

**Lake Forest Charter School  
2019 - 2020  
Parent/Student Handbook**

**MISSION STATEMENT**

**Lake Forest Elementary Charter School's (LFC) mission is to provide a nurturing environment for children from diverse backgrounds that facilitates maximum student achievement through a rigorous, accelerated academic program incorporating visual, cultural, and creative arts which will ultimately enhance each student's ability to become a global, productive citizen.**

**EDUCATION PARTNERSHIP  
ROLES AND RESPONSIBILITIES**

***Role of the School***

Lake Forest Elementary Charter School and its employees are charged with providing high-quality educational opportunities for the students of this parish. Lake Forest Charter works to address the varied educational needs of students and to provide a safe, productive school environment for learning. Educators and LFC administrators know that these goals are best accomplished with the cooperation and support of students and their families. Maintaining open, constructive communication between school and home in a climate of mutual respect is vital to meeting the needs of the students at LFC. School

officials will work closely with students and their families to promote student success.

***Role of the Student***

Students learn best when they set high goals for themselves, work hard to achieve those goals, and conduct themselves responsibly in their school work and actions. Students need to adopt these practices to help ensure their success.

- Attend all classes daily.
- Be punctual.
- Be prepared for class with appropriate working materials and completed homework.
- Be respectful to all individuals and property.
- Be clean and neat.
- Be responsible for their own work.
- Abide by the rules and regulations of LFC.
- Maintain a positive attitude.
- Conduct themselves in a safe and responsible manner.

***Role of the Home***

Most agree that "the children's first and best teachers are their parents." LFC recognizes that **student achievement is impacted greatly by the level of parent participation in a student's education.** The value of a strong partnership between school and home is immeasurable, but sure, and parents or guardians are asked to adopt these basic practices to help school personnel work with students.

- Maintain regular communications with teachers and school officials concerning their children's progress and conduct.

- Ensure their children are in school and on time every day.
- Promptly report and explain to school officials any absence or tardiness.
- Make sure that their children are neat and clean daily.
- Notify school officials of any problem or condition that affects their children or others at school.
- Discuss report cards and school assignments with children.
- Assist children in assuming responsibilities at school.
- **Maintain for school officials up-to-date home, work, and emergency telephone numbers, email addresses and all other emergency and health information throughout the school year.**
- Send children to school ready to learn.

## **SCHOOL POLICIES**

### **PARENT – STUDENT RELATIONSHIPS / PARENT RESPONSIBILITY**

**Parents are responsible for developing a relationship with their child, which insures that the child brings all correspondence to them from school. It is the parent's responsibility to have the child understand that neglecting to bring home all correspondence from the school will not be tolerated. This is very important in the establishment of an effective communication system between the school, parents and students.**

In addition to instilling responsibility in your child, the following actions are required by all parents and help serve as role model behaviors expected from Lake Forest Parents:

1. Become a full fledged member of the PTO.
2. Volunteer, 5 hours, per family on or off campus during the school day or other approved activities between September 1st and May 1st of the current school year.
3. Participate in 100% of the fundraisers.
4. Actively monitor and supervise all homework assignments.
5. Follow all rules, regulations, policies, and procedures as outlined in the Parent/Student Handbook or conveyed to parents verbally, via newsletters, notices, emails, phone announcements and/or letters.
6. Explicitly follow the arrival and dismissal procedures of the school.
7. Ensure that every effort is taken to have your child present and on time on ALL DAYS that school is in session.
8. Attend all three (3) report card conferences to retrieve your child's report card.
9. Regularly monitor your child's assignments, grades, and attendance, behavior, etc...
10. Review progress reports and call to schedule an appointment with your child's teacher during the teacher's planning period to discuss any and all concerns.
11. Attend all scheduled PTO meetings.
12. **Parents are expected to be role models and set the correct example for their children. Parents should come to the school campus dressed appropriately and presentable. No**

**sleepwear, slippers, pajamas, night caps, or short shorts are allowed. Men may not wear sleeveless undershirts on campus.**

- 13. Parents are responsible for checking emails, listening to phone messages, checking school connection folders, monitoring academic progress in PowerSchool, and responding to all correspondence from the school and/or teachers.**
14. Parents are responsible for making sure Lake Forest has their current email address, phone numbers, etc. All contact information must be current. Any changes should be in written form via your child's Homeroom teacher. Changes can also be emailed to the school secretary:  
[bgalyon@lakeforestcharter.org](mailto:bgalyon@lakeforestcharter.org)
15. Parents are responsible for checking PowerSchool to monitor your student's academic progress.

## **PARENTAL INVOLVEMENT – REQUIRED VOLUNTEER HOURS**

All parents of Lake Forest students are required by the **Parental Involvement Contract** to complete 5 hours of volunteer time between September 1 and May 1 of the current school year. These hours may be completed by the parent, guardian, or a representative who is at least 21 years of age, has a valid picture ID, and is identified by the parent of the student as his/her representative. Parents are responsible for signing in and out. Those times will be the only times that are considered legitimate volunteer hours. Due to liability concerns, volunteers are

requested **NOT** to bring minor children on campus while performing volunteer duties. All parents are asked to participate in and support the Lake Forest PTO fundraising activities. Parents that do not complete their 5 volunteer hours for the school year will automatically relinquish their child's seat placement for the upcoming school year. **Students whose parents have not met the terms of their required parental contracts will not be allowed to participate in promotional exercise activities.**

## **CLASSROOM OBSERVATION**

All adults who wish to help in the classroom, chaperone field trips, or participate in school sponsored extracurricular activities (including Eagle Care) must submit a Volunteer Profile Form and a validated criminal background check to the Main (Front) Office.

Lake Forest has an open-door policy which allows parents to observe in the classroom, unscheduled, for a maximum of thirty minutes. During this time parents are to observe the activities in the classroom. This is not a time to communicate with the teacher or your child. Conferences are to be scheduled with the teacher and be held during planning time or at another time slot in which the teacher notifies the parent of availability. Parents who wish to observe in the classroom need to sign in at the office and secure a visitor's pass before reporting to the classroom. Remember the maximum time allowed to observe is 30 minutes.

## **CLASSROOM VOLUNTEERING**

All parents who wish to volunteer in their child's classroom must make prior arrangements with the teacher. Volunteer time in the classroom is limited to 30 minutes so as not to interfere with valuable instructional time. Parents may also leave a message with the school secretary for the teacher if the teacher is unavailable when you seek to make arrangements to volunteer. The above procedures including the Volunteer Profile and criminal background check must be completed by parents/guardians/representatives and on file at the school prior to volunteering on the school's campus.

## **CHAPERONING FIELD TRIPS**

**All chaperones are under the jurisdiction of the teacher. On the day of and prior to departure of the field trip, parents MUST report to the teacher. Parents and/or guardians are not allowed to meet at the field trip.** Due to liability concerns, chaperones are requested **NOT** to bring minor children on the field trip while performing chaperone duties.

## **SUBMITTING FIELD TRIP MONEY**

These procedures are in place for the safety and protection of all Eagles. Whenever your child's teacher plans a field trip and sends you notification, please send in the exact amount requested in cash or money order with the consent slip. Clearly label the envelope with the child's

name, teacher's name, grade, and room number.

**MONEY AND CONSENT SLIPS MUST BE RETURNED TOGETHER.**

## **CLASS PLACEMENT/HOMEROOM ASSIGNMENTS**

Class placement/homeroom assignments are based on a random process. Parental request of teachers will not be honored.

## **COMMUNICATION**

Parents are invited to observe morning assembly. General announcements are made, students are reminded of the expectations of an Eagle, and individuals and groups of students are recognized for various achievements. The assembly starts the day with a learning experience and motivates students to give their best throughout the day.

Lake Forest uses a Student Information System called PowerSchool, web based system. This system allows for timely posting of all assignments, grades, attendance, and all other student data. Each parent will be assigned a user name and password in order to log on to the system through PowerSchool's Parent Portal. Parents can view information on all classes in which the child is scheduled and receive communication via e-mail at the address provided on your child's registration form. Access to this system is available anywhere Internet is available. Lake Forest has several computers on

campus for parents if they need to log on to the system.

Besides the online Parent Portal, parents will also receive the Eagle Weekly and the Eagle monthly Newsletter via email which is informative to all, announcing accomplishments, upcoming events and deadlines, as well as other pertinent information. Read and share the information with your child.

A school calendar is compiled with important dates at the beginning of every month. Please refer to the calendars on the website ([www.lakeforestcharter.org](http://www.lakeforestcharter.org)). Parents must become familiar with the information on that calendar and refer to it often.

Parents and teachers are encouraged to communicate regularly as needed throughout the year which will enhance their child's academic experiences. In an effort to ensure timely contact between teachers/ staff and parents, all calls must be returned within a 48 hour period. If a message is left for a parent by a teacher or any staff member, the parent is required to contact that person within a 48-hour period. On the same note, any message left for a teacher or staff member will also be returned within a 48-hour period. Failure to do so will result in administrative action.

If a teacher or any staff member requests a conference with a parent, the parent must attend the requested conference. Failure to do so will result in administrative action.

Parents must attend open house, all report card conferences to better understand the teachers' educational goals and their

child's academic performance, and any other functions scheduled for your child throughout the year.

**Any form of communication which requires your attention and/or signature and is to be returned to the school, must be received on the next school day after it is sent home with your child.**

**Failure to do so will result in administrative action and/or teacher assigned detention.** Modeling responsible behavior by returning any form of communication the next school day will better prepare your child for the future by instilling the importance of punctuality.

Make checking the home-school connection folder and discussing/returning communications received from the school a part of your daily routine and it will eventually become a habit of which you can be proud. **Regular communication is an important part of your child's education.**

**Interpretation and Translation services are available at Lake Forest Charter.**

Los servicios de interpretación y traducción están disponibles en el lago Carta Forestal.

Phiên dịch và thông dịch tại Forest Hiến Lake.

## **ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS**

Lake Forest Elementary Charter School (LFC) requires that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to

information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee at LFC to a student enrolled at the school relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school for this purpose and LFC shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by LFC policy.

All electronic communication, including electronic mail, by an employee at LFC to a student enrolled at the school relative to the educational services provided to the student shall also be transmitted to the parent/guardian simultaneously.

Any electronic communication made by an employee at LFC to a student enrolled at the school or that is received by an employee at the school from a student enrolled at the school using a means other than one provided by or made available by the school shall be reported by the employee in a manner deemed appropriate by the CEO or Principal. Records of any such reported communication shall be maintained by LFC for a period of at least one (1) year. Student emails may be created and managed by LFC for the purpose of student programs for the duration of the student's enrollment.

## **DEFINITIONS**

1. Electronic Communication - any direct communication facilitated by voice or

text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and school issued devices.

2. Electronic mail – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
3. Computers – pertains to any and all computers.
4. Social networks – locations on the Internet where users may interact with other users -- examples are Facebook, MySpace, Twitter, YouTube, and other social networks sites available on the internet.
5. Improper or inappropriate communications – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

## **NOTIFICATION**

Lake Forest Charter School shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications between employees and students.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

### **INAPPROPRIATE COMMUNICATIONS**

It is the intent of LFC to make all employees and students aware of the expectations and procedures of the school in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their supervisor at the first opportunity available, any student-initiated communication that may be construed as inappropriate. Employees shall be required to comply with all policies, procedures, and practices established by LFC regarding direct communications with a student, and any failure to do so may result in disciplinary

action, up to and including termination of employment. Should an employee's failure to comply also violate state or federal law, the CEO or his/her designee shall report such violation to the proper authorities.

### **VIOLATIONS**

1. Any violation of this policy shall be immediately investigated by the Director of HR and/or CEO. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.
2. The CEO or Director of HR shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.
3. Violations of this policy or any implementing regulations or procedures may result in discipline of the employee up to and including termination of employment.

### **CONTRACT FOR STUDENT USE OF LAPTOP COMPUTERS**

In order for students to use laptops/technology, parents **must sign** the Contract for Student Use of the Laptop Computers/Technology Items. All computers have an identification number. Students will receive an assigned computer. Parents will assume the financial responsibility of the repair or replacement of any computer/technology device resulting from student misuse which causes the equipment to be broken or out of service.

## **TELEPHONE CALLS – EMERGENCIES ONLY**

Students **will not** be called out of class to speak on the telephone to parents or deliver messages to other children, except in the case of **EXTREME EMERGENCIES ONLY**.

Students will also not be allowed to call a parent or guardian without the permission and presence of a LFC staff member.

Students are required to eat a healthy meal daily. Therefore, if the student has forgotten their lunch at home he/she will be required to eat the school lunch and parents will be charged for that meal.

Students will not be allowed to call home for forgotten items such as assignments, lunch bags, pencil cases, etc.

**It is important to keep the school phone clear for school business.**

## **EMERGENCY CONTACT SHEET**

**We must have an Emergency Contact Sheet on file for every student.** Please complete this sheet and return it to your child's homeroom teacher the day after you receive it in the Home-School Connection folder. Contacts authorized to pick up your child **must** be written on that sheet.

Please notify the school **immediately** if any information on the sheet changes. Failure to do so will result in administrative action and/or notifying the proper

authorities. A change of address must be made in person, not by phone. Proof of residency documentation must be resubmitted to the office. Your cooperation is crucial, and appreciated.

## **SCHOOL UNIFORM POLICY**

Lake Forest Charter School is a school uniform school. The school uniform must be worn to school by all students to foster the best environment for learning. To ensure that students observe basic rules of personal hygiene and dress in a manner that would not disrupt the educational process, a dress code was established.

Failure to adhere to the school's uniform policy will result in a disciplinary action. **Students must be in complete uniform daily.** There is a specific plaid that is designated for our uniform, **and the uniforms should be purchased from a uniform shop approved by Lake Forest.**

**Students should not wear any type jewelry other than watches. GIRLS ARE PERMITTED TO WEAR SMALL POST EARRINGS.** Large earrings, such as loops or hanging, dangling earrings are not permitted. **ONLY clear lip gloss is allowed. No pin curls or nightcaps should be worn to school.**

**Boys are not allowed to wear any type of earring. Boys' hair must be well-groomed, neat, and clean.** Any other ornamentation, such as large ornate belt buckles, or clothing that causes a disruption to the school environment is prohibited.



### **K – 2<sup>nd</sup> Grade Girls' Uniform**

Light Blue “Peter Pan Collar” Blouse with Official School Logo. **(Must be tucked in at all times)** Only white under coverings are allowed to be worn under the uniform blouse.

Light Blue Plaid Jumper, Long or Short Plaid Pants- **Black Belt** must be worn with shorts or pants.

Hair accessories must be light blue, navy blue or white. Girls are permitted to wear small post earrings.

### **3<sup>rd</sup> – 8<sup>th</sup> Grade Girls' Uniform**

Light Blue “Peter Pan Collar” Blouse with Official School Logo. **(Shirt must be tucked in at all times.)** Only white under coverings are allowed to be worn under the uniform blouse.

Light Blue Plaid Skirt, Long or Short Plaid Pants – **Black Belt** must be worn with shorts or pants.

Hair accessories must be light blue, navy blue, or white.

Girls are permitted to wear small post earrings.

### **Kindergarten Boys' Uniform**

Light Blue Polo Style Shirts with Official School Logo **(Must be tucked in at all times.)** \*\* Only white T-shirts are allowed under the uniform shirt. \*\*

Pull on Navy Blue Long Pants or Pull on Navy Blue Shorts - **WORN ON THEIR NATURAL WAISTLINE.**

### **1<sup>st</sup> – 8<sup>th</sup> Grade Boys' Uniform**

Light Blue Polo Style Shirts with Official School Logo **(Must be tucked in at all times.)** \*\* Only white T-shirts are allowed under the uniform shirt. \*\*

Elastic Back Navy Blue Long Pants or Elastic Back Navy Blue Shorts (Sizes 4 – 7) – **WORN ON THEIR NATURAL WAISTLINE.**

Navy Blue Long Pants or Navy Blue Shorts (Sizes 8 – 16, Husky Sizes 25 – 40, Prep Sizes 27 – 32) - **WORN ON THEIR NATURAL WAISTLINE.**

Black Belt **(MUST BE WORN EVERY DAY)**

### **ALL GRADES GIRLS AND BOYS:**

#### **SWEATERS/LIGHT JACKETS AND OTHER ACCEPTABLE COLD WEATHER ATTIRE:**

A navy blue or white turtleneck may be worn under the uniform shirt/blouse in cold weather.

Girls may wear white or navy blue tights under their skirts in cold weather. Any other type of leg covering is unacceptable.

**First Outer Layer of Covering: Solid Navy Blue Only.**

**No logos, emblems, other school names are allowed on the first outer layer of covering, except the LFC's logo. No personalized monograms - for safety reasons, it is too easy to identify a child by name. No Jean/Denim jackets allowed. Examples of outer layer of clothing: sweaters, sweatshirts, windbreakers, blazers.**

**Heavy Overcoats/Jackets** worn OVER the first layer of covering may be of any color. We strongly suggest dark colors. Heavy Overcoats/Jackets can only be worn when students are moving from building to building.

**SHOES:** Must cover the toes and heels. Must be Solid **Navy Blue or Solid**

**Black** (NO shoes with other colors or designs and no white tennis shoes) All parts of shoes must be solid navy blue or solid black.

**Kindergarten** students must have Velcro fastening shoes.

Clogs, thongs, mules, and sandals **ARE NOT PERMITTED** as the students may easily trip or stumble.

**SOCKS:** Solid Navy Blue or Solid White Only (**CREW STYLE SOCKS ONLY! –NO ANKLE SOCKS ARE PERMITTED!**) **Socks must be at least 2 inches above the ankle bone.**

### **Attire at School Sponsored Functions**

Appropriate attire must be worn by all students at school sponsored functions that do not require the regular uniform **No student may wear any clothing that advertises any products, persons, media, etc... that is considered inappropriate for a school setting.**

**Girls -No** halter tops, short shorts, or revealing tops are to be worn to school sponsored functions.

**Boys – No** sleeveless shirts (muscle shirts) or sagging pants that expose underwear are to be worn to school sponsored functions.

**PE Uniforms:** All students must wear the official PE uniform during their scheduled PE class. Students must arrive at school in the regular uniform. Time is given for students to change in and out of their respective PE uniforms during their PE class. Students must be in full regular school uniform when dismissed from school in the afternoon.

**REMEMBER: School Spirit shirts (PE uniform T-shirt) may be worn only on FRIDAYS. Friday is School Spirit Day.**

**Caps and Hats:** Caps and hats are not a part of the school uniform and are not to be worn inside the school building. Caps/hats may be worn on the yard in **cold and inclement** weather. **No sweatbands are to be worn at any time.**

**Rainwear:** All students should be equipped with the appropriate rainwear, including raincoats, hoods, or ponchos and umbrellas.

## **HOMEWORK POLICY**

Homework assignments are intensely aligned to the school's rigorous, accelerated curriculum. **All homework assignments must be completed.** Appropriate homework assignments promote the following:

- continuity in learning
- application and enrichment of the curriculum
- practice in study skills
- academic improvement.

Research studies suggest that good homework assignments can have a positive impact upon the development of student self-discipline and parental involvement. Parents are responsible for making sure that their child/children complete all assignments and return them to school when they are due. **Homework is mandatory at Lake Forest, not optional. Failure to submit completed homework assignments will result in an after-school detention.**

## **Absences and Missed Class work and/or Homework Assignments**

When a child is absent, he/she is responsible for making up all missed class work and/or homework assignments. A parent may call the office and request from the secretary the assignments for the day of the absence. The call to request assignments must be received no later than 10:00AM, on the day of the absence, to give teachers ample time to gather all the necessary books/materials that your child may need to complete assignments. Make sure to provide the secretary with a contact number so that she can call to advise you what time the assignments and books/materials can be picked up from the office.

## **GRADING SCALE**

All averages at Lake Forest for students in grades 1<sup>st</sup> – 8<sup>th</sup> are calculated using numerical grades from all assignments, weekly tests/projects, homework, class participation, and quarterly exams. These numerical grades are then converted to letter grades based on the following scale:

- A – 93 – 100**
- B – 85 – 92**
- C – 75 – 84**
- D – 67 – 74**
- F – 66 or below**

**Teachers reserve the right to grade any assignment for accuracy and/or completion.**

**Students in Kindergarten or 8th Grade who have not met their academic requirements will not be allowed to participate in their promotional exercise.**

**Below are the requirements for being retained at Lake Forest Charter School. All students must have:**

- 1. at least a “C” academic average,**
- 2. at least an “S” average in behavior. (The habitual violation of school rules and/or policies may result in loss of student placement),**
- 3. no more than 3 suspensions, and**
- 4. no more than 10 unexcused absences or 10 unexcused tardies. (Excessive tardiness and/or excessive absences may result in loss of student placement.)**

## **Grade Changes**

The classroom teacher is the only person authorized to change a student’s grade. Grade changes must occur within 20 days of the next quarter from when the original grade was issued. Administrators will not attempt to directly or indirectly influence, alter, or otherwise affect the academic report card grade received by a student from his/her classroom teacher.

## **Power School Progress Reports**

Lake Forest Charter School’s Progress Reports are checkups designed to assess your child’s progress in school.

You can view all of your child's grades; homework, quizzes, tests, and participation at anytime! We will continue to send test papers home for you to view and sign. **Parents are required to check PowerSchool frequently. Parents can request a conference at anytime.** Please follow the guidelines in this handbook to request a conference.

You can access your child's grades anytime, day or night at [lakeforest.powerschool.com/public](http://lakeforest.powerschool.com/public). There are two ways you can view your child's grades:

- download the app to your phone
- log-in on your desktop/laptop at: [lakeforest.powerschool.com/public](http://lakeforest.powerschool.com/public)

Parents are responsible for checking your child's academic progress in PowerSchool **WEEKLY**. After reviewing the student's academic progress, any questions you may have or concerns you would like to address can be handled by the parent scheduling a conference during the teacher's planning time. A Student Assistance Team meeting must be requested in writing by the parent. If a teacher requests to see the parent based on the progress report, a meeting will be set up during the teacher's planning time and the **parent must attend**.

## ARRIVAL

Prompt arrival time is **7:45 a.m. to 8:00 a.m.** Parents who need to drop off their child/children prior to this time need to enroll their child/children in Eagle Morning Care or participate in the Breakfast

Program. Morning Care begins at 7:00 a.m. Cost of the program is available from the Program Director or the front office. The breakfast program begins at 7:20 a.m. and ends at 7:50 a.m. Drop off for breakfast is not allowed after 7:45 a.m. Student arrival prior to 7:45 a.m. **is not acceptable and very dangerous unless student is enrolled in Eagle Morning Care or participating in the Breakfast program. Otherwise, teachers are not on duty until 7:45 a.m. Students should not be left unsupervised anywhere on campus. Children who enter after 8:00 a.m. are considered tardy.**

## Rules for Drop Off

It is important for you to follow all traffic directives as well as enter and exit at the designated locations. If traffic rules are not followed and adhered to including any verbal confrontation with Traffic Directors or School Security, **you will not be allowed to enter our school campus going forward.** If you use the parent parking area for dismissal, we ask that you wait to exit the parking stall until directed by a staff member. **Also, we have been contacted by authorities concerning parents directing their children to exit or enter the automobile in the middle of Wright Rd. and/or Lake Forest Blvd. Please refrain from this practice. It is very dangerous and we want all of our students to be safe. Additionally, State Law prohibits the use of cell phones within a two block radius or on a school campus.** We need all of our families to exhibit Eagle Characteristics which include patience, cooperativeness, respect, adherence to rules, policies, and the law.

**Remember: Our children watch our behavior.**

### **Morning Drop Off**

1. Students enrolled in the Eagle Morning Care program or Breakfast Program that arrive prior to 7:45 a.m. may be dropped off in the carpool lane.
2. Parents dropping off students between 7:45 a.m. and 8:00 a.m. may choose one of two options:
  - a. Carpool Lane – The carpool lane may be used as a drop off point only if you drive as far as directed and let students out where they will be directed to the walkway nearest the drop off point.
  - b. Parent Parking Lot – Parent Parking Lot is located in the back of the campus along the canal.
3. Parents who choose the **carpool lane** for drop off at any time must make sure that students are ready to get out of the vehicle when it comes to a stop. This means if the student needs to gather belongings from a trunk or another area of the vehicle; you must use the parent parking lot. This allows for a continued flow of traffic.
4. Parents who also wish to exit their vehicle to assist children in any way **must** use the parent parking lot.
5. In the morning, staff members direct you through the carpool lane so you can exit the campus as safely and as quickly as possible. It is imperative that you pay attention to their directions, i.e., no talking on your cell phone, look where you are going, and move when it is your turn to move.

### **Parking Areas**

Parking is allowed for parents for morning assembly, extended visits, and dismissal in the parent parking area which is located in the back of the campus along the canal. Parents are not allowed to park in the staff parking area directly behind the building and in front of the parent parking area.

## **STATE LAW**

**Wireless telecommunications devices cannot be used by vehicle drivers on public roads during posted hours in active school zones or while entering or exiting school campuses.**

## **ATTENDANCE**

### **EARLY DISMISSAL**

Students are expected to spend their entire day, 8:00 a.m. until 3:30 p.m. at school. Teachers cannot directly release students to leave the school grounds.

1. To minimize disruptions in the school's instructional program, parents/guardians **will not be permitted** to check out students after 2:45 p.m. Students will not be released after 2:45 p.m. **EXCEPT IN EXTREME MEDICAL EMERGENCIES. (This does not include regularly scheduled medical appointments.)** Your cooperation and respect of our school's instructional time is **anticipated** and **expected**.
2. LFC strongly recommends that medical appointments be made outside of school hours. However, if an

appointment is made during school hours, parents must check out students prior to 2:45 p.m. Also, the child's teacher must be notified in advance in the form of written communication.

## **DISMISSAL**

**NO STUDENT IS ALLOWED TO LEAVE THE SCHOOL CAMPUS with any person other than his/her parent or legal guardian.** Exception to this is made only with written approval from the parent or guardian. In the case of separation or divorce, it is the custodial parent's obligation to submit to the office any documentation that would limit or prohibit the other parent's right to leave campus with the child or to have the child's records released to him/her. Similarly, if the child resides with a legal guardian, it is the guardian's responsibility to provide the school with any documentation that limits or restricts the parent's right regarding a child.

Dismissal time is 3:30 p.m. Students must be picked up promptly at 3:30 p.m. Teachers are not on duty after 3:45 p.m. Please call the office if you have an emergency and will be unable to pick up your child on time. Students not picked up by 3:45 p.m. will be sent to Eagle Evening Care and a cost will be incurred. Parents who are not able to comply with the school's dismissal time are encouraged to enroll their children in the Eagle Evening Care. Hours for the Eagle Evening Care are from 3:30 p.m. until 6:00 p.m. Information on this program can be

obtained from the Program Director or the front office.

### **The dismissal procedure is as follows:**

1. Parents are to wait for students in the gym or the schoolyard area only. Please do not congregate in the area near the entrance doors of the gym, as this impedes the dismissal of students and is a violation of fire ordinances.
2. Students are not to be taken out of class lines until they have arrived at their assigned areas. Teachers are accountable for every student. Therefore, please wait for acknowledgement from the teacher before you remove your child from the teacher's supervision.
3. Students are not to re-enter the buildings after dismissal.
4. Students are not allowed to play at dismissal. Parents are responsible for reinforcing the school's behavior policy anytime they are on school property.
5. At 3:30 p.m., students go directly home unless detained by a teacher or involved in an after school activity.
6. **Older students, who have parental permission to walk home at dismissal time, MUST have a Permission to Walk Home Form on file in the office.**
7. Students and parents involved in after school activities must stay in the designated area for that activity.
8. If there is a change in dismissal/pick-up procedure because of an emergency or a special situation, parents should send a written note to the office or contact the office prior to 2:30 p.m. if at all possible. We cannot

accept any verbal changes from a student prior to dismissal.

### **Dismissal for Detentions, Club Meetings, and other After-School Activities**

All students arrive and are dismissed from **the GYM at all times**. Teachers and/or sponsors will escort students at the dismissal of detentions and/or club activities to the gym to be retrieved by parents/guardians. Parents are to remain in the gym until students arrive.

### **Rules for Pick-Up**

#### **Afternoon Pick Up**

Parents of students that are picked up at dismissal should park in the parent parking lot.

#### **Parking Areas**

No Parking is allowed in the carpool lane. Parking is allowed for parents for morning assembly, extended visits, and dismissal in the parent parking area which is located in the back of the campus along the canal. Parents are not allowed to park in the staff parking area directly behind the building in front of the parent parking area.

### **Permission to Walk Home**

Parents who desire their child to walk home from school **MUST** request a "Permission to Walk Home" form from the front office, sign it and return it to school **BEFORE** a child will be allowed to walk

home. This slip releases Lake Forest from any responsibility/liability in regard to the child leaving campus alone and walking home. **This release does not allow students to walk from the yard/gym to a parent's/guardian's car at dismissal time; it's simply for walking HOME.** If it is discovered that the release is being used to circumvent the dismissal rules/procedures, it will be rescinded.

### **ATTENDANCE POLICY**

School and state law require regular and prompt attendance. Students in grades K - 8 must be in attendance a minimum of 167 days, or the equivalent of 60,120 minutes, a school year to be eligible for promotion. Irregular attendance especially excessive absences, makes it difficult for a student to maintain a good scholastic record.

### **Tardiness**

Students who arrive anywhere on campus (any entrance gate, gym, courtyard, the main office, or the classrooms) after **8:00 a.m.** are **TARDY** and are ineligible for perfect attendance. The following are the **consequences for tardiness:**

- **1<sup>st</sup> occasion-** No consequence
- **2<sup>nd</sup> occasion-** Referral to School Social Worker
- **3<sup>rd</sup> - 5<sup>th</sup> occasions-** Written notification and mandatory parental conference with Social Worker as per La. RS. 17:233 (see below)
- **6<sup>th</sup>-9<sup>th</sup> occasions-** Students will serve a 1-hour administrative detention after school or a Saturday Detention. Failure to attend

detention will result in a suspension. Student may be referred to family court as per La.R.S.17:233 (see below)

- **10<sup>th</sup>-15<sup>th</sup> occasions**-Students will serve a Saturday Detention. Failure to attend detention will result in a suspension.
- **15<sup>th</sup> occasion**- Each occurrence from the 15<sup>th</sup> occurrence forward will result in a 1-3 day out of school suspension at the discretion of the Principal or the Principal's designee.

**All absences and/or tardies that parents would like to be considered as excused must be documented in writing and verified by the School Social Worker.**

The Social Worker will make the determination whether a tardy or absence is considered excused as per the law. Students who are absent five(5) or more consecutive school days due to illness, or who are absent because of a contagious or communicable disease, must bring a medical certificate stating that the child is well and able to return to school. All decisions by the Social Worker are FINAL as per the law. **Each absence, whether excused or unexcused, counts as an absence. Please note that all absences, excused or unexcused; impact the school's attendance rate.**

### **Early Check-out or Absences Before a Holiday**

LFC **strongly** recommends that parents **do not check students out early or that they not be absent the day before or after a holiday.** Instructional time is highly valued at Lake Forest so that our instructional staff can get the most out of the instructional time allotted to achieve optimal student success. Any tests, class work, and other assignments that are missed by a student due to early check-out or absences before a holiday will not be made up and the appropriate grade will be assigned.

#### **The Law: La. R.S. 17:233**

Cases of habitual absence or tardiness referred to juvenile or family court.

**B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.**

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

**(c) The Principal of the school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the**



student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt of such notification.

### **Truancy**

The parent or legal guardian of any student considered habitually absent or habitually tardy pursuant to the provisions of this Section shall be in violation and shall receive consequences such as, but not limited to a fine or community service.

SIS Truancy definition was changed to align with the RS 17:233 state law defining truancy as either 5 unexcused tardies or 5 unexcused absences within a school semester. Semester is defined as the school year split into 2 equal parts or semesters.

## **TEXTBOOKS**

### **A. Responsibilities of Students**

Take care of textbooks by following prescribed LFC procedures, which are:

1. Textbooks are to be returned in the condition in which they have been issued, subject to normal wear and tear.
2. Textbooks are to be used for the purpose intended and must be kept covered.
3. Textbooks are to be protected with book covers and/or by other means prescribed by the school. (No contact paper, masking tape, glues, or scotch tape should touch the book.)

4. It is strongly suggested that parents purchase the **fabric book covers**.
5. All students sign for all textbooks upon receipt via contract.

### **B. Responsibilities of Parents**

1. Teaching children to be responsible for public as well as personal property.
2. Noting at the time of issuance the number of books issued, the individual textbook numbers, and the condition of the textbooks.
3. Making frequent home checks on the use and condition of their children's textbooks. Making certain that all books are covered.
4. Making restitution immediately for lost or damaged textbooks. If the lost textbook/s is located by May 31<sup>st</sup> of the present school year, the school will reimburse the parent. However, any lost textbooks returned after this date will **NOT** be reimbursed.
5. Restitution not made for lost or damaged textbooks will result in the student not being allowed to bring textbooks and/or library books home. Student will be placed on indebtedness list until debt is taken care of.

## **MEDIA/CURRICULUM CENTER**

Each student is required to follow the rules for usage of Library books and materials. If a book is not returned by the due date, restitution for the late return will be expected. All books are to be returned in the condition in which they were borrowed. Restitution must be made for lost or damaged library books.

## STUDENT INDEBTEDNESS

Any student who is indebted to the school for textbook/instructional materials payment, library books/fines may prevent the student from being issued take home books or materials, and may not have the privilege of borrowing library books until the indebtedness is cleared. Additionally, any Kindergarten or 8<sup>th</sup> grade student who is indebted to the school for any reason at the time of the Promotional Exercises will not be allowed to participate in the program.

## SCHOOL SECURITY

School security is a priority at Lake Forest Charter School due to the size and physical design of our campus. We ask your understanding and cooperation regarding the school visitors' policies and procedures. Parents/Guardians are welcome on campus at any time. All visitors are required to report to the office so that a visitor's pass may be issued to them. Students are vigilant and expect all adults visiting the school have a visitor's pass on their person.

1. Parents and visitors must register at the office **before** moving about the school campus. No one is allowed on school grounds without first registering at the office.
2. Teachers and students will not allow a visitor to enter a classroom without an official "**PASS**" issued from the office.

## FIRE DRILL

Fire drills are conducted at regular intervals as required by the department of safety. It is essential that when the first signal is given, everyone should move promptly and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give students the necessary instructions. **Silence** and **quick movement** is necessary and a must at all times. Inappropriate behavior by students during a fire drill or any other emergency situation is discouraged.

## CAFETERIA

### **LFC is a Nut Free Campus.**

Children need healthy meals to learn. Students may either purchase meals in the cafeteria or bring them from home. If a student brings lunch from home, it is important that the food be healthy and nutritious. Cafeteria rules do not allow students to bring any fast food or sodas. Students also may not bring dry ramen noodles, large bags of chips, boxes of cookies, candy or gum for lunch. Lake Forest also discourages prepackaged meals that are high in fat and sodium. **Due to health rules, students may NOT share or trade food in the cafeteria.** Cafeteria behavior is a foundation of proper table manners, etiquette, and social graces. Please adhere to the following guidelines:

1. In order to maintain a healthy, pleasant atmosphere in the cafeteria, students are expected to use good manners at lunchtime.

2. Students are encouraged to eat balanced meals. **NO FOOD CAN BE TAKEN ON THE PLAYGROUND.** If a student is buying school lunch, no outside food or drink is to be brought into the cafeteria.
3. Students waiting to enter the serving area should line up in an orderly manner while maintaining the rules of acceptable behavior - no pushing or shoving.
4. Students are to remain seated while eating lunch.
5. Students are expected to exhibit proper table manners.
6. There is to be no shouting or yelling in the cafeteria.
7. When students have finished eating, they are to be sure that their places are left clean and orderly; no food or paper should be left on the table or under their chairs. They should leave only when dismissed by the teacher on duty.
8. Used dishes and utensils are to be placed in the tray receiving area. Any leftover food is to be discarded in the proper place, i.e. garbage bags/cans. If a student spills his/her food or drink, it should be reported to the cafeteria/maintenance staff immediately, so there is no hazard to others in the area.
9. No leftover food, eating utensils or straws are to be taken out of the cafeteria.
10. Students are to follow the directions of the duty teachers at all times.
11. Failure to follow these rules will result in disciplinary actions according to the degree of the offense.

## LUNCH MONEY

Lunch Money is acceptable on a daily basis. Students will **not** be allowed to carry a negative balance. Please send the cash or money order in a clearly marked envelope with the child's name, amount enclosed, and room number. We are pleased to offer MySchoolBucks, a convenient online meal payment service. You can now login to **MySchoolBucks.com** to pay for your student's meals and manage meal balances. Go to MySchoolBucks and register for a secure account. Never worry about sending cash with your student again!

## PLAYGROUND

Each student's safety is a primary concern at Lake Forest. The following activities **are not permitted:**

1. Fighting or hitting
2. Throwing rocks, sticks, dirt, sand, etc.
3. Kicking
4. Tackle Sports
5. Climbing on fences, railings, trees, etc.
6. Improper use of play equipment
7. Martial arts
8. Playing or loitering in the restroom
9. Destruction of school or personal property
10. Food or gum in the yard area
11. Playing in restricted areas
12. Profanity or racial slurs
13. Leaving play area without specific permission from the teachers on duty.

No student may enter the school building during their lunch period without the

permission of the teacher on duty. Students should report immediately and directly to the teachers on duty to express concerns or problems.

### **Lake Forest Charter School** **Playground SAFETY guidelines**

#### **Supervision/Safety rules:**

- Children will always be supervised by an adult.
- Adults will keep an eye out for any potential hazards.
- Safety rules will be reviewed by adults and children before playground play.

#### **Always walk to playground:**

- Children will be reminded to walk to the playground and play on the playground.

#### **Freedom to have Fun:**

- NO fighting, pushing, hitting or name calling.

#### **Examine and Educate about equipment:**

- Children will also participate in keeping an eye out on any problems with their playground and inform adults. Their little eyes and hands may sense issues that adults may not see or feel.

#### **Taking Turns and Respecting Time:**

- Children will have to respect the time allotted on playground by adults supervising. Sharing equipment and space will be reviewed.

●  
**YES** it is a

- **Year** round place to have fun, enjoy, relax, smile, and stay healthy.

## **RESTROOMS**

Every child should follow restroom etiquette; “**Flush, Wash, and Toss.**”

1. Playing is never allowed in restrooms. Students should have the permission of the teacher and written pass before going to the restroom.
2. Students must follow acceptable sanitary procedures when using the restroom.
3. Any student, whose sanitary procedures are deemed unacceptable, i.e. improper use of facilities/equipment, will receive a Level 3 disciplinary action.
4. Students are not allowed to deface the restroom stalls, walls, floors, or ceilings.
5. No play equipment, food, writing utensils, or umbrellas shall be brought into the restroom area.
6. Students must assist in making sure that the restroom maintains a clean, sanitary appearance at all times.

## **DISCIPLINE MANAGEMENT AND STUDENT CODE OF CONDUCT**

“TO LET A CHILD DO AS HE LIKES WHEN HE HAS NOT YET DEVELOPED ANY POWERS OF CONTROL, IS TO BETRAY THE IDEA OF FREEDOM.”

*Maria Montessori*

Education in our school community represents a significant commitment of financial and human resources. The

benefits a student derives from this investment will greatly depend on the student's attitude toward learning and the student's adherence to high standards of behavior. To that end students will be held to the following expectations and standards.

In keeping with Lake Forest Charter School's philosophy, we are working toward internal and self-discipline in our children. All children have the right to a safe, non-aggressive environment.

State and Lake Forest Charter School guidelines hold the staff responsible for the maintenance of discipline at the school and school functions. All school personnel also are responsible daily to see that the learning environment is free from disruptions that affect the learning process. **Ultimately, however, the primary responsibility for student conduct rests with *students and their parents or guardians*. Cooperation and support among school personnel, students, and parents in helping students conduct themselves with respect and good character are keys to student success and an effective school.**

### **Student Expectations and Standards for Conduct**

Each student is expected to:

- Abide by the Lake Forest Student Pledge
- Demonstrate courtesy and respect for others
- Respect the rights and privileges of other students, of teachers and other Lake Forest staff

- Behave in a responsible manner at school and at all functions on or off campus
- Obey all campus and classroom rules
- Attend all classes, regularly and on time
- Be well groomed and dress appropriately in full uniform
- Cooperate with or assist the school staff in maintaining a safe and orderly campus
- Report dangerous situations or behaviors to school personnel
- Report threats to the safety of students and staff members as well as misconduct on the part of any other students or staff members to the CEO, Principal, Assistant Principal, teacher or another adult.

All students are expected to maintain the highest level of discipline to promote optimal learning outcomes. Failure to comply with administrative directives, rules and regulations of the school and or classroom will result in disciplinary actions.

### **Level I Violations**

**Level I Violations include infractions that are generally violations of the classroom or campus rules. These are typically violations that can be corrected by the classroom teacher. Teachers and other staff members may keep a written record of the violation. Level I Violations include, but are not limited to, such behaviors as:**

- Defying (disobeying) the authority of school personnel
- Being tardy to class

- Eating or drinking in an undesignated area
- Failure to deliver and/or return written communication between home and school
- Not bringing required classroom materials and/or assigned work to class
- Possessing and/or using nuisance items
- Refusing to follow classroom rules (participating in classroom activities, completing assigned work, etc...)
- Leaving the classroom without a pass
- Minor lunchroom or restroom misconduct
- Running and/or making excessive noise in the halls, building, and/or classroom
- Any other act that impedes the orderly classroom procedure or interrupts orderly operation of the classroom

**Level I Disciplinary options (one or more may be used):**

- Administrator/student conference
- Behavior contract
- Confiscation of a prohibited nuisance item
- Counselor/student conference
- Detention hall
- Environmental change
- In-class disciplinary action (verbal correction, time-out, etc...)
- Parent contact, i.e. note, call, or conference
- Teacher/student conference

- Withdrawal of various student privileges
- Other appropriate disciplinary actions

**Level II Violations**

**Level II Violations include those infractions that are more serious in nature and/or a continuation of Level I Violations. These infractions will result in a referral to an administrator. The infractions may occur on school property or during any school-sponsored or school-related activity. Certain Level II Violations may be elevated to Level III Violations based on the severity or context of the misconduct.**

**Level II Violations include, but are not limited to, such behaviors as:**

- Any repeated violation cited in Level I or chronic repeated instances of behavior
- Altering school records, or signing another person's name on school documents
- Cheating and/or copying (plagiarism) the work of others from any source (Internet, library resources, other students, etc...)
- Cutting class or other scheduled activities
- False activation of a fire alarm which may or may not cause a school facility to be evacuated
- Engaging in an inappropriate public display of affection
- Exhibiting any unacceptable physical contact which could result in injury

- Leaving or returning to the classroom, building, or school grounds without permission
- Loitering
- Selling or soliciting for sale any merchandise on the school campus without the authorization of the building CEO or Principal
- Possession of any dangerous object
- Throwing objects that can cause bodily injury or damage to property
- Fighting - two people, no injuries
- Vandalism or criminal damage to property resulting in damages not exceeding \$500
- Battery or aiding or abetting in the commission of a battery which does not result in a physical injury
- Truancy
- Unwanted touching of others
- Verbally or physically taunting or bullying other students
- Verbally or physically threatening other students or any staff members
- Violating the LFC dress code and grooming guidelines
- Violating the LFC Electronic Devices Policy
- Using the Internet (via MySpace, Facebook, etc...) to bully, threaten, or harass any student on campus
- Using the Internet (via email, Facebook, etc...) to threaten any staff member of Lake Forest Charter School
- Using the internet to search and view inappropriate websites which include websites that are sexual in nature or solicitation sites. This policy is also for onlookers or bystanders.

- Any other acts which may interfere with the orderly educational process of the classroom and/or school

**Level II Disciplinary options (one or more may be used):**

- Administrator/counselor/teacher/student/parent conferences
- Assignment to peer mediation or conflict resolution classes
- Campus or community service assignment
- Detention
- Exclusion from extracurricular activities
- Grade penalty for copying and/or cheating
- Involvement of law enforcement agency/security department
- Restoration and/or restitution, as applicable
- Saturday detention
- Out of school suspension
- Withdrawal of various student privileges
- Other appropriate disciplinary options

**Level III Violations**

**Level III Violations include those infractions that are deemed very serious in nature and/or a continuation of Level II Violations. These infractions will result in a referral to an administrator and/or the proper law enforcement agency. The infractions may occur on school property or during any school-sponsored or school-related activity.**

**Level III Violations include, but are not limited to, such behaviors as:**

- Any repeated violation cited in Level II or chronic repeated instances of behavior
- Defacing property on campus or individually owned by any student or staff member
- Engaging in inappropriate behavior with another student
- Fighting/Physical Battery of another student or adult at Lake Forest Charter
- Aiding or abetting in the commission of a battery which results in a physical injury
- Extortion
- Assault
- Habitual bullying (physically or verbally) students
- Habitual truancy
- Possessing any type of illegal substance or weapon
- Stealing any property belonging to Lake Forest Charter or any student or adult on campus
- Threats, verbal or physical, to other students or any adult on campus
- Unwanted touching of others, i.e. touching private parts of another's body
- Profane, obscene, indecent, and immoral or seriously offensive language and gestures propositions, behavior, or harassment based on race, color, national origin, sex, gender, age, religion, or disability
- Persistent or severe acts of sexual harassment
- Second or repeated violation – possession of any dangerous object
- Use, possession, and/or concealment of a firearm/destructive device or other weapon or “look-alikes” of weapons
- Vandalism or criminal damage to property resulting in damages exceeding \$500 or that is done to personal property belonging to any school personnel
- Battery or aiding or abetting in the commission of a battery which results in a physical injury
- Fighting - more than two people and/or involves injury or injuries
- Arson
- Bomb Threat
- Robbery
- Using the Internet (via MySpace, Facebook, etc...) to promote, display, post or encourage any act of arson, bomb threats, robbery, or any other illegal behavior which interferes or potentially interferes with the school's educational process
- Engaging in any other illegal behavior which interferes with the school's educational process
- Any other acts which may interfere with the orderly educational process of the classroom and/or school

**Level III Disciplinary options (one or more may be used):**

- Administrator/counselor/teacher/student/parent conferences



- Assignment to peer mediation or conflict resolution classes
- Campus or community service assignment
- Withdrawal of various student privileges
- Exclusion from the school campus and/or any extracurricular activities
- Involvement of proper law enforcement agency
- **POLICE NOTIFICATION:**  
When certain misconduct by a student amounts to a criminal act or poses danger to the health, safety or welfare of other students and staff at school, it may be necessary and appropriate to contact the New Orleans Police Department (NOPD) and to seek their assistance. However, there are other inappropriate behaviors by students where it is necessary for a school official to assess the nature of the misconduct and the extent to which the health, safety or welfare of other persons are placed in danger by a student's actions. In those instances, school officials must make a judgment call as to whether contacting NOPD is appropriate.
- Restoration and/or restitution, as applicable
- Saturday Detention
- Out of school suspension
- Recommendation for expulsion
- Other appropriate disciplinary options

## **Bullying/Cyber Bullying Policy**

It is Lake Forest Charter's policy that any form of harassment, intimidation, bullying,

cyber bullying of a student by another student is strictly prohibited and will be addressed to the fullest extent of the Lake Forest Charter School discipline code. Any student who feels they have been harassed or bullied or has knowledge of a situation should report the incident immediately to their teacher, the school social worker, or the school's administration in order for a complete investigation to occur concerning said incident. Parents should also be aware that LFC does implement the Positive Behavior Support techniques established in our school's Master Discipline Plan to assist in circumventing negative behaviors from students. The complete plan is available for review at the school.

### **Definition of Bullying**

Bullying, intimidation, and harassment, shall mean any intentional gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

### **Definition of Cyberbullying**

Cyber bullying shall mean harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means

when the action or actions are intended to have a harmful effect on the student's performance at school.

**R. S. 14:40.7**

**§40.7. Cyberbullying**

A. Cyber bullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen.

B. For purposes of this Section:

(1) "Cable operator" means any person or group of persons who provides cable service over a cable system and directly, or through one or more affiliates, owns a significant interest in such cable system, or who otherwise controls or is responsible for, through any arrangement, the management and operation of such a cable system.

(2) "Electronic textual, visual, written, or oral communication" means any communication of any kind made through the use of a computer online service, Internet service, or any other means of electronic communication, including but not limited to a local bulletin board service, Internet chat room, electronic mail, or online messaging service.

(3) "Interactive computer service" means any information service, system, or access software provider that provides or enables computer access by multiple users to a computer server, including a service or system that provides access to the

Internet and such systems operated or services offered by libraries or educational institutions.

(4) "Telecommunications service" means the offering of telecommunications for a cost directly to the public, regardless of the facilities used.

C. An offense committed pursuant to the provisions of this Section may be deemed to have been committed where the communication was originally sent, originally received, or originally viewed by any person.

D. (1) Except as provided in Paragraph (2) of this Subsection, whoever commits the crime of cyber bullying shall be fined not more than five hundred dollars, imprisoned for not more than six months, or both.

(2) When the offender is under the age of seventeen, the disposition of the matter shall be governed exclusively by the provisions of Title VII of the Children's Code.

E. The provisions of this Section shall not apply to a provider of an interactive computer service, provider of a telecommunications service, or a cable operator as defined by the provisions of this Section.

F. The provisions of this Section shall not be construed to prohibit or restrict religious free speech pursuant to Article I, Section 8 of the Constitution of Louisiana.

Acts 2010, No. 989, §1.

## **Procedures for Handling Suicidal/Homicidal Threats**

*“When it comes to their children’s education, parents are more worried about drugs and violence, than grades...”*

*Tamara Henry*

It is the responsibility of staff and administration to make every effort to secure the physical and emotional safety of ALL students and staff during the regular school day.

All suicidal (threat to harm self) and homicidal (threat to hurt others), gestures, attempts, and threats **MUST** be recognized as **SERIOUS**.

The following procedures were designed to ensure equitable response when a threat to kill or harm self or others has occurred. This pre-arranged Lake Forest Charter School's plan is applied to ANYONE who commits an act of life threatening offense or behavior **WITHOUT EXCEPTION**.

No school personnel is allowed to make the determination whether or not the person making the threat is serious. A student may not retract statement or claim it was in jest in an attempt to avoid the process or in attempt to avoid consequences.

The following steps need to be followed:

1. Inform the school administrator or his/her designee immediately that a student has made a threat or gesture to harm self or others.
2. The school administrator or his/her designee assumes the lead with consultation from the school social worker and/or the school nurse.

3. Secure a written Trauma Response Report
4. Provide a secure environment for the student
5. Contact the parent/guardian of the student
6. Any student making a threat will be removed from school immediately. Parent will be contacted to report to school immediately to retrieve the student.
7. The student can return once a parent provides a statement from a licensed health/mental health professional certifying that the student can return to school (i.e. New Orleans Adolescent Hospital, Children’s Health Project, etc...)
8. If a student makes a threat while in possession of a weapon or any object that can be used to inflict bodily harm, even though its normal use is not as a weapon, the crisis management plan will be implemented, a call will be made to 911 and NOPD.
9. Any threat with or without a weapon is subject to disciplinary action, a suspension, or a recommendation for expulsion.
10. The family of the student who is the recipient of a threat will also be notified.

An unfilled need produces frustration and frustration in turn is vented in some form of aggression, violence, or threat thereof. (Source: *Social Work Services in Schools* Allen Meanes, etal)

The School Social Worker can help children develop alternatives for resolving conflict and to express anger and frustration in appropriate ways. The Social

Worker can be contacted by calling 504-593-8248.

Direct or indirect statements like “I want to die” or “I want to go to sleep and never wake up” are symptoms of depression or suicidal thinking. Taking these statements seriously may save a student’s life.

Please discuss homicidal threats with your child. Students are in-serviced regarding the above school procedures at the beginning of every school year. They are advised regarding the effect of homicidal threats made by them has on the victim and all families involved both perpetrator and victim.

**This is a serious situation. Everyone must play a role in educating children in this serious matter.**

### **Electronic Device Policy/Prohibition of Electronic Communication Devices**

During the **instructional school day**, students are prohibited from bringing all electronic devices such as, but not limited to, cellular phones, camera/video phones, pagers/beepers, electronic games, or iPods onto the campus of Lake Forest Charter School. Students cannot have them in their pockets, purses, or book bags for any reason. We do realize that students may need to make pick-up arrangements for after school dismissals, after-school activities, or emergencies and these phone calls will be made from a

designated location in the front office or from any administrator’s office.

**Instructional school day** is defined as anytime students are under the direct supervision of a LFC employee. This includes, but is not limited to, presence in the building before and after school, during class time, while passing between classes, during lunch/recess time, while in after school tutorials, participation in/presence at extracurricular events, during detentions, field trips, or any school event.

Any LFC staff member who discovers a student in violation of this policy shall report the infraction to the appropriate school administrator. The device will be confiscated and returned to the parent/guardian only. Failure to relinquish the electronic device to school personnel when asked to do so or repeated violations may result in additional disciplinary action. If a device is not claimed, the student’s parent/guardian or company whose name and address appears on the device shall be given seven (7) calendar days prior notice of the school’s intent to dispose of the device. Any item not claimed in seven (7) calendar days will be disposed. The school will not assume responsibility for these items if they are damaged, lost or stolen.

**NOTE: If any emergency occurs and parents need to speak to their child, please contact the school office for assistance.**

### **Cell Phones**

Cell Phones will be permitted on an **Emergency Need/Extenuating Circumstance Basis:**

1. Parents **MUST** write a letter explaining the need for their child to have a cell phone and the extenuating circumstance. Each circumstance will be evaluated by an Administrator and a determination will be made for approval OR non-approval. The school Administrator will contact parents with the decision. **All decisions are final.**
2. Upon arrival to the school campus and before reporting to their homeroom class, students who are given permission to bring cellphones to school **MUST** take their phone to the assigned staff member. At the end of the school day, after dismissal from the teacher, students **MUST** report to the assigned staff member to retrieve their cell phone.
3. All students with unauthorized or non-approved cell phones/electronic will receive an **Administrative Consequence and an Administrative Parental Conference.** Phones/electronics will be confiscated for 7 calendar days. Parents must contact the administrator to make an appointment to retrieve cell phones/electronics.
4. No Smart Watches are allowed on campus.

### **Fidget Spinners**

Fidgets spinners are not allowed unless accompanied with a doctor's orders and approved by the school nurse.

### **Sexting**

Sexting is the sharing of sexually explicit text messages or sexual photos or videos of yourself or others using a cell phone or the internet. (Sharing includes sending, receiving, or forwarding content.) Parents and families should discuss the dangers and consequences of sexting with their students. Please report all incidents of sexting to a teacher, school counselor, school social worker, or school administrator.

### **Sexual Harassment**

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

- **submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining/retaining an education; or**
- **submission/rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or**
- **that conduct or communication has the purpose/effect of substantially/unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive 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 including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- 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 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.

### **Use of Metal Detectors**

The Lake Forest Charter School has a compelling interest to:

- Provide a safe environment for its students, employees and patrons
- Educate and train its students in an environment conducive to learning
- Maintain discipline in the classroom, on school grounds, and at all school activities
- Deter weapons on school property and at school-related functions

LFC recognizes that incidents involving the presence of weapons or contraband have occurred on school property and school-related activities in this city, and others around the country. Therefore, LFC is authorized to use metal detectors to screen for weapons and other contraband. The student's parent/guardian shall be notified if any prohibited items are found on the student's person or in his/her possession as a result of a search conducted in accordance with this policy. If a student is found to be in possession of prohibited items, the school will administer discipline based on the Student Code of Conduct.

### **Discipline Procedures for Special Education Students with Disabilities**

#### **Overview**

Discipline procedures for special education students with disabilities must be consistent with federal and state laws, as well as local policy. Discipline procedures for special education students with disabilities should include, but are not limited to, positive behavior supports, intervention room/time out, in-school suspension, before/after/during school

detention and Saturday detention. Suspension and expulsion are also available, and if considered, must follow the procedures listed in this document.

Special Education discipline procedures apply to all students identified as having a disability according to Louisiana Department of Education (LDE) Pupil Appraisal Handbook criteria. This includes students classified as Speech or Language Impaired, but does not include students identified as Gifted and/or Talented only. Students, for whom a disability has not yet been confirmed by Pupil Appraisal Handbook criteria, but who are known to have, or suspected of having a disability, are also covered under the Special Education Discipline procedures.

**NOTE: A SPECIAL EDUCATION STUDENT WITH A DISABILITY MAY NOT BE OUT OF SCHOOL FOR MORE THAN A TOTAL OF 10 DAYS PER SCHOOL YEAR AS A RESULT OF DISCIPLINARY ACTIONS.**

**IDEA STUDENT VIOLATES CODE OF CONDUCT (CLASSES I, II, AND III)**

School provides parents notice of proposed disciplinary action and implements due process.

If Class I or II offense occurs or if other disciplinary action is needed:

Best Practices recommendation - implement intervention strategies suggested in discipline handbook.

If suspension is utilized:

- After 1<sup>st</sup> suspension, the following are required:
  - Submit Powerschool Discipline Summary Report
  - Conduct a Functional Behavior Analysis (FBA) and

develop a Behavior Management Plan (BMP)

- After 2<sup>nd</sup> Suspension, the following are required:
  - Submit Powerschool Discipline Summary Report
  - Reconvene the IEP Team to address behavior
  - Review/revise BMP to address the suspendable behavior.
- After 3<sup>rd</sup> and subsequent suspensions, the following are required:
  - Submit completed PowerSchool Discipline Summary Report with Manifestation Determination Summary Form.
  - If Expulsion is recommended, follow procedures indicated.

If recommendation for expulsion occurs (Class III offense)

Within 24 Hours:

- I. Conduct Manifestation Determination via IEP Team meeting
- II. Convene IEP Team to address behavior
- III. Review/revise BMP at the IEP Team meeting to address behavior
  - A. Not a manifestation: Schedule a hearing within 8 days, if guilty, student is placed in IAES. If during the hearing the student is found not guilty, the student is returned to placement.
  - B. Manifestation: Student is not removed unless parent agrees to change of

placement as part of IEP/BMP.

NOTE: A student may be suspended for up to 5 days per offense. **However, a student MAY NOT be out of school for more than a total of 10 days per school year for disciplinary actions.**

### **Manifestation Determination**

Manifestation determination is the decision of whether or not the behavior for which the disciplinary action is being taken is a manifestation or not a manifestation to the student's disabling condition. A Manifestation Determination Review (MDR) committee examines the behavior and previously documented information about the student in an effort to make the manifestation or not a manifestation decision. The MDR committee must consist of relevant members of the IEP Team, as determined by the school system and the parent; the parent(s) should be invited to participate in the meeting. Neither the Principal nor the authority figure involved in an incident with the student may serve as a member of the Manifestation Determination Review Committee.

## **PARENT-TEACHER CONFERENCES/ AND OR COMPLAINT PROCEDURE**

Parent-Teacher conferences may be arranged by writing a note to the teacher requesting a conference or contacting the front office and leaving a message for the teacher. All concerns should be initially addressed with the teacher. If the concern is not resolved, then a conference will be

scheduled with the Instructional Facilitator. All attempts should be made to resolve any concerns at the initial parent-teacher conference. Parents must sign in with the front office and obtain a pass prior to the scheduled conference time. If the problem is not resolved at the parent-teacher conference or the conference with the Instructional Facilitator, parents may request a conference with an administrator by calling the office for an appointment. **This order of procedure should be followed each time a parent has a concern.**

Parents who wish to speak to a teacher via telephone should send a note to the teacher stating their request. The teacher will return the call during his/her planning/ conference time or at their earliest convenience. **Teachers cannot be called out of class to speak in person or on the phone to a parent.**

### **MORNING ARRIVAL PERIOD AND EVENING DISMISSAL PERIOD ARE NOT THE TIMES FOR PARENT-TEACHER CONFERENCES.**

## **DISCIPLINE**

### **A. Parents' Responsibilities**

1. See that your child arrives at and departs from school **on time.**
2. See that your child is physically prepared for the day's events (lunch money, textbooks, completed assignments, appropriate clothing and uniforms, etc.)



3. See that your child is emotionally prepared by having a positive attitude toward school.
4. Notify the school if there is any family crisis or emergency that will impact your child emotionally.
5. Recognize that the teacher assumes many of the parental responsibilities while the child is at school.
6. Cooperate with the teachers, CEO, Principal, operations staff, and support personnel (social worker, nurse, speech therapist, and instructional facilitators) in implementing their recommendations when these pertain to your child.
7. Understand that your child is one of 18 to 25 individuals who also have developmental, learning, and social needs that are addressed by his/her teachers.
8. Parents should also be aware that LFC does implement the Positive Behavior Support techniques established in the school's Master Discipline Plan to assist in circumventing negative behaviors from students. The complete plan is available for review at the school.

### **B. Teachers' Responsibilities**

The teachers use several forms and approaches to classroom discipline. A discussion of what the rules are and why they are needed are important factors. The consequences of noncompliance are discussed and explained. Remedies may include student-teacher conference, loss of privileges, after school detention, parental conferences with the teacher, Instructional Facilitator and/or the Principal, and suspension. The student conduct code contains an expanded

listing of student violations and specified disciplinary actions for each. These range from a simple reprimand from the teacher to expulsion from the school.

### **Teachers' Procedures for Discipline**

Positive reinforcement is always the first discipline procedure for LFC's staff. This may be provided in the forms of stickers, incentives, extra privileges, and point systems in order to reward and encourage acceptable behavior in students. Outlined below are other discipline procedures used:

1. After all sides have had an opportunity to express themselves, the teacher is responsible for mediating conflicts. The teacher will inform the parents of repeated unacceptable behavior.
2. The teacher is responsible for referring students to the Social Worker in accordance with the "Guide for School Social Work Services". Included in this would be excessive tardiness and absenteeism, inappropriate reactions to everyday situations, and inability to control one's temper.
3. The teacher is required to refer students to the School Assistance Team (S.A.T.) for disciplinary interventions at the school level and possible future evaluation for specialized assistance.
4. **The teacher must maintain acceptable discipline so that the learning process can continue at an appropriate, uninterrupted pace.**

### **C. Students' Responsibilities**

The student is the active, integral component in our discipline process.

Assuming the responsibility for his/her behavior is inherent to the student's social and moral development.

1. The student should learn to accept correction as a component of the learning process.
2. The student must respect the rights of all children to a non-disruptive learning environment.
3. The student must cooperate with teachers and staff in adhering to all classroom, cafeteria, and school rules.
4. The student should exhibit appropriate respect for all children, teachers, and staff, support personnel, and guests.
5. The student must respect the property rights of other children as well as those of the teachers and staff.
6. The student should respect others' rights to privacy just as his/her rights are to be respected.
7. The student should cooperate with his/her parents, teachers, and other staff members in reducing and eventually eliminating unacceptable or inappropriate behavior patterns.
8. The student should adhere to all of the school's yard rules, thus ensuring a play area, which is free of confrontation and risks. The objective is to provide the safest possible environment for recreational activities.

## **DETENTION**

**Parents are responsible for developing a relationship with their child, which insures that the child brings all correspondence to them from school. It is the parent's responsibility to have the child understand that neglecting to bring home all correspondence from**

**the school will not be tolerated. This is very important in the establishment of an effective communication system between the school and the parents and students.**

Written notification is sent home to notify the parent of a scheduled detention. The parent must sign and return the slip the very next day. Students must report to detention on time. Students must be picked up at the end of the detention. Students who are not picked up on time will be escorted to the Eagle Evening Program. Parents will be charged the regular Eagle Care Drop-Off cost which **must be paid** at the time parents pick-up or retrieve their child. Every attempt will be made to notify the parent prior to detention in the form of written communication and/or a telephone call. **Failure of the student to report to detention will result in a more severe disciplinary action, which includes suspension.**

## **SUSPENSION/EXPULSION**

Suspension is the temporary removal of a student from a school for violation of school rules or regulations. Expulsion is limited or permanent denial of public schools for Level III violations. The Principal or the Principal's designee has the authority to suspend or recommend expulsion of a student.

## **VALUABLES**

Students must not bring money (except for lunch), radios, cameras, computer games or other technological devices, or other valuables to school. **Lake Forest Charter**

**is not responsible for any stolen/lost monies, and/or valuables brought to school.** If students wear glasses or watches, they must keep them in their personal property. **Label all belongings.** The parent must claim property taken away by teachers or administrative staff during set appointment. Appointment will be set on the 7<sup>th</sup> day of confiscation. Students should not wear any type jewelry other than watches. Girls are permitted to wear small post earrings. **Boys are not allowed to wear any type of earring.**

## MEDICAL INFORMATION

### Immunization

The state of Louisiana requires that all students attending public schools must receive certain shots in order to attend school. In addition, schools are required to report the immunization status of every student on the 30<sup>th</sup> day of each school year. Students who have not been properly immunized, according to state law, should be excluded from school until their immunization status is in compliance. To demonstrate compliance, written proof of immunization must be kept on file in the Nurse's office. Students who require updated immunizations will be notified.

### Food Allergies

If your child has a documented food allergy which prevents them from eating the school lunch, you should send a home

prepared lunch on days when any menu item would potentially cause a reaction.

### Health Information Forms

All students are required to have the *State of Louisiana Health Information* form on file in the Nurse's Office. This form allows you to inform the nurse about medical conditions and other pertinent medical data which could be used to formulate a safety plan for your child.

Any allergies to food, bites, etc... require a note from the child's doctor. If your child has any other chronic conditions, such as asthma, diabetes, epilepsy, etc..., the doctor must submit the diagnosis with a detailed treatment plan.

The *LFC Health Update Form* should also be on file in the Nurse's office for all students. This form provides information concerning your child's last check-up, last tuberculosis test, if they are updated throughout the year. Parents are expected to obtain the required shots and provide the school nurse with an updated shot record provided by the doctor's office/clinic where the shot occurred. Failure to comply with the immunization policy will lead to a student being excluded from school until he/she is in compliance.

### Information Handling

All medical information is confidential and will be reviewed as needed by the school's nurse. In addition, the law requires that the school must identify all students who are allergic to pesticides/pests. A completed Allergy Questionnaire must also be on file in the Nurse's office.

often result in students not getting the immediate attention needed.

## **SCHOOL NURSE VISITS, TRACKING AND REFERRALS**

When a student visits the nurse's office, the information concerning the visit will be recorded using an automated system. Information to be tracked includes, but is not limited to, date, time, reason for visit, findings, treatments, and resolution. If a pattern emerges with a student, the nurse along with others such as the student's teacher, the school Social Worker, and members of administration will meet to develop a plan of action to address the student's routine visits. Chronic visits to the nurse's office leads to a decrease in classroom instructional time, which may affect the student's academic performance. Please help your child understand that they do not need to visit the nurse for every bump and/or scrape. Bandages will be available in each classroom for minor cuts and scrapes. Ice will only be given to students if there are visible signs of injury such as swelling or a change in color to the surrounding skin area.

## **ILLNESS DURING SCHOOL**

Parents will be called to pick up their children who become ill during the school day. Parents **MUST** furnish the office with **three (3)** emergency numbers and notify the office of any change in telephone numbers, the names of the persons to call, whether the number is a home, work, or cellular, and who we are contacting at each specific number. Incorrect numbers

## **MEDICATION**

The school adheres to strict regulations regarding medicine. Students are not allowed to keep any medication (over the counter or prescription) in their possession unless it has been approved by administration. Medication should only be dispensed at school if it must be taken during the school day. If your child needs to take medication at school on a regular basis, you must complete the required paperwork (*Medication Administration packet*) in advance. These forms are updated each school year. All medications must be stored in the Nurse's office. This is for the safety of other students who may find the medication, take it, and have an adverse reaction.

## **GUIDELINES FOR MEDICATION**

The guidelines regarding students taking medication at school are as follows:

1. We can only give medication to a student which can not be given before or after the school day.
2. All medications given by a school employee must be prescribed by a doctor or dentist licensed in Louisiana or our neighboring states using the *State of Louisiana Medication Order Form* and shall include the following:
  - a. The student's name
  - b. The name and signature of the physician/dentist

- c. Physician's/dentist's business address, office phone number, and emergency phone numbers
  - d. The frequency and time of the medication
  - e. The route and dosage of medication
  - f. A written statement of the desired effects and the child- specific potential adverse effects
3. Medication (prescription or over-the-counter) must be in a container acceptable by pharmacy standards and have the doctor's order information on an attached pharmacy produced label and shall include the following information:
- a. Name of pharmacy
  - b. Address and telephone number of pharmacy
  - c. Prescription number
  - d. Date dispensed
  - e. Name of student
  - f. Clear directions for use, including the route, frequency, and others as indicated
  - g. Drug name and strength
  - h. Last name and initial of pharmacist
  - i. Cautionary auxiliary labels, if applicable
  - j. Physician's or dentist's name

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

- a. Drug name
- b. Dosage form

- c. Strength
  - d. Quantity
  - e. Name of manufacturer and/or distributor
  - f. Manufacturer's lot or batch number
- 4. All medication which is to be administered routinely at school must be brought to the nurse's office by a parent or guardian and received by a school employee.
  - 5. Along with the *Medication Order* form, a *Parental Permission for Medication Administration at School* form must be completed by a parent or guardian.
  - 6. These forms must be completed each time there is a change in medication since we are only authorized to give the medication as it is ordered. A new order is required at the beginning of each school year. A change in dosage for the same medication still requires a new Medication Order form from the doctor (this form is found in the Medication Administration Packet).
  - 7. Students may only carry their medication if the doctor orders the action, the parent approves the action and the school nurse signs-off and instructs the student on how the process will work at school.
  - 8. If medication for symptoms is required during the school day and the student does not have medication at school, a parent or guardian can make arrangements for an adult to come to the school, with the medication, and give the medication to the child.

No exceptions/changes will be made to the above procedures unless the State Department of Health and Hospitals make revisions and you receive the changes on official school letterhead.

No candy or gum is allowed at school or on the playground.

## **LICE**

School policy states that students must be lice/nit free to attend school. It is your responsibility to treat your child's hair and remove nits. The school may perform periodic lice checks and you will be notified if necessary. If your child is sent home with head lice, before returning to the classroom, your child must be declared lice/nit free by the school nurse. If you have any questions concerning treatment, please contact the school nurse.

## **CANDY/GUM**

## **SMOKING**

LFC policy prohibits smoking on **ALL** facilities or grounds owned or rented by the LFC. This also applies to PTO meetings, Conferences, Fun Fair, Cultural Events, etc. Persons who volunteer as chaperones are not allowed to smoke on field trips.

## **COMMUNITY RELATIONS**

All staff, parents, and students must respect the rights of our neighbors. Please do not obstruct driveways, park on the grass, or litter the neighborhood.

# ORLEANS PARISH SCHOOL BOARD

## Parent/Student Rights in Identification, Evaluation and Placement

Section 504 of the Rehabilitation Act of 1973 & Title II of the American with Disabilities Act of 1990

**The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.**

### **You have the right to:**

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability;
- Receive notice with respect to identification, evaluation, or placement of your child;
- Provide written consent prior to your child being evaluated;
- Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate to the needs of the disabled student. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
- Have your child educated in facilities and receive services comparable to those provided non-disabled students;
- Have the interpretation evaluation data and placement decisions based upon a variety of information sources and placement decisions made by persons who know the student, the meaning of the evaluation data, and placement options;
- Have your child provided with an equal opportunity to participate in nonacademic and extracurricular activities offered by the system;
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the school to reasonable requests for explanations and interpretations of your child's records;
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school system refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing;
- Request and participate in a review or an impartial hearing, with counsel if desired, related to decisions or actions regarding your child's identification, evaluation, educational program or placement;
- File a local grievance. The grievance procedures are located at <http://opsb.us/departments/exceptional-childrens-services/section-504/>.

**The person at the school who is responsible for Section 504/ADA compliance is the building principal. The District Section 504 Coordinator is Dr. Shayla Guidry Hilaire, 3520 General DeGaulle Drive, Suite 2060, New Orleans, LA 70114, (504)304-4988.**

### **Student and Employee Handbook Addendum**

**<http://opsb.us/departments/exceptional-childrens-services/section-504/>**