



Student Handbook

2017-2018

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Christine Stoudt, Principal
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Dear Parents:

Welcome to a new and exciting year! From the very first day of school until they don their caps and gowns, students go through the most enriching growth period of their lives. The Charter Schools USA family of schools is proud to offer you and your family the opportunity to choose a great educational experience. As an alternative to traditional public and private schools without the typical added cost of tuition, our schools offer a rigorous academic curriculum, a safe learning environment, a community atmosphere and so much more.

Educational success for all students cannot be complete without parent partnerships. You are the most essential part of your child's education, and it is important that we build a strong relationship in order to best serve your child's educational needs.

Please use this handbook as a guide. If you cannot find the information you need, please contact school staff members as indicated in the following pages. We look forward to a successful year and are committed to providing our students with quality educational opportunities that will help them become productive citizens in the 21st century.

Charter Schools USA's Mission

Charter Schools USA creates and operates high quality schools with an unwavering dedication to student achievement. We have an unyielding commitment to ethical and sound business practices and provide choice for communities, parents, students, and professionals that foster educational excellence in America.

Charter Schools USA's Vision

We provide premier educational services, drive academic excellence in the Charter Schools Management Industry, build a powerful platform for profound educational reform in the United States, and create sustainable long-term value for investors and stakeholders.



Dear Parents and Students:

Welcome to an exciting year at Acadiana Renaissance Charter Academy. We are thrilled to have the opportunity to work with your family to create an enriching learning environment.

This handbook is designed to assist you in understanding the policies and guidelines used at Acadiana Renaissance Charter Academy. Please read this handbook very carefully and discuss appropriate items with your child. After reviewing the handbook please complete the signature pages which have been separated from the handbook and return them to your child's teacher. Please remember that you will be responsible for all information included in this handbook and its appendices.

We look forward to working with you throughout the year. If you have any questions regarding the handbook, please do not hesitate to call the school's main number, 337-374-1209, so that you may be directed to the appropriate person to assist you further.

We trust that you will keep this booklet handy and refer to it during the school year. Our partnership in providing educational excellence every time for all of our students can only grow stronger with close communication between school and home.

Once again, welcome to Acadiana Renaissance Charter Academy. We look forward to a year of learning and growing that will enable our children to do and be their best.

Sincerely,

Christine Stoudt, Principal
cstoudt@acadianacharter.org

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2016-2017 School Year Calendar

July 24- 28	NTI (New Teacher Induction)
July 31 – Aug 8	RTO (Returning Teacher Orientation)
August 2	CSUSA Regional Summit
August 9	First Day for Students – Quarter 1 Begins
September 4	Labor Day (School Closed)
October 10	Quarter 1 Ends (44 days)
October 11	Quarter 2 Begins
October 19	Parent/Teacher Conference Day - No school for students
October 20	Fall Break/No school for teachers and students
November 1	Professional Development - No School for Students
November 20 - 24	Thanksgiving Break – No School for Teachers and Students
December 13	Parent/Teacher Conference Day – No school for students
December 22	Quarter 2 Ends (44 days)
December 25 -29	Christmas Break - No School for Teachers and Students
January 1-5	Christmas Break - No School for Teachers and Students

End of First Semester (88 Days)

January 8	Quarter 3 Begins
January 15	MLK Day (School Closed)
January 31	Professional Development – No School for Students
February 12 - 14	Mardi Gras – No School for Teachers and Students
March 15	Quarter 3 Ends (44 Days)
March 16	Quarter 4 Begins
March 30	Easter/Spring Break – No school for teachers and students
April 2-6	Easter/Spring Break – No school for teachers and students
May 23	Quarter 4 Ends (43 Days)
May 23	Last day for students
May 24	Last day for teachers
May 28	Memorial Day

End of Second Semester (87 Days)

www.acadianacharter.org



Agenda Books:

Each student will purchase an agenda book from the school. The agenda book will be used on a daily basis by teachers for communication to parents. Students will use the book to log their home learning assignments. The agenda book may be purchased at open house at the beginning of the school year or from the school's office. The agenda book must be **signed each night** by a parent to ensure that all communication has been seen. If a student misplaces an agenda book, he/she will be required to purchase another one from the Main Office. No other agenda books will be accepted.

Arrival:

Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** All students must be dropped off in the loading/unloading zone by the covered canopy. Drop off is from 7:30 a.m. -7:58 a.m. **Car lanes will be blocked off at 7:58 a.m. in order to ensure that students are seated in their classrooms by 8:00. If you arrive after 7:58, you will need to park in the parking lot and sign your child in by entering through the front cafeteria doors. Your child will be considered tardy once car rider lanes have been blocked off.** Please adhere to staff direction and traffic patterns. While in the loading zone, parents should pull all the way up and park until all students are safely out of the unloading zone. Students should exit the vehicle from the backseat on the passenger's side. Staff will dismiss cars in the unloading zone allowing more parents to pull up, park, and unload. Students who want to purchase breakfast will report to the cafeteria. In order to allow enough time, **students wanting to eat breakfast should be dropped off no later than 7:45 am.** Students who choose not to purchase breakfast should report immediately to their homeroom. All students must be sitting in class by 8:00 am. There **is no supervision before 7:30 a.m.** for students who are **not** enrolled in the Before Care program; therefore, students are not permitted to be on campus before 7:30 a.m.

If students are dropped off prior to 7:30 a.m., they will be placed in Before Care for their safety. The parent will be assessed the Emergency Drop-In Rate of \$10.00 for that day. After the 3rd Emergency Drop-In, the parent will be assessed a \$25 registration fee, along with the Emergency Drop-In charge for that day, and will be required to register their child for a minimum of 3 scheduled days of morning care per week.

Attendance Policy:

Absences:

1. Your child must be in school every day as mandated by state law.
2. Parents should call the office, or contact the teacher, to notify of a student's absence. Doctor's excuses must be turned in **within 48 hours** of the child's return to school.

Failure to do so will result in the absence being unexcused.

3. When absences become a concern (3 or more unexcused absences within a semester) the Attendance Clerk will double check for medical excuses for absences turned in and recorded.
4. The Attendance Clerk will contact the parent regarding excessive unexcused absences (3 or more unexcused absences in a semester) or early dismissals via phone conference, email, teacher/parent conference or letter.
5. If absences continue, (5 unexcused absences within a semester) a formal referral for attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral and the case will be referred to the school's assigned School Building Level Committee (SBLC) and to the Louisiana Department of Child and Family Services (DCFS).

In compliance with Louisiana's 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.

Elementary students shall be in attendance a minimum of 175 six-hour days or 63,720 minutes a school year, which means a student shall only miss 4 days.

Students must be in school unless the absence has been permitted or excused for one of the following reasons (please note that vacations are considered unexcused absences):

1. Illness of student
2. Illness of immediate family member
3. Death in the family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena by a law enforcement agency
6. Special event (public functions, competitions, exceptional cases of family need)
7. Scheduled medical or dental appointments
8. Students identified as having communicable disease
9. Administrator approved/assigned absences

PLANNED EXTENDED ABSENCES:

Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. **However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out.** With the permission of the Principal, make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

Students exceeding 20 absences may be discharged from the school's enrollment in accordance with Louisiana's truancy laws.

TARDIES:

A child is tardy when he/she is not in their classroom seated by 8 a.m. All late students arriving from 7:58 a.m. to 8:20 a.m. must be signed in by a parent and should enter through the front cafeteria doors. A tardy slip will be issued. After 8:20 a.m., students must be signed in by a parent and enter through the front office. A tardy slip will be issued.

Excused Tardiness:

A student will be considered excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason. Excused tardies will not count toward the student's tardy record.

Reasons for excused tardies are as follows:

1. Doctor's appointments with notes from the doctor/orthodontist
2. Extreme emergencies approved by administration.

Unexcused Tardiness:

A student will be considered unexcused for vacations, alarm clock failures, "parent's fault", car trouble, and inclement weather conditions. By law, unexcused tardies will count toward determining truancy. Your child must be in school, as required by state law. Tardies are by semester

The procedures for abiding by state law are as follows:

1. At 3 unexcused tardies within a semester the Attendance Clerk will contact the parent regarding excessive tardies, or early dismissals, via phone conference, email, teacher/parent conference or letter.
2. After 5 tardies within a semester the student's name will be given to administration with supporting documentation of parent contact and non-medical tardies stapled to the referral. The student's Principal/designee, with the aid of the teachers, shall file a written report showing dates of absence or tardiness, dates and results of school contacts with the home, and such other information as may be needed by government authorities addressing truancy.

A student shall be considered habitually tardy when the condition continues to exist after all reasonable efforts by the teacher and administration of the school have failed to correct the condition.

Attendance: Early Dismissal:

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. **If a child is needing to check out of school before the end of the school day, the parent (or someone designated on the Emergency Contact Card) should report to the Front Office and sign the child out before 2:00 pm. A school employee will send for your child.**

Excused early dismissals are given for doctor's appointments with notes from the doctor. To receive an excused early dismissal, a doctor's note must be brought to school the next day. No doctor's notes will be accepted late. If sending an excuse with your child, it is their responsibility to present it to their teacher.

Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office.

Students exceeding **20 absences may be discharged from the school's enrollment in accordance with Louisiana's truancy laws.**

Before and After Care:

The Before and After Care program is a service we provide for parents for an additional fee. The After Care program begins immediately after school and ends promptly at 6:00 pm. Students are provided a snack and a drink. The After Care Program will allow time for students to work on their home learning and read a book. Students will also have time for recess, games, and a variety of structured activities. Please see our web site for payment procedures and policies.

Students may not be picked up from After Care during dismissal time.

After Care students will be not be dismissed until after 3:30 p.m.

Before care is a service (6:30 a.m. – 7:30 a.m.) that the school provides for all parents for an additional monthly fee. Please see our web site for program policies & monthly payments due date. Students who will be attending the Before School Care program are expected to report directly to the designated area upon arrival. Students in Before School Care will have time to review the previous day's assignment. Breakfast will be available for an additional fee for Before Care students at 7:30 a.m.

- *Students attending Before Care will not be permitted to enter the building prior to 6:30 a.m., and may not be dropped off after 7:30 a.m. for Before Care.*
- *Students attending Before/After Care may be dismissed from the program for non-payment or behavioral issues.*

Birthday Celebrations:

Elementary students are welcomed to celebrate their birthday at school. Individual store bought snacks (cupcakes, cookies, etc.) and a drink may be brought to school to share with the child's homeroom. Arrangements must be made in advance with the classroom teacher. Please inquire about dietary guidelines or allergies of other students in the class. **No party bags, balloons, decorations, etc. are permitted. Siblings may not attend this celebration since it would be disruptive to the sibling's class.**

Book Bags/Folders/Personal Items:

Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflect negatively on CSUSA. Failure to comply will constitute a uniform violation and be subject to detention and parental notification. Students and their property are subject to search if deemed necessary by school administration.

Cafeteria:

An approved vendor provides all breakfast and lunches for Acadiana Renaissance Charter Academy. A standard menu will be used and the monthly menu can be picked up or viewed on our school website. Breakfast and lunch will be served in the cafeteria/multi-purpose room. Students who bring lunch from home are able to purchase milk.

NO LUNCH CHARGES can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas or energy drinks to school. **Parents are not allowed to drop off fast food meals (Sonic, McDonald's, etc.) during lunch time.** If a student forgets their lunch, parents should drop-off the lunch in the front office. The lunch will be placed in the cafeteria for the child when they arrive at their designated lunch time.

Cafeteria Behavior:

Each student is required to show good manners, courtesy, and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food, keep communication noise levels low, and stay seated unless raising their hands and given permission to move about. Containers are provided for the disposal of trash. Each student is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over. No student is allowed to leave the cafeteria during the lunch period without permission from a school employee. **At all times students are to adhere to the school's PBIS Expectations and Rules posted.**

A student is not allowed to leave the school grounds during the lunch period. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREA AT ANYTIME.

Cafeteria Payments:

Payments may be made in cash or check (payable to Acadiana Renaissance Charter Academy). **Please note that there is a \$35.00 fee for returned checks, and you may be required to pay in cash or money order for the remainder of the school year.** Days missed due to fieldtrips are **NOT** credited. A special fieldtrip lunch will be provided. Milk can be purchased every day. Meals can also be purchased online through our school website.

Free/Reduced Price Lunches: Free and reduced lunch applications are available in the office. Students qualifying for free or reduced meals will receive free milk at breakfast and lunch.

Parents must apply for this benefit yearly. Applications should be completed and returned by Friday, August 25th, for students starting school at the beginning of the school year. Students who enroll after the school year has begun must return their free/reduced lunch applications with their registration packets. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for free/reduced lunch will be sent promptly. **Parents are responsible for providing lunch for their children until the application is approved. However, prior year lunch status is valid for the first two weeks of school only.**

Care of School Property:

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. **Marking or defacing school property is a serious offense leading to suspension and possible expulsion.** Any student who damages/vandalizes school property will be required to make full restitution for damages. **Chewing gum in the school building is forbidden.** All food must be consumed in the cafeteria or area designated by the administration. Students are not permitted to play in the bathrooms. Any student who disregards this rule will receive disciplinary action.

Cell Phone and Electronic Device Policy:

No student, unless authorized by the school Principal or his/her designee, shall use or operate any electronic telecommunication device, including any Smart watch, facsimile system, radio paging service, mobile telephone system, intercom, electro-mechanical paging device, MP3, IPod, or gaming device in any elementary, middle or secondary school building, or on the grounds during the instructional day, during a school-sponsored activity, or in any school bus used to transport public school students.

Cell phones and all other telecommunication devices **must be turned off, stowed away out of sight, and not used during the instructional day, during a school-sponsored event, or while riding a school bus.** For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning until the time they are officially dismissed in the afternoon. While on field trips or after school activities (excluding before/after care telecommunication devices may be possessed/used at the discretion of the Principal/designee, or the classroom teacher.

The school is not responsible for lost or stolen cell phones as well as all other electronic equipment and strongly recommends that these items be left at home.

Use of a cell phone by a student shall result in the confiscation of the cell phone, a parent phone call and possible disciplinary action. School personnel have the option of using other corrective strategies for repeat offenders.

Confiscated phones will only be returned to a parent or guardian when a request has been

made and a release form provided by the school has been signed.

Character/Citizenship:

Students are expected to demonstrate superior character and citizenship. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Follow the golden rule: "Do unto others, as you would have them do unto you." Lend a helping hand whenever possible, always make good choices, and act responsibly.

Child Abuse:

State law requires that teachers, administrators, and other school personnel must report suspected cases of abuse, abandonment, or neglect to proper authorities.

REPORTING PROCEDURES

1. The staff member will determine if the abuse is physical, emotional, sexual or neglect per the indicator guide. (<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>)
2. If further consultation is needed before a decision is made to report, they will refer to the following:
 - A. Child Abuse/Neglect Designee
 - B. School Building Level Committee (SBLC)
 - C. School Social Worker and Attendance Office, Child Abuse Services School Psychologist
 - D. Health Services
3. The (OCS Form CPI-2) report will be made by the person who has the most first-hand knowledge of the situation. After the call is made to the HOTLINE the child abuse designee must be notified.
4. A verbal report to the statewide toll-free hotline must be made.

Communicable Diseases:

Acadiana Renaissance Charter Academy recognizes its responsibility in the control and spread of communicable disease. Healthy children perform at their best. After any illness, your child should be fever free (temp < 100) for twenty-four (24) hours before returning to school. Not all contagious illnesses are accompanied by fever; therefore, the child must also be symptom free for twenty-four (24) hours before returning to school in order to protect others from infection. Symptom free would include fever, vomiting, and diarrhea free for twenty-four (24) hours. We encourage parents to communicate their child's illness or diagnosis with the school nurse so that he/she can track the rate of incidence of any of the following conditions in his/her building. As the school nurse observes an increase in the incidence of a particular condition (those listed below or others), the school nurse will communicate this information to parents.

- **Chickenpox**- Symptoms: Slight fever, body aches, and red round spots becoming blisters and finally scabbing. Initially the lesion looks like a dew drop on a rose bud. Incubation period after exposure to chicken pox is 10 to 21 days. The period of communicability for

chicken pox is from forty-eight (48) hours prior to the rash appearing to six (6) days after the onset of the rash. Students with chicken pox will need to remain at home during the six (6) day period after the onset of the rash, or longer if vesicles have not formed scabs or crusts.

- **Conjunctivitis (Pink Eye)-Symptoms:** Pink Eye usually begins with tearing, irritation and redness of the eye and the inner eyelids. Children may awaken with sticky “matter” in the eye and the eyelashes may stick together. As the condition progresses, the eyelids may swell and the eye may be sensitive to light. If your child exhibits symptoms, please contact your physician. Pink eye is contagious. The student will be excluded from school until 24 hours of antibiotic treatment by a physician has begun or until symptom free.
- **Fifth Disease-Symptoms:** appearance of three distinctive rashes: rash on cheeks which give appearance that the person has been slapped; raised red rash on forearms and legs; and lacy rash on forearms and trunk of body. Incubation period is four (4) to twenty-one (21) days. The period of communicability is prior to the outbreak of rash.
- **Head Lice-Symptoms:** itching, especially of the scalp. White nits, or eggs of the louse insect, attach to the hair shaft most frequently at the nape of the neck and behind the ears. The eggs cement to the hair shaft close to the scalp. A shampoo treatment with an insecticide shampoo will generally kill most head lice. A second treatment is necessary ten (10) days later with some brands of insecticide shampoo. Manual nit removal and environmental cleanup of the home by the parent is the key to successful head lice treatment. We strongly encourage parents to communicate that his/her child has head lice to any close contacts that may have recently been exposed after being in your home (i.e. – a sleep over or slumber party). While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school’s attention, the school nurse will maintain confidentiality of the student’s identity, verify the presence of an active infestation, and bring it to the attention of the child’s parent/guardian. Students with head lice are excluded from school until treated and ALL NITS ARE REMOVED. For readmission to school, the student must be cleared by the school nurse by scheduling an appointment. The school nurse will issue a readmission slip if there are no lice or nits present. Your child can be treated and a clearance obtained in a day, but he/she must not miss more than three (3) days because of this condition.
- **Impetigo (Indian fire)-Symptoms:** lesion is characterized by small yellow blistered area that soon becomes crusted. The lesion is usually caused by a strep or staph infection. Spread can occur through direct contact with drainage. The student should be seen by a physician and may return to school with the doctor’s authorization after treatment has begun.
- **Scabies-Symptoms:** itching, particularly at night, and blister-like sores in the burrows of the skin. Scabies is a skin infestation caused by the burrowing itch mite. These sores are found in the webs of the fingers, heels of the palms, wrists, armpits, buttocks, genitalia, and elbows. Scabies is transmitted by close contact with an infected individual. Students must remain out of school for forty-eight (48) hours after treatment by a doctor.
- **Staph Infections and/or MRSA - Symptoms:** red, swollen, warm, and painful pimple, boil, or blistered areas: especially pus or other drainage from a lesion. Skin infection caused

by a staph or resistant-type staph (MRSA) infection. Staph and MRSA infections are treated using antibiotics, draining the abscess or boil, or a combination of both of these treatments. Ways to prevent these infections are to practice good hygiene which includes: washing hands thoroughly, keeping cuts and scrapes clean and covered until healed, avoiding contact with other people's wounds or bandages, and avoiding sharing personal items such as towels or razors. Unless directed by a health care provider, students with MRSA and/or staph infections will not be excluded from attending school if they are under medical treatment and they are able to keep their lesions clean and covered. However students must be excluded from school, including athletic practice and competitions, if they have lesions that cannot be covered or if the student cannot maintain good personal hygiene.

- **Strep Throat**—Symptoms: Red, painful throat; headache; stomach ache; fever (not always); swollen and tender enlargement of tonsil beds and lymph nodes (this may cause pain the child misperceives as ear ache); and presence of fine, slightly raised rash. Incubation period is one (1) to three (3) days. While not every sore throat is caused by a streptococcal infection, it is recommended that a child with any of the above symptoms be checked by a physician. A simple throat culture is done in the doctor's office to diagnose strep throat. Once the diagnosis of strep is confirmed by the culture, the infected child is considered contagious until he/she has received an antibiotic for twenty-four (24) hours. To protect others from infection, a child with strep throat should not return to school until he/she is fever free, and has been on an antibiotic for twenty-four (24) hours. It is important to complete the full course of antibiotic therapy to prevent reoccurrence.

Communication:

Communication is absolutely essential for success in any human endeavor. The Administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times. Teachers will communicate with parents regarding behavior and academics, through the agenda/DOJO/EdModo, email, etc.

However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff in your child's red folder. An End of the Year Survey will be conducted and your participation is crucial so that the school can determine areas that are working well and areas that need improvement. In addition to Report Cards and conferences, work will be sent home in the student's red folder weekly. The parent/guardian will be asked to sign needed papers and return the folder the next school day. Progress Reports will be sent home once during the middle of each grading period. Parents may also view their child's current academic status through our student information system and can communicate with teachers via email. Red communication folders go home every Wednesday.

Username and passwords for our student information system will be sent home at the beginning of the school year, or you can call the Front Office to obtain them. Also, visit our school's web

page at www.acadianacharter.org. Pertinent information about school functions and events will appear on this page.

Please feel free to consult with the Front Office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to parents and students, and teachers welcome a conference with all parents.

We do urge, however, that such visits be made by making an appointment with the teacher at a convenient time before or after school hour. **Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.**

Impromptu conferences with teachers at the classroom door before or after school are not permitted, as this distracts the teacher from supervision of the students during a crucial time of movement.

In addition to the forms of communication listed above, phone calls may also go home through the automated ParentLink system. **This system informs parents of weather or other emergency events and school functions.**

Criteria for Participation in School-Related Activities:

In order to participate in any school-related activity, students must meet the following criteria for the 2017-2018 school year as determined by the quarterly report cards, quarterly interim progress reports and disciplinary referrals.

SPORTS

- Academic grade of “C” or higher in all subject areas
- Conduct grade of at least a “B”
- No more than 3 unexcused absences within a semester
- No suspensions within the semester in which the school-related activity occurs.

***Initial eligibility will be determined for each sport at the time of the first try-out using the last report card (progress reports will be used for sports beginning before the issuance of the first 9-week report card). Once a student is deemed eligible, they may not receive a letter grade lower than a C (in any graded subject/elective/conduct) on any report card up until the conclusion of that particular sport for the year. Students falling into this category must meet the following requirements in order to remain on the team:

- Attend tutoring twice weekly until the next official grading period.
- Receive additional assistance at 7:30 at least three times weekly (Student must sign into homeroom prior to 7:35. Coaches/Teachers will arrange for entry through main building if necessary) until the next official grading period.
- Students who have an F on their report card while on a team, will be dismissed from the team,
- Students who receive an F on their progress report will be ineligible to participate until

the next grading period in which the student earns the required grades. However, the student may attend practice as long as practice times do not interfere with tutoring.

Failure to meet the following above tutoring/morning assistance requirements will result in dismissal from the team.

- Students receiving a major infraction resulting in the consequence of a suspension will be on probation for 2 weeks or 2 games (whichever comes first). If the 2 week or 2 game probation period carries over into the next athletic tryout, the student will be ineligible to tryout.
- If a student receives more than one suspension, they will be ineligible to participate in any sport for the remainder of the school year, along with any other consequence assigned by the Progressive Discipline Plan.
- Students who are on probation for behavior will be ineligible to participate in any practice or team activity until their probation period has been served.

SCHOOL SPONSORED ACTIVITIES (PBIS Celebrations, after school dances, field trips):

- Conduct grade of at least a “B”
- No major infractions within the 9-week period of which the activity occurs.

Discipline Procedure:

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a true desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. **The following list is not all-inclusive:**

- Students are expected to respect the authority of school personnel which includes but is not limited to: administration, teachers, staff, and substitutes.
- Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
- Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on the school grounds.
- Items such as water pistols, matches, iPods, skateboards, hand held game devices, toys, weapons of any sort, etc. are not permitted at school.
- No items will be permitted that carry pictures or slogans referring to the drug culture or alcohol. No profane, abusive or slang language is to be used.
- There is zero tolerance for aggression, drugs and alcohol at school. Students that push,

hit, bite, kick, harass, bully or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school, and/or referral to law enforcement.

ADMINISTRATIVE INTERVENTIONS AND DEFINITIONS:

The following chart provides a written description of the disciplinary interventions (consequences) that may be assigned to a student that commits a behavior infraction.

Focus Room: a designated classroom that will serve as an in-school suspension setting assigned by an administrator, or time-out, assigned by a teacher, in order for student to refocus and return to class.

After School and/or Saturday Detention: held at the school site. A staff member monitors the Detention activities. The child does not miss class time.

Behavior Plan: a student specific plan that is aimed at improving problem behavior. Parents, students and school staff work together to develop and implement this plan.

Confiscation: of cell phones and electronics: (Refer to Policy)
For all other items (i.e. toys, Fidgets, games): at the principal's discretion

Loss of Privileges: revocation of the right to participate in social and/or extracurricular activities.

Suspension: a suspension from campus for a specified length of time not to exceed 10 days. The student is marked absent. The student must complete assignments and shall receive full credit for such work if it is completed satisfactorily and timely. No student will be readmitted to school without a parent conference.

Parent Contact/Conference: phone calls, notes home, letters, meetings with parents, automated calls, emails.

Expulsion

Students may be recommended for expulsion for extreme first time offenses (drugs, weapons, and other serious offenses) or, on the 4th offense that results in suspension and must be recommended for removal prior to the 11th day of out of school suspension and only after an SBLC meeting. This may be a result of habitual violations of school rules, or for other serious one-time infractions. A parent may waive their right to a due process hearing after meeting with a representative team from the school to discuss the problem behavior and select placement at an alternate school or homebound program provided and monitored by the school. If agreement between the parent and school cannot be reached, a due process hearing will be conducted by the Regional Director who reviews the students discipline record, allows testimony from the student and school staff and makes a determination if the student is removed from school or if other disciplinary action is taken. The Principal may recommend to the Foundation's Board of

Trustees and Charter Schools USA's Regional Director of Education after the due process hearing to expel a student for any of the following in accordance with the Code of Conduct:

Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct. Offenses include but are not limited to the following:

- Fighting or other dangerous and/or disruptive behavior (hitting, kicking, harassing, pushing or biting)
- Possession or use of illegally-obtained drugs and tobacco
- Being under the influence or having alcoholic beverages on school grounds.
- Defacing or vandalism of school property
- Igniting any flammable substance
- Continual disruption of class
- Emotional outburst
- Profanity
- Insubordination
- Disrespect
- Peer Conflict

Referral to Student Services or Mental Health Professional: school based counseling or mental health services aimed at improving student behavior. Students will receive conflict management counseling, self-control tips, effective communication training, anger management counseling and other counseling as needed. Written parental consent is required for mental health services.

Restitution or Repair: payment or repair for damages to personal or school property.

School Specific Interventions: interventions that vary from school to school that are used for certain behavior infractions.

Threat Assessment: multidisciplinary assessment used to validate a verbal, nonverbal or written threat by a student. Student and parent interviews are conducted if necessary.

Time out: a disciplinary action that allows the student time to reflect and refocus. The child is given time to sit quietly, to calm down and to refocus on the expected behaviors before returning to group instruction. It can be given in the classroom, in the office or in another classroom. Middle school students may be assigned a consequence that is more age-appropriate.

AUTHORITY OF SCHOOL PRINCIPALS:

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any pupil(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. Depending on the severity of the offense committed by the student, the principal retains the right and the responsibility to use any appropriate form of discipline available including suspension, recommending expulsion, and/or law enforcement. However, no pupil shall be disciplined in any

manner by Acadiana Renaissance Charter Academy school principal, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probable than not was committed solely for the purpose of preventing a forcible offense against the pupil or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A pupil who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself.

AUTHORITY OF SCHOOL TEACHERS:

- Teaching Behavioral Expectations and Remediation of Deficits
- Each teacher shall in the beginning of each school year and periodically throughout the school year provide his or her students with the rules of the school and how those apply in their particular classroom. The teacher should teach the behavioral expectation and provide a system to acknowledge appropriate behavior and remediate behavioral deficits.
- In-School Alternatives and Preservation of Instructional Time
- Since academic achievement is associated with the amount of instructional time received by a student, the use of alternatives (re-teaching, remediation, brief time-out in classroom, calls to parents, notes home, behavior plans) to removal from class is encouraged. In addition, counseling alternatives (school counselors and/or other appropriate mental health professionals employed by the district or a contracted outside agency) are encouraged.
- Each teacher may take disciplinary action (no state form required) to correct a pupil who disrupts a normal classroom activity, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the school's Major/Minor Infraction Policy and in accordance with Acadiana Renaissance Charter Academy policy.

DRESS CODE VIOLATIONS:

Level I – Re-teach expectation and Parent Contact

- Teacher will contact parent to bring correct uniform to school.
- Teacher will complete Uniform Violation Form.
- Teacher will send white copy home with student.
- Teacher will send yellow copy to Administrator/Designee for record keeping.
- Teacher will keep Master copy for later use, if needed.

Level II – Warning and Parent Contact

- Teacher will contact parent to bring correct uniform to school.
- Teacher will complete Uniform Violation Form.
- Teacher will send white copy home with student.
- Teacher will send yellow copy to Administrator/Designee for record keeping.
- Teacher will keep Master copy for later use, if needed.

Level III – Detention and Parent Contact

- Teacher will contact parent to bring correct uniform to school.
- Teacher will complete Uniform Violation Form.
- Teacher will send white copy home with student.
- Teacher will send yellow copy to Administrator/Designee for phone call to confirm Detention (Lunch, after school, Saturday).
- Teacher will keep Master copy for records.

Failure to attend Lunch Detention will result in an After School Detention. Failure to attend After School Detention will result in a Saturday Detention. Failure to attend Saturday Detention will result in a one day out of school suspension in which the parent must attend a re-admit meeting with administration before the child will be allowed to return to school.

***If the parent is unable to bring the correct uniform to the student, the student may be placed in the Focus Room for the remainder of the school day.

If uniform violations persist after Level III, a parent conference will be held with administration before the child will be allowed to return to school.

DUE PROCESS IN THE DISCIPLINARY PROCESS:

Every student must be afforded due process in the disciplinary process. Procedural due process is essentially based on the concept of "fundamental fairness". It includes an individual's right to be adequately notified of charges or proceedings, and the opportunity to be heard at these proceedings. When a student has been written up and presents to the office the following must occur:

1. The student must be told what he is accused of and by whom (faculty member)
2. The student must be given an opportunity to tell his version of the facts
3. Student must be allowed to provide any witnesses to the event
4. The student must be informed of the administrator's action on the infraction (consequence)
5. Parents must be notified by personal phone call (email if phone contact cannot be made) at the numbers provided if the disposition is one of the following: Assigned Focus Room by administration, Detention, Out of School Suspension. Documentation will be sent home with the student on the day that parental contact was made.
6. Parents are not present during the principal's investigation or interviewing of the student.

The seriousness of the offense, academic placement, attitude, age, pattern of misconduct, and degree of cooperation of the student, and any other aggravating or mitigating circumstances will be considered in determining which actions should be taken. The process is intended to be instructional and corrective, not punitive.

LEVELS OF DISCIPLINARY ACTION:

Acadiana Renaissance Charter Academy works diligently to provide an optimal learning environment for all students. Nonetheless, at times students may become disruptive, talkative, disrespectful, etc. To better deal with these types of behaviors, teachers and administrators will work collaboratively to implement a **Progressive Discipline Plan** and continue to implement the following alternatives to suspensions. The seriousness of the offense, academic placement, attitude, age, pattern of misconduct, and degree of cooperation of the student, and any other circumstances will be considered in determining which actions should be taken.

Level 1 Offenses disrupt the orderly operation of the school environment.

Infraction	Definition of Infraction	Consequences
Uses Profanity or Obscenities	Vulgar verbal messages, words or gestures that include swearing/cursing or name calling used to another. Including writing or drawing words or images that considered obscene or profane.	<p>1st Step: (*Note: Step 1 may be repeated at the discretion of the administration.) <i>Parent Contact</i> <i>Assign After School Detention</i></p> <p>2nd Step: <i>Parent Contact</i> <i>Saturday Detention</i> <i>Conduct parent conference upon return from suspension</i></p> <p>3rd Step: <i>Parent Contact</i> <i>1 Day Out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i></p> <p>4th Step: <i>Parent Contact</i> <i>2 Day out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i></p> <p>Note: Repeated violations of the same Level 1 infractions will be coded as Level 2- Repeated Rule Violation</p>
Disturbs the school	Behavior causing major disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling or screaming, noise with materials, and/or sustained out of seat behavior.	
Violates traffic and safety regulations	To break any rule or law that pertains to the obstruction and flow of traffic and/or safety regulations within the school environment. This includes any/all extracurricular activities in which the school is being represented.	
Gambling	Wagering money or property	
Improper Dress/Dress Code Violation	Out-of-dress code ***See Dress Code Violations Policy	
Academic Dishonesty	Cheating that occurs in relation to a formal academic exercise may include plagiarism, fabrication, or deception	
Misusing the Internet or other forms of technology	Violating the Internet Use Policy. Altering another's profile, work, or account. Using technology for purposes other than those assigned by school personnel.	

Level 2 offenses seriously disrupt the learning environment

Infraction	Definition of Infraction	Consequences
Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority	<p>1st Step: (*Note: Step 1 may be repeated at the discretion of the administration.) Level 1 consequences may be assigned as well.) <i>Parent Contact</i> <i>Assign Saturday Detention</i></p> <p>2nd Step: <i>Parent Contact</i> <i>1 or 2 Day Out of School</i> <i>Suspension</i> <i>Conduct parent conference upon return from suspension</i></p> <p>3rd Step: <i>Parent Contact</i> <i>2 Day Out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i></p> <p>4th Step: <i>Parent Contact</i> <i>3 Day out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i></p> <p>Noticeable</p>
Treats an authority with disrespect	Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel.	
Is guilty of conduct or habits injurious to others (no intent)	Any unintentional but not malicious act that causes injury, damage, or pain to another.	
Cuts, defaces, or injures any part of the building or equipment (Under \$100.00)	Damage, destruction, or defacement of property belonging to the school valued under \$100.00	
Leaves Classroom without permission-Skipping Class	Exiting a classroom or instructional area without permission or the instructor. Student stays out of class without permission of a school staff more than 10 minutes.	
Is guilty of stealing (valued at less than \$100)	Taking or obtaining the property of another without permission or knowledge of the owner without violence.	
Forgery	To use, make, or reproduce another's signature	

Level 3 offenses compromise the safety of the school community

Infraction	Definition of Infraction	Consequences
Makes and unfounded charge against authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statement or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or group by	<p>1st Step: (*Note: Step 1 may be repeated at the discretion of the administration.) Level 1 and 2 consequences may be assigned as well. <i>Parent Contact</i></p>

	demeaning them or deterring others from associating or dealing with them.	<i>1-2 Day out of School Suspension Conduct parent conference upon return from suspension</i>
Using profane or obscene language to an adult	Vulgar verbal messages, words or gestures that include swearing or name calling used to another.	2nd Step: <i>Parent Contact 3 Day Out of School Suspension Conduct parent conference upon return from suspension</i>
Is guilty of immoral or vicious practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component. Act that is dangerous, aggressive or would be perceived as disturbing and not conforming to approved standard of social behavior.	3rd Step: <i>Parent Contact 4 Day Out of School Suspension Conduct parent conference upon return from suspension</i>
Is guilty of conduct or habit injurious to his associates	Any intentional but not malicious act that causes injury, damage or pain to another.	4th Step: <i>Parent Contact 5 Day Out of School Suspension Conduct parent conference upon return from suspension</i>
Uses or possesses tobacco products or lighter	The possession, use, purchase, intent to distribution, concealment or sale of tobacco products, e-cigarette or lighters.	
Cut, defaces, or injures any part of public school building/Vandalism over \$100.00 (requires restitution)	Damage, destruction, or defacement of property belonging to the school or others valued at over a \$100.00	
Instigates or participates in fights	A hostile confrontation resulting in physical contact or an attempt at physical contact.	
Leaves Classroom without permission	Exiting a classroom or instructional area without explicit permission.	
Is guilty of stealing over \$100.00(requires restitution)	Taking or gaining the property of another, valued over \$100.00.	
False Alarm	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.	
Public indecency	Exposure of body parts in public view.	
Trespassing violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of property has been denied, or who remains on the property once notified or requested to leave.	
Failure to serve assigned consequence	Failure to serve Detention, Out of School Suspension or other assigned consequence. ***Note: Consequence will be doubled or moved to the next progressive step.	
Possession/sharing of obscene/pornographic material	Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.)	

<p>Bullying/Harassment/Threatening</p> <p>*If bullying is suspected, a bullying form must be completed and turned in to administration to conduct an investigation. See procedures for Bullying investigation below.</p>	<p>Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture. This includes any act above done through the use of technology (cyber bullying) which can occur on or off school property.</p>	
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Level 4 offenses involve law enforcement intervention

Infraction	Definition of Infraction	Consequences
<p>Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form.</p>	<p>The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, purchase or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled substance or any paraphernalia linked to above on school grounds, at school-sponsored events or on school transportation vehicles.</p>	<p><i>Referral to Law Enforcement Recommendation for Expulsion</i></p>
<p>Uses or possesses alcoholic beverages.</p>	<p>The possession, use, purchase, intent to distribute, concealment, distribution, sale or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.</p>	
<p>Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code</p>	<p>Possessing weapon(s) designed to expel a projectile by action of an explosive.</p>	
<p>Possesses Firearms (not prohibited by federal law), knives, or other implements which may be used to inflict harm or injury.</p>	<p>Possesses firearms, knives or blades, which may be used to inflict bodily injury or damage to property. This includes any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space.</p>	
<p>Throwing missiles liable to injure others</p>	<p>Throws any object toward a person that is either heavy, sharp, and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.</p>	

Leaves school premises without permission	Exiting a school campus without explicit permission of the instructor.	
Commits any other serious offense	Any other serious offense not covered by any other of these codes resulting in need for law enforcement intervention.	

****Administration may replace any consequence on the Levels of Discipline chart at their discretion. *Additional actions may include, but are not limited to: Additional Out-of-School Suspension Days, Focus Room, Loss of Technology, Campus Clean-Up, Behavior Plan, Referral to Student Services, School Sponsored Home Instruction, Loss of Privileges (extra-curricular, school sponsored activities), Recommended Expulsion***

MINOR INFRACTIONS:

A record of minor referrals for violation of classroom or school rules will be kept by the classroom teacher and school disciplinary designee. Students may be issued a minor infraction in the classroom when they receive a “U”, “F”, or “Red Light” in conduct for the day. Students may also receive a minor infraction when they are removed from class for disrupting instruction or for an isolated behavior that does not conform to the school-wide expectations. When a student accumulates 4 minor infractions, they are referred to administration and the appropriate consequence will be administered according to the “Levels of Disciplinary Action.” Consequences for Minor Infractions should adhere to the following guidelines:

Minor Infraction #1

- Teacher will complete Minor Infraction Form and contact the parent
- Teacher will assign consequence.
- Teacher will send white copy home with student.
- Teacher will send yellow copy to Administrator/Designee for record keeping.
- Teacher will keep Master copy for later use, if needed.

Minor Infraction #2

- Teacher will complete Minor Infraction Form and contact the parent
- Teacher will assign consequence.
- Teacher will send white copy home with student.
- Teacher will send yellow copy to Administrator/Designee for record keeping.
- Teacher will keep Master copy for later use, if needed.

Minor Infraction #3

- Teacher will complete Minor Infraction Form and contact the parent
- Teacher will send white copy home with student.
- Teacher will send yellow copy to Administrator/Designee for parent contact and lunch detention assignment.
- Teacher will keep Master copy for later use, if needed.
- Parent conference may be required.

Minor Infraction #4

Upon the 4th incident of failure to comply with school expectations, the student will be issued a Major Infraction.

- Teacher will complete Minor Infraction Form 1B
- Teacher will send white and yellow copy to Administrator/Designee.
- Administrator/Designee will assign consequence according to the Progressive Discipline Plan.
- Administrator/Designee will contact parent.
- Administrator/Designee will fill out a Major Infraction Form and attach documentation from the teacher.
- Teacher will keep Master copy for records.

POSITIVE BEHAVIORAL SUPPORTS:

In compliance with the Juvenile Justice Education Partnership Act of 2003 and the Board of Elementary and Secondary Education's Model Master Plan for Discipline, all schools shall establish a school-wide system of discipline which utilizes positive behavioral supports. Schools shall establish, post, and provide direct instruction on school-wide behavioral expectations to each student at the beginning of each school year and reinforce expectations throughout the school year. School personnel shall provide yearly training to all school staff on positive behavioral supports and the school-wide discipline plan. Each school shall establish a school leadership team which meets regularly to review behavioral and related data and guide the positive behavior process.

Role of PBIS – A well-managed classroom and school is the most proactive approach to maintaining appropriate student behavior in any school. Clearly established rules must be taught to students, reinforced frequently, and enforced consistently by all administration, faculty, and staff. Consequences for violations of the rules should be assigned to students quickly, fairly, and consistently to have the greatest impact on changing the behavior of students. Positive reinforcement of correct behaviors exhibited by students also serves to impact the behaviors of all students.

Procedures for reporting suspected incidents of bullying:

The definition of Bullying: (As provided in Act 861 of 2012) - A pattern of one or more of the following:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumor;
- electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities;

The pattern of behavior is exhibited toward a student, more than once, by another student or

group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

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

The principal/designee is responsible for receiving complaints alleging violations of the bullying policy. All school employees and parents chaperoning or supervising school-sponsored functions and events are required to report alleged violations of this policy to the principal or the principal's designee. A verbal report must be reported to the principal/designee on the same day as the employee or parents witnessed or otherwise learned of the incident and a written report must be filed no later than two days thereafter. The written report must be obtained from the principal/designee. The principal/designee will initiate an investigation into the bullying incident no later than the next business day that school is in session.

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

STUDENT CODE OF CONDUCT AND DISCIPLINE GUIDELINES:

Acadiana Renaissance Charter Academy has taken both the Parish School District and the Louisiana Department of Education Student Code of Conduct and Discipline Guidelines into consideration and made the appropriate modifications to compose the Acadiana Renaissance Charter Academy Student Code of Conduct and Discipline Guidelines.

Every teacher in the public school system shall endeavor to hold each pupil to a strict accountability for any disorderly conduct in school, in school sponsored activities, on the playgrounds of the school, on the street, while going to or returning from school and during intermission or recess. To assist the teacher, the administrators of Acadiana Renaissance Charter Academy has established regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Louisiana Revised Statute 17:416 provides the foundation for addressing the discipline of students within the school setting and at school sponsored events or activities. The school's Master Discipline Plan, including the PBIS system, are all included as **Appendix A**.

STUDENT REMOVAL FROM CLASSROOM:

A pupil may be immediately removed from a classroom by the teacher and placed in custody of the administrator or designee if the pupil's behavior prevents the orderly instruction of other

pupils, poses an immediate threat to the safety of pupils or the teacher, or when a pupil exhibits disrespectful or threatening behavior toward a teacher. If removed, the student shall receive credit for school work missed when it is completed by the student based on its accuracy. Students who are not preventing instruction may be referred to the office but do not warrant immediate removal.

Upon the pupil being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the pupil shall be given an opportunity to explain his version of the facts. The principal shall conduct a counseling session with the pupil to discuss the particular misconduct and establish a course of action. If the principal determines that the removal of the student from class was warranted, the pupil shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:

- Focus Room
- Detention – After school and/or Saturday
- Suspension- Requiring the completion of all assigned school and homework which would have been assigned and completed by the pupil during the period of suspension.
- Any other disciplinary measure authorized by the principal.

When a pupil has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the pupil to have a conference with the teacher in the presence of the principal or his or her designee before the pupil is readmitted. Upon the pupil's third removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and contemplated disciplinary measures to be taken before the principal implements such measures. If appropriate, a referral of the matter may be made to the SBLC Team. In addition, a conference between the teacher or other appropriate school employee and the pupil's parent, tutor or legal guardian shall be required prior to the pupil being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the pupil into another setting. Any student removed from class who requires special education services or 504 accommodations will be provided with services mandated under IDEA.

Whenever a teacher is struck by a pupil, the pupil, in addition to any other discipline given, may be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the SBLC Team, finds the striking incident to be entirely inadvertent.

Students who are suspended and/or expelled from school may not be on any school campus, school bus, or school event during the term of the suspension and/or expulsion.

Discipline assignments take precedence over all school activities (athletic events, band practice, field trips, etc.) Students suspended and/or expelled may not attend, participate or represent the school in any school activity during the terms of that exclusion or removal. Students returned to campus after a recommended expulsion may continue to be prohibited from extracurricular

activities.

If a student exits to another school or enters from another school discipline reports will be requested and reviewed.

TEACHER/STAFF INTERVENTIONS:

A. Each school is required to have a documented Major/Minor Infraction Policy in accordance with their School Wide Positive Behavior Support Implementation Plan.

B. The following classroom interventions may be utilized, but are not limited to the following actions to correct student behavior.

- Restating of desired behavior and verbal reminder
- Re-teaching desired behavior; student-teacher conference
- Verbal warning
- Written warning, phone call/note home to parent
- Behavioral Contract
- Individual Behavior Management plan
- Referral to Student Services
- Denial of special privileges/work assignments
- Time Out/Focus Room
- TAB/TAB-OUT
- Assignment of reasonable written or oral work
- Referral for a counseling session
- Peer mediation/conflict resolution
- Parent conference
- Lunch/Guided P.E. Detention

Dismissal:

Student pick-up for the 2017-2018 school years will be as follows:

- Traffic will enter the driveway to the right of the school if you are facing the school and loop around the entire school to the designated drop-off/pick-up area by the covered walkway.
- Parents with multiple children will be given a number based on their oldest child's dismissal time. Younger siblings will be held in a designated area until older siblings are released.
- Parents are asked to adhere to designated pick up times. Parents entering the parking lot before their designated time will not be allowed to enter the carpool line, or will need to loop back around and get back into line at the designated time. **Green Tags may enter at 2:25 for dismissal at 2:45. Orange Tags may begin to enter at 2:55 for dismissal at 3:00. Car lanes will be blocked off each morning after arrival and unblocked at 2:25 for**

dismissal. Do not enter and park in the parking lot while waiting for your designated time.

- Parents are asked to keep speed to a minimum and not use cell phones while in car pool lanes.
- All vehicles are expected to comply with the pattern and procedures set up by the school personnel. Do not switch lanes once you have entered the parking lot.

PICK-UP PLACARD/PROCEDURES:

The pick-up placard must be displayed in your driver or passenger side front window. A staff member will call for your student to come out for pick-up after they have read the pick-up placard. Proceed around the parking lot to pick up your child under the canopy. Once you arrive in the pick-up zone, your car should be placed in park. All cars in the pick-up zone will be loaded and then dismissed as a group. Students will be escorted down the rows by staff members and put into the passenger side back seat. Once this group is dismissed, the next group will proceed to the pick-up zone, place their car in park, load students, and wait to be dismissed as a group. This procedure will continue until campus is clear.

Do not leave your car unattended in the car loop lane during pick up and dismissal. Please refrain from conferences with your child's teacher during these times. **Parents must not use their cell phones while driving in the parking lot** and radios must be turned off.

The safety of your children is our first priority.

Please avoid calling the Front Office during dismissal (2:45 p.m. thru 3:30 p.m.)

Students must leave the school grounds immediately after dismissal, unless enrolled in the After Care Program or an enrichment program. **Students will not be checked out after 2:00 p.m. Also, After Care students will not be dismissed during regular dismissal. After Care students may be picked up after 3:30 p.m. through the front cafeteria doors.**

Only individuals listed on the *EMERGENCY CONTACT CARD* will be allowed to pick-up students from the school. Parents must maintain and update, as necessary, information whenever changes occur. Valid photo identification will be required of all individuals picking-up students. If someone arrives at the school to seek the release of a student, and the person's name is not on the Emergency Contact Card, or the person does not have valid photo identification, the student will **not** be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to parents and those individuals whose names appear on the Emergency Contact Card. Failure to provide the school legal documentation outlining visitation rights will result in parent(s) listed on the Birth Certificate to

be permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

EMERGENCY EARLY DROP OFF / LATE PICK-UP

Early Drop Off (Before 7:30 a.m.)
\$3.00 per child

Late Pick Up (3:31-6:00)
\$7.00 per child

After a student has accumulated 3 early drop-offs, or 3 late pick-ups within a semester, the parent will be assessed a \$25 registration fee and will be required to enroll their child in the aftercare program for a minimum of 3 scheduled days per week.

*Any child picked up after 6:00 pm will be charged the late fee and an additional \$2.00 per minute. Late fee will be assessed according to school clocks.

**Failure of parents to meet financial obligations may result in the student being ineligible to participate in extra-curricular and school sponsored activities until all payments are current.

If making changes to your child's dismissal plan, please follow the procedures below:

- An After Care student going home in “parent-pick-up” instead of going to the After Care Program.
- Requesting that a student be placed in After Care for the day instead of going to “parent-pick-up.”

Parents may email or send a written note to the child’s teacher. It is the child’s responsibility to make sure that his/her teacher receives the written note from their parent. **No phone calls will be accepted.**

- Requesting that a student rides home with another student.

Fax information with a copy of your Louisiana Driver’s License and signature to the school, or drop off at the front office. **No phone calls will be accepted.**

All parents must remain inside their cars during dismissal. Teachers will bring the students to the designated area for pick-up. Students will enter and exit the car from the passenger’s back seat. Please follow our procedures for dismissal to ensure the safety of students and to demonstrate positive citizenship in our school’s neighborhood.

Parents will multiple children should pick up according to the oldest child’s dismissal time. Each family will be given one number, and the youngest child will be held until the older child is dismissed. For example, a family with a kindergarten student and a 4th grader should not pick up

until 3:00 dismissal. Parents with a 2:45 pm pick up time (K-2 students only) should not line up in the driveway earlier than 2:40. Parents with a pick up time of 3:00 pm will not be allowed to enter the driveway until 2:55 as to not block the driveway for the K-2 parents.

Parking in the middle lanes of Savoy Road while waiting for your designated pick-up time is strictly prohibited. Doing this obstructs the view of cars needing to exit the parking lot and blocks cars from entering the parking lot.

Arriving early for pick up tends to increase the wait time. Staff members will not begin calling student numbers for dismissal until the designated time. Parent pick up in the car loop is continuously available from 2:45- 3:30 p.m. Traffic will flow more efficiently if parents stagger their arrival during this 45 minute interval.

Dress Code Policy:

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student. Acadiana Renaissance Charter Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines.

BELTS:

A black or brown belt must be worn at all times with any article of clothing as belt loops are essential. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts cannot have jewels, dangling items, large buckles, or logo/written items.

GENERAL:

At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. **ALL CLOTHING SHOULD BE LABELED WITH THE STUDENT'S NAME.** Parents of students in Kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in the classroom throughout the year for emergencies.

HAIR and MAKE UP:

Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, pink, bright green, etc. Extreme hairstyles (i.e. symbols and words) and hair that is distracting to the educational setting will not be allowed. This is left to the administration's discretion. No hats, hoodies, headbands larger than ½ inch, scarves, or bandanas may be worn. No make-up will be worn in grades K-8. If a student in one of these grades wears make-up to school, they will be asked to remove it in the front office.

JEWELRY:

Boys and girls may not wear body piercing other than girls may wear earrings in the ear lobe. One earring per ear may be worn. Either a stud or tiny hoop earring can be worn for safety purposes. (Tiny hoops can be no larger than an adult pinky finger) Limited jewelry can be worn such as a

watch, small bracelet, and thin necklace/chain. Necklace/chain should be worn inside of school uniform, NOT on top for safety purposes. Bracelets need to be limited to one per wrist to eliminate unnecessary noise/distractions. Smart watches are prohibited.

OUTERWEAR:

Navy blue school authorized jackets and school authorized sweatshirts **without hoods** are the only outerwear permitted to be worn inside the building at Acadiana Renaissance Charter Academy. Parents may purchase the school’s navy blue sweater or sweatshirt from School Time and www.alluniformwear.com. Parents may also purchase Spirit Shirts and Sweatshirts (when available) from the office.

PANTS:

All pants should be navy or khaki, and purchased from an approved vendor with the CSUSA logo. **Cargo pants are not approved uniform pants. When students are permitted to wear jeans, they must be traditional blue or black. Faded, torn, frayed or ripped jeans are not permitted.**

SHIRTS:

All shirts must be worn tucked in with the Acadiana Renaissance Charter Academy logo. All students are required to wear polo shirts bearing the school logo. These shirts must be worn every day to school (with the exception of Spirit Shirt Days). **Only one solid white t-shirt may be worn underneath the uniform shirts.** T-shirts may not be visible below the shirt hem or cuff. The uniform shirt must be worn every day to school (excluding Spirit Shirt Days).

SHOES:

Students must wear closed shoes at all times. No heavy military type boots or shoes with metal tips may be worn. No stacked or pumped shoes may be worn. We recommend sneakers or flat dress shoes. No “Heelys” (wheeled sneakers), bedroom/other slippers, pointed/cowboy boots (or boots of any kind), all shoes must have a closed toe and back. No boots may be worn on the outside of pants.

SOCKS:

Socks must be worn daily and may be white, black, navy or khaki. Fishnet stockings, or other inappropriate leg wear is not acceptable. Tights may only be worn by female students in grades K-2. Tights must be solid white or navy and must be worn under the school skirt.

Students in grades K-5

- Acadiana Renaissance Charter Academy **Red** polo, short or long sleeved
- CSUSA **Khaki** or **Navy** bottoms (shorts, slacks, skorts)
- Belt
- White, black, navy or khaki socks
- Closed toe and heel shoes
- **Grey** PE T-Shirt (optional – can be worn on PE days only)

Students in grades 6-8

- Acadiana Renaissance Charter Academy **Navy Blue** or **White** polo, short or long sleeved
- CSUSA **Khaki** or **Navy** bottoms (shorts, slacks, skorts)
- Belt
- White, black, navy or khaki socks
- Closed toe and heel shoes
- Acadiana Renaissance Charter Academy **Grey** PE T-Shirt (required if dressing out for PE)
- Acadiana Renaissance Charter Academy **Navy** PE shorts (required if dressing out for PE)

Emergencies:

Illness: The importance of regular attendance cannot be stressed enough, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 99 degrees or above. In order for a child to return to school, he/she must be fever, diarrhea, and vomit-free for a minimum of 24 hours. If a student becomes ill during the school day, and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, which makes it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency. **All parents are reminded that it is your responsibility to maintain current contact information and should be updated immediately as changes occur.**

Students will not be permitted to take calls from parents to see how they are feeling. If necessary, the school will contact parents when necessary.

EMERGENCY EVACUATION:

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdowns, and extreme weather procedures to prepare us for the possibility. Under extreme circumstances, should we need to evacuate the building, the local police will assist in determining the location the students would be held. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. For information during such an emergency, you may contact CSUSA at 954-202-3500 or www.acadianacharter.org. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well. **Please notify the office immediately when there is a change in home/cell phone numbers.**

Students will only be released to the person/s identified on the Emergency Contact Card. Please bring proper identification (a picture ID) when picking up your child.

Family Educational Rights and Privacy Act:

The revised Family Educational Rights and Privacy Act (FERPA) became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having

legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

Field Trips:

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. The **Guidelines for Chaperones** form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines. Parents serving as chaperones on overnight field trips must be fingerprinted and background checked.

Participation in field trips is a **privilege**. Students serve as representatives of the school. They may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge on the way to and from the site and while at the activity. Students who fail to follow instructions will be given an appropriate consequence upon return to school. If circumstances warrant, parents may be asked to pick their child up from the field trip at their own expense. If a student is suspended, they may be excluded from participating in any field trips or extra-curricular activities during that semester.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in according to the teacher's instructions prior to the field trip in order for the child to go on the trip. Students are to wear their uniform oxford or polo on field trips for security reasons (unless authorized by an administrator). All open balances owed to the school must be remitted prior to the student attending the field trip (i.e., before care/extended day, lost books, lunch money, and volunteer hours, etc.).

Grading Scale:

Kindergarten through 1st Grade

Scale: E, S, N, U

E = Excellent (90-100)
S = Satisfactory (75-90)
N = Needs Improvement (65-74)
U = Unacceptable (0-64)

Grades 2 – 8

Scale: A, B, C, D, F

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

Grievance Procedure:

If a student and/or parent/guardian feel they have a grievance or complaint they should do the

following:

1. Carefully analyze the problem and be sure you have all of the facts.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem by meeting with the teacher.
4. If you believe the problem is not resolved, meet with a school administrator.
5. If left unresolved, you can contact School Support, CSUSA @ 954-202-3500.
6. If still unresolved, you can contact the Lafayette Charter Foundation. Please call the school for contact information.

Hallway Behavior:

Students should travel through the hallways quietly to avoid interrupting ongoing classes. Students should always arrive to class on time. For safety reasons, students should walk on the right side of the hallway and keep their hands, feet, and other objects off the corridor walls.

Homework Policy:

The purpose of home learning is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand his/her assignment after trying to do it at home please send a note to the teacher indicating the problem.

Teachers use the time schedule described below under the Pupil Progression Plan section as a guide when assigning home learning.

These times are a guide and are based on the average child's ability for doing home learning. Some home learning assignments may take more or less time based on length and complexity of an assignment. A child who does not complete class work in class may have to complete class work in addition to home learning. Reading Log requirements will be sent home by the Language Arts teacher.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency prevented home learning from being completed. If a student fails to bring in home learning, the child will be expected to complete the assignment for the following day. Teachers keep daily records of home learning assignments which are used in determining quarterly grades. If a child fails to complete home learning there may be consequences in the classroom. If a child continually fails to complete home learning, consequences may include after school detention, Saturday detention, or suspension.

It is important to note that home learning is the student's responsibility.

All students will be required to write their assignments in their school agenda. Parents are required to **sign the agenda each night** and review the red communication folder on Wednesdays to ensure effective communication. Please help your child come prepared for school by packing

his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

The parent's responsibility is to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading by having your child read to you and vice versa.
- Read together. In addition to books you can read the newspaper, web-based services, or magazines.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

Honor Roll Requirement:

Quarterly Awards:

Straight A's - All A's in academic subjects.

Honor Roll - All A's and B's in academic subjects.

End of Year Awards:

A variety of awards will be given covering numerous academic and nonacademic areas at the end of the school year.

Injury:

An accident report will be completed and filed for everyday accidents.

The procedures listed below will be followed for an injured student:

- 1) Teachers will send the student to the office if the injury is minor. The teacher/staff member who observed the incident, or to whom the incident was first reported, will fill out an accident report and send it with the child to the school nurse. (Teachers will notify the office if the student is unable to be moved.)
- 2) School personnel will administer basic first aid.
- 3) The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if the parent/guardian cannot be reached.
- 4) EMS will be called for critical injuries that require the type of care that school personnel cannot offer and the parent or Emergency Contact will be notified.

Instructional Books, Equipment, Materials, and Supplies:

All textbooks needed by students for school and homework assignments are furnished by the school. The school is also able to provide the materials and equipment requested by teachers for classroom instruction.

Students need to realize that books and materials are expensive and that they should be cared for properly. Students should print their names and room number on the front of each book cover. Students must refrain from writing in the books. Charges will be made for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.

Students must turn in the textbooks when notified at the end of the school year.

Students/parents will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. School supplies may need to be replenished through out the year such as ; paper and pencils. Any additional supply needs will be requested in writing by the classroom teacher.

Labels:

Please have your child's name on all personal property such as: lunch boxes, sweaters, raincoats, etc.

Lost and Found:

Throughout the school year, items which have been lost are turned into the front office. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a child's item is lost, the child may go to the "Lost and Found" to claim it. There are many items lost and never claimed each year. At the end of each school year these items will be donated to various charitable institutions. Therefore, please label your child's personal belongings.

Sweaters, jackets, and uniforms not labeled and in good condition will be washed and used as loaner uniforms.

Medication:

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of the school without specific written authorization by the physician and parents of the student is forbidden. **If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer medication personally.** A Physician's Form may be obtained from the Front Office. The medication will be kept in the office and will be administered by office personnel. **Students are not allowed to have any medication (not even over the counter medication) in their possession. Parents must pick up and drop off medicine in the office.**

Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures. If medication is found on a student, disciplinary action will be taken, immediately, and the medication will be confiscated.

Parent Teacher Cooperative (PTC):

A great portion of each child's day is spent at school; the education of the child is a joint responsibility between the home and school.

Everyone is urged to become active in helping further the goals and growth of the Parent Teacher Cooperative (PTC).

The faculty, staff, and administration hope that all of the parents will become active members supporting the school and organization.

The PTC will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase items to support the school. According to the parent contract you must participate in one school activity.

Parent Volunteer Hours:

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available throughout the school year events. Other opportunities are announced throughout the school year.

Parents are expected to volunteer a minimum of 20 service hours for one child, or 30 service hours for two or more children per family each school year (or prorated to two hours a month for students enrolling after the school year has begun). Opportunities for volunteerism will be provided that are individualized to meet the needs, demands, and capabilities of the individual student/family. Ten service hours should be completed before winter break. Students whose parents have not completed these hours by the start of the second semester should meet with the principal to discuss their situation. Students whose parents have not completed all of their respective hours prior to the last day of school should meet with the principal to discuss their situation.

To volunteer in classrooms please make prior arrangement with the teacher so that instructional time is not lost. **No parent may grade or file student work.**

It is suggested that a minimum of 2 hours of volunteer service be spent working on school fundraisers and special activities.

Parents will receive volunteer time for attending workshops, general parent meetings, and events conducted in the school.

While volunteering on campus, parents should adhere to the following dress code: no tight or revealing clothing and closed-toe shoes should be worn.

For a list of updated services needed by the school, please visit the website: <https://www.uptous.com>, register, and click on the Arca PTC link. Here you will find volunteer hour opportunities.

Pupil Progression Plan:

It is the School's priority to ensure that our students are meeting expectations with regard to growth and achievement for each school year. As such, we will utilize a Pupil Progression Plan aligned with state laws to guide our staff and inform our parents of the policies in place to guarantee proper progression from one grade to the next. As a charter school, we provide unique opportunities for students go above and beyond the norm with regard to their advancement through school. The complete Pupil Progression Plan can be obtained from school administration. It includes but is not limited to the following provisions:

- Grading Scale - The School's grading scale for overall academic grades and citizenship is stated above. Parents and students will be well-informed of the grading policy at the school through Parent Orientations and parent/teacher conferences.
- Homework Policy – The purpose of home learning is to provide practice and reinforcement of the concepts learned in school and is the responsibility of the student to complete. It is not considered part of the student's academic grade, but it is understood that students who complete their homework with fidelity will have much better success in school in attaining mastery. The scale teachers will follow is below:

Home learning		Reading and Log	
Grade K	10 minutes		10 minutes
Grade 1	20 minutes		10 minutes
Grade 2	20 minutes		20 minutes
Grade 3	30 minutes		30 minutes
Grade 4	45 minutes		30 minutes
Grade 5	45 minutes		30 minutes
Grade 6-8	60 minutes		30 minutes

- Transitional Classes – It is a major priority of the School to make sure students who need remediation have the opportunity to catch up to grade level standards, yet do not miss instruction in the current grade level. In order to prevent any gaps in instruction, the School will not provide transitional classes. Students who are promoted will remain with their peers in their core subjects, but will receive additional instruction after school, through special area subjects, and any other time deemed necessary to help the student attain catch-up growth. This is

conducted through push-in/pull-out support, tutoring, and small group instruction and other interventions.

- **Makeup Work** – When students are absent from school it is imperative that they still be afforded the opportunity to make up any work they missed while they are out, as it is the School’s intent to make sure all students achieve a level of mastery of the content.

Report Card Distribution:

Report Cards will be sent home with the student for Quarters 1, 2, and 3 (see the school calendar for Report Card issue dates). Report Cards for Quarter 4 will be mailed home in mid-June.

Returned Checks:

Returned checks to the school are charged a \$35.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a reminder from the school. **Payment for the returned check must be made in cash or money order.** The returned check and \$35.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything else at school. Students whose families do not submit payment for returned checks will lose privileges of field trips and special events.

School Hours:

K-2	8:00 a.m. - 2:45 p.m.
3-8	8:00 a.m. - 3:00 p.m.

K-2 students riding with an older sibling will be held and released at 3:00 p.m.

Before Care	6:30 a.m. - 7:30 a.m.
Student Arrival	7:30 a.m. - 7:58 a.m.
Student Dismissal	
Grades K-2	2:45 p.m.
Grades 3-8	3:00 p.m.
After Care	3:30 p.m. - 6:00 p.m.

Families with students in both K-2 and 3-8 should follow the oldest student’s schedule. Written parental permission is required for students who are walking and/or riding a bike. Forms will be available in the front office throughout the year.

Screenings:

During the first semester of the school year or within 30 days after the admission of any students entering the school late in the session, the school will test the sight, including color screening, for all first grade students, and hearing of all students except those students whose parent or legal guardian objects to such examination. Such testing shall be conducted by appropriately trained

personnel, and shall be completed in accordance with the schedule established by the American Academy of Pediatrics.

PowerSchool – Parent Access:

All parents will have access to our PowerSchool – Parent Access via any internet computer. User names and passwords are available through the Front Office. Parents can view current grades, attendance, and tardy records. Our student information system will also give you access to view the school calendar, and to see how your student is progressing with the Louisiana Common Core State Standards in each class. It is very important that you keep phone numbers, addresses, and contact information updated in our as well as provided in the office on the Emergency Contact Card(s).

Students Rights:

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable. When they occur, the infractions will result in disciplinary proceedings such as time out, exclusion from participation in class activities, detention, suspension, or expulsion dependent on the severity or frequency of the behavior.

Parents who have a conflict with a student other than their own child and/or parent are asked to speak to the Administration. Parents must refrain from approaching the student or their parent directly.

Teacher Conferences:

All parents of elementary school students will meet with their child's teacher at least twice during the school year. Parents can request a conference by contacting their student's Homeroom Teacher. We encourage you to have conferences more often as effective communication is one of the cornerstones of education. Official Parent Conference Days are scheduled after the 1st quarter, but may be requested by the parent or teacher at any time within the school year.

Telephone:

The school has a telephone used to conduct the business of the school and the lines must be kept open. Students may not use the telephone without permission and use will be limited based on need. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.

Visitors:

Visitors, **INCLUDING PARENTS**, are **NOT** permitted to go to their child's classroom unannounced during school hours. For the safety and protection of all students, visitors (including parents) must present a valid driver's license which will be processed through the *Raptor Screening System*. Visitors must also sign in/out, state the purpose of the visit, and obtain a Visitor's Badge before entering the school. Cooperation will enable the school to provide a safe and orderly learning environment for all students. For assistance with lesson concepts, please contact your child's teacher to schedule a meeting or telephone conference.



PARENT CONTRACT 2017-2018

I (We) the parent(s)/guardian(s) of _____, Grade _____ agree that:
(Please print)

WHEREAS, in order to provide my (our) child with a unique educational opportunity;

WHEREAS, by choosing to enroll my (our) child at the Acadiana Renaissance Charter Academy is a decision of my (our) personal choice and not a privilege;

WHEREAS, my (our) desire to enroll my (our) child at the Acadiana Renaissance Charter Academy is premised upon my (our) desire to become an active partner in the education of my (our) child;

NOW THEREFORE, in consideration of the foregoing:

1. As a parent of a student at the Acadiana Renaissance Charter Academy, my (our) commitment is to abide by the following resolutions:
 - A. To recognize and embrace my role as the primary educator of my child.
 - B. To participate in the parenting workshops as provided by the School.
 - C. To attend all conferences scheduled with any member of the Acadiana Renaissance Charter Academy staff.
 - D. To participate in the Parent Volunteer Program described within the student handbook for 20 hours for the first child and 10 hours for each additional child.
 - E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, I may be charged an aftercare fee as outlined within the student handbook.
 - F. To purchase uniforms for my child from the Acadiana Renaissance Charter Academy approved supplier and ensure that my child is wearing the approved uniform daily.
 - G. To supply a lunch, either brown bagged or purchased from an approved vendor, each school day for my child.
 - H. To be responsible for timely payment of any fees accrued to my account at the Acadiana Renaissance Charter Academy.
 - I. To participate in at least one of the many parent groups i.e. PTC, School's Improvement Committee, Fundraising Committee, etc.
 - J. To purchase an Agenda Book from the approved supplier and sign book nightly.
 - K. To follow the rules of the Code of Conduct.

2. To do the following things to enhance my (our) child's academic growth I (we) agree to do the following:
 - A. To read and use information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
 - B. To provide a suitable time and place within the home for homework.
 - C. To assist my child in obtaining and regularly using a library card at the public library and allow for at least 60 minutes of homework daily.
 - D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
 - E. To check my child's homework nightly.

I (we) understand that these are the parental expectations for Acadiana Renaissance Charter Academy and that if I (we) have any difficulties in fulfilling this obligation, that I (we) may contact the school administration for assistance. I (we) understand that my child can be dismissed from the school if the information provided on the application or registration materials is false.

Signature of Parent/Guardian _____ Date _____

Acknowledged by: _____ Date _____



Handbook Acknowledgement

Dear Parent,

Please complete the bottom portion of this page and return it to your child's Homeroom Teacher by Friday, August 25, 2017.

Thank you,

Christine Stoudt, Principal

Student Name _____

Homeroom Teacher _____

I acknowledge that I have read the Student Handbook. I agree to comply with the policies set forth in this handbook. I understand that it is my responsibility to immediately notify the school of any change of my personal contact information and keep my Emergency Contact Card up-to-date at all times.

Parent/Guardian Signature

Date

Student Acceptable Internet Use Policy 2017-2018

Student's Last Name

Student's First Name

Grade

Introduction

The Internet links thousands of computer networks around the world, giving Acadiana Renaissance Charter Academy students access to a wide variety of computer and information resources.

Acadiana Renaissance Charter Academy does not have control of the information on the internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-8 setting. Acadiana Renaissance Charter Academy and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. However, if a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges and further disciplinary action.

Acadiana Renaissance Charter Academy specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Your child will learn Internet communication skills including the following; email safety, downloading, files, WWW, keyword searches, etc.

Student Guidelines

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of Acadiana Renaissance Charter Academy facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Acadiana Renaissance Charter Academy network.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use of the Internet at Acadiana Renaissance Charter Academy or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.

4. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

Violating the Acceptance Use Policy may result in:

- Restricted network access
- Loss of Network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Student Access Contract

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, Acadiana Renaissance Charter Academy, Acadiana Renaissance Charter Academy Foundation and Charter Schools USA.

My signature below and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at Acadiana Renaissance Charter Academy.

Student Name

Student Signature

Date

Parent Agreement to the Internet Use Policy 2017-2018

A parent must also read and sign this agreement.

We ask you to review this policy with your child and to sign the consent form. Your child’s teacher has already discussed this policy with your son/daughter.

If you would like more information about the Acadiana Renaissance Charter Academy Internet accounts, please phone, 374-1209.

As the parent of this student I have read the Acceptable Use Policy for the Internet for Acadiana Renaissance Charter Academy. I hereby give my permission for my child to use the Internet through classroom curriculum projects.

Parent Name

Parent Signature

Date

Appendix A

Acadiana Renaissance Charter Academy Master Discipline Plan

Positive Behavioral Interventions and Supports (PBIS)

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, Acadiana Renaissance Charter Academy will establish and use a school-based leadership team, its Positive Behavioral Interventions and Supports (PBIS) team, to meet on a regularly scheduled basis to review data and guide the positive behavior process. This leadership team shall, to the extent possible, include representatives of the school administration, both regular and special education teachers, parents, guidance counselors, and school bus operators (It may also include other groups, e.g., food services workers).

The Leadership Team/Positive Behavioral Interventions and Supports (PBIS) team will use a decision-making process utilizing a data-management system that allows graphical representation of discipline issues. Said data system will permit regular and efficient monitoring and evaluation of the effectiveness of the implementation of a school-wide system of discipline. School data collection shall include, but not be limited to, average referrals per day per month, referrals by problem behavior, referrals by location, referrals by time, referrals by student, referrals by staff, individual student report by month and by year, and referrals by grade level. Environmental changes may be made as indicated by data. For instance, increased monitoring, schedule changes, or changes in recess structure may help to alleviate congestion or overcrowding at certain times during the day. The implementation of PBIS will include but not be limited to:

- Establishment and posting of expectations/rules in all settings
- Development and teaching of expectations/rules as necessary
- Usage of clearly defined consequences (positive and negative) to address level of compliance in meeting the expectations and rules
- Data-driven weekly meetings of the PBIS team to monitor and recommend adjustments of the process
- Development and implementation of a school wide reward and recognition system to incentivize all stakeholders for compliance with meeting expectations (students/faculty/staff)
- Weekly updates of the faculty and staff in the implementation of the process

The referral system will be utilized consistently and appropriately. In addition, the school will utilize the Louisiana Department of Education “Bullying Report Form” and “Bullying Investigation Form” to report, investigate, and resolve all reports of bullying in accordance with the provisions of Louisiana Revised Statute 17:416.13.

The PBIS team will review and revise any Zero Tolerance Policy to ensure that the policy is in compliance with R. S. 17:416.15; the policy does not violate R. S. 17:416 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense; and that inappropriate referrals are not made to agencies serving children.

The PBIS team will review and revise its policies and procedures for handling suspensions and expulsions to ensure that suspension/expulsion policies are consistent with R. S. 17.416; suspension/expulsion policies are consistently and fairly executed; and alternative interventions, consistent with best theory and practice, to suspensions/expulsions are used including, but not be limited to, counseling, conflict resolution, social and family responsibility, peer mediation, and stress and/or anger management.

The PBIS team will recommend referrals, as appropriate, to Alternative Education Programs that are designed to offer variations of traditional instructional programs, as well as strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs, or are disruptive in the traditional school environment, remain in and be successful in school.

The PBIS team will review the current Code of Student Conduct to assure that it is in compliance with R.S.17:416.12, R.S. 17:416.13 and Section 4114 of the No Child Left Behind Act of 2001 (NCLB). They will refine consequences to create a reward/incentives program for positive student and teacher behavior and ensure the delivery of consistent reinforcement. The team will define consequences for rule violations that are clear, reasonable, and consistently enforced and which support maximum time in instruction.

The PBIS team will monitor, evaluate and modify the school master plan, as needed, throughout the school year.

Acadiana Renaissance Charter Academy adopts the following clearly defined behavioral expectations:

1. Be respectful
2. Be responsible
3. Be safe

These expectations along with setting-specific rules shall be posted in prominent places around the school site, e.g., hallways, cafeterias, gymnasiums, and classrooms. These rules shall be provided to parents and shall be known by all students and school staff.

Each teacher shall develop classroom expectations to go along with the school wide expectations and teach all of these expectations across each school setting by providing direct instruction on expected behaviors at the beginning of the school year and reinforced throughout the year for all students.

Each teacher shall design programs for students with special needs so that the students are challenged and engaged in school curriculum, and are appropriately placed so they remain in school rather than being suspended/expelled or becoming drop-outs.

Acadiana Renaissance Charter Academy Principal shall submit annual reports as needed.

In accordance with the provisions of Louisiana Revised Statute 17:252, as amended by Act 136 of 2010, teachers will be provided pre-service, ongoing, and intensive supports in classroom management.

Safe School Planning

Acadiana Renaissance Charter Academy has established and shall maintain grade-appropriate programs of alcohol, drug and substance prevention, education, information and counseling as provided in R.S. 17:404.

Acadiana Renaissance Charter Academy has established a plan, in accordance with Sec. 4114, of the No Child Left Behind Act of 2001, for keeping the school safe and drug-free that includes appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and/or other drugs; has established security procedures at school and while students are on the way to and from school; has established prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments; has established a crisis management plan for responding to violent or traumatic incidents on school grounds; and has established a Code of Student Conduct (and as also required by R.S. 17:416.12 and R.S. 17:416.13) for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that allows a teacher to communicate effectively with all students in the class; allows all students in the class to learn; allows all students and school employees to be treated respectfully; has consequences that are fair and developmentally appropriate; considers the student and the circumstances of the situation; and, is enforced accordingly.

Parental and Community Involvement

Acadiana Renaissance Charter Academy is committed to parental involvement and family strengthening. As set forth in R. S. 17:406.1, effective approaches to involving families more fully as partners in the process of their children's learning require the participation and coordination of numerous state and local, public and private agencies shall be encouraged. Acadiana Renaissance Charter Academy will seek to make connections through a variety of local and culturally sensitive methods to facilitate parents/family members/access to local/regional family strengthening programs available in the community. (Programs can be specifically identified, as applicable, e.g., Families Helping Families, Regional Family Resource centers, Parent Information Resource Center, Families In Need of Services [FINs] programs and other family strengthening programs exhibiting peer to peer support systems and positive mental health initiatives).

Acadiana Renaissance Charter Academy shall seek training to facilitate mutual understanding of research-based practices promoting positive relationships between parents, LEA personnel and community service providers.

Acadiana Renaissance Charter Academy shall seek to identify the mental health needs of its students and match those needs with available local resources including public, nonpublic and/or volunteer organizations (These can be specified to the extent possible). Pending inclusion of mental health services in the Medicaid Health Services Program (School-Based), the availability of mental health services will be expanded in Acadiana Renaissance Charter Academy.

Inter-Agency Cooperation

Acadiana Renaissance Charter Academy shall seek to improve communication, coordination and collaboration between schools and agencies serving children; shall foster cooperation regarding the sharing of data about children, youth and families involved agencies serving children; and shall work in cooperation with other schools/districts/communities/regional planning boards to facilitate the successful re-entry and transition of youth formerly in state custody into their diverse school/community settings in order to encourage the continuation of education and their access to other needed services in order to prevent recidivism.

Student Records

Acadiana Renaissance Charter Academy shall provide for the transfer of student education records upon written request of any authorized person on behalf of an education facility operated within any correctional or health facility or, for children in the custody of the state, an education facility operated within any other state approved facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. The transfer of such records, whether by mail or otherwise, shall occur not later than 10 business days from the date of receipt of the written request. If the student has been expelled, the transferred records shall include the dates of the expulsion and the reason(s) for which the student was expelled.

No education record of any student may be withheld as the result of lack of payment of any fine, debt, or other outstanding obligation.

A student or his or her parent(s) may inspect the education record of that in accordance with the federal Family Education Rights and Privacy Act.

Any student seeking admission to Acadiana Renaissance Charter Academy who has been suspended or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide information on the dates of any suspensions or expulsions and the reason or reasons for which the student was suspended or expelled.

Visiting Teacher/ Child Welfare and Attendance Supervisor/Families in Need of Services (FINS)

Officer

It is the duty of all staff at Acadiana Renaissance Charter Academy to cooperate fully with the visiting teachers, or supervisors of child welfare and attendance. Acadiana Renaissance Charter Academy shall make available to visiting teachers, or supervisors of child welfare and attendance, FINS officers, and Truancy Assessment and Service Centers such information as will assist them in promoting the regular attendance and school adjustment of these children.

Visiting teachers, or supervisors of child welfare and attendance (pursuant to R. S. 17:235), and FINS officers, shall cooperate fully with the state departments of social services, labor, and health and hospitals, and with other state and local agencies, including interchange of confidential and privileged information; cooperate fully with juvenile and family court authorities, training and correctional schools, law enforcement officers; and make such referrals and conduct such investigations as seem necessary for the enforcement of school attendance laws, including interchange of confidential and privileged information.

Statements of compliance

Each parent/guardian of each student in grades 4-12 shall sign a statement of compliance committing to do all of the following: ensure that his child attends school daily, except for school absences; ensure that his child arrives at school on time each day; ensure that his child completes all required homework assignments; and attend all required parent and teacher or parent and principal conferences.

Signatures:

_____	_____
Principal	Leadership Team Member
_____	_____
Leadership Team Member	Leadership Team Member
_____	_____
Leadership Team Member	Leadership Team Member
_____	_____
Leadership Team Member	Leadership Team Member

Acadiana Renaissance Charter Academy
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