without permission
2.5 Using objects dangerously or inappropriately to harm others or damage property
2.6 Vandalism to school property or school bus
2.7 Leaving school and/or classroom without permission
2.8 Theft/Stealing without use of force, threat, or intimidation of money or property valued at less than $500
2.9 Gambling
2.10 Extortion (blackmail, etc.)
2.11 Willful disobedience to authority figures that substantially interferes with the learning of others or threatens the safety of others
2.12 Instigating or participating in fights (one-on-one or groups)
2.13 Bullying and cyber bullying
2.14 Causing a false fire alarm
2.15 Intentionally causing a major, unnecessary disturbance in classroom/school campus
2.16 Improper use of a cell phone
2.17 Inappropriate bodily contact or harassment
2.18 Improper use of computer: Viewing obscene, pornographic, violent, or sexually harassing material; or information on manufacturing of weapons
2.19 Forging a signature on documentation required by the school; cheating, or lying to school personnel about academic matters
2.20 Habitual level 1 behaviors
2.21 Any other infraction that the principal deems to be similar in severity to other level 2 infractions

For a definition of bullying, please see the Bullying section of this document in the student safety section.

Level 3 Infractions: Expellable Offenses

Level 3 infractions are incidents that occur on school property or grounds, on school transportation, or at school activities that severely interfere with anyone’s safety and learning, are of a threatening or harmful nature, and/or are legal violations. Students may be expelled for Level 3 infractions. As noted by the asterisks (*) below, there are several offenses that require an expulsion in certain circumstances. Students may not be expelled for offenses that are not listed in Level 3.

A principal may also suspend a student for some Level 3 infractions if the school believes a suspension would be more appropriate than an expulsion. Some drug and weapon related offenses require an expulsion; these offenses are noted on the following page.

**Tier One Offenses: Expellable for Two or More Semesters**

| 3.1 | Drugs: Possessing, distributing, selling, giving, loaning, or using controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body.**
| 3.2 | Weapons: Carrying or possessing a firearm**
| 3.3 | Weapons: Carrying or possessing a knife with a blade of 2 inches or longer**
| 3.4 | Weapons: Carrying or possessing any instrument the purpose of which is lethal force
| 3.5 | Sexual assault or engaging in sexually explicit acts
| 3.6 | Battery on a school staff member
| 3.7 | Battery on another individual that causes serious injury

Students cannot, under any circumstances, be recommended for expulsion for committing the following offenses: disrespect or willful disobedience, uniform violations, or repeated suspensions for violations not listed in expellable offenses above.

- Students age 16 or older – required expulsion of at least four semesters; shorter expulsion allowed on a case-by-case basis. See La. R.S. 17:416(C)(2)(a)(ii).
- Students younger than age 16 in grades 6-12 – required expulsion of at least four semesters; shorter expulsion allowed on a case-by-case basis. See La. R.S. 17:416(C)(2)(b)(ii).
- Students in grades K-6 – required expulsion of at least two semesters; shorter expulsion allowed on a case-by-case basis. See La. R.S. 17:416(C)(2)(c)(ii).
Discipline for Students with Disabilities

Students with disabilities are subject to the same discipline rules and procedures as other students, but with limitations.

The federal laws providing protection to disabled students, the “Individuals with Disabilities Education Act” (IDEA) and Section 504 of the “Rehabilitation Act of 1973” are very complex and detailed, and require different protections and procedures based on a number of factors. Any discipline measure involving a student with a disability must be in accordance with that student’s Individual Education Plan. Consequences for disciplinary infraction(s), including but not limited to suspensions, must take into account whether or not the infraction was manifested by the child’s disability.

For a detailed, comprehensive explanation of discipline procedures for students with disabilities in the RSD, please consult the RSD’s Special Education Handbook on the RSD website.

http://www.rsdla.net

Code of Conduct Agreement

Students who do not follow the school’s rules and expectations will receive consequences appropriate to the severity of their infractions. The following sections list examples of infractions and appropriate responses for school officials to take. Because every behavior infraction cannot be listed in advance, school principals may decide if an unlisted infraction is a Level 1 or Level 2 offense. Students may only be expelled for infractions that are described in Level 3.

Under no circumstances may any school employee or official use any form of corporal punishment or locked isolation on any student. Under certain circumstances, school or district staff who are appropriately trained and certified may restrain students to prevent injury to themselves or others.

Students and parents must agree to the Algiers Charter Student Code of Conduct agreement.

3. Suspensions and Expulsions

Developing & Educating Alternative Learners (D.E.A.L.)

Based on the infraction and recommendation by the school leader or designee, you and your child may be referred to the Algiers Charter D.E.A.L. Center on Saturday in lieu of suspension. You will be charged a $25 fee per child, each time you are referred to the Center. Students must wear school uniforms and parents must accompany each child and be appropriately dressed. Failure to attend the Center on Saturday will result in suspension and an assignment to the Center the following week. The Center will be housed at Dr. Lord Beaconsfield Landry-Oliver Perry Walker College and Career Preparatory High School and Community Center - 1200 L.B. Landry Avenue, New Orleans, Louisiana 70114.

Suspensions from School

An out-of-school suspension, in which the student is not allowed to attend school for a designated period of time, is a consequence a school may utilize if a student commits a Level 2 or Level 3 infraction. For a student to be suspended, the following procedures must be followed:

1. First the principal or designee will meet with the student. At this student meeting, the student will be advised of the behavior infraction and given the opportunity to explain his or her version of the facts.

2. If after the student meeting, the principal still chooses to suspend the student, the principal or designee will contact the student’s parent/guardian by phone, email, or mail. The principal will give notice of the suspension, the length of the suspension, provide the reason for the suspension, and explain how to appeal the suspension. The principal must attempt to give this information to the parent/guardian in writing. The principal will also set a date for the readmission conference.

3. If a minor, the student shall remain in school until the end of the school day unless released into the care of his/her parent/guardian. However, if the student poses a danger to himself/herself or others, the principal may remove the student from the school immediately. After the student’s removal, the school will follow the regular suspension process as soon as is practicable. No student shall be sent home without the school properly documenting the reason for the suspension.
4. Students suspended 3 or more consecutive days will be provided schoolwork during their suspension, which must be picked up by the parent/guardian at the school. A student suspended less than 3 consecutive days will receive the assignments on return from his/her suspension.

5. Before a minor student returns to school, the parent/guardian (or their pre-determined adult designee) must participate in the scheduled readmission conference. This conference can be held in person or by phone. If a parent refuses to respond, the principal may choose to not readmit the student until the parent, guardian, or other adult designee responds, and the school social worker may refer the student to Municipal Court for truancy. If it is the student’s first suspension of the school year the principal may readmit the student if it is in the best interest of the student, even if the parent does not attend the readmit conference.

Suspensions and Expulsions for Students with Disabilities

If a student with an IEP (Individualized Education Program) or a 504 plan is expelled or suspended for more than ten (10) school days, consecutively or cumulatively, the school must conduct a Manifestation Determination Review (MDR) within ten (10) days of the decision to suspend or expel the student.

The School’s Manifestation Determination Review (MDR) Committee must determine whether the behavior is related or not related to the student’s disability. At least one person on the committee must know the student and one other must be knowledgeable of the student’s disability. The parents/guardians must be notified of the review and at least three documented attempts to reach the parents/guardians must have been made by the school to include them in the meeting. If the parents/guardians do not respond or participate, documentation of their absence must be included.

If the Behavior is a Manifestation of the Student’s Disability

If the MDR Committee determines that the behavior is a manifestation of the student’s disability or the direct result of the LEA or school’s failure to implement the IEP, that student may not be suspended further or expelled for the particular incident(s) under review. Instead, the school must reconvene the School’s IEP or 504 committee to revise the student’s IEP or 504 plan to address the behaviors at issue. Such revisions may include a change of placement if the student’s parents/guardians agree to the change of placement as part of the modification of the behavior intervention plan. In addition, for students with an IEP, the school must complete a Functional Behavioral Assessment and complete or revise a Behavior Intervention Plan.

Please note that for certain offenses related to drugs, weapons, or inflicting serious bodily injury upon another person, the RSD may place the student in an alternative school or other alternative educational placement for up to 45 school days, even if the MDR Committee determines that the behavior is a manifestation of the student’s disability and the parents/guardians do not agree to the transfer of the temporary transfer of the student to the alternative school or other alternative educational placement.

If the Behavior is NOT a Manifestation of the Student’s Disability

If the MDR Committee determines that the behavior is not a manifestation of the student’s disability, the student may be suspended or expelled from school. For students with IEPs who are expelled or suspended for more than ten (10) school days in a school year, consecutively or cumulatively, the school must provide the student with a Free and Appropriate Public Education (FAPE) beginning on the eleventh (11th) school day that the child is out of school. For these students, the IEP committee must be convened to determine what services will be provided to the student during his or her suspension or expulsion in order to provide the student with FAPE and continue to achieve the student’s IEP goals. The IEP committee may determine that the student be assigned to an alternative school or other alternative education placement.

Please contact the RSD Student Hearing Office if you have questions about a suspension or expulsion for your child if your child has a 504 Plan, an IEP, or if you think your child should be evaluated for disabilities.

Parents/guardians have the right to request a due process hearing from the Louisiana Department of Education to appeal any manifestation determination. While the RSD does not participate
in these hearings, the Student Hearing Office will provide parents with the information necessary to request a hearing. The parents/guardians may be represented by counsel at the due process hearing.

Parents/guardians have the right to request that their child’s school perform an IEP evaluation or re-evaluation for their student at any time, verbally or in writing.

Multiple Suspensions

If the student has been suspended on multiple occasions his/her Individual Education Plan and Behavior Intervention Plan (BIP) must be revised to address current infractions.

Suspension Appeals

Any parent or guardian of a student or a non-minor student who is enrolled in an RSD direct-run school and is given an out-of-school suspension has the right to appeal the suspension to the RSD. The parent may appeal the reason for the suspension or the length of the suspension.

To appeal a suspension:

1. Submit a written request to appeal to the RSD Student Hearing Office. The request must be made no later than five (5) school days after the start date of the suspension. Include a copy of the suspension documentation provided to the student, parent, or guardian.

2. Appeals are conducted in person with the student, school representative, parent/guardian and an additional representative of the student, parent/guardian’s choice.

School representatives may participate in person or by telephone.

1. The RSD Student Hearing Officer will assess the merits of the case and make a final determination. The decision of the RSD Student Hearing Officer shall be final.

2. The RSD Student Hearing Officer may reverse, uphold, or modify the decision of the school.

3. Note: This Suspension Appeals procedure applies to RSD direct-run schools only.

Expulsion from School (Level 3 Infractions):  

In an expulsion, the student is officially removed from their school for at least the remainder of the academic year, and potentially longer. This corrective strategy will only be used if a student commits a Level 3 infraction. For a student to be expelled, the following procedures must be followed:

1. The expulsion process begins with the student committing a Level 3 infraction. From this point on, the student may not transfer to another school until the expulsion process is concluded.

2. Anytime the student commits a Level 3 infraction, the principal or designee must conduct a student conference and school-level investigation within three (3) school days of the incident.

3. During the investigation and expulsion hearing process, the student may be suspended. For students with disabilities, at no point may the student’s suspension exceed the maximum number of days allowed by law. The school is responsible for the continual provision of a Free Appropriate Public Education (FAPE) for students with disabilities throughout this time.

4. After the student conference and principal’s investigation, if the principal chooses to recommend the student for expulsion, the principal will submit required paperwork to the Algiers Charter School Support Center within one (1) school day after completing the investigation. If the paperwork is not submitted to the Student Hearing Office within this period, the student will be allowed to return to school (excluding special circumstances).

5. When the Student Hearing Office receives the paperwork, the principal’s recommendation for expulsion will be reviewed for compliance with the law and the Student Code of Conduct. If the recommendation for expulsion is in compliance, the Student Hearing Officer will schedule an expulsion hearing within three (3) days of receiving the recommendation for expulsion from the principal. The hearing will be conducted within five (5) days of the Student Hearing Office receiving the principal’s recommendation for expulsion.

6. If the recommendation for expulsion is not in compliance with the law and the Student Code of Conduct, the Student Hearing Office will contact the school and the parent. The recommended student will then be referred back to the sending school.
6. The following persons have a right to attend the expulsion hearing:
- The student
- The student’s parents/guardians
- An additional person of the student’s/parents’/guardians’ choosing to represent the student
- The student’s principal or designee (may include teacher or school staff witnessing the incident)
- Person victimized by the student (school must inform victim(s) and/or parents of the victim(s) of hearing time and place)
- Any other person the Student Hearing Officer determines is necessary.

7. If the student or parent/guardian chooses not to attend the hearing, the hearing will still be conducted in their absence.

8. All expulsion hearings will be tape-recorded and kept on file with the Student Hearing Office.

9. After the hearing, the Student Hearing Officer will make a determination of the student’s guilt based on the evidence gathered during the school’s investigation and any additional evidence or testimony presented during the hearing. The determination will be given, in writing, to the school, the student, and/or the minor student’s parents/guardians. If the student is found guilty, the expulsion will begin immediately. The Student Hearing Officer will determine the appropriate length of expulsion according to the guidelines on expulsion length above, and the expulsion will begin immediately. The Student Hearing Office will make arrangements for assigning the student to an alternative school or alternative educational placement after the hearing. If the student is found not guilty, the student may return to school the following day.

10. After the student has completed their full expulsion term at the alternative school or educational placement to which the student is assigned, the student has the right to return to the school from which he or she was expelled.
- If the student was found guilty of violence against another person, and the victim of that offense is still a student or staff member at the school, the student may be required to attend a different school at the completion of their expulsion term.
- At the time of the hearing, the Hearing Officer, in concert with the sending school, will determine the student’s eligibility to return to their expelling school.

Expulsion for Incorrigible Behavior
Pursuant, R.S. 17: 224 any student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if such student is:

(1) Seventeen years of age or older with less than five units of credit toward graduation.
(2) Eighteen years of age or older with less than ten units of credit toward graduation.
(3) Nineteen years of age or older with less than fifteen units of credit toward graduation.

Length of Expulsion Terms
The duration of each expulsion will be determined by the Student Hearing Office at the conclusion of the hearing, in accordance with the facts at hand, district policy, all relevant laws and regulations, and the guidelines below:

Tier One Offenses
- Students found guilty of Tier One offenses will receive expulsions of between 90 and 360 school days.
- Students will only receive expulsion terms longer than 180 days for offenses listed above that have a longer expulsion term required by law (La. R.S. 17:416).
- Students found guilty of a Tier One offense during the first semester will be eligible to return from their alternative placement no earlier than the end of that school year.
- Students found guilty of a Tier One offense during the second semester will be eligible to return from their alternative placement no earlier than the end of the first semester of the next academic year.

Tier Two Offenses
- Students found guilty of a Tier Two offense will receive expulsions of between 90 and 180 school days.
- Students found guilty of a Tier Two offense during the first semester will be eligible to return from their alternative placement at the end of that school year.
- Students found guilty of a Tier Two offense during the second semester will be eligible to return from their alternative placement at the end of the first semester of the next academic year.

Expulsion Appeals
Any non-minor student, or the student’s parent/guardian, has the right to appeal the Student Hearing Officer’s determination to the RSD Superintendent or his/her designee. To appeal an expulsion, the parent/guardian of the student
may, within five (5) schools days after the decision to expel the student has been made, request that the RSD review the findings of the Student Hearing Officer. The RSD, in reviewing the case, may uphold, modify, or reverse the decision. Otherwise the determination of the Student Hearing Officer shall be final.

If the RSD Superintendent or his/her designee upholds the decision of the Student Hearing Officer, the non-minor student or student’s parent/guardian may appeal the expulsion to the Municipal Court in which the student’s school is located within ten (10) days of the RSD Superintendent’s decision. The parish court may uphold, modify, or reverse the decision of the RSD.

Throughout the appeal process, the student must report to their designated alternative school or alternative educational placement.

Student Placement

At the conclusion of the hearing, students found guilty will be given one of four designations that determine whether and when the student will be allowed to return to the expelling school.

Right to Return

Students found guilty and placed at an alternative education setting will be returned to their sending school at the conclusion of their expulsion term unless the RSD Hearing Officer determines that there are compelling reasons that the sending school is not the best placement for the student.

No Right to Return

At the conclusion of their expulsion term, students guilty of offenses against identified victims at the sending school may be ineligible to return to the school. Certain other offenses, depending on the facts, may qualify for this ineligibility for return to the sending school. Decisions about a student’s right to return will be made by the RSD Hearing Officer in consultation with the Leader of the expelling school and based on all evidence available as of the time of the hearing.

Tier One Early Return

Students found guilty of Tier One offenses and placed at an alternative education setting may have the right to return to the expelling school prior to the conclusion of their expulsion term. A student’s eligibility for early return will be determined by the expelling school at the conclusion of the hearing.

Written criteria for early return will be established by the expelling school and Hearing Officer at the conclusion of the hearing in consultation with the receiving school. Students eligible for early return will receive a review of their performance after being enrolled at the alternative education setting for the length of time established at the conclusion of the hearing, but not before completion of the remainder of the current semester and one additional semester. Students may only return to their sending schools under the early return policy at semester breaks.

This review will determine whether and when the student will return to the expelling school. The review for early return will be conducted by the RSD Hearing Officer and expelling school and based on data provided by the alternative education placement. Students that are allowed to return to their expelling school based on their eligibility for early return may be subject to probationary conditions.

Probation

Students found guilty may have the right to early return to the expelling school prior to the conclusion of their expulsion term on a probationary basis. A student’s eligibility for probation will be determined by the expelling school at the conclusion of the hearing. Written criteria for probation will be established by the expelling school and Hearing Officer at the conclusion of the hearing and agreed upon in writing by the school leader and the student.

A student that is eligible for probation and who violates the terms of that probation will be eligible for placement at an alternative education setting for the remainder of the expulsion term.
C. USE OF TECHNOLOGY

1. Use of Cell Phones

School-based Cell Phone Policy

A student may possess a cell phone on school property, at school-sponsored activities, and at school-related functions, provided that during school hours, the cell phone remains off and is concealed. Violations of this policy may result in confiscation of the cell phone and/or other disciplinary actions.

Cell Phones as Instructional Devices

Algiers Charter supports the use of technology, including, but not limited to cell phones, and realizes some teachers and schools may opt to incorporate these devices for teacher-directed educational purposes. If your child will be using a cell phone or other technology for teacher-directed educational purposes, please advise your child to abide by the acceptable use of communications policy and keep the device secure while not in use, as Algiers Charter and its schools bear no responsibility for lost, stolen, or damaged devices.

Confiscated Cell Phones

If confiscated, the parent/guardian will make arrangements to pick up the cell phone from the school.

Lost Cell Phones

At no time shall Algiers Charter Schools be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

2. Acceptable Use Policy

Students and parents must agree to the Acceptable Use Agreement provided by Algiers Charter.

Rules for Appropriate Use

- Students may be assigned an individual account and must only use those accounts and passwords that they have been granted permission by the Algiers Charter to use. All account activity should be for educational purposes only.
- All students must assume personal responsibility to behave in an ethical manner even when technology provides them the freedom to do otherwise.

Inappropriate Uses

- Using the Algiers Charter’s electronic communications system for illegal activities.
- Disabling, bypassing, or attempting to disable or bypass any system monitoring.
- Filtering or other security measures.
- Sharing your username or password with others, borrowing someone else’s username, password or account access.
- Purposefully opening, viewing, using, or deleting files belonging to another person without permission.
- Electronically posting personal information about yourself or others, such as addresses, phone numbers, pictures, etc.
- Downloading or plagiarizing copyrighted information without the permission of the copyright holder.
- Intentionally introducing a virus or other malicious program’s onto the Algiers Charter’s system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Wasting or abusing school resources through unauthorized system use.
- Gaining unauthorized access to restricted information or network resources.
- e-mail, chat rooms, social networking applications, and sites involving or which access visual depictions that are obscene or pornographic
- Accessing any proxy sites designed to bypass the school’s security/filtering software.
Consequences for Inappropriate Use

- Suspension of access to the Algiers Charter’s electronic communications system.
- Revocation of the Algiers Charter’s electronic communications system account(s), and/or
- Other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

3. Social Media Policy

Definition of Social Media

Public social media networks are defined to include: Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, group texting services, and any other social media generally available to the public or consumers and which do not fall within the Algiers Charter’s electronic technologies network (e.g. MySpace, Facebook, Twitter, LinkedIn, Flickr, YouTube, blog sites, etc.).

Behavior Expectations for Social Media

Algiers Charter students and teachers are expected to:

- Protect confidential and proprietary information about themselves when using social media.
- Refrain from posting confidential or proprietary information about students, teachers or other members of the Algiers Charter community.
- Refrain from engaging in any online activity that may result in a direct and substantial disruption on campus.

Any violations or concerns may be reported directly to the appropriate authorities or social media sites

On-campus Disruptions Resulting from Off-Campus Incidents (including but not limited to use of social media)

Any incident originating off campus, including but not limited to the use of social media, and resulting in a disruption on campus will be regarded as an “on-campus” incident. School administrators are within their right to take disciplinary action if any off campus incident results in a substantial disruption on school grounds.

Technology Acceptable Use Policy

SECTION IV: ACADEMICS & EXTRA-CURRICULAR

A. ACADEMIC PROGRAMS

1. Courses of Study

K-8 Program of Study

Each school will provide instruction aligned to BESE-approved standards or locally-developed and approved curriculum. The elementary grades shall provide at a minimum a foundation in fundamentals of English Language Arts, Mathematics, Social Studies, Science, Arts, Health, and Physical Education.

High School Program of Study

The course of study within the high schools shall consist of college preparatory courses and/or a career major comprised of rigorous academic courses and modern vocational studies. Such a curriculum design shall allow each high school student to choose a career option at the high school level. In all instances, the elementary curriculum, middle school curriculum, and high school curriculum shall meet the educational requirements established by state statute and the Louisiana Department of Education.
Electives

Algiers Charter schools have the authority to develop, review, and approve all school-based electives. The process shall ensure alignment with standards-based initiatives, compliance with current BESE policies, and all laws and regulations pertaining to students with disabilities. Electives shall enhance, expand, and/or refine the core curriculum. Elective courses shall not replace, duplicate, or significantly overlap the content of core curriculum or other approved electives.

Do you have these concerns about your child? academic problems discipline problems not hear/see well chronic illness
For help please complete the healthy student evaluation form

Special Programs

Students with Disabilities

If a child is experiencing learning and/or behavioral difficulties, the parent should contact their child’s teacher or the Student Success Team leader at the school to discuss options for accommodations, modifications and/or interventions which may help facilitate the child’s educational progress. The parent may also contact the Director of Exceptional Student Services to learn about services available for students identified as having a disability as well as Algiers Charter’s procedures for screening, evaluation and provision of support services to eligible students.

At any time a parent is able to request an evaluation for special education services. Within a reasonable amount of time the Algiers Charter under recommendation from the school must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide written consent for the evaluation. The Algiers Charter must complete the evaluation and report within 60 calendar days from when the consent is received. The results of the evaluation will be explained and a copy of the report will be given to the parent. If it is determined that an evaluation is not needed, the Algiers Charter will provide the parent with a written notice as to why the child will not be evaluated. This notice will include a copy of the parent’s rights if they disagree with the findings of the Algiers Charter. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for special education is the child’s teacher, school counselor or administrator. If additional information is needed, the parent should contact the Director of Exceptional Student Services.

Gifted and Talented Programs

Students who have been evaluated and found eligible in accordance with state guidelines may receive services in the areas of gifted education, talented visual arts, talented theater and/or talented music. For more information, contact the Director of Exceptional Student Services. A gifted and/or talented student is a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

1. exhibits high performance capability in an intellectual, creative or artistic area;
2. possesses an unusual capacity for leadership, or
3. excels in a specific academic field

Limited English Proficient

Students whose primary language or languages is other than English shall be provided special assistance, in conformity with applicable Federal and State statutes and regulations, until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

2. Academic Support

Guidance and Counseling

The Algiers Charter School Association provides a comprehensive guidance program to meet our students’ needs. It is staffed by professional school counselors and is an integral part of the total educational program. Counselors help students in their educational, career, personal, emotional, and social development, with goals being success in school and overall wellness. Counselors respond individually or in small groups to as many students
as possible who have problems which interfere with their success in school. Conferences with counselors are encouraged for students, their parents and teachers when assistance or guidance is needed.

Social Services
Algiers Charter and Algiers Charter schools shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. Algiers Charter personnel are available to assist parents and students with social and academic issues. Families are encouraged to utilize these resources available for needed assistance.

Students with Learning Difficulties
A variety of services are available for students with special needs. You may consult with the Algiers Charter Exceptional Student Services department if you have questions about the range of special education services that are available to Algiers Charter students.

Qualifying students may receive special education services such as but not limited to:

1. Speech/Language Therapy
2. Physical Therapy
3. Occupational Therapy
4. Adapted Physical Education
5. Counseling & Social Work Services
6. Assistive Technology
7. Specialized Health Services
8. Special Transportation

Sign Language Interpreter
Algiers Charter in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education and Improvement Act of 2004 and will provide qualified sign language interpreters for all Deaf and Hearing Impaired students who require these services in connection with district activities. Contact an Algiers Charter school for more information.

Libraries
Where available, each school’s library supports its curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their efforts to seek information and develop their reading skills. In order for each school to maintain a high quality collection, students must learn responsibility in caring for library materials. If any library materials are lost or damaged, the student is expected to pay for them.

B. GRADES

1. Grading Standards
Algiers Charter Grading Policy
Algiers Charter acknowledges that evaluation of student progress shall be based on various aspects of performance as measured against standards for the respective grade or subject. The requirements for evaluation shall take into consideration the ability, aptitude, as it reflects a reasonable and conscientious effort on the part of the pupil to fulfill in the requirements of the course, and the ability of the pupil as it relates to the pupil’s demonstrated effort.

Grades shall be determined and reported in accordance with procedures outlined in the Pupil Progression Plan for Algiers Charter Schools or each individual school.

2. Grading procedures
Grading Scale
Teachers should share a syllabus that outlines the work of the course and the grading requirements with each student and parent for each year or semester with appropriate follow-up reminders. The syllabus should give parents and students a clear definition of what the pupil must accomplish and show how the grade will be earned over the duration of the course. Grading scales are available in the latest Algiers Charter Pupil Progression Plan.

Each school may publish its own grading scale.
and will share this with students and parents at the beginning of the year. The recommended grading scale by the state is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-93</td>
</tr>
<tr>
<td>B</td>
<td>92-85</td>
</tr>
<tr>
<td>C</td>
<td>84-75</td>
</tr>
<tr>
<td>D</td>
<td>74-67</td>
</tr>
<tr>
<td>F</td>
<td>66-0</td>
</tr>
</tbody>
</table>

**Grading Scale for Regular Courses**

**Grade Reporting**

Students will have four grading periods at K-8 and two grading periods at the high school level. Report cards will be issued by each school at the end of each grading period and may require may require a parent-teacher conference. Algiers Charter strongly encourages every parent to visit their child’s school and discuss the student’s progress with his/her teacher(s).

**Progress Reports**

The purpose of school-issued Progress Reports is to inform parents of their child’s academic standing and achievement level at the time of the report. A signed progress report by the parent may be required as proof of receipt. These reports will be issued according to the Algiers Charter academic calendar. Progress reports may also be issued at any time a student’s progress becomes unsatisfactory. Students with disabilities will receive progress reports related to goals and objectives specified on their IEPs.

Parents are encouraged to maintain constant communication with teachers to ensure that a student’s grade does not drop between the time a progress report was issued and the grade is finalized.

**Final Grades**

Evaluation of student progress shall be determined by the use of letter grades earned by students during each grade period. A student’s grade in a subject or course for that period shall be considered cumulative. Cumulative grades shall be determined by the objective grade based on assignments, activities, class participation, and examinations. Evaluation of student progress in kindergarten shall be denoted by skill mastered, skill not mastered, or skill not yet taught.

Final grades must be in accordance with a student’s Individual Education Plan.

**Grade Alteration**

No Algiers Charter member, CEO, or school employee, including administrative and supervisory personnel, shall attempt, directly or indirectly, to influence, alter, or otherwise affect the grade received by a student from his/her teacher. However, a parent may request that a teacher’s determination of a student’s grade be evaluated by a site-based administrator.

**Grade Averages**

Each school may publish its own grading weights and will share this with students and parents at the beginning of the year. The recommended grading weights by the state are as follows:

**Regular Courses**

Report card grades earned for regular courses shall be weighted as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Advanced Placement Courses**

Report card grades earned for advanced placement courses shall be weighted as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5.0</td>
</tr>
<tr>
<td>B</td>
<td>4.0</td>
</tr>
<tr>
<td>C</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Honor Roll
Each school may choose to publish an honor roll. Please check with your child’s school for specific requirements regarding honor rolls.

3. Assignments and Homework

Completing Assignments
It is the responsibility of every student to complete all homework, classwork, papers, worksheets, and examinations assigned by the teacher. When applicable, all of the above should be reviewed/evaluated by the parent and returned to the student or placed in the student’s individual folder as prescribed by the teacher.

Make-up Work
Students shall be permitted to make-up assignments and tests in accordance with their school-based policies and procedures.

Students may receive a zero for any assignment or test not made up within the allotted time.

Make-up assignments or tests shall be made available to students after any excused absence. Teachers shall inform students of the amount of time allotted for completing make-up work after an absence; however, the student is responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time.

Homework
Students may receive homework assignments. Specific homework policies are set at the individual campuses. Please refer to your child’s school for more information. Parents are asked to assist their children by providing the time, place, cooperation and encouragement needed to complete assignments. Students should be reminded to take their books, work and supplies to school each day. To promote responsibility, children are generally not allowed to call home for forgotten work or supplies.

Textbooks
All textbooks are the property of the Algiers Charter School Association. The use of textbooks is the right of every student, but this right also carries with it the responsibilities of proper use and care. Damage to any textbook may result in a fine. If a student is unable to locate or return any textbook, he/she will be required to pay for it before a second textbook is issued. Grades and/or transcripts may be held until the student’s textbook accounts are settled. Algiers Charter policy requires that all textbooks be covered. The school may assess a fine for uncovered textbooks. Parents of students who require adapted textbooks (i.e., Braille or enlarged text) should contact the Director of Exceptional Student Services.

Academic Integrity
All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to dishonestly present work as his/her own will be regarded as a serious offense which may result in a grading penalty and/or disciplinary action. School staff will contact the parent or guardian of any student who is found to be in violation of this policy.

Cheating or dishonesty of any kind on a test, written assignment or project; assisting others to cheat or altering grade records is considered a serious offense. Offering the work of another as one’s own without proper acknowledgement is plagiarism. Any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, the internet, and/or other reference works or from writings of another student is guilty of plagiarism, also a serious offense.

Cheating on any standardized examination, including but not limited to state assessments, will result in an automatic invalidation of the test and disciplinary action.
C. PROMOTION, RETENTION AND GRADUATION

1. Promotion, Retention and Remediation

Promotion Standards Policy

A student may be promoted to the next grade level only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. Standards for promotion and retention of students have been established in the Pupil Progression Plan for Algiers Charter schools and shall govern the placement of students. Pupils meeting the standards and other criteria established in this plan shall be eligible for promotion and/or credit. Regulations set by the School Board and the Louisiana Board of Elementary and Secondary Education (BESE) shall also be met in order to receive credit.

Elementary/Middle School K-8

A student who is a first-time 4th or 8th grader must score at or above the Basic achievement level on the English Language Arts or Mathematics components of the LEAP/PARCC and at or above the Approaching Basic achievement level on the other standards to be promoted to the fifth or ninth grade. (Bulletin 1566 §701) For the 2014-2015 school year only, promotion in some cases may be determined by additional indicators of student performance as defined by the Pupil Progression Plan.

Students not passing these tests are eligible for extra learning help and have opportunities to pass the test(s) before being retained. They must also meet their school’s and the Algiers Charter School Association’s promotion requirements. All placement and promotion requirements for 4th and 8th graders shall be aligned with current BESE guidelines as outlined in the High Stakes Testing Policy. (Bulletin 1566 §701)

High Schools 9-12

In addition to completing a minimum of 23 or 24 Carnegie units of credit as required by BESE, the student shall meet assessment requirements to earn a standard high school diploma. (Bulletin 741 §2318 and §2319)

Students entering the 9th grade in 2014 or later in Louisiana can pursue two types of high school diploma: a TOPS University Diploma or a Jump Start Diploma.

Students who entered 9th grade in 2013 or earlier have three diploma options available to them: Core 4 Diploma, Basic Core Diploma, or Career Diploma.

Students with disabilities can also earn a Certificate of Achievement.

Promotion Standards for Students with Disabilities

Students with disabilities participating in LEAP must be provided with accommodations as noted in the students’ IEPs. (Bulletin 1566 §701) Students eligible for services under Section 504 of the Rehabilitation Act of 1973 should have accommodations as noted on their individual accommodation plan (IAP). Students with disabilities who participate in the LEAP Alternate Assessments (LAA 1 and LAA 2) shall have promotion decisions determined by the School Success Team (Bulletin 1566 §505 A.)

High Stakes Examinations

The decision to retain a student in the fourth or eighth grade more than once as a result of his/her failure to achieve the passing standard on the English Language Arts and Mathematics components of LEAP shall be made by the School in accordance with the local Pupil Progression Plan.

End-of-Course Exams

High school students take End-of-Course tests in six subjects: Algebra I, Geometry, English II and III, Biology and U.S. History.

Students can earn the following scores on End-of-Course tests:

- Excellent: A student demonstrates
- Superior performance of the course content.
- Good: A student demonstrates mastery of course content and is well prepared for the next level of coursework in the subject.
- Fair: A student demonstrates only the fundamental knowledge and skills needed for the next level of coursework in the subject.
- Needs Improvement: A student does not demonstrate the fundamental knowledge and skills needed for the next level of coursework in the subject.
End-of-Course tests comprise between 15% and 30% of the student’s final grade in the subject. Algiers Charter schools determine the percentage. For students who were eligible for the LEAP Alternate Assessment, Level 2 (LAA 2) prior to taking their first End-Of-Course exam, the End-of-Course exam score counts for 5% of their final grade.

To earn a standard high school diploma, students must earn a score of Fair or above on three End-of-Course tests, including one in each category – Algebra I or Geometry, English II or English III, and Biology or U.S. History. Students who earn a score of Needs Improvement must receive 30 hours of remediation in the course and are eligible to retake the test at the next administration.

Students with disabilities who have passed two End-of-Course tests may be eligible for a waiver of the third exam required for graduation. Also, students eligible for LAA 2 may choose to take the LAA 2 tests to meet graduation requirements if they do not pass the End-Of-Course tests.

Remediation

Elementary School Remediation

Students who do not meet the requirements to be promoted to the fifth grade may participate in a Fourth Grade Transitional Program, which combines remedial fourth-grade course work with regular fifth grade course work.

To participate in the program, students must Score Approaching Basic in both English language arts and mathematics on either the spring or summer LEAP/PARCC test, participate in a summer remediation program and take the summer retest of LEAP/PARCC, and meet all other district requirements for promotion, such as attendance guidelines. Upon completion of the fourth grade transitional program, students retake the fourth grade LEAP/PARCC and may be promoted to the sixth grade if they score a minimum of Basic or above in either English language arts or mathematics and Approaching Basic in the other subject AND at least Approaching Basic in both science and social studies on the fourth grade LEAP/PARCC, in addition to meeting all other district promotion requirements.

Eighth Grade Remediation

Eighth grade students who score an Unsatisfactory in both English language arts and math must repeat the grade. Eighth grade students who do not meet the requirements to be promoted to the 9th grade may be placed in the transitional 9th grade (T9) if they attend summer remediation, take the 8th grade LEAP/PARCC retest, and meet all other district requirements for promotion, such as attendance guidelines.

2. Graduation Requirements

Diploma Requirements

Students entering the 9th grade in 2014 or later in Louisiana can pursue two types of high school diploma: a TOPS University Diploma or a Jump Start Diploma.

Students who entered 9th grade in 2013 or earlier have three diploma options available to them: Core 4 Diploma, Basic Core Diploma, or Career Diploma.

With some diploma types, students can earn an Academic Endorsement or a Career/Technical Endorsement.

All students must declare their diploma program by the end of 10th grade.

Students with disabilities can also earn a Certificate of Achievement.
Graduation Requirements 2014 and beyond

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<th>Credits for Jump Start Diploma</th>
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</table>

*Students who pursue a Jump Start Diploma must complete 9 electives in a state-approved course of study and achieve an approved industry-based certification in order to receive the diploma.

Academic Endorsement

Core 4 or TOPS University Diploma; Grade Point Average (GPA): 2.5; ACT: 23

One of the following: Senior Project; AP course; IB course; 3 college hours of non-remedial credit in a core area

Career / Technical Endorsement

Core 4 or TOPS University Diploma; 4 credits in an area of concentration, plus 2 related credits; Grade Point Average (GPA): 2.5; ACT: 20 or Work Keys: Silver

- Industry Based Certification approved by the Board of Elementary and Secondary Education or 3 college hours in a career technical area, and
- Senior Project related to the students area of concentration with 20 hours of work-based learning or 90 hours of work-based learning

Carnegie Credit for Middle School Students

Students who intend to take a course for Carnegie credit in middle school should successfully complete a seventh grade course in that content area that addresses both the seventh and eighth grade. Upon completion of the course, the school shall administer a test based on the eighth grade course.

Physical Education

All students are required to take physical education. Physical Education instruction may include: physical fitness, motor skill development, rhythmic activities, games and sport skill development, and/or gymnastics and tumbling skills. Due to the nature of activities in physical education, it is recommended that students wear tennis shoes or rubber soled shoes while participating. Any student unable to participate in class activities due to illness or injury must have a written excuse from a doctor stating the nature of the injury or illness along with the time span of inactivity.

D. EXTRA CURRICULAR AND CLUBS

1. Athletics

High School Athletics

Algiers Charter High Schools offer programs for both men and women. Schools participate in Louisiana High School Athletic Association leagues and all sports activities are governed by the rules and regulations established by these organizations. Students who are interested in trying out for a sport should contact the head coach for that sport. Eligible students who wish to participate in athletics must first secure their parent’s permission and doctor’s approval. These forms may be obtained from the coach. After the proper signatures are recorded, these forms are to be returned to the coach.

The Athletic Director at each Algiers Charter School or non-Algiers Charter School shall be responsible for completing and submitting an eligibility roster for each competing team. The roster shall list the name of every student-athlete participant. Students must meet all of the following criteria in order to participate in any Algiers Charter Middle School Athletics activity.

Age and Grade Limits

Middle school students (grades 5 to 8) are eligible to participate in Algiers Charter Middle School
Athletics up to the age of fifteen (15). Students who turn 15 prior to September 1 of the current school year are not eligible to participate.

Scholastic Requirements
Students must receive passing grades in all four (4) core subjects (ELA, Mathematics, Science, Social Studies) and maintain a quarterly grade point average of no less than 2.0 or 2.5, depending on the school. Students with IEPs (individualized education plans) must meet at least 70% of their quarterly learning objectives.

Parental Consent
Each parent/guardian must sign a Parental Consent to Participation form before a student may participate.

Physical Examinations
Each student must complete a physical examination and be cleared for activity in order to participate. A current physical is one conducted within the past twelve (12) months. Examinations may be conducted by a primary care physician, neighborhood health clinic, or the Tulane Sports Medicine Program.

Insurance
All participants must be covered by student insurance. The cost for student insurance for the entire year is $15.00, which covers all school-related activities.

Suspension from Athletics
If a student is placed on official out of school suspension, she/he is not eligible to participate in sporting or extracurricular activities during the duration of the suspension. A student may resume participation upon returning to school and receiving approval from the school principal. Students subject to in-school suspension may only participate with approval from the school administration.

Overnight Policy/Athletic Field Trip
The Overnight Policy that applies for any regular school activity shall continue in effect for any sporting activity that is associated with the Algiers Charter School Association.

Timely Documentation
The Athletic Director at each Algiers Charter school shall maintain an eligibility folder for each student competing in athletics at his/her school. The folder shall contain: a parental consent form, a current physical, a copy of the most recent quarterly report card (if a student participates in multiple sports, the folder shall contain a report card for each quarter in which the student competes), proof of insurance, and any and all documentation relating to suspensions, absences or incidents involving the student.

Athletic Transfers

Student Transfers within the Association
If a student transfers from one Algiers Charter school to another Algiers Charter school during the school year (August through May), that student will be eligible to participate if s/he meets the following criteria.

- A student who transfers within the Association will have to sit out for one week (seven days) from the date of his/her enrollment in the receiving school.
- The parent of the student has a legitimate reason for moving the student and the student meets the eligibility requirements.

Ineligible Transfers

- A student will not be eligible to compete in sporting activities, if that student was recruited during the school year by a member of a rival school within the Association. The Parent must state that a Coach or Teacher recruited their child to attend their school for that child to be ruled ineligible.
- The student does not meet the required eligibility requirement to participate.

2. Clubs

Student Organizations
Clubs and organizations covering many topics of interest may be offered to allow students the opportunity to grow and develop. Students should find or work with campus administrators to create clubs in which to share their particular interest with others. Membership in these clubs may be
subject to scholastic qualifications. Schools may not create secret societies or clubs. The Algiers Charter may adopt a policy establishing the number of times as student who is otherwise eligible to participate in extracurricular activity may be absent from class to participate in an extracurricular activity sponsored or sanctioned by the association.

Students in leadership positions and students who participate in extracurricular activities, on or off campus, are subject at all times to school and association policy regarding participation. The student’s privilege of participation in these activities may be revoked, suspended, or otherwise adversely affected at any time when: the instructor/sponsor of an extracurricular activity or a campus administrator determines that the student’s conduct has a negative effect on the morale or discipline of the other participants in the extracurricular activity; and/or

1. The instructor/sponsor of an extracurricular activity or a campus administrator determines that the student’s conduct has a negative effect on the reputation of the student’s team, school, or the Algiers Charter; and/or

2. The instructor/sponsor of the extracurricular activity or a campus administrator determines that the student’s conduct warrants the revocation or suspension of the student’s extracurricular activities as a disciplinary measure.

3. Field Trips
Field Trip Procedure
Sponsors shall verify that each student has submitted a permission form signed by the parent or guardian prior to leaving on the trip. If the parent refuses to give permission, the student does not participate. Sponsors and chaperons are entrusted to support and enforce the rules and regulations as outlined in the student handbook. Sponsors will provide students and parents with a written agenda of the trip which shall include:

1. Place, date, and time of departure and return;
2. Method of transportation;
3. Name, address, and phone number of overnight accommodation if the event involves more than one day;
4. List of items which will be needed by the student while on the trip;
5. Schedule of events students will attend or participate in while on the trip.

School Attendance for Field Trip
Students who are absent from school that day of the event will not be allowed to participate. The principal must approve any exceptions

Field Trip Transportation
Any student who intends to be a participant or spectator at an event for which the school provides transportation will be expected to follow the guidelines listed below:

1. Conduct, language and attitude on the bus and at the site of event will reflect the courtesy and proper conduct in keeping with the type of event.
2. School songs and cheers are welcome when the occasion is appropriate.
3. Students will be assigned to buses. A student who rides to an event on a school bus will ride the same bus back to school.
4. Dress on the bus will be the same as that required at school unless the principal should direct otherwise.
SECTION V: ALGIERS CHARTER TERMS AND DISCLOSURE FORMS

LIST OF FORMS AND DOCUMENTS

- 1.1 Consent for Directory Information
- 1.2 Notification of FERPA Rights and Responsibilities
- 1.3 Asbestos Disclosure
- 1.4 School Wellness Policy
- 1.5 Healthy Student Evaluation
- 1.6 Volunteer / Chaperone Policy & Application
- 2.1 Student Media Release Form*
- 2.2 Technology: Acceptable Use Policy*
- 2.3 Student Transportation Agreement*
- 2.4 Algiers Charter Student-Parent Code of Conduct Agreement*

*Requires Signature
1.1 CONSENT FOR DIRECTORY INFORMATION

Dear Parents,

Federal Law requires that the Algiers Charter Schools Association, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Algiers Charter may disclose appropriately designated “directory information” without written consent, unless you have advised the Algiers Charter to the contrary. The primary purpose of the directory information is to allow the Algiers Charter to include this type of information from your child’s education in certain school publications. Examples include:

The annual yearbook
Honor roll or other recognition lists
Graduation programs
Sports rosters

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be released to outside organizations without a parent’s prior consent.

Outside organizations include, but are not limited to, companies that manufacture class ring or publish yearbooks.

If you do not want Algiers Charter to disclose directory information from your child’s education records without your prior written consent, you must notify the principal of your child’s school in writing within two weeks after registration each school year. Algiers Charter considers the following information as directory information: student’s name, address, telephone listing, photograph, date and place of birth, grade level, participation in activities and sports, and weight and height of members of athletic teams.
NOTIFICATION OF RIGHTS AND UNDER FERPA FOR ELEMENTARY AND SECONDARY STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (‘eligible students’) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the (Name of school (‘School’)) receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   Parents or eligible students who wish to ask the [School] to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202
1.3 ASBESTOS DISCLOSURE

July 14, 2015

To: Algiers Charter Schools Employees, Students and Occupants

From: Tracy Mercadel; Director of Operations

Re: Asbestos Management Plan-Annual Notification

The Asbestos Hazard Emergency Response Act (AHERA) and Louisiana Department of Environmental Quality (LDEQ) require annual notification to building occupants, employees, and visiting workers regarding our existing Asbestos Management Plans.

The School Board completed initial asbestos material inspections in 1988 and developed Management Plans for each school site and its' corresponding buildings. The Management Plan is updated every six-months with surveillance inspections and every three years with a complete reinspection.

The documents for the above inspections are filed within the Management Plans for each school. The Management Plan for a particular school site is available for viewing at that school site. Any facility renovations including asbestos materials are completed using licensed and trained personnel. Documentation regarding any abatement activities is also maintained within the Management Plans.

Tracy Mercadel

Director of Site Services
1.4 SCHOOL WELLNESS POLICY

July 15, 2015

I. Purpose

This school wellness policy was developed to fulfill the Algiers Charter School Association’s commitment to the health of the school community, as well as to comply with the Child Nutrition Reauthorization Act of 2004 that requires that each local educational agency participating in the National School Lunch Program establish a local school wellness policy.

The Algiers Charter School Association (Algiers Charter) is committed to providing a healthy school environment that promotes its students’ health, well-being, and ability to learn by supporting healthy eating, physical activity, and the overall health of students and their families.

The school wellness policy applies to Algiers Charter and its individual schools. Administrators, faculty, school employees and volunteers, students, parents, school clubs and organizations, and the community should be aware of and follow the policy.

The school wellness policy will be communicated at least annually on the Algiers Charter and individual school websites, at staff and parent organization meetings, and the student and employee handbooks.

II. Preamble

- A safe and healthy school environment enhances the potential for academic achievement among students.
- A healthy child in a nurturing and safe environment has a better attendance record and performs better in school than a child who is not.
- Whereas hunger in America still exists, obesity among children and adolescents has risen over the past 20 years and continues to be a concern.
- Few children eat a healthy diet consistent with recommendations established by health professionals.
- Chronic diseases such as heart disease, cancer, and diabetes are responsible for a majority of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits and physical inactivity, often are established in childhood.
- Students need access to healthful foods and opportunities to be physically active in order to grow and learn.
III. Revision History

This policy was created from a template that was disseminated by the Louisiana Department of Education and from a review of existing school wellness policies in the greater New Orleans area. This policy was written and reviewed by the Algiers Charter Coordinated School Health Committee, and approved by the Algiers Charter Board of Trustees for district adoption.

IV. Coordinated School Health Committee

Algiers Charter will utilize its Coordinated School Health Committee to develop, implement, monitor, review, and as necessary, revise the school wellness policy. The committee will strive to include members that represent students, parents, teachers, food service professionals, health professionals, and other community members to the maximum extent practicable.

Each Algiers Charter is encouraged to have a School Wellness Committee that meets quarterly throughout the year. The Algiers Charter Coordinated School Health Committee will meet regularly throughout the school year and work with the individual school wellness committees and other school personnel to apply and enforce the school wellness policy and provide guidance on health and wellness issues.

V. Policy

The Algiers Charter School Association is committed to providing a school environment that protects and promotes health and wellness; and acknowledges the importance of diversity and culturally inclusive practices in school wellness efforts. Therefore it is the policy of the Algiers Charter School Association:

V. A. Nutrition Services

V. A. 1. School Meals

The Algiers Charter School Association will:

- Offer a school breakfast and lunch program with menus that meet the meal patterns and nutrition standards established by the USDA Child Nutrition Program and the Louisiana Department of Education,
Office of School and Community Support.

- Participate in the Child Nutrition Programs to the maximum extent practicable.
- Operate all Child Nutrition Programs with school foodservice staff who are qualified according to current professional standards.
- Encourage students, school staff, and families to participate in the school meal program.
- Provide adequate time for breakfast and the recommended 30 minutes for lunch.
- Instruct that food safety and sanitation are to be followed throughout the school.
- Provide facilities to wash hands before preparing and eating food.
- Provide a clean and pleasant cafeteria that is conducive to a positive dining experience.
- Offer a variety of fruits and vegetables and 100 percent fruit or vegetable juice.
- Offer reduced-fat, low-fat, or fat-free dairy products (including milk and cheese).
- Utilize healthy food preparation techniques for lean meat, poultry, and fish.
- Encourage professional development opportunities for food service staff.
- Offer whole and enriched grain products that are high in fiber, low in added fats and sugars, and served in appropriate portion sizes that are consistent with the current USDA standards.

V. A. 2. Food and Beverages Offered Outside of the Child Nutrition Programs

The Algiers Charter School Association will:

- Instruct staff, students and vendors that the food and beverages sold in vending machines or other schools sales—concessions stands and stores— are to meet the nutrition guidelines set by state law. (See Appendix A for standards)
- Encourage the use of non-food rewards for student accomplishment. (See Appendix B for reward alternatives)
- Encourage the provision of healthy food and beverage choices at school parties. (See Appendix C for healthy snack and school party food ideas)
- Encourage fundraisers to sell items other than food and beverages only or only foods and beverages that are of high nutritional value. (See Appendix D for healthy fundraising alternatives)
- Encourage that nutritious and appealing food and beverage options (such as fruits, vegetables, nuts, reduced-fat milk, reduced-fat cheese, reduced-fat yogurt, 100% juice, and water) be provided whenever foods and beverages are sold or otherwise offered at afterschool sporting or academic events, celebrations, afterschool care, or other functions.
V. B. Nutrition Education

The Algiers Charter School Association will:

- Promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.
- Integrate nutrition education, to the maximum extent practicable, into classroom instruction beyond any health education class.
- Promote nutrition education that is age-appropriate and consists of behaviorally focused content that is developmentally appropriate and culturally relevant.
- Provide hands-on activities that are fun and engaging, including opportunities for students to taste healthy foods.
- Promote positive aspects of healthful eating behaviors.
- Encourage parent involvement in lessons taught and school activities.
- Collaborate with school meals programs and nutrition-related community partners.
- Offer educational opportunities related to healthy eating for school employees.

V. C. Physical Education and Activity

The Algiers Charter School Association will:

- Implement quality physical education programs that emphasize and promote participation in lifelong physical activities and reaching a health enhancing level of physical fitness among all students.
- Provide physical education lessons are aligned with standards, benchmarks, and grade-level expectations.
- Use qualified, certified physical education teachers to guide physical activity instruction in elementary, middle, and high school grades.
- Encourage students to be active for at least half of the physical education class time.
- Encourage structured, daily recess for all children K-8th grade.
- Provide opportunities for parents and guardians to support students’ participation in physical activities.
- Provide opportunities and encouragement for students to participate in before and after school physical activities.
- Provide opportunities and encouragement for school employees to participate in physical activities.

V. D. Sex Education

The Algiers Charter School Association recognizes that accurate information about human sexuality may contribute to a decreased risk for sexually transmitted diseases and unintended pregnancies. The curriculum shall be based on medically accurate and factual information that shall help students understand the biological, psychological, and social aspects of human sexuality.
The Algiers Charter School Association’s sex education program shall comply with requirements of the Louisiana state law and shall respect the rights of parents/guardians to supervise their children’s education and to impart values regarding human sexuality to their children.

No religious beliefs, values, customs, practices in human sexuality nor the subjective moral and ethical judgment of any person shall be included in the study of sex education. Students shall not be tested, quizzed, or surveyed about their personal or family beliefs or practices in sex, morality, and religion.

The Algiers Charter School Association will:

- Emphasize sexual abstinence between unmarried persons as the expected standard for all school children, but also provide instruction about other methods of risk reduction (including condoms and other contraceptive methods).
- Allow condom demonstration. Students shall be monitored during demonstration to ensure that no student leaves with a condom, either opened or unopened.
- Prohibit condom distribution in accordance with Louisiana state law.
- Prohibit the distribution of any contraceptive or abortifacient drug, device, or other similar product.
- Emphasize that abstinence from sexual activity is a way to avoid unwanted pregnancy, sexually transmitted disease, and other associated health problems.
- Emphasize that each student has the power to control personal behavior and to encourage students to base their action on reasoning, self-esteem, and respect of others.
- Integrate sex education into an existing course of study in grades seven through twelve.
- Utilize an evidence-based comprehensive sex education curriculum that has been approved by the Algiers Charter board and a parent review committee. This excludes textbooks already being used by the schools.
- Require that those who teach sex education participate in training on the selected evidenced-based curriculum.
- Ensure that all discussion within the sex education lessons is kept confidential, with the exception of mandatory reportable issues or those issues deemed in need of referral.
- Notify parents/guardians at the beginning of each school year, or at the time of a student’s enrollment, about instruction in comprehensive sexual health education. This notice shall include: (1) That the written and audiovisual educational materials to be used in comprehensive sexual health education are available for the parent to review and (2) That parents/guardians may request in writing that their child not receive comprehensive sexual health education.
- Provide students excused by their parent/guardian from comprehensive sex education with an alternative educational activity.
- Prohibit disciplinary action, academic penalty, or other sanction if a student’s parent/guardian declines to permit the student to receive comprehensive sex education.
- Provide to parents/guardians of each student, information relative to the risks associated with human papillomavirus (HPV) and the availability, effectiveness, and known contraindications of immunizations against HPV. The information shall be updated annually if new information on HPV becomes available.
V. E. School Employee Wellness

The Algiers Charter School Association will:

- Provide opportunities and encouragement for school employees to participate in health and wellness activities that support healthy eating, physical activity, and overall health.

V. F. Coordinated School Health Program Model

The Algiers Charter School Association will:

- Utilize the Coordinated School Health program model developed by the Centers for Disease Control (CDC) to guide the planning and evaluation of school health initiatives, as monitored by the Algiers Charter Coordinated School Health Committee. The Coordinated School Health program model consists of eight interactive components of school health:

   1. **Healthy and Safe School Environment**: School policies and the physical, emotional, and social climate of the school support and enhance the health of students, staff, and families.

   2. **Health Education**: A comprehensive health curriculum addresses the physical, mental, emotional, and social dimensions of health. The curriculum provides knowledge and skills that help students maintain or improve their health and reduce risk behaviors.

   3. **Physical Education**: A comprehensive, sequential curriculum that provides learning experiences in a variety of planned physical activities, and promotes activities and sports that all students can enjoy and pursue throughout their lives.

   4. **Health Services**: Services are provided that ensure access or referral to primary health care services, prevent and control communicable disease and other health problems, provide emergency care for illness or injury, and provide educational and counseling opportunities for promoting and maintaining health.

   5. **Nutrition Services**: Access to a variety of nutritious, appealing, and affordable meals that
accommodate the health and nutrition needs of all students. Food served in schools nutrition programs should meet or exceed the U.S. Dietary Guidelines for Americans.

6. Counseling, Psychological and Social Services: Services are provided to improve students’ mental, emotional, and social health; this includes assessments, interventions, referrals, and prevention and promotion services that facilitate a positive school environment.

7. Health Promotion for Staff: Opportunities for school staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale, and a greater personal commitment to the school’s overall coordinated health program.

8. Family and Community Involvement: An integrated school, parent, and community approach for enhancing the health and well-being of students. Active solicitation of parent involvement and community engagement in the health-related needs of students.

• Prioritize school-based health promotion activities that address the highest risk health behaviors. The Centers for Disease Control (CDC) identifies six critical types of adolescent health behavior that contribute to the leading causes of death and disability among adults and youth:
  - Alcohol and Drug Use
  - Injury and Violence
  - Tobacco Use
  - Poor Nutrition
  - Lack of Physical Activity
  - Risky Sexual Behaviors

These behaviors are often established during childhood, persist into adulthood, are interrelated, and are preventable. In addition to causing serious health problems, these behaviors also contribute to educational and social problems, including school dropout, unemployment, and crime. The Algiers Charter School Association is committed to addressing these critical issues to better prepare our students for a healthy and successful life.

V. G. Monitoring and Policy Review

The Algiers Charter Coordinated School Health Committee will work to develop, implement, monitor, review, and as necessary, revise the school wellness policy. The policy will be reviewed annually.
Appendix A

Louisiana Act 311 and Louisiana Bulletin 1196

Food and Nutrition Policies of Operations

Foods and beverages must meet specific nutritional criteria if on the grounds at any time during a period beginning one-half hour before the start of the school day and ending one-half hour after the end of the school day. Except for items sold as part of the school food program, the food and beverages must meet the following criteria per serving:

a. ≤ 150 calories
b. ≤ 35% of total calories from fat
c. ≤ 10% of total calories from saturated fat
d. ≤ 30 grams of sugar
e. ≤ 360 milligrams of sodium

In high schools, beverages shall include:

a. Bottled water
b. No-calorie or low-calorie beverages that contain ≤ 10 calories per eight ounces.
c. Up to 12 ounce servings of beverages that contain 100 percent fruit juice with no added sweeteners and ≤ 120 calories per eight ounces.
d. Up to 12 ounce servings of any other beverages that contain ≤ 66 calories per eight ounces.
e. At least 50% of non-milk beverages shall be water and no-calorie or low-calorie options that contain ≤ 10 calories per eight ounces.
f. Low-fat milk, skim milk, and non-dairy milk.

Appendix B

Alternatives to Using Food as a Reward

Using food as a reward undermines nutrition education, encourages overconsumption of extra calories, especially foods high in fat and added sugar, and teaches children to eat when they are not hungry. Additionally, using food rewards can cause children to develop life-long habits of rewarding or comforting themselves with unhealthy foods. Children can also view certain foods that are used as rewards to be better or more valuable than other foods. As a result, they learn to prefer unhealthy foods that are given to them as rewards over healthy foods.
Children naturally enjoy eating healthy and being physically active. Parents, schools, and communities should provide children with an environment that supports healthy behaviors and teaches them lifelong healthy eating habits.

Some alternatives for rewarding students include: Extra credit or bonus points

- Allowing a “dress down” day
- Extra time for art or music
- Watch a fun video
- Late homework pass
- Gift card to download music
- Trophy, plaque, ribbon, or certificate
- Movie theatre coupon
  - A pass to the zoo, aquarium, or museum
  - A free pass to a school event or game
  - Stickers, pencils, bookmarks, or other school supplies
  - Gift certificate to the school store
  - A plant, seeds, and a pot for growing
  - Items that promote physical activity (like a hula hoop, jump rope, basketball, etc.)

Appendix C

Healthy Snack and Party Ideas

Schools are responsible for helping students learn lessons about good nutrition and healthy lifestyles. It is recognized that class parties are a tradition in public education, but it is encouraged that snacks that are consistent with the goals of the Algiers Charter Wellness Policy are served.

This is a list of healthier snacks to consider:

- Fresh fruit or vegetables with low-fat dip
- Yogurt
- Trail mix
- Nuts and seeds
- Animal crackers
- Baked chips
- Granola bars
- String cheese
- Low-fat popcorn
- Low-fat pretzels
- Pizza (no extra cheese and no more than one meat topping)
- Single-serve low-fat and non-fat milk (regular or flavored)
- Bottled water (including unsweetened flavored water)
Appendix D

Creative Fundraising Ideas

Healthy fundraising ideas promote consistent messages of practicing healthy eating and physical activity habits in the classroom, throughout the school, and at home.

Listed below are some ideas for raising funds without selling food.

- Sports tournament—Sell tickets to students and family members to attend a student volleyball, tennis, or flag football tournament. Include some local celebrities to increase sales throughout the community.
- Dress down days—Allow students to wear regular clothes, and/or specific clothing/shoe item for $1.
- Basketball tournaments—Charge a team of three players $40 for entrance and ask local businesses for prize donations. Provide t-shirts for the event and raise the entrance fee.
- Cheerleading or dance clinics – High school performing groups can charge $10 to $20 per individual to participate in an all day clinic teaching youth cheers/dances, etc.
- Community job fair—Rent booths for a fee to local companies and solicit free advertisements for local radio stations or newspapers. Charge an entrance fee.
- Crafts fair—Local and regional crafts persons can rent booths for a fee. The school can charge a small entrance fee to the public.
- School supply sales – Sell pencils, pens, paper, planners, folders, etc. Ask local businesses to donate supplies.
- Sell seat cushions at sporting events—Sell advertisements on the cushions to 20 local businesses for $50-100 to make even more money.
- Administrative fun—Have money jars available for the students to make donations. The school secretary would count the money in the jars on a daily basis and post the total. At set dollar increments, the principal and/or vice-principal would have to do stunts, dress as a cheerleader, etc.
- Raffle off gift baskets assembled by students—Choose a theme such as gardening, sports, or arts and crafts. Most items for the baskets can be donated.
- Sell candles, greeting cards, gift wrap, magazines, buttons, pins, pens, crafts, and calendars.
- Involve the community—con duct workshops or classes, a scavenger hunt, a recycling program, a car wash for donations, or a garage sale.
- Sell school spirit supplies—megaphones, shakers, plastic cups, t-shirts, school supplies, bumper stickers, cookbooks, or books developed by the school.
- Host art, music, and science events such as a read-a-thon, spelling bee, science fair, talent show, art show, plays, and concerts.

Adapted from Twenty Ways to Raise Funds Without Candy, Illinois Nutrition Education and Training Program.
Illinois Department of Education, Creative Financing and Fun Fundraising for Schools, Sports, and Clubs,

California Project LEAN, and W/N Wyoming, Family and Consumer Sciences, University of Wyoming

Cooperative Extension Service.
1.5 HEALTHY STUDENT EVALUATION

We know that you care about your child! We do, too! Every child is unique; every child is different.

Differences are wonderful, but some can cause problems in schooling. Louisiana schools are ready to help all children learn!

WE SEARCH FOR CHILDREN WHO MAY:

• Have academic problems
• Not hear/see well
• Have trouble following directions
• Be slow starters
• Have discipline problems
• Have any other problem that makes school a difficult experience

WE ALSO LOOK FOR BABIES OR PRESCHOOLERS WHO MAY:

• Have chronic illnesses
• Not walk or talk on time
• Have other developmental problems

WE LOOK BECAUSE WE HAVE PROGRAMS THAT MAY HELP

If you feel your child has a problem that affects his/her ability to learn and you would like to schedule a conference with your child’s teacher, please complete this form and return it to the school’s principal. At this conference, the teacher will discuss with you your concerns and the option to refer your child to the School Support Team (SST). The SSC is a team of teachers, administrators, and other school personnel who find ways to help your child with his/her specific problems.

Child’s Name: ____________________________________________________________

School: ____________________________ Grade: ________

Teacher: ____________________________

My Concerns are: _________________________________________________________

Print Name: ________________________ Relationship: ________________________

Address: _________________________________________________________________

Phone #: __________________ Signature: ______________________________________
1.6 VOLUNTEER / CHAPERONE POLICY & APPLICATION

VOLUNTEER GUIDELINES
The following guidelines must be followed by volunteers:

• Volunteers must honor privacy laws, maintaining confidential information about students, staff, and school business as confidential.
• Volunteers must sign in and out of the school office and must wear the name tag provided at sign-in.
• Volunteers are not permitted to administer school discipline or first aid. Volunteers operate under the direction of Algiers Charter staff.
• Safety is of paramount importance, and school staff should be notified in the case of an incident.
• Volunteers must receive prior approval from school staff to provide transportation to students.

DRUG AND ALCOHOL POLICY
Algiers Charter maintains drug free school campuses, including alcohol and tobacco. These substances are prohibited in all buildings, properties, buses, and vehicles controlled by Algiers Charter. Use of these substances by volunteers on campus is prohibited.

VOLUNTEER PARTICIPATION REQUEST & BACKGROUND CHECK FORM
As part of an ongoing effort to protect and provide the safest environment for the children we serve, Algiers Charter School Association is requiring a background check for all volunteers who will be chaperoning student’s whether it is on campus or off campus.

If you plan to volunteer please complete the attached Background Check Forms and also bring a Drivers License or ID. Upon completion and return of these forms, we will run the appropriate criminal background check at no cost to you. Once the background check is reviewed you will be notified whether you will be eligible to volunteer. Algiers Charter School has the authority to approve or deny participation as a volunteer based upon the background check results or other factors.

Please return all three completed forms to the school office. Each person interested in volunteering needs to complete a volunteer packet.

Volunteers are indispensable to our school. Thank you for offering your time and talents to work with our children! If you have any questions please don’t hesitate to contact your school for more information.
VOLUNTEER/CHAPERONE APPLICATION FORM

Volunteer Information

PERSONAL DATA

Last Name:______________________      First Name:___________________      Middle Initial:______

Address:________________________________________________________________

City:_________________________ State:________ Zip Code:_______________

Home Telephone # (    ) ________-___________ Cell Phone # (       )  ____-________

EMPLOYMENT DATA- Algiers Charter USE ONLY

School/Department: ______________________________________________________

Background check review and completed on:___/___/_____ By ____________________
VOLUNTEER SERVICE AGREEMENT

I attest that I am freely volunteering my time and services to the Algiers Charter Schools Association in the department of (School Name) ________________________________

Duties and responsibilities:

________________________________________________________________________________

________________________________________________________________________________

Anticipated Dated for Service: From 07/29/2015 To: 05/30/2016

I am volunteering solely for personal purposes or benefit without promise or expectation of compensation, benefits or future employment from the Algiers Charter Schools Association beyond any specified reimbursements agreements.

I agree to familiarize myself with, and abide by, Algiers Charter Schools Association’s rules and policies regarding conduct, confidentiality, safety and welfare. I understand that I may be subject to the same pre-employment screening and background checks as paid employees performing similar duties.

If my duties include driving for school business, I understand that I must possess a valid driver’s license and that I may be subject to a Department of Motor Vehicle driver’s license background check.

__________________________________  ______________________________
Volunteer Signature      Date

__________________________________  ______________________________
Authorized Department Signature    Date
RELEASE AND AUTHORIZATION

I ________________________ in connection with my application to volunteer my service to Algiers Charter Schools Association, hereby authorize Algiers Charter and Beenverified to perform a background screening check (including future screenings, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of Company as a sound business practice, but also for the benefit of all employees/students. It is no reflection on an applicant. I have read, understand and signed the separate Disclosure concerning my rights.

2. All reports are confidential. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.

3. I may review or obtain a copy of my report as provided by law.

4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to Algiers Charter or Beenverified.

5. I further release all of the above, including Algiers Charter and Beenverified, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.

6. I agree that a copy or fax of this document shall be as valid as the original.

Your signature _______________________________    Date ___________________

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.

Last Name           First Name         Middle Name

DOB: ___/____/_______    Former Name(s)    Date of Name Change

Name on Driver’s License   Driver’s License or I.D. Number       State of Issue

EMERGENCY CONTACT INFORMATION

Name: _____________________________    Relationship: _________________________

Emergency Telephone Number: (___) __________-_________ or (___) __________-_________ 

Emergency Telephone Number: (___) __________-_________ or (___) __________-_________
2.1 STUDENT MEDIA RELEASE FORM

2015-2016

This form gives permission to permit the Algiers Charter School Association to use students’ photo the website and for other events, promotions, and related activities.

I, the undersigned parent/guardian of _______________________________ do hereby grant Algiers Charter School Association and/or its designated representative to permit my child’s picture and likeness to be reproduced and disseminated via various media/communication vehicles such as local association’s website, or to be otherwise utilized by the district in regard to the district’s activities including use of name, voice, and/or writings and reproductions of the same. I release the above party from liabilities arising out of what I might deem misrepresentations by optical illusions, or faculty mechanical reproductions.

The publicity my minor child(ren) shall receive by virtue of the first such use that may be made thereof shall be and adequate compensation for this consent.

I agree all such uses of his/her name, voice, likeness, portraits, pictures, photographs, films, video or writings and reproductions thereof, including but not limited to tapes, plates, and negatives are and shall remain the property of the Algiers Charter School Association.

_________________________________  ________________________________
Print Parent/Legal Guardian Name  Print Parent/Legal Guardian Signature
2.2 TECHNOLOGY ACCEPTABLE USE POLICY

July 14, 2015

STUDENT AND PARENT AGREEMENT FOR THE ACCEPTABLE USE OF THE Algiers Charter COMMUNICATIONS SYSTEM

Students may be given access to the Algiers Charter’s electronic communications system for educational purposes. The electronic communications system includes: the Algiers Charter’s network, servers, computer workstations, applications, databases, library catalog, online resources, Internet access, email and any other technology designated for use by students.

With this opportunity comes the responsibility of proper use. Inappropriate use will result in the consequences listed below, which may include the loss of the privilege to use these educational tools.

Internet access is part of the Algiers Charter’s electronic communications systems. It is possible that in the course of completing classroom assignments that students may come across possibly objectionable material. While the Algiers Charter School Association uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. It will be the student’s responsibility to follow the rules for appropriate and acceptable use.

Legal Issues
Copyright/Trademark-According to the Copyright Act of 1976, ‘Fair Use’ means that you may freely use anything you legally find on the network as long as you do so only for scholarly purposes.
Plagiarism-Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit must be given to the person who created the article or the idea. The student who leads readers to believe that what is written is the student’s original work when it is not is guilty of plagiarism.

The Law-Students are advised that they are subject to all federal, state, and local laws if they access material for illegal purposes or if they access material that is inappropriate.

Rules for Appropriate Use
Students must only open, view, modify, and delete their own computer files, unless they have specific permission from a teacher or staff member to do otherwise.
Internet use at school must be directly related to school assignments and projects.
Students may be assigned an individual account and must only use those accounts and passwords that they have been granted permission by the Algiers Charter to use. All account activity should be for educational purposes only.

All students must assume personal responsibility to behave in an ethical manner even when technology provides them the freedom to do otherwise.
**Inappropriate Uses**

Using the Algiers Charter’s electronic communications system for illegal activities.
Disabling, bypassing, or attempting to disable or bypass any system monitoring.
Filtering or other security measures.
Sharing your username or password with others, borrowing someone else’s username, password or account access.
Purposefully opening, viewing, using, or deleting files belonging to another person without permission.

Electronically posting personal information about yourself or others, such as addresses, phone numbers, pictures, etc.
Downloading or plagiarizing copyrighted information without the permission of the copyright holder.

Intentionally introducing a virus or other malicious program’s onto the Algiers Charter’s system.
Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
Wasting or abusing school resources through unauthorized system use.
Gaining unauthorized access to restricted information or network resources.
e-mail, chat rooms, social networking applications, and sites involving or which access visual depictions that are obscene or pornographic
Accessing any proxy sites designed to bypass the school’s security/filtering software.

**CONSEQUENCES FOR INAPPROPRIATE USE**

Suspension of access to the Algiers Charter’s electronic communications system.
Revocation of the Algiers Charter’s electronic communications system account(s); and/or
Other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

My parents and I have read the Algiers Charter School Association’s Acceptable Use Policy. By signing the Consent and Waiver Form, I agree to abide by the rules stated in this policy. I understand that the use of the I privilege and if found in violation of any rules stated in this policy, regardless of whether the device I use is owned by the school, or is my personal property, I will be subject to any of the above mentioned disciplinary actions. I understand that the Algiers Charter School Association will, to the fullest extent, try to block or filter harmful information accessed over the network, but is not responsible for any inappropriate content accessed while using the network.

----------------------------------------  ----------------------------------------
Print Student Name                      Student Signature

----------------------------------------  ----------------------------------------
Print Parent/Legal Guardian Name         Print Parent/Legal Guardian Signature
2.3 STUDENT TRANSPORTATION ACCEPTANCE FORM

TO: Parents of Students Riding the School Bus in School Year 2015-2016

FROM: Algiers Charter Schools Association

Dear Parents:

In order for you to understand the regulations covering the conduct of your child riding the Algiers Charter school bus, we are providing you with transportation policies in the Algiers Charter Student Parent Handbook 2015-16. It is requested that YOU and YOUR CHILD read these regulations.

This policy will be used as a permanent record throughout your child’s enrollment in the Algiers Charter schools. Your cooperation with us will make it possible to provide a safer and more efficient transportation program.

Please sign and return this form to your school principal to complete your student’s registration in order for your child to continue riding the school bus.

For all parents/guardians:

I have received and read the transportation policies in the Algiers Charter Student Parent Handbook 2015-16 and agree, on behalf on my student, that my student, as a passenger, will abide by said regulations. Furthermore, I agree as a parent/guardian, to assume full responsibility for my student’s conduct on said buses.

Signature of Parent / Guardian: ________________________________________________

Printed Name of Parent / Guardian: ____________________________________________

Printed Name of Student(s): ___________________________________________________

School Name: _______________________________________________________________
2.4 ALGIERS CHARTER STUDENT-PARENT CODE OF CONDUCT AGREEMENT

2015-2016

The Algiers Charter School Association Student Code of Conduct is in place to help students receive all of the possible benefits from their educational opportunities. We encourage parents/legal guardians to use this Student Code of Conduct to speak with their students about the importance of being safe and responsible at school and in everyday life.

When you have read this document with your child, please sign below and return this sheet to your school.

By signing this Student Code of Conduct, you and your child are agreeing that you received and understand the Student Code of Conduct.

------------------------------------------  ------------------------------------------
Print Student Name                      Student Signature

------------------------------------------  ------------------------------------------
Print Parent/Legal Guardian Name              Print Parent/Legal Guardian Signature
A CSA 2015 - 2016 Academic Calendar

2015

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Date | Event
---|---
Jul 3 - 6 | Summer Holiday
Aug 3 - 14 | Teachers PD
Aug 14 | Kick-off Event
Aug 17 | First day of school (K - 12)
Aug 19 | Early release start date (K - 12)
Aug 24 | First day of school for pre-k
Sep 7 | Labor Day
Oct 16 - 19 | Fall Break
Nov 23-27 | Thanksgiving break
Dec 21-31 | Winter break
Jan 1 | Winter break
Jan 4 | Students return to school
Jan 18 | MLK Day
Feb 8-12 | Mardi Gras Break
Feb 24 | Early release end date (K - 8)
Mar 25-31 | Spring Holiday
Apr 1 | Spring Holiday
Apr 20 | Early release end date (9 - 12)
May 26 | Last day of School
May 27 | Last day for teachers
May 30 | Memorial Day
Jun 1 | First day of summer school
Jun 24 | Last day of summer school
Jun 27-30 | Summer Testing

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