



Recovery School District  
Office of School Management  
Division of Student Support Services



**2008-2009**

**STUDENT**

**and**

**FAMILY**

**HANDBOOK**



# TABLE OF CONTENTS

Athletics	5
Attendance	5
Elementary and Middle Schools	6
High School	6
Bus Transportation	7
Calendar	4
Cell Phones	11
Checkouts from School	8
Child Nutrition Program	12
Counseling Department	8
Credit Recovery Programs	9
Discipline	9
Responsibility of Principal	9
Responsibility of Teacher	10
Responsibility of Student	10
Responsibility of Parent/Guardian	10
District Principles	3
Dress Code	18
Due Process	10
Electronic Devices	11
Expulsion	11
Extended Day School Programs – Elementary	11
Food Service	12
Grading and Evaluation	12
Identification Cards	12
Illness and Health History	13
Intervention Services	13
Laptops	17
Medication at School	13
Mission Statement	3
No Touch Policy	13
Parent/Teacher Conferences	14
Promotion Policy	14
Carnegie Units	15
Louisiana Graduation Exit Examination	16
Searches by School Officials	16
Suspension	16
Tardy to School	7
Textbooks	17
Truancy	18
Uniforms	18
Violence Prevention Program	19
Vision Statement	3
Visitors on Campus	18
Withdrawals	17
Zero Tolerance	19

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## **Recovery School District**

The Student/Family Handbook is designed to provide Recovery School District students, parents, guardians, and staff with information concerning general policies, rules, regulations, and board approved policies.

No student has the right to interfere with the education of a fellow student or to disrupt the educational environment. Students have the responsibility to respect the rights of all persons involved in the education process and to exercise the highest degree of self-discipline in observing and adhering to legitimate rules and regulations.

### **Vision Statement**

The vision of the Recovery School District is to prepare every student for success at each step in the educational process.

### **Mission Statement**

The mission of the Recovery School District is to provide a superior learning environment in which every student, regardless of ability, attains educational success and graduates with proven skills that will provide them access to quality institutions of higher learning or to the workplace.

### **District Principles**

The Recovery School District is committed to:

- promoting success for every student
- providing quality leadership
- developing a strong model of parental and community collaboration and to create a new public story for education in Orleans Parish
- ensuring disclosure regarding its processes and practices and accountability.
- ensuring equal access to resources for all schools and students as well as equity in course offerings, programs and services
- ensuring that charter schools in the district are of the highest quality by ensuring both support and autonomy for the schools
- developing a collaborative relationship with the Orleans Parish School Board to ensure the provision of high quality educational opportunities for all students in Orleans Parish

## 2008 – 2009 School Year Calendar

July 14-18; 21-25, 2008	Ninth Grade Nation Summer Camp
July 14-18; 21-15, 2008	RSD Summer Leadership Institute
July 28-August 1, 2008	New Teacher Institute
August 4, 2008	Teacher Convocation
August 7, 2008	First Day for Teachers/District-Wide Professional Development
August 11-15, 2008	High School Orientation (High School sites)
August 18, 2008	First Day for Students (1 <sup>st</sup> -12 <sup>th</sup> grades)
August 18, 2008	First Quarter Begins
August 25, 2008	First Day for Pre-Kindergarten and Kindergarten Students
September 1, 2008	Labor Day Holiday
October 3-6, 2008	Fall Break
October 21, 2008	Second Quarter Begins
November 4, 2008	Election Day
November 10, 2008	Veteran's Day Holiday
November 24-28, 2008	Thanksgiving Holiday
Dec. 22, 2008-Jan. 2, 2009	Winter Break
January 13, 2009	Third Quarter Begins
January 19, 2009	Dr. Martin Luther King Jr. Holiday
February 23-27, 2009	Mardi Gras Holiday
March 23, 2009	Fourth Quarter Begins
April 1-7, 2009	LEAP, GEE, iLEAP and LAA 2 Testing
April 8-9, 2009	LEAP, GEE, iLEAP and LAA 2 Makeup Testing
April 10-17, 2009	Spring Break
May 25, 2009	Memorial Day Holiday
May 28, 2009	Last Day for Students
May 29, 2009	Teacher Record Day/Grades Due/Last Day for Teachers
June 9, 2009	Extended Year (Summer School)begins
June 25, June 29-30, 2009	LEAP, GEE Retest
July 4, 2009	Independence Day Holiday
July 24, 2009	Extended Year (Summer School) ends

### Student Class Days

The school day will be Monday-Thursday 8 a.m. to 4:30 p.m. and Fridays 8:00 a.m. to 3:00 p.m.

## Athletics

The Recovery School District considers interscholastic athletics an integral part of the total educational program. Athletics exist as a supplement to academics. The Athletic program is operated under policies adopted by the Recovery School District in conjunction with operational policies of the Louisiana High School Athletic Association (LHSAA).

Teamwork, sportsmanship and good conduct are character building focal points for enhancing the development of our youth. Good sportsmanship and conduct are strongly encouraged from team players and fans at all athletic events.

## Attendance

It is the policy of the Recovery School District that regular school attendance is essential for all students and that schools will work cooperatively with students and parents/guardians toward that end. Regular and punctual attendance is important in the development of an effective learning environment as well as ensuring student success in the classroom. Good attendance habits are also necessary in the development of sound character traits and for success in the working world.

In compliance with the Compulsory School Attendance law (R.S. 17:221), all students between the ages of seven and eighteen are required to attend a public or private day school unless the child graduates from high school prior to his/her eighteenth birthday. Any child below the age of seven who legally enrolls in school is also subject to the compulsory attendance law.

Children are required to attend school each day scheduled by the school system, except for excused absences as set forth below.

### Excused Absences

1. Personal illness
2. Prior approved travel for education
3. Death in family (not to exceed one week)
4. Natural catastrophe and/or disaster
5. Participation in school approved activity which necessitates the child being away from school
6. Absence for the observance of recognized holidays of the child's own faith
7. Any of the extenuating circumstances listed below:
  - Extended personal illness of a child whose attendance in school would endanger his/her own health or that of his/her classmates, as verified by a physician, dentist, or nurse practitioner licensed to practice in Louisiana
  - Extended hospital stay as verified by a physician or dentist licensed to practice in Louisiana
  - Extended recuperation from an accident as verified by a physician or dentist licensed to practice in Louisiana

- Extended contagious disease within the family as verified by a physician or dentist licensed to practice in Louisiana
- Children exempt by R. S. 17:226

Students must be present a minimum of 156 days per school year to be eligible for promotion.

### **Attendance – Elementary and Middle Schools**

A student who is absent five (5) or more days without evidence of excused absences in any nine-week grading period shall receive an incomplete grade in all subjects involved if the grade is not made up before the end of the grading period. The student can make up work during the next nine-week grading period. If he/she fails to do so, the incomplete grade automatically becomes a “U.” It shall be the responsibility of the teacher to inform the student of the deadline for any make-up work.

Students not attending school as a result of a suspension shall be counted as absent and considered unexcused and shall be given failing grades for work missed. For any other extenuating circumstances, parents, tutors or guardians shall have the right to appeal the denial of promotion to the parish supervisor of child welfare and attendance.

### **Attendance - High School**

Students must be present a minimum of seventy-eight (78) days per semester to be eligible to earn credit for the courses taken. Students attending high school classes operating in 90-minute blocks of instructional time shall be in attendance seventy-eight (78) days, or its equivalent, in order to be eligible to receive credit. Exceptions can be made when substantiated by a practicing physician in the event of temporary or extended personal illness and serious illness in the family. The principal or his/her designee shall contact parents, tutors, or guardians and ascertain reasons for absences. When a student returns to school after an excused absence, the student shall have the opportunity to complete missed assignments. Make-up work shall be permitted only when written excuses from parent(s), tutor(s) or guardian(s) have been received in accordance with this policy. Students are encouraged to have all excused absences approved in advance. An unexcused absence is any absence which:

- is not authorized by a parent, legal guardian, or person with parental authority.
- is not communicated to the school within twenty-four (24) hours.
- is a result of leaving school without prior notification to the attendance office by a parent, legal guardian, person with parental authority, or building administrator.

Students have five (5) school days to present documentation to clear unexcused absences.

## **Tardy to School**

It is the desire of the Recovery School District to promote punctuality, accountability and other time-management skills for all students. Students are required to be on time for all classes and other activities. A student who fails to be on time is considered tardy and is subject to discipline. Students shall be in their room when the bell rings.

## **Bus Transportation Service**

Transportation is provided by First Student Transportation Company. All questions can be answered through the phone bank at (504) 262-0060 ext. 111 or 121, 6:00 am – 6:00 pm or the Recovery School District Transportation Department, (504) 373-6200 ext. 20149. Bus monitors are assigned to ride the bus for students with special needs for supervision to ensure that your child arrives safely at their destination. Documentation will be kept on all behavior problems.

The following policy is strictly enforced:

- All children under the age of 8 must be accompanied by an adult to and from the bus stop.
- A parent/guardian is to be present at the pick up/drop off stop.
- If a child is not picked up from a bus stop they will be returned to the school office so that a parent/guardian can be contacted to pick them up.
- If all school officials have left the facility, the driver will then take the child back to the First Student Transportation bus barn, and an effort will be made to contact the child's parents.
- If contact can not be made with a parent/guardian the child will be turned over to the proper authorities.
- If an emergency occurs the driver will immediately contact dispatch. The police, EMS, safety and field supervisors of First Student are notified and will report to the scene. The school official is notified of the accident and is responsible for contacting parents.

It is the purpose of the Recovery School District to provide students safe and timely transportation. To assist us in achieving this goal, we depend on parental support and cooperation to help students understand the rules and expectations of riding the bus and the consequences of misbehavior.

### **BASIC RULES:**

1. Follow the directions of the bus driver at all times.
2. Eating, drinking, and chewing gum are not allowed on the bus.
3. Keep bus aisles clear of books, bags, feet, legs, etc.
4. Rude, vulgar, obscene language or actions are not allowed.



## **SAFETY RULES:**

1. Keep hands, feet, and other objects to yourself at all times.
2. Stay in your seat facing forward.
3. Be at the bus stop early.
4. Look both ways before crossing the street.
5. Use proper boarding and departing procedures.
6. Vandalism to personal or school district property is not allowed.
7. Students will not be allowed to put on makeup, use any type of spray and/or cologne while on the school bus.

It is essential that parents contact the school immediately with address changes so that the school officials can update the student's information. First Student Transportation will provide both parents and schools with new updated routing information. If updated routing information has not been received, the parent should contact First Student Transportation immediately by calling (504) 262-0060 Ext. 111 or 121.

Special Education/Special Needs students are accommodated on buses that are specially equipped with lifts, harnesses and wheelchair tie downs.

## **Checkouts from School**

1. Students who leave school for any reason must sign out through the Main Office.
2. Students may only be signed out by persons whose name(s) appear on the student registration card unless the school receives permission in writing by the parent/guardian in advance.
3. Written permission is to be given by the parent/ guardian or "emergency person" shown on the registration card before each checkout. Picture identification must be presented.

## **Counseling Department**

The School Counseling Department is a service of the total school program providing academic, technology/career, and personal assistance to students. Throughout the school year, students should benefit from all opportunities provided by the department. A professional school counselor is a certified, specially trained, caring person who provides guidance to all students. The professional school counselor will:

- Assist students daily with class scheduling, curriculum questions, personal problems, grades, study habits, attendance, school, home, friends, etc.
- Schedule appointments with students as needed.
- Provide classroom guidance activities, individual and group counseling, career interest inventories and academic planning.

## **Credit Recovery Programs**

The Recovery School District allows students the opportunity to earn Carnegie units in core courses that have been previously failed. A Carnegie Unit equals one unit of credit. There are two programs designed to address student needs. The After School Credit Recovery Program is held after the regular school day has ended. The Summer Credit Recovery Program takes place during the summer months. Each program offers two sessions to students who are deficient in first and/or second semester course work. If further information is needed, contact the Office of School Management at (504) 373-6200 ext. 20094.

## **Discipline**

Each student is responsible for his/her own behavior. The Recovery School District expects the highest standard of conduct and decorum of all students. The Student Code of Conduct must be signed by students and parents/guardians. Students are expected to:

- demonstrate respect for self and others.
- demonstrate courtesy to others.
- behave in a responsible manner.
- cooperate with others.
- attend class regularly.
- be prepared for class.
- take seriously the course of study.
- dress appropriately.
- cooperate with school officials.
- respect other's property.
- adhere to the code of conduct.

Students are expected to be ambassadors for their school and must conduct themselves in a respectful and considerate way at all times whether at school, on school grounds, in route to and from school, or in the community. Students who misbehave, show disrespect to school employees, show disregard for school property, or disrupt school activities shall be subject to appropriate disciplinary action.

### **Responsibility of the Principal**

In order to maintain a safe and orderly school, a principal is mandated by the Louisiana Department of Education Recovery School District and Louisiana State Law to do the following:

- Implement the Student Code of Conduct and Management Plan in a fair and consistent manner.
- Inform all school personnel, parents, and students of discipline policies.
- Maintain accurate JPAMS data on school-wide issues and individual students.
- Review and act upon requests from school personnel concerning violations.
- Use professional judgment to prevent minor incidents from becoming major problems.

## **Responsibility of the Teacher**

Teachers are obligated to do the following:

- Endeavor to hold every student to strict accountability for disorderly conduct while on school property.
- Teach and positively reinforce rules and regulations concerning student conduct.
- Address rule violations with multiple strategies.
- Maintain a learning environment that provides for academic success.
- Use professional judgment to prevent minor incidents from becoming major problems.

## **Responsibility of the Student**

Students are obligated to do the following:

- Follow the school's stated expectations as written in the school's handbook.
- Respect authority of all school personnel and the rights of other students.
- Comply with the Student Code of Conduct and all class rules. Be responsible and accountable for following classroom rules.
- Comply with Louisiana Recovery School District attendance, dress code, zero tolerance and bullying policies.
- Behave in a manner that focuses on academic success.

## **Responsibility of the Parent/Guardian**

A parent or guardian should do the following:

- Respect and support rules and regulations of each school.
- Respect and support the Louisiana Recovery School District policies.
- Recognize that school personnel must enforce school rules and regulations.
- Teach the child to respect the rights and property of others.
- Emphasize the importance of being prepared for school and the adherence to school rules to foster academic success.
- Insure that students attend school on a daily basis.

## **Due Process**

The Recovery School District mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension or

expulsion. Due process shall be defined as fair and reasonable approaches to all areas of student grievances and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instructional process.

## **Electronic Devices/Cell Phones**

Walkmans, radios, tape players, CD players, other electronic devices and any other sound-producing device, which may be distracting or disruptive, should not be brought to school. Cell phones are not to be visible, heard, or used in the school building or on school grounds.

## **Expulsion**

Students involved in any action that puts in jeopardy the health or welfare of the school facility or its occupants may be recommended for immediate expulsion. Expulsion is defined as a removal from all regular school settings for a period of not less than one school semester. Students who are expelled are not allowed to be on any school campus for the duration of their expulsion.

1. Any student after being suspended for committing any of the offenses cited in R.S. 17:416 may be expelled, upon recommendation by the principal of the public school in which the student is enrolled. The principal shall immediately suspend and recommend for expulsion a student who is found carrying or possessing a firearm, or a knife, the blade of which equals or exceeds two inches in length. If the student is less than eleven years of age, in pre-kindergarten through grade five, the principal shall immediately suspend and may, but is not required to, recommend expulsion. If the student possesses, distributes, sells, gives or loans any dangerous weapon or controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, the principal shall immediately suspend and recommend expulsion. Any student who has been suspended on three occasions for committing any of the offenses set forth in R.S. 17:416, during the same school year, shall on committing the fourth such offense be expelled from all public schools within the Recovery School District until the beginning of the next regular school year. The student's reinstatement shall be subject to the review and approval of the RSD Superintendent or designee.
2. Any student who has been expelled pursuant to the provisions of R. S. 17:416(C) (2) shall not be readmitted to a public school within the Recovery School District without the express approval of the RSD Superintendent or designee.
3. Additions or changes in offenses and their dispositions may be made as deemed necessary. If this becomes necessary, appropriate announcements will be made to all students. Parents should be aware that state and/or federal law may require modified disciplinary actions for special education students.

## **Extended Day School Programs – Elementary**

The Recovery School District offers students not performing at grade level in second through eighth grade an opportunity to strengthen and enrich his/her Reading/Language Arts and mathematics skills. Tests and assessments will be given to students to identify strengths and weaknesses. This free program will be held at the end of the regular school day for 90 minutes at selected elementary school sites.

Friday and Saturday clubs that include ACT preparation and academic tutoring will be offered.

## Food Service (Child Nutrition Program)

At this time all children may receive breakfast and lunch at **NO** charge **IF** you **COMPLETE** and **RETURN** a **2008-2009 Free and Reduced Price School Meals Family Application**. Applications can be picked up at your child's school office. Please return the Free and Reduced Price School Meals Family application to your child's school.

Parents must complete one (1) Free and Reduced Price School Meals Application for each sibling who is enrolled in the Recovery School District school system. Include all people living in your household related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.

Procedures are subject to change. Please direct any questions/concerns to the Child Nutrition Program at (504) 373-6200 ext. 20074.

## Grading and Evaluation

In order to give students an appraisal of achievement in individual courses, grade reports are mailed home or picked up at the school at the conclusion of each assessment period. In addition, interim reports will be sent home/mailed to parents. The following scale is used for grading:

A = 93 – 100  
B = 85 – 92  
C = 75 – 84  
D = 70 – 74  
F = 60-69

I = Incomplete  
W= Withdrew

## Identification Cards (ID)

An identification card (ID) will be issued to all students and must be visible at all times. Once ID is issued, this card must be presented upon request to any member of the faculty or staff during the school day or at any school function. Failure to do so subjects the student to disciplinary action.

The ID may be utilized in many ways (i.e. admittance to school dances, cafeteria dining, and athletic events). Students must report a lost or stolen ID card to the school office, where he/she will be given the procedure for replacement. A temporary ID will be issued after enrollment is verified. A processing fee will be charged. Individual schools will determine the fee for replacement. This ID is non-transferable (cannot be given or used by another person). However, principals and school officials must not remove the student from the instructional process or send a student home for not having an ID card.

## **Illness and Health History**

A student who becomes ill during the school day should report to the office or to a teacher. Students who become ill should not leave the building without properly notifying school officials.

All accidents and injuries must be reported to the instructor and/or the office. In case of serious injuries or illness, parents/guardians will be notified.

Parents should inform the school principal and nurse concerning students who require immediate or special consideration, such as nose bleeds, diabetes, epilepsy, hearing conditions, or any other physical restrictions.

## **Intervention Services**

Parents who are concerned about their child's progress should speak to their child's teacher about the intervention process. The student's progress is then closely monitored. Students who do not show progress in their regular education classes over several weeks are referred to the school's Response to Intervention (RTI) team for review and further assessment, to determine eligibility for 504 accommodations or special education services. Students with low incidence disabilities such as autism, vision or hearing impairments, etc. will be reviewed immediately by the RTI team.

## **Medication at School**

Parents/guardians have the primary responsibility for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well being of the student. Students requiring medication during school hours may bring medication to school following these guidelines:

- A statement indicating proper dosage, time and duration signed by the doctor is required.
- A written request and permission from the parent to the administrator shall be required.
- Medication shall be brought to school in appropriately labeled containers.
- Medication shall be kept in a locked storage area by school officials until the time it is to be administered by the school nurse or designee.

## **No Touch Policy**

Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other. Dependent upon the severity, no touch violations can be minor or major violations of the school discipline policy.

## Parent /Teacher Conferences

Parent/Teacher conferences are scheduled every quarter. However, if you wish to talk with the teacher at any time, please send a note or call to request an appointment. Please schedule these appointments in advance, it is impossible for a teacher to confer with a parent during class time. Report card parent/teacher conferences will be scheduled by your child's assigned school. Parents are strongly urged to make a special effort to attend.

## Promotion Policy

### Promotion from Kindergarten

The Louisiana Department of Education's Grade Level Expectations and Comprehensive Curriculum shall serve as the foundation for student expectations for kindergarten. Reading shall be integrated throughout all content areas, including activities that develop phonemic awareness. For promotion from kindergarten, the student shall

- Attain mastery of at least 70% of the required Grade-Level Expectations as evidenced by works samples, anecdotal records, pictures/portfolios, and observations (WAPO).

### Promotion: Grades 1 and 2

The student shall:

- Meet district attendance requirements (156 days a year) and
- Attain at least a 70% average in **each** of the promotional subject of **reading**, English Language Arts (oral and written communication, handwriting, and spelling), and mathematics based on the required Grade-Level Expectations.

### Promotion: Grade 3

The student shall:

- Meet district attendance requirements (156 days a year) and
- Attain at least a 70% average in **each** of the promotional subject of **reading**, English Language Arts (oral and written communication, handwriting, and spelling), and mathematics based on the required Grade-Level Expectations.
- Attain at least 70% combined average on science, social studies and physical education.

### Promotion: Grades 4\*, 5, and 6 (elementary schools)

The student shall:

- Meet district attendance requirements (156 days a year) and
- Attain at least a 70% average in **each** of the promotional subjects of **reading**, **English Language Arts** (oral and written communication) and **mathematics** based on the required Grade-Level Expectation, and
- Attain at least a 70% combined average on science, social studies, physical education, and electives.

### **Grade 4\***

A student may not be promoted to the 5<sup>th</sup> grade until he/she has scored at or above the Basic level on either the English Language Arts or Mathematics components of 4<sup>th</sup> grade LEAP for the 21<sup>st</sup> Century (LEAP 21) and scored at the Approaching Basic achievement level on the other (hereafter referred to as the Basic/Approaching Basic combination). For promotional purposes, however, a student shall score at or above the Basic/Approaching Basic combination on the English Language Arts and Mathematics components of LEAP 21 only one time.

### **Promotion: Grades 7 and 8\***

The student shall:

- Meet district attendance requirements (156 days a year) and
- Attain at least a 70% average in **each** of the promotional subjects or **reading, English Language Arts** (oral and written communication) and **mathematics** based on the required Grade-Level Expectations, and
- Attain at least a 70% average in science, social studies, health and physical education, and the elective combined.

### **Grade 8\***

A student may not be promoted to the 9<sup>th</sup> grade until he/she has scored at or above the Basic level on either the English Language Arts or Mathematics components of 8<sup>th</sup> grade LEAP for the 21<sup>st</sup> Century (LEAP 21) and scored at the Approaching Basic achievement level on the other (hereafter referred to as the Basic/Approaching Basic combination). For promotional purposes, however, a student shall score at or above the Basic/Approaching Basic combination on the English Language Arts and Mathematics components of LEAP 21 only one time.

### **Promotion: Grades 9 – 12**

Students will be classified at the beginning of the school year based upon the number of Carnegie units of credit earned. This classification shall remain in effect for the entire year.

### **Carnegie Units**

	<u>Freshman</u> Grade 9	<u>Sophomore</u> Grade 10	<u>Junior</u> Grade 11	<u>Senior</u> Grade 12
5 x 5 Block Day	0 – 5	6 - 12	13 - 19	20 - Above

Grade classification will as follows:

- Fewer than 5 units ..... 9<sup>th</sup> Grade
- 6 units or more, but fewer than 12 units ..... 10<sup>th</sup> Grade
- 13 units or more, but fewer than 19 units ..... 11<sup>th</sup> Grade
- 20 units or more, and is eligible to complete the 23 required units needed for graduation, (classes of 2009, 2010, 2011) and has completed six (6) semesters of high school attendance ... 12<sup>th</sup> Grade
- 24 units required form graduation for the class of 2012 and beyond.



## **Graduation Exit Examination (GEE)**

Any student who graduates from a Louisiana public high school must pass the Louisiana Graduation Exit Examination. This test consists of four (4) separate tests:

1. Language Arts/Written Composition
2. Mathematics and
3. Social Studies or
4. Science

Students take the Language Arts/Written Composition and Mathematics sections of the test in the spring of their sophomore year and the Social studies and Science sections in spring of their junior year. Retest dates are scheduled for students who do not pass the test.

## **Searches by School Officials**

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, purses or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

Additions or changes in offenses and their dispositions may be made as deemed necessary. If this becomes necessary, appropriate announcements will be made to all students. Parents should be aware that state and/or federal law may require modified disciplinary actions for special education students.

## **Suspension**

Any student involved in a major disciplinary offense may incur a suspension from school and loss of eligibility for extra-curricular activities during the suspension days. Students who are suspended may not be at school or on school grounds for the duration of their suspension. It is considered trespassing, if a student is caught on school grounds while on suspension. Security will be notified and that student will be escorted off school grounds. If trespassing is repeated, New Orleans Police Department will be called.

Academic success is directly correlated with instructional time received by the student. The implementation and utilization of alternative methods to suspension and expulsions are encouraged. Alternatives may include but are not limited to the following: behavioral contracts, in-school isolation, communications with parent/tutor/guardian, short-term assignment to the alternative school, using the team approach, in-school

referral to counselor, before-school and after-school detention, Saturday detention, adjustment of schedule, and supervised work assignments focused on reflection.

A parent conference may be required for the student to be reinstated. Parents will be notified if a conference is required.

Additions or changes in offenses and their dispositions may be made as deemed necessary. If this becomes necessary, appropriate announcements will be made to all students. Parents should be aware that state and/or federal law may require modified disciplinary actions for special education students.

## **Textbooks/Laptops**

Students are responsible for the care of textbooks/laptops issued to them. Each student will be issued a textbook for classroom use and to take home for study/homework. Textbooks/laptops must be returned at the end of the school year in good condition. A replacement fee will be assessed if textbooks/laptops are not in good/useable condition.

## **Withdrawals**

To withdraw from a school a student must be accompanied by a parent/guardian. The counselor's office must have the new school's name and address. The following procedures will be adhered to for student withdrawal:

- All withdrawal requests must be made twenty-four (24) hours in advance by a parent/guardian in writing. Parent/guardian identification must be provided when withdrawing student.
- Student will carry his/her withdrawal form to the assigned teachers, accountant/data manager, and librarian to be completed.
- Student identification card, textbooks, and library books must be returned prior to withdrawal. All fees must be paid or withdrawal papers will be held.
- After acquiring all necessary signatures, the withdrawal form must be submitted to the school counselor for review and signature.
- Professional school counselor will submit the withdrawal form to the principal/site administrator for final signature.
- The white copy of the withdrawal form is given to the parent for the receiving school. The pink copy is for the parent. The yellow copy remains at the school and should be placed in the student's cumulative folder after informing the Data Manager of withdrawal.

## Truancy

Truancy occurs when a student intentionally fails to arrive at school or leaves without previous knowledge and consent of parents or school officials.

Law enforcement officials will pick up and transport truant students to the Truancy Support Center at 639 South Rendon Street, New Orleans, LA 70119. Upon their arrival, the student will be issued a citation and counseled. The staff will notify the parent/guardian and the student's assigned school. First Student Transportation will then transport the student to his/her assigned school. If further information is needed contact the Truancy Support Center at (504) 827-8851.

## Uniforms/Dress Code

The way a student dresses reflects his/her attitude toward school and class work. Students are expected to be neat, clean, and fully dressed in good taste at all times, and in a manner that will not distract from the educational process. Students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regard to their appearance. For health and safety reasons, students must wear closed back and closed toe shoes to school.

The school principal will inform the students, parents and community of the school approved uniform policy. All students are expected to follow this policy. Student dress and appearance that disrupt a positive school environment may result in the student being required to change into appropriate attire. The principal of each school shall make the final decision as to what is considered appropriate attire.

Students are not permitted to wear head apparel, such as hats, scarves, or bandanas in the building/gymnasium at any time. The RSD prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang.

**Principals and staff must not remove the student from the instructional process or send a student home for dress code infractions. Staff will direct students to correct dress code infraction that can be immediately corrected.**

## Visitors on Campus

Parents are always welcome provided arrangements are made twenty-four (24) hours prior to class visits. Only those persons who have presented themselves to the school office or have permission from the principal may be considered for an authorized visit on a school campus. This policy is in place to provide learning environments that are humane, just, and designed to promote excellence and to better maintain safety and good order. Therefore, no person shall go on public elementary or secondary school grounds or in any public elementary or secondary school building or other school facility as a visitor during school hours without the authorization of the school principal or the appropriate

school official designated by the school principal. Persons on campus without proper authorization will be considered trespassing. Trespassers are subject to arrest. Students are **not** permitted to bring friends or visiting relatives to school.

## **Zero Tolerance**

Discipline should be a learning process which teaches individuals to behave in a manner consistent with stated expectations. It is the expectation of the Recovery School District that every student should avoid physical confrontation by walking away and/or seeking help from a staff member. In addition, students shall not instigate fights or confrontations.

### **Responsibilities**

It is the responsibility of the student, parent, and staff member to report any incidences that may result in a physical confrontation.

**Note to Students: It is your responsibility to alert a principal, teacher, coach, or other responsible school official to any hostile attempt directed at you. Administrators are then required to take immediate action to prevent further hostility.**

### **Violence Prevention Program**

The Louisiana Recovery School District New Orleans, in implementing the Zero Tolerance Policy, requires the school principal to make a formal report to law enforcement officers when school officials determine that a fight and/or another form of violence has occurred on campus, at extracurricular activities, on school buses, or at school bus stops.

The Violence Prevention Program is proactive in nature and is intended to ensure that schools will be a safe haven for all students. Parents can be assured that every reasonable precaution will be taken to keep their children safe and prevent violent acts from occurring at our schools.

Harassment, intimidation and bullying of any kind will not be tolerated.

“Harassment,” “intimidation,” and “bullying” are defined as any intentional gesture, written, verbal, or physical act that:

- exposes a person over time to negative actions on the part of one or more persons.
- is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

Each school shall educate its student population and staff concerning the Recovery School District's intolerance of such harassment and shall require students and staff to report any such behavior to the school principal or designee.

**Superintendent**

Paul G. Vallas

**Chief of Staff**

Kelvin Adams

**Deputy Superintendent of School Management**

Michael L. Haggen

**Assistant Deputy Superintendent of School  
Management**

Sabrina D. Marsh-Sanders

**Director of Student Support Services**

Sandra Johnson

**Coordinator of Family/Community Support**

Deborah Alfred

*“Rebuilding New Orleans Through Education”*

