



**ReNEW Laurel**  
**Student & Family Handbook**  
**2022-23 School Year**

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# Our Mission, Vision, Core Values and Goals

## ReNEW Laurel's Mission

Laurel Eagles will be academically, socially, physically, creatively, and emotionally prepared to succeed in top high schools and beyond.

## ReNEW Laurel's Vision

ReNEW Laurel fosters a positive learning community that provides exceptional academic, cultural, and personal education for all students. In partnership with families and the school community, our students become lifelong learners who are empowered to improve the quality of the world around them.

## ReNEW Laurel's Motto

*"We're Soaring to New Heights!"*

## ReNEW Laurel's Core Values

**SUCCESS:** We work hard to achieve our goals and attain success.

**OWNERSHIP:** We hold ourselves accountable for our actions, admit when we fail, and always strive to be our best selves.

**APPRECIATION:** We show appreciation for each other, our school, and our community through kindness and gratitude for everything we are given.

**RENEWAL:** We learn from our mistakes, bounce back, and never give up!

## ReNEW Laurel's 2022-2023 Goals

- School SPS: C
  - Attendance: 93% average daily attendance
  - Behavior: 95% follow rules, policies, and procedures
  - Culture of Teaching and Learning: 100% of staff and students working hard to achieve success
- Students Meeting Annual Growth Goals: 85%
- Special Education Compliance: 100%

# Top 5 Policy Updates (more details below in Handbook)

1. Attendance is critical. 10 unexcused absences will result in an automatic referral to municipal court services and retention.
2. Students are tardy at 7:30. Parents must sign in their students in the office after 7:50.
3. Dismissal begins at 2:40 and ends at 3:00. Families of car riders will remain in cars and staff will bring students.
4. Cell phone usage is not permitted on campus by students.
5. Chips, juice and soda are not permitted unless they are part of a full meal. Laurel is a nut free and shellfish free campus.

## Policies & Procedures

*This document contains the most important policies and procedures governing the operations of ReNEW Schools. This document, along with the ReNEW Schools Pupil Progression Plan (PPP) and Code of Conduct are the guiding policy documents for ReNEW Schools.*

### Student & Family Handbook

This Student and Family Handbook explains the rights and responsibilities of all members of the school community in order to provide students a safe, positive, supportive, and achievement-oriented learning environment. The policies in this Handbook apply to actions of students during school, on the way to and from school, while on school property, while traveling in vehicles sponsored by ReNEW Schools, at all school-sponsored events, and on school technology and other internet correspondence.

### Pupil Progression Plan

The Pupil Progression Plan (PPP) describes many of the academic policies related to student placement, promotion, and remediation. Many, but not all, of the policies in the Pupil Progression Plan are contained in this document. If you would like to view the full Pupil Progression Plan, it is available in the front office at each ReNEW school, or online at [www.renewschools.org](http://www.renewschools.org)

### Code of Conduct

The Code of Conduct outlines expectations for student behavior and various interventions and corrective actions that may be utilized to support safe and orderly schools. Many, but not all of the policies in the Code of Conduct are contained in this document. If you would like to view the full Code of Conduct, it is available in the front office at each ReNEW school, or on each school's website.

## Student Records & Privacy

ReNEW Schools take student data privacy seriously and follow regulations contained in the Family Educational Rights and Privacy Act (FERPA) and Louisiana data privacy laws. Pursuant to ACT 677 and ACT 837, ReNEW Schools posts information regarding the transfer of students' personally identifiable information (PII) to private entities who provide student services and other educational services to them.

## Enrollment (EnrollNOLA System - CommonApp)

All ReNEW Schools follow the calendar and policies of the New Orleans Common Application Systems (referred to as NCAP or EnrollNOLA). There are no admission requirements to attend ReNEW schools (including prior academic performance, prior behavior record, special education status, or language spoken). For more information on the Common Application System, please visit [www.enrollnola.org](http://www.enrollnola.org).

# Academic Overview

## Grading Policy

Class participation, homework/blended learning, classwork, quizzes/exit tickets, and unit tests will be used to compile course grades. Grade averages are compiled using the percentages below.

**Participation-10% Homework/Blended Learning-10%, Classwork-30%,  
Quizzes/Exit Tickets-30%, & Network Assessments (Unit Tests)-20%**

### Grading Scale

Kindergarten-2nd	Grades 3rd-8th
Exceeding Grade Level Expectations	A 93-100
Meeting GL Expectations	B 85-92
Progressing Towards GL Expectations	C 75-84
Below GL Expectations	D 67-74
Significantly Below GL Expectations	F 0-66

## Progress Reports and Report Cards

It is our goal to keep you informed about your student's progress. Parents will be given a log-in for the SchoolRunner site and app where families can check grades at any time. Progress reports will be given halfway through the quarter for all students. Report cards are distributed during conferences on the dates outlined below. A parent or family member will be asked to pick-up their child's report

card. Both progress reports and report cards must be signed and returned to school. If students are failing a core subject, parents/family members must attend an academic conference with the teacher. 4th quarter reports cards will be given to students on the last day of school.

SchoolRunner (PK-8) and Class Dojo (PK-5) are student data systems that allow educators and parents to track academics, attendance, behavior, and standards mastery in one place. Parents & students will be provided a login and password to SchoolRunner and/or Class Dojo. Parents may access Schoolrunner and Class Dojo 24 hours per day and 7 days a week.

Progress Reports	Report Card Conferences
<b>1<sup>st</sup> Quarter:</b> Tuesday, Sept. 6th <b>2<sup>nd</sup> Quarter:</b> Monday, Nov. 7th <b>3<sup>rd</sup> Quarter:</b> Monday, Jan. 30th	<b>Q1:</b> Tuesday, Oct. 18th 4-6PM (Literacy Night) <b>Q2:</b> Tuesday, Jan. 10th 4-6 PM (Math Night) <b>Q3:</b> Tuesday, Mar. 21st 4-6 PM (Sci/SS Night) <b>Q4:</b> Thursday, May 18th

## Homework Policy

Homework is a key part of the ReNEW Laurel educational program. It is designed to reinforce skills taught in the classroom, help students develop a deeper understanding of concepts, and promote good study habits. Homework is assigned Monday - Thursday beginning in 3rd grade. It is essential that families show interest in their student's homework and monitor progress nightly. In grades 3-8, students receive a grade based on homework completion.

- **Grades PK-2:** There will be no formal homework. Instead, PK-2 students should play and spend time with family. At the start of the year, teachers will provide logins to digital learning that can be completed at home. Teachers will provide supplemental work by parent request. Any requests for extra work will not be counted towards student grades. Students are encouraged to read 20 minutes a night.
- **Grades 3-8:** 30 minutes per night for all subjects, as well as 20 minutes of reading.

## Assessment Schedule

In addition to exit tickets, weekly quizzes, and unit assessments, students are given normed assessments that demonstrate their ability to perform on grade-level material and track their growth throughout the year. MAP is a computerized assessment that adapts to the student until it is able to find their academic level. Oral Reading Fluency is when a student reads aloud to a teacher. Student accuracy and rate are recorded. Benchmarks are LEAP-like assessments that show us how students are performing on grade-level standards. Benchmarks occur in grades 3-8 only. Below is when each assessment is given:

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Benchmark 1 (3-8) MAP (K-8) Oral Reading Fluency (K-8)	Benchmark 2 (3-8)	Benchmark 3 (3-8) MAP (K-8) Oral Reading Fluency (K-8)	LEAP State Test (3-8) MAP (K-8) Oral Reading Fluency (K-8)

PK uses the Teaching Strategies Gold assessment system. Student data is collected on the following developmental areas: Social-Emotional, Physical, Language, Cognition, Literacy, and Math. Teachers collect and analyze students' data weekly through observations and explicit assessments. Three Checkpoints are completed throughout the academic year: Fall, Winter, and Spring. The checkpoints are a compilation of the weekly observations and explicit assessment and are used to track students' growth.

## Monitoring Your Child's Progress

Families will receive information about academic progress via SchoolRunner app, progress reports, and report cards. Families can also log into SchoolRunner (PK-8) and Class Dojo (PK-5), our school databases, to view student's behavior and academic notes. Directions will be given out during Open House or you can contact your child's teacher(s) for directions.

## Retention

Students are at risk for retention due to failing a core subject and/or being absent 10 or more days. Once a student meets these criteria, he/she will be referred to the School Building Level Committee (SBLC) to determine support and interventions. Parents should attend conferences and contact the teacher for additional ways to support the student. In Quarter 4, the SBLC and parents will meet to discuss progress and determine the grade placement for the following school year.

# Attendance

**Regular attendance at school is a primary factor in the academic success of students.** We believe that in order for students to succeed, they must attend school daily and arrive on time. The following section outlines policies and procedures governing attendance. ***Students will receive grades for participation. Absences and tardies will negatively impact participation grades.***

If a student is absent from school they may not attend any extracurricular or after school activities that day, including, but not limited to, band/auxiliary performance, marching in a parade, sporting event, school sanctioned dance, field trips.

## School Start & End Times

Morning Car Rider Drop-Off	7:10 a.m. - 7:30 a.m.
School Start Time	7:30 a.m.
Tardy	7:30 a.m.
No Checkouts After	2:00 p.m.
Afternoon Car Rider Pick-Up	2:40 p.m. - 3:00 p.m.
Extended Day	3:00 p.m. - 5:00 p.m.
After School Detention	3:00 p.m. - 5:00 p.m.

## Types of Absences

**Excused absences** are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses), which are not considered for purposes of truancy. Absences are considered unexcused until the school receives proper documentation of the absence.

Absences are excused for the following reasons:

1. Personal illness (as verified by a written note from a physician, dentist, or nurse practitioner licensed to practice in Louisiana, parent notes are not acceptable for K-8th grades)
2. Death in the immediate family (not to exceed one week, as verified by a written note from the parent)
3. Natural catastrophe and/or disaster
4. Participation in a school-approved off-site activity
5. Absence for the observance of recognized holidays of the child's own faith (as verified by a written note from a religious official)
6. Any other extenuating circumstances as approved by the school leader

**Unexcused absences** are any absences not meeting the requirements set forth in the excused absence definitions above. All absences are considered unexcused until documentation of an excuse is provided to the school. Students are required to make up work missed during all absences, excused and unexcused.

**Suspensions** are absences in which a student may not make up work and may be given failing grades for missed work. The absence is considered when determining whether or not a student may or may not be promoted but is not considered for purposes of truancy.

## Procedure for Excusing Absences

All absences will be considered unexcused until the school receives documentation of extenuating circumstances that merit an excuse from school. It is preferred that the parent/guardian provide written documentation regarding a student's absence to the front office on the day the student returns to school. Documentation for excused absences must be submitted during the quarter the student was absent. Excuses will not be accepted for a previous quarter immediately following a given quarter's Report Card Conference.

## Truancy

ReNEW reserves the right to refer truant students and their parents to the Office of Child Welfare and Attendance at the Louisiana Department of Education or the RSD/OPSB Youth Opportunity Center. These agencies investigate violations of the compulsory attendance laws, and when necessary, provide parents and guardians written notice, either in person or by registered mail, of legal action to be taken and the next steps in the adjudication process.

If a student has been absent for 10 days due to medical issues and has a doctor's excuse to miss school, the student shall be referred for review by the School Building Level Committee to determine the need for interventions or supportive services if the student has not previously been identified as a student with a disability. In order to receive the best education possible, your child must attend school daily and be on time.

Students need to arrive on campus between 7:10 a.m. - 7:30 a.m. **School starts at 7:10 a.m. and students are considered late if they arrive at 7:30 a.m. or later.** Each minute or day a student misses leads to him or her falling behind. Tardiness also includes leaving or checking out of school unexcused prior to the regularly scheduled dismissal time.

ReNEW Laurel follows Louisiana's Compulsory Attendance Law, which requires that all children enrolled in school attend daily and allows for 10 days of absence, with 5 each semester. Parents and guardians are responsible for ensuring that their children attend school daily and on time. Below is the list of school-based attendance interventions:

- Daily Absence(s) – automatic call to parent/guardian notifying of absence
- 3 Unexcused Absences – written notice to parent/guardian and conference request with a counselor
- 5 Unexcused Absences – a student is considered truant, conference request with principal and families may be referred to Municipal Court through the Youth Opportunity Center (YOC)
- 10 Unexcused Absences – a student is now in danger of failing for the year and is referred to Municipal Court through the Youth Opportunity Center (YOC)

Per RSD policy, students absent for 15 consecutive school days may be dropped from the school's roster.

## Checkouts from School

1. Students who leave school for any reason must sign out through the Main Office.
2. Students may only be signed out by persons whose name(s) appear on the student registration database, unless the school receives verbal or written permission by the parent/guardian in advance.

3. Written or verbal permission is to be given by the parent/ guardian or “emergency person” shown on the registration database before each checkout. Picture identification must be presented.
4. Students will not be allowed to check out after **2:00 p.m.** unless for reasons approved by the School Leader in advance.
5. Students are not allowed to sign themselves out of school under any circumstances.

### School Assignments During Absences

Students are required to make up work missed during all absences, excused, unexcused, and suspensions within the nine-week grading period. If he/she fails to do so, the incomplete grade automatically becomes a failing grade. It shall be the responsibility of the teacher to inform the student of the deadline for any make-up work.

### Absences and Retention

Students with more than 10 unexcused absences per year will be considered for retention.

## Discipline & Behavior

ReNEW Schools is committed to using positive behavior supports and effective tools, strategies, and incentives to ensure a safe and orderly school environment and a caring school culture. In accordance with Louisiana's mandate for the implementation of a School Master Plan for Discipline, school-based leadership teams monitor discipline incidents and referrals by month, time, location, student, grade level, and type of incident. Also, we use restorative practices to help students build skills in problem-solving with peers.

### Discipline Procedures Grades PK-2

In PK-2 all of our expectations, rewards, and consequences are a product of our three school rules: Be Kind to Yourself, Be Kind To Others, and Be Kind To Your Community. These rules and what they mean in specific locations will be posted throughout the school and are referred to throughout the day by all staff.

	Classroom	Hallways & Stairs	Cafeteria	Playground	Bathrooms
<b>Be Kind To Yourself</b>	-Walk -Hands and feet to yourself -Sit appropriately	-Walk -Hands and feet to yourself -Eyes forward	-Walk -Hands and feet to self -Sit appropriately	-Stay in assigned area -Use Equipment appropriately -Gentle Hands	-Walk -Hands and feet to yourself -Wash and dry hands
<b>Be Kind To Others</b>	-Follow directions -Use friendly language -Treat others kindly	-Follow directions -Level 0 -Stay in order	-Follow directions -Level 1 -Say 'Please' and 'Thank You' -Eat your own food	-Follow directions -Take turns -Include others in play	-Follow directions -Level 0 -Honor privacy

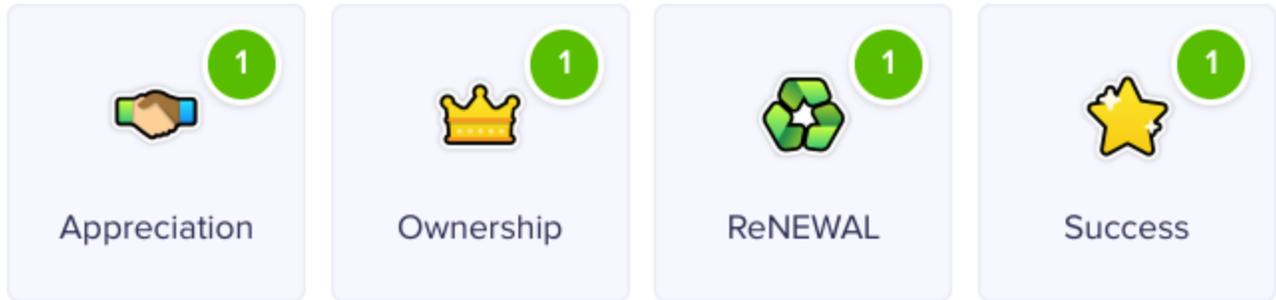
<b>Be Kind To Your Community</b>	-Complete all assignments -Participate -Take care of materials	-Get permission -Go straight to your destination -Come back ready to learn	-Follow cafeteria procedure -Eat healthy food -Keep your area clean	-Get permission -Line up quickly -Pick up trash	-Use toilets and sinks appropriately -Keep restroom clean -Get in and out quickly
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Laurel PK-2 implements a culturally responsive, trauma informed approach to classroom and behavior management. We understand and believe in the importance of teaching and positively guiding our students through moments of distress. We utilize least invasive practices, logical consequences, skill building, restorative practices, and character building/social stories to support students as they learn how to manage difficult situations and take ownership of their emotions. We believe in the power of building positive relationships and value developing trust with students.

We also value the importance of communication with families to best support students not only academically but socially as well. We will utilize Class Dojo to communicate student behavior daily. Class Dojo will not be displayed to students and the points will not be shared

**Class Dojo** is a simple, free mobile app for iOS and Android, and can also be used from a computer at [www.classdojo.com](http://www.classdojo.com). This app will be used to keep families connected to the school and create positive classroom communities. Using ClassDojo for communication and classroom management is required by staff members. Class Dojo rewards students for exhibiting our values of Success, Ownership, Appreciation, and ReNEWAL by allotting them points to purchase intangible or tangible rewards at the end of each week. ClassDojo also streamlines communication between the school and parents. The “School Story” feature will share information about whole-school events and reminders with all Laurel parents. The “Class Story” feature will share information about classroom-specific events and reminders to parents of students in that classroom. The “Messaging” feature will allow teachers to contact individual parents on a regular basis. All “School Story” posts must be approved by the Principal before posting.

## Core Value Points



### Positive Points:

- Students receive points for **Success, Ownership, Appreciation,** and **ReNEWAL,** throughout the day.
- Additional positive points can be given for students during an instructional block for going above and beyond expectations or to mitigate inappropriate behavior.
- Every week students “redeem” their points. Teachers will be provided with a treasure chest for students to “shop” from.

### Negative Points:

- Students may be deducted points for repeatedly being unsafe and not exhibiting the core values of a Laurel Eagle.
- Least invasive interventions (proximity, eye contact, non-verbals, warnings) will be used before deducting a point.
- Point deductions should be entered before the end of the day.

## Discipline Procedures Grades 3 - 5

**Approach** We are building student skills to make good choices, be a positive member of our community, and handle conflicts. We focus on using restorative practices and natural, logical consequences for students. Our approach is based in:

1. Enforce the idea that instructional time is sacred! We need to ensure students are focused and using the instructional time to the fullest,
2. Develop habits and skills to be successful in school and life, AND
3. Help students to understand the link between actions and consequences.
4. We will contact families via Dojo for students that have received multiple reminders

**Rules** Students in grades PK-5 will share common rule and core values (listed above in PK-2 section). There are posters located all around the school about what actions students need to show to be successful (areas include hallways, cafeteria, playground, and bathroom).

**Rewards** Students will be celebrated in different ways. First, we will have content celebrations for students that are excelling in their instruction and/or showing growth. We will have other individual prizes for students that are embodying the core values. Lastly, frequent praise, positive phone calls home, and other classroom-based incentives are also used to recognize and reward appropriate behavior.

**Consequences** Our approach is to teach students that their actions have consequences, good and bad, and we need to accept responsibility for his/her choices. This requires students to connect actions and that impact on him/herself and others. Also, if there are negative impacts, students need to rectify the situation. **If a student is making poor choices, below is the ladder of consequences:**

1. Verbal Reminder...I need you to... or using natural consequences
2. Point taken away in Class Dojo
3. Reflection Area w/reflection page to complete, Parent Contact via Class Dojo
4. Dean Reset; Contact Parent v, if necessary (may move to Dean immediately depending on severity)

Our goal with using logical consequences is to build cause-effect relationships with student actions. Here are some examples of how we will respond:

Student is talking during class/line.	So, student moves seat/end of the line
Student doesn't complete work.	So, student stays in at recess to complete.

If a student is directed to the reflection area, they will complete a form about what they did, how impact themselves/others, and what they can do to make it better. The student will conference with his/her teacher or administrator to discuss next steps. If a student struggles to complete the reflection or needs to complete one more than 2x/day, a teacher or administrator will reach out via our parent communication tool, Class Tag. If the infraction is a Level 2 or 3 offense (listed below) the student may move to Step 5 which involves a dean/administrator intervention.

## Discipline Procedures Grades 6 - 8

At Laurel Middle School, we use the Passport System to track positive and negative behaviors. The purpose of this system is to:

1. Enforce the idea that instructional time is sacred! We need to ensure students are focused and using the instructional time to the fullest,

2. Develop habits and skills to be successful in school and life, AND
3. Help students to understand the link between actions and consequences.

Here's is how the Passport works:

1. Each day, the teacher starts with our Passport System. See the sample below.

### Passport System

Students	Warning John, I need you to	Redirection John, join us on page 3	Redirection John, we are reading paragraph 4 on page 6	Send-Out/Referrals Teacher sends GroupMe text to Culture Team and writes a referral	Automatic After School Detention Assigned by AP only	Elective Detention Assigned by principal
John Johnson	x	x				sleeping
Susan Smith					Profanity	

2. Teachers provide students three opportunities to correct their behavior in class before they are sent out to the AP or an Associate Dean. Once a student is sent out of class, the AP or Dean analyzes the situation and decides on further consequences which could be a restorative conversation, a referral to our counselor, time-out in the Recovery Room, detention, suspension, or parent conference. The severity of the action determines the consequence given. Teachers must circle back during their planning, lunch, or after school to have a restorative conversation with the student by the end of the school day.
3. Automatic after school detentions are assigned for profanity, blatant disrespect of an adult or classmate, failure to attend elective detention, consistent failure to comply with rules, or disruption in our Recovery Room.
4. Elective detentions are assigned for sleeping in class or failure to complete assignments in class. Students that refuse to attend elective detentions will be placed in ISS.
5. Students that comply with the school rules and expectations are rewarded with Eagle Exchange Dollars which can be used to purchase treats at the school store.

### Administrative Consequence (6-8)

In middle school, students who receive two or more elective detentions, after school detentions, or recovery referrals will participate in our Restorative Circles for a week during Electives. Also, the students along with the counselor and assistant principal will create a behavior contract or participate in a check-in-check-out system. If the student's behavior does not improve, a mandatory parent conference will be requested.

## Schoolwide Infractions & Corrective Strategies

Discipline incidents will be classified as Level 1, Level 2, and Level 3 infractions. The tables below identify ReNEW's behavioral expectations, examples of expected behaviors, types of infractions, and potential corrective strategies.

In the effort to fully implement Positive Behavior Support and reduce the loss of instructional time due to out-of-school suspension and expulsion, ReNEW utilizes a wide variety of corrective strategies that do not remove children from valuable instructional time, when appropriate. Corrective strategies also include referral to and collaboration with outside agencies and with court-appointed workers for students involved with the juvenile justice system.

### Level 1 Infractions - Productive Personal Environment

Behaviors that occur in the classroom and affect only the misbehaving student.

Behavioral Expectations	Be Safe	Be Responsible	Be Respectful
Examples of Expected Behaviors	Walk-in hallways	Arrive to class on time and participate in the class	Follow the teacher's directions and use positive language with peers and adults
Level 1 Infractions	1.1 Horseplay or running in the hall/class 1.2 Throwing objects 1.3 Out-of-assigned seat/table/area 1.4 Inappropriate items in class 1.5 Passive non-compliance i.e., sleeping, refusing to participate 1.6 Unexcused tardiness and absenteeism to class 1.7 Cheating or plagiarism 1.8 Profanity/cursing 1.9 Disrespect of an adult 1.10 Disrespect of a peer 1.11 Disruption in class, on school grounds, on the school bus or RTA bus 1.12 Any other infraction that the School Leader deems to be similar in severity to other Level 1 infractions 1.13 Ongoing commission of Level 1 infractions		

<b>Possible Correctives Strategies</b>	<u>First Infraction</u> <ul style="list-style-type: none"> <li>❖ Re-teach the behavioral expectations</li> <li>❖ Have the student apologize and make amends with those affected, if the student admits fault</li> <li>❖ Provide a reflective activity</li> </ul>
	<u>Corrective Actions</u> <ul style="list-style-type: none"> <li>❖ Restorative justice</li> <li>❖ Seat change</li> <li>❖ Loss of privileges</li> <li>❖ Implement a home/ school communication system</li> <li>❖ Utilize check-in/check-out</li> <li>❖ Contact and/or conference with parent/guardian</li> <li>❖ Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior and consequences for infractions</li> <li>❖ Refer to the school social worker</li> <li>❖ Refer the student for tiered interventions through the School Building Level Committee</li> <li>❖ Detention</li> <li>❖ Use of in-school intervention</li> <li>❖ Bus suspension</li> <li>❖ Referral to School Building Level Committee or IEP team</li> </ul>

Level 2 Infractions - Productive Classroom and School Community Environment

Behaviors that occur in the classroom or within the school community that affect a student and threaten to or interfere with the learning or safety of others, and behaviors that are non-compliant with reasonable requests and directions by an adult in the school, despite a clear understanding of expectations and an attempt to redirect by an adult.

Behavioral Expectations	Be Safe	Be Responsible	Be Respectful
Examples of Expected Behaviors	Solve problems peacefully	Take care of school property and ask before borrowing other's property	Consider the feelings of others and respect personal space

<p><b>Level 2 Infractions</b></p>	<p>2.1 Fighting or instigating a fight  2.2 Using or possessing alcohol, tobacco products, matches or lighters  2.3 Possession of fireworks  2.4 Coming to school under the influence of drugs or alcohol.  2.5 Use of any object to harm, frighten or intimidate others.  2.6 Starting a fire.  2.7 Unauthorized display or use of a cell phone or other disallowed electronic property during school hours  2.8 Stealing/possession of the stolen property  2.9 Vandalism  2.10 Causing false fire alarms or threats.  2.11 Willful Disobedience  2.12 Making a threat  2.13 Serious disrespect  2.14 Leaving school grounds without permission  2.15 Bullying  2.16 Any other infraction that the principal deems to be similar in severity to other levels 2 infractions</p>
<p><b>Possible Correctives Strategies</b></p>	<p><u>For level 2 Infractions, the following steps must be implemented:</u></p> <ul style="list-style-type: none"> <li>❖ Parent contact to inform parents of accusation and status of the investigation. Parents will be given the option to attend the student conference.</li> <li>❖ Student conference and school-level investigation.</li> <li>❖ Confiscation of disallowed property during school hours</li> <li>❖ Opportunity for students to give written statements of events/their perspectives.</li> </ul> <p>If the school leader determines that disciplinary action is warranted the following corrective actions may be utilized:</p> <p><u>Corrective Actions</u></p> <ul style="list-style-type: none"> <li>❖ Have the student apologize and make amends with those affected, if the students admit fault</li> <li>❖ Contact and/or conference with parent/guardian</li> <li>❖ Restorative justice</li> <li>❖ Implement a home/ school communication system</li> <li>❖ Utilize check-in/check-out</li> <li>❖ Loss of privilege</li> <li>❖ Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior and consequences for infractions</li> <li>❖ Refer to the school social worker</li> <li>❖ Detention</li> <li>❖ Use of in-school intervention or suspension</li> <li>❖ Bus suspension</li> <li>❖ Referral to School Building Level Committee or IEP team</li> <li>❖ Out of School Suspension with mandatory parental conference upon students return</li> <li>❖ Referral to Student Hearing office for a Disciplinary Conference</li> </ul>

Level 3 - Orderly & Safe Environment

Behaviors that are extremely harmful to the misbehaving student and/or others and may be illegal, including possession of a dangerous weapon

<b>Behavioral Expectations</b>	Be Safe	Be Responsible	Be Respectful
<b>Examples of Expected Behaviors</b>	Ask for help if you are not safe	Be cooperative in the event of an emergency	Understand when the answer given to you is, "No"
<b>Level 3 Infractions</b>	<p>3.1 Possession, use, sale, or concealment of illegal drugs at school, on school premises, or to or at a school function under the school's jurisdiction.</p> <p>3.2 Possession of a firearm, knife with a blade longer than 2.5 inches or other weapons at school, on school premises, or to or at a school function under the school's jurisdiction.</p> <p>3.3 Assault on a staff member</p> <p>3.4 Sexual Assault</p> <p>3.5 Any other infraction that the principal deems to be similar in severity to other Level 3 infractions</p>		
<b>Possible Corrective Strategies</b>	<p><u>For level 3 infractions, the following steps must be implemented:</u></p> <ul style="list-style-type: none"> <li>❖ Parent contact to inform parents of accusations and status of the investigation.</li> <li>❖ Parent will be given the option to attend the student conference</li> <li>❖ Student conference and school-level investigation</li> <li>❖ Confiscation of disallowed property during school hours</li> <li>❖ Opportunity for students to give written statements of events/their perspectives.</li> </ul> <p>If the school leader determines that disciplinary action is warranted the following corrective actions may be utilized:</p> <p><u>Corrective Actions</u></p> <ul style="list-style-type: none"> <li>❖ Have the student apologize and make amends with those affected, if the students admit fault</li> <li>❖ Contact and/or conference with parent/guardian</li> <li>❖ Restorative justice</li> <li>❖ Implement a home/ school communication system</li> <li>❖ Utilize check-in/check-out</li> <li>❖ Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior and consequences for infractions</li> <li>❖ Refer to the school social worker</li> <li>❖ Detention</li> <li>❖ Use of in-school intervention or suspension</li> <li>❖ Bus suspension</li> <li>❖ Referral to School Building Level Committee or IEP team</li> <li>❖ Out of School Suspension with mandatory parental conference upon students return</li> <li>❖ Referral to Student Hearing office for a Disciplinary Conference</li> <li>❖ Recommendation for Expulsion Hearing at the Student Hearing Office</li> <li>❖ Referral or Reporting to Law Enforcement</li> </ul>		

## Removing Students From Class

Instructional time is sacred, therefore, we must ensure we use the system along with strategies in our teacher toolbox to keep students in the classroom. In the event that students' actions are inhibiting learning for others, a Dean/AP should be contacted. Removal of the student will be at the Dean/AP's discretion.

A teacher must complete a discipline referral form prior to contacting a Dean/AP. Once a Dean/AP is called, students may either have a reset (under 10 minutes) or removal (over 10 minutes).

**Reset** is when a student needs a break and would be able to rejoin the class after a conversation. The Dean/Assistant Principal will escort the student back to class after a reset.

**Removal** is when any student is removed from the learning environment. Any student removed from class automatically receives a consequence from the Dean/Assistant Principal. Provided he/she is able to get back on track and the infraction does not warrant further consequence, the student will be escorted back to class by the Dean/Assistant Principal. If the student's actions require a greater consequence, the student may be sent to an administrator and either placed on in-school suspension or out-of-school suspension.

**In-School Suspension (ISS)** is when a student is in a separate setting with a Dean/Assistant Principal. The student is responsible for completing all classwork for the day, but the student is not permitted to attend class.

**Out of School Suspension (OSS)** is required for a severe infraction. During an Out of School Suspension, the student is not allowed to attend school or a school event for a designated period of time. It is a serious and formal corrective strategy a school may take if a student commits specific Level 2 or 3 infractions. The student will be responsible for any missing work. Teachers must submit all assignments to the Dean/Assistant Principal prior to the student's dismissal. If a student is picked up by 9:30 am on the day of the infraction, that day counts as the suspension. If the child is picked up after 9:30 am, then the student will be suspended the following full school day but will be required to spend the current day with a Dean/Assistant Principal. Students are required to return from suspension by 7:25 am upon return. Parents are required to schedule a conference with the Dean/Assistant Principal, grade level Principal, School Director, and/or his/her designee.

All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion. For Student Code of Conduct infractions that may warrant a suspension or recommendation for expulsion:

- ❑ The school must conduct a student conference and school-level investigation within a 48 hour period. The investigation includes taking written statements (or helping with the writing of a statement) from teachers and other students who were witnesses to the incident.
- ❑ Prior to any suspension or recommendation for expulsion, the school director or designee must inform the student of the specific misconduct of which he/she is accused and the basis for the accusation.
- ❑ Prior to any suspension or recommendation for expulsion, the school director or designee must give the student an opportunity to present his/her version of the incident and ensure the student's version is in writing. The principal or designee may call witnesses requested by the

student. The school director or designee shall make a reasonable effort to reach a fair determination of the incident before making any disposition.

- ❑ The school must contact the parent/guardian by telephone on the day of the incident and no later than the following day or send a certified letter giving notice of the suspension, the reason for the suspension, and the date and time of a conference to be conducted within 5 days with the school director or his/her designee.
- ❑ The school must give the parent/guardian notice in writing of the suspension and the reason for the suspension. The written notification must include information about the parent's right to review any evidence that will be presented at the Hearing (if applicable).
- ❑ The student shall remain in school until the end of the school day unless released into the care of a parent/ guardian. No student should be sent home without proper documentation of the particular misconduct and reason for suspension. Students that destroy the suspension papers will receive further consequences. Documentation can be shared with parents by sending the suspension from home with the students, texting the parent a picture of the suspension, and/or emailing a copy of the suspension to the parent. All suspensions are copied and placed in the student's folder.
- ❑ In extraordinary circumstances, the school director or designee is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.
- ❑ Any parent/guardian of a suspended student shall have the right to appeal a suspension to ReNEW's Chief of School Leadership or designee. The decision of the Chief of School Leadership is final.
- ❑ The school must hold a school-level conference conducted with the school director or designee, parent/guardian, and the school social work specialist or Dean/AP of Culture of students within a reasonable time. All students have the right to fair and reasonable treatment during disciplinary proceedings and the opportunity to present evidence and defend his/her actions. Your child has a right to bring a representative of his/her choice to all disciplinary proceedings. If a parent encounters a problem with discipline procedures and/or fair student treatment, the parent may contact ReNEW's Student Support Office.

## **Suspension Appeal**

Any parent/guardian of a suspended student shall have the right to appeal a suspension to ReNEW's Chief Executive Officer or designee. The Chief Executive Officer or designee will conduct a hearing to review the suspension and make a decision based on the merits of the case. This decision shall be final.

[Parental Concerns, Appeals, Complaints](#)

## **Expulsion**

Expulsion is defined as "removal from all regular school settings for a period of not less than one school semester." Any student, after being suspended for committing an expellable offense, may be expelled upon recommendation by the school director and approval by the OPSB Hearing Officer.

The school director may immediately suspend and recommend for expulsion a student who commits one or more of the following expellable offenses:

- ❑ Distributing, selling, giving away, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body
- ❑ Carrying, possessing, or using a firearm, a knife with a blade of two inches or longer, or any other instrument of which the purpose is lethal force
- ❑ Sexual assault and other sexual acts where the ability of one party to consent is compromised by age, intellectual ability, intoxication, or incapacitation
- ❑ Intentional battery or assault on any individual using a weapon, furniture, or any object which causes serious, documentable injury that necessitates medical care
- ❑ Engaging in an intentional physical altercation with a member of the school staff
- ❑ Possession or use of any implement/substance with the ability to seriously harm another person
- ❑ Robbery of an individual on school property or at any activity over which the school has jurisdiction
- ❑ Engaging in sexual acts on school property or at any school-sponsored activity
- ❑ Sharing sexually explicit material, including through the use of an electronic device

No student who has been expelled shall be admitted to any public school in any other parish or city school system in the state except upon the review and approval of the governing authority of the school system to which he seeks admittance.

## **Expulsion Due Process Procedures**

A school leader cannot expel a student. A school leader can recommend a student for expulsion. If a student is recommended for expulsion they will be suspended pending a hearing for a recommendation for expulsion. The student will then have an expulsion hearing, in which the OPSB Student Hearing officer will determine if the recommendation for expulsion is upheld, reversed, or modified. The due process procedures for recommendations for expulsion hearings are as follows:

- ❑ The process begins with the commission of an offense that could be grounds for expulsion. From this point, the student will not be permitted to voluntarily transfer to a new school until they are either cleared of the accusation, serve an expulsion, or the incident is reported to the hearing office as waiving the school's right to recommend for expulsion.
- ❑ The school is responsible for the continual provision of FAPE. During the investigation and hearing process, the student may remain on suspension, but the suspension may not exceed the maximum number of days allowed by law. If a student poses a risk to the welfare of others, the student may serve in-school suspension or receive homebound instruction.
- ❑ The school director or designee conducts a student conference and school-level investigation within two (2) school days. The investigation includes collecting written statements from staff and student witnesses.

- ❑ Prior to recommendation for expulsion, the school director or designee must inform the student of the “particular misconduct of which he/she is accused” and the basis for the accusation.
- ❑ Prior to recommendation for expulsion, the school director or designee must give the student an opportunity to present his/her version of the incident. The student’s version must be written or summarized and signed by the student. The school director or designee may call witnesses requested by the student. The school director or designee shall make a reasonable effort to reach a fair determination of the incident before making any disposition.
- ❑ The parent must be notified by phone, in person, or by certified letter of the incident, immediate suspension, and possible recommendation for expulsion.
- ❑ The student shall remain in school until the end of the school day unless released into the care of a parent/ guardian or authorized in writing to leave campus by the parent/guardian. No student should be sent home without proper documentation of the particular misconduct and reason for suspension. In extraordinary circumstances, the school director or designee is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.
- ❑ If a school director chooses to recommend a student for expulsion, ReNEW Schools’ Chief of School Leadership and Executive Director of Student Support Services must be notified prior to submitting any documentation to the Student Hearing Office. All required paperwork must be reviewed and approved by the Executive Director of Student Support Services or designee prior to submission to the OPSB Hearing Office.
- ❑ If a school director chooses to recommend a student for expulsion, the appropriate paperwork must be submitted to the Student Hearing Office within 3 school days of completing the investigation, including but not limited to: *OPSB Student Incident form, Witness Statements, Police Report, Recommendation for Disciplinary Action, LDOE Behavior Report Form, Expulsion Recommendation checklist.*
- ❑ Within 24 hours after completing the investigation, the parent must be provided with written notification of the recommendation for expulsion, the reason for the recommendation for expulsion, information about the hearing to determine whether the student is expelled, and the parent’s rights. The student remains on suspension from school and school activities until the hearing takes place.
- ❑ A hearing will be conducted by the OPSB Student Hearing Officer or designee. The school director, his/her designee, or teachers as well as the student, may be represented by someone of their choice at this hearing. If the hearing officer decides that a hearing will not be conducted, the school may appeal that decision to the Deputy Superintendent of Portfolio.
- ❑ After the hearing, the OPSB Student Hearing officer or designee then makes a determination of the student’s guilt based on the evidence gathered during the school’s investigation. If found guilty, the OPSB Student Hearing Officer will determine the appropriate length of expulsion according to OPSB expulsion guidelines, and the expulsion is effective immediately.
- ❑ The parent(s)/legal guardian(s) of the student may, within five (5) school days after the decision to expel a student has been made, request in writing that ReNEW Reinventing

Education governing board review the findings of the OPSB Student Hearing Officer or designee. Otherwise, the decision shall be final.

- ❑ The ReNEW board may uphold, modify, or reverse the decision.
- ❑ If the ReNEW board upholds the decision of the OPSB Student Hearing Officer or designee, the parent(s)/legal guardian of the student may, within ten (10) days, appeal to the parish court in which the student's school is located. The parish court may reverse the ruling of the local educational governing authority.

## **Law Enforcement Referral & Action**

ReNEW Schools may refer any student who has committed a Level 3 offense (and some level 2 offenses) to law enforcement officers, including the reporting of a crime committed by all students.

School personnel reporting a crime committed by a student, especially a student with a disability must ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to which the agency reports the crime. Records must be transmitted only to the extent permitted by the Family Educational Rights and Privacy Act.

## **Civil Rights, Harassment, & Bullying**

ReNEW Schools define bullying as aggressive behavior that involves unwanted, negative, or discriminatory action; a pattern of behavior repeated over time, and an imbalance of power. ReNEW does not tolerate derogatory comments and name-calling, social exclusion or isolation, physical aggression, lies and false rumors, extortion, and stealing of money and property, or forced acts. ReNEW prohibits the harassment, intimidation, and bullying of a student by another student in accordance with Louisiana RS 17-416.13.

*Harassment.* It is expected that no forms of mental, physical, sexual, and/or verbal abuse and harassment toward another person will take place. If a student observes an incident involving harassment, it is his/her responsibility to report the incident to a staff member. Anyone reporting an incident has the right to have his/her identity remain anonymous. Students may also report an incident of harassment by writing an anonymous letter to the staff.

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

*Threats.* It is expected that no student would make threats against individuals, groups, or the school. Threats of any nature will be taken seriously and may be reported to the proper authorities, as required by law. In addition, ReNEW reserves the right to impose a consequence up to and including

a recommendation for expulsion from the school when a student has caused a major disruption and emergency situation because of a serious threat.

*Cyber Bullying.* ReNEW students are prohibited from the transmission of any electronic, textual, visual, written, or oral communication with the malicious and willful attempt to coerce, abuse, torment, or intimidate a person under the age of 18.

## **Discipline for Students with Exceptionalities**

School personnel may remove a student with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement). If a student with a disability has been removed from his or her current placement for a total of 10 cumulative school days in the same school year, then the LEA shall provide services to the extent required during any subsequent days of removal. These procedural safeguards apply to all students with IEPs, section 504 plans, and any student presently in the evaluation process.

### **After a suspension the IEP team may:**

- Conduct a Functional Behavior Analysis (FBA).
- Develop and implement an individual Behavior Intervention Plan (BIP) to address the behavior that resulted in suspension.
- Conduct a conference with the parent/guardian.
- Reconvene the IEP Team to discuss/review the academic, social, and behavioral needs of the student
- Conduct an FBA and develop/implement an individual BIP only if the behavior exhibited is a new behavior. If the behavior is a repeated behavior, review/revise the BIP to address the behavior.
- Discuss, review, and revise the IEP, as needed, to address the behavior resulting in the suspension.

For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the student's disability, school personnel may apply the same disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities provided that all required educational and related services continue. The student's IEP team determines the interim alternative educational setting for such services.

**Special Circumstances:** School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

1. Carries or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of the LDOE or the LEA;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the LDOE or a LEA; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the LDOE or a LEA.

## **Health & Safety Policies**

### **Immunizations**

At the start of each school year, the nurse is responsible for the review of all vaccination records for entering Kindergarten students, new students, and for all updated vaccination records for returning students. The nurse works closely with the State Department of Health, utilizing the Louisiana Immunization Network for Kids Statewide (LINKS) database. Immunization information is entered into the state immunization database and reports are generated that show which immunizations are due. Parents should update immunization records for students as needed.

### **Medical Information**

At the start of each school year, parents are responsible for submitting a health information form for each child. Students with chronic conditions that require medical treatment or adaptations during the course of the school day may sign a release of medical information form to access medical records. Parents who wish the nurse to administer any treatments or medications (including over the counter medications) must submit a medication administration order form signed by their Louisiana physician. All forms can be retrieved from the school nurse.

### **Illness**

Parents will be contacted immediately for any child who is at school with any of the following symptoms: fever, vomiting, diarrhea, uncontrolled asthma, ringworm, unspecified rashes, pink eye, head lice, infectious disease, moderate trauma. Children with the above symptoms must be picked up within a reasonable amount of time. Any student suspected of having any of the above will be excluded from school until satisfactory treatment has been given, including being symptom free for 24 hours. Return to school may require a physician's release note upon the nurse's discretion.

Scrapes and minor bruises will be attended to at school and the child will return to class.

Students seen by the nurse will have a referral note sent home and/or a call made to parents with health findings and recommendations as needed.

Discretion is used to check other students in classes where there is an outbreak. A written notice will be sent home regarding outbreaks.

## **Chronic Illness/Allergies**

The guardian of any student with chronic conditions such as: asthma, allergic reactions, diabetes, respiratory distress, seizure disorder, urinary frequency or incontinence must meet with the nurse at the beginning of the school year to discuss a health/emergency care plan which must accompany orders signed by the child's physician for medication or treatment in school. The nurse will communicate with the school's administrative team as necessary to implement the plan. The Director of Food Services will be notified in writing of any students with food allergies or intolerance. The front office will be notified of students that may present with medical emergencies so that swift intervention may be implemented.

## **Emergency Procedure/Severe Injury Policy**

A student sustaining a severe or life-threatening injury or illness at school will be triaged by the nurse and transported to an appropriate medical facility. Parents will be notified prior to transfer and the students will be accompanied by trained school personnel if the parent is not available immediately. In the event the parent is unavailable to ride in the ambulance with the child, the parent is expected to meet the staff representative at the respective hospital.

## **Student Medication**

No medication can be administered or consumed at school unless both a doctor and a parent/guardian have completed the appropriate forms. The school strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the school nurse. The medication needs to be in the original container with the appropriate prescription label (including the name of the student, the name of the medicine, the date, dosage information, and directions for administering the medication) and the appropriate Student Health Authorization for Administration of Medication Form. ReNEW reserves the right to refuse authorization of medication administration in exceptional circumstances.

We store and administer the medicine in a secure location. Please be aware that the medication cannot travel back and forth to school – once it's given to us for your child's use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school and it should not be placed in their bookbags. Adults should bring the medication to the nurse. For further information on medication or any health-related issues, please call us.

## **Student Food Accommodations**

Students with food allergies or dietary restrictions may request alternative breakfast and lunch options. These options include vegetarian, gluten-free, or dairy-free. You must complete paperwork

during registration and coordinate with our school nurse. Any food allergies must be documented through a doctor's note and provided to the school nurse.

## Reporting a Child's Illness

If your child is going to miss school because of illness, please call the school as soon as possible. All student absences should be followed up the next day with a note signed by a parent, guardian, or doctor. Please let the school nurse know if there are any medical concerns or special circumstances of which we should be aware.

## Mandatory Reporting

All ReNEW staff members are considered Mandated Reporters under the Louisiana Children's Code and *required by law* to report child abuse/neglect immediately if they have a cause to believe that child abuse/neglect may exist. It is the responsibility of the Department of Children and Family Services (DCFS) to investigate and determine if there is evidence of abuse/neglect.

## Safety Expectations

**Emergency Closings.** At times, emergencies such as severe weather can disrupt school operations. In extreme cases, these circumstances may require the closing of the facility. In the event that such an emergency occurs during school hours, we will post over local radio and/or television stations. We will also post all school closures on the ReNEW website ([www.renewschools.org](http://www.renewschools.org)).

**Fire Drills.** Instructions for Fire Drills are posted in each classroom and schools conduct fire drills on a regular basis.

**Lockdown.** If there is an immediate threat to the school due to an emergency outside of the building, an intruder, or threat of violence within the building, school leaders may enact a school-wide lockdown. During this time, parents will not be able to enter the school building and may not be able to contact their child.

# Property Expectations

## School Property Expectations

Students are responsible for respecting and maintaining all school property and equipment. Students are thus expected to keep school property clean and in proper working order. This includes books, Chromebooks, and other learning materials that are to remain free of writing or damage while in students' care. If school property or materials are damaged or lost, the student will serve suitable community service or suspension depending on the severity.

## Cell Phone Policy

At ReNEW Laurel, students may bring a cell phone to school, but cellphones will be placed in a brown envelope with their name on it. They are collected by the deans upon arrival and locked in the closet until dismissal. Cell phones will be returned at the end of the day. If a student is seen using their cell phone, the following actions will be taken:

- **1st Offense:** The cell phone is confiscated by a staff member and it must be immediately turned in to a dean or assistant principal. A dean/AP will notify the parent. The offense will be logged in SchoolRunner and documented in the Cell Phone Binder. The cell phone will be returned to the student after a conversation with the dean/AP after dismissal.
- **2nd Offense:** The cell phone is confiscated by the staff member a second time. The staff member turns the cell phone into the Assistant Principal. The cell phone will be returned to the parent ONLY during an in-person parent conference.
- **3rd Offense:** The cell phone is confiscated by the staff and turned in to the Assistant Principal. Student loses cell phone privileges for the year which means he/she cannot bring the phone to school. A mandatory parent conference is assigned by the Assistant Principal and the phone will be returned.

Please know there will be no exceptions to the policy. We reserve the right to use metal detectors to confiscate phones that are not turned in as expected or used during the school day. **ReNEW Laurel is not responsible for lost, damaged, or stolen cell phones that were not handed into the Assistant Principal or dean upon arrival to our building.**

## Technology & Internet

The use of the ReNEW Schools computer network and other resources is a privilege that will be extended to individuals who observe the expectations of acceptable use as outlined below. All users are expected to:

- use the network for educational purposes only
- use the network in a considerate and polite manner at all times, particularly when communicating with others
- use the network for legal purposes only: tampering with the computer hardware or software, unauthorized entry into computers, vandalism, or destruction of computer, computer files, and violation of copyright laws are prohibited.
- keep passwords and accounts private and respect the privacy of others.
- If Chromebooks are abused or destroyed, they will be taken away from students and they will be given pencil and paper tasks to complete.
- complete a Chromebook usage contract at the beginning of the school year.

**Technology and Internet privileges will be taken away if a student destroys, misuses, or damages the computer in any way or visits inappropriate websites.**

## **Student Searches**

In order to maintain the security of all its students, ReNEW Schools reserves the right to conduct searches of students and their property. If searches are conducted, the school will ensure that the privacy of the student is respected. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal, a threat to safety, or against school rules. Student vehicles brought on campus, student book bags, school desks, and other school property are subject to inspection and search by school authorities at any time without prior notice to students or parents.

## **Student Statements**

If a student witnesses an event, school officials may request that students put their statements and/or admissions in writing. Parents will be informed that students are giving a statement prior to their statement being taken. Even if the information that a student provides to a school official is not acknowledged by a student in writing, these communications are not protected by any privilege and may be disclosed to others.

# **Travel To & From School**

## **Bus Riders**

In the morning students riding the bus will arrive at ReNEW Laurel between 7:10 am -7:20 a.m. Students will enter the building through their designated arrival doors beginning at 7:10 am. ReNEW Laurel staff will be at the arrival door to greet students. In the afternoon students will begin bus dismissal promptly at 2:40 pm, exiting the building through their designated dismissal door.

## **Walkers**

Students who walk to school in the morning must enter the school through the parent arrival and dismissal gate on Annunciation St between 7:10 am - 7:30 am. Students should not walk through the parking lot or enter from Jackson St. before 7:30.

If students arrive after 7:30 a.m., they must enter the building through the front office to receive a tardy pass. Middle School students must bring their tardy pass to a middle school dean so that they can be marked present for the day. The front office staff will update PreK-5 tardy/attendance. Students who walk home from school will be dismissed in the afternoon at 2:40 pm through the arrival/dismissal gate on Annunciation St.

Students age 10 or older will be permitted to walk home with their parents' written permission; students age 9 or younger will be permitted to walk home with their older sibling(s) and with their parents' written permission. Written permission forms signed by the student's parents will be kept on

file for the school year. It is a parent/guardian's responsibility to inform the school of any changes related to walking home at least 48 hours in advance. All students who walk to and from school are expected to follow all school expectations during this transition, as they would be on a school bus. Respect for traffic, other pedestrians, and neighborhood homes, and businesses en route to and from home is an important expectation of all students' safety.

## **Car Riders**

Families that opt to bring their child to school must use the Annunciation street gate, which runs alongside the ReNEW Laurel parking lot. During carpool, ReNEW Laurel staff members will be stationed at the gate to greet students, and help them exit vehicles and safely enter the campus. The Annunciation Street gate will be open from 7:10 - 7:30 a.m. for arrival and 2:40 - 3:00 p.m. for dismissal. Parents will remain in the car and staff will call and students outside the gate. Parents and family members are not allowed to enter through the gate during arrival and dismissal.

## **Late Parent Pick-up**

If students are not picked up by 2:50 p.m., they will be relocated to the cafeteria for families to pick them up. Students must be picked up by 3:00 p.m. at the latest. Students attending after school programming must be picked up by 5:15 p.m. Parents and family members will sign out students on the late pick-up list. If a student has not been picked up on time three times or more, the school may contact DCFS.

## **School Bus Expectations & Conduct**

ReNEW Schools provides free transportation to all students who live more than one mile from the school site.

Students must comply with ReNEW Schools' behavior expectations while traveling on a school bus to and from their homes or school-sponsored activities. **Expectations for students and parents are explicitly outlined in the ReNEW's Transportation Ridership Agreement which families received in your registration packet.**

If a student commits an infraction covered in the Student and Family Handbook on a school bus or at the school bus stop, the school bus driver/monitor will notify the Dean/AP of Culture who will complete an investigation and documentation as needed. Based on the severity of the consequence, the Dean/AP of Culture discretion for consequences includes regular school-based consequences, as well as bus suspension and/or assigned seating. ReNEW Laurel may issue a warning, choose to refuse service, or take any other appropriate actions at its discretion. The notification of disciplinary action may be verbal or in writing.

If a student is written up for violating bus behavior expectations, the following consequences will be assigned:

- **1<sup>st</sup> Bus Discipline Referral:** Student conference with the Dean/AP of Culture and the family will receive a phone call.
- **2<sup>nd</sup> Bus Discipline Referral:** The student will receive an administrative after school detention for 3 days along with an official parent conference before the student is allowed back on the bus.
- **3<sup>rd</sup> Bus Discipline Referral:** The student will be suspended from the bus for 2 days along with an official parent conference before the student is allowed back on the bus.
- **4<sup>th</sup> Bus Discipline Referral:** The student will be suspended from the bus for up to 5 days and a family conference with the school will be required before the student is allowed back on the bus.
- **5<sup>th</sup> Bus Discipline Referral:** The student will be suspended from the bus for the remainder of the school year or referred to the OPSB hearing office for a conference.
- *\*Students with Exceptionalities may be offered bus tokens if they are suspended from the bus.*

If a child is suspended from the bus, it is then the parent/guardian's responsibility to ensure that the child gets to school on time. If a student with a disability receives a bus suspension, the school is responsible for offering an alternative form of transportation to and from school.

## Transportation Changes

All transportation changes should be made to the office by 2:00 pm.

## Pick-Up & Drop-Off Expectations for Families

Bus times should be viewed as estimates, with a 10-minute window, and not an exact time. **Students under 9 years old are not permitted to get off the bus by themselves unless a family puts in writing otherwise.** If an emergency comes up that prevents an adult from being at the bus stop on time, the adult **MUST** call Apple Bus Company (504) 241-4466.

If Apple Bus Company does not hear from a family and no one is at the stop to meet a student who is under 9 years old, then the student will be brought back to school and a family member will be required to pick-up the student. If the student is not picked up by 5:00 pm, then he/she may be taken to the New Orleans Police Station.

### Here are the set of consequences that will occur:

- **1<sup>st</sup> Occurrence:** The family will receive written notice.
- **2<sup>nd</sup> Occurrence:** The student will be suspended from the bus for 5 days. A written notice will be sent home and a family conference with the school will be required before the student is allowed back on the bus.
- **3<sup>rd</sup> Occurrence:** The student will be suspended from the bus for 10 days. A written notice will be sent home and a family conference with the school will be required before the student is allowed back on the bus.
- **4<sup>th</sup> Occurrence:** The student will be suspended from the bus for the remainder of the school year.

## Bus Stop/Change Requests

Students are expected to get on and off at the same bus stop every day. All bus route/change requests must be made in person at the Main Office at ReNEW Laurel, who will then communicate to the student's teacher and Apple Bus Company. ReNEW Laurel and Apple Bus Company work together to accommodate family requests whenever possible, but a request does not guarantee that the change will be made. Do not contact your child's teacher for daily transportation changes, this may result in a child staying after school who usually does not, a child being picked up instead of taking the bus, or an adult not listed on the emergency contact form picking up a child, etc.

## Student Dress Code

At ReNEW Laurel, we show respect for our appearance and our cohesion as a community through our uniforms. Our Student Dress Code policy reinforces our disciplined school culture and prevents potential distractions from the academic focus of our students. Students in our community are expected to adhere to the Student Dress Code in order to be admitted to class. The school will immediately contact families if their student is not in compliance with our Student Dress Code. In cases where students are repeatedly non-compliant with our dress code, families will be required to meet with the school administration and/or social worker to remedy the situation. All uniform clothing can be purchased at Uniforms by Logo Express at 3141 Gentilly Boulevard (504) 284-3381.

<b>Uniform Polo Shirt</b>	PK-5 Gray with ReNEW Laurel logo 6-8 Maroon/Burgundy w/ReNEW Laurel logo
<b>Uniform Bottoms</b>	PreK-5 Khaki pants and PK-5 ONLY can wear khaki/plaid (Logo express only) shorts, skirts, and rompers  6-8 Khaki or Plaid pants (girls) (Logo Express only) - <b>no leggings</b>  PreK-5 ONLY: Skorts/Skirts/jumpers ( <b>shorts, skirts, and jumpers are not allowed in middle school. No Exceptions</b> )
<b>Belt</b>	Black belt or military-style khaki belt only
<b>Shoes</b>	Closed-toed shoes (for safety); No slippers, No Crocs, or flip-flops
<b>Outerwear</b>	Laurel sweatshirts Jackets and sweaters (black, gray, burgundy, maroon, or school) ONLY No writing on outer layers. Hoods cannot be worn on the head

	inside the building and must be tucked in. Any sweater or jacket that violates the dress code will be confiscated
<b>Headgear</b>	Bandanas are NOT allowed, hats or hoods cannot be worn in the building
<b>Clubs and Organizations Gear</b>	(Band, dance, football) gear can only be worn on performance day. Sports, Band, Auxiliary gear cannot be worn in place of uniform shirts or pants.
<b>Backpacks</b>	<b>6-8 students any kind, but will be searched at the door for snacks and illegal objects(chips, soda, lighters, etc.)</b>  K-5 any kind, no minis/purses

## Other School Policies

### School Supplies

Supply lists are available in Laurel's front office. Parents/guardians are encouraged to purchase supplies and should be sent with students the first day of school.

### Birthday Celebrations

Celebrations are permitted in grades PK-5. Parents need to coordinate with the teacher about the time window and will get a count for all students. Only store-bought cupcakes and pre-packaged juice items are permissible. Parents are required to bring napkins. Siblings **will not** be called out of class to join the celebration. Please note that if the parent does not arrive in the window given by the teacher, the party will need to be rescheduled for another day. **Middle School students (6-8 Grades) are not allowed to bring any food to school. Birthday cake and ice cream are not allowed.**

### Breakfast, Lunch, and Snacks

ReNEW Laurel offers free breakfast and lunch which is provided by SLA Management. Students may bring a healthy breakfast or lunch if they chose not to eat the school breakfast or lunch. Students may not bring just candy, soda, fast food, foods purchased at the corner grocery, or any other food considered to be unhealthy (typically food with sugar content and/or limited nutritional value.) Students with these foods will be instructed to put the food away and given a healthy school-provided breakfast or lunch option. **Parents may not drop-off meals (fast food, restaurant), soda, candy, or any outside food during the school day.** Due to food allergies, students must not share or trade food in the cafeteria. Laurel is a nut-free and shellfish-free campus.

Students **may not** bring just chips, candy, or juice. These items are **only** permitted when they are part of a complete meal. Unauthorized snacks will be **confiscated and discarded**.

## EAGLES Athletic Program

At ReNEW Laurel, we offer the following sports: Football, Volleyball, Basketball, Baseball, Softball, Soccer, and Track. Note: Students are required to have physicals one week before trying out for school athletics. Students must have a minimum 2.0 GPA, satisfactory behavior, and 90% good attendance per quarter.

## Extended Day & Extracurricular Activities

At ReNEW Laurel, we offer a robust afterschool program that includes the following activities: Marching Band, Dance Team, Majorettes, Intramural Sports, Arts, Academic Tutoring, and many more. Students need to have regular attendance to keep their spots. Students must have parent permission to remain after school and parents may be required to pick their child up at the end of the program each day if buses are not provided. Applications can be picked up at the front office. Sports, band, and auxiliary students must have a minimum 2.0 GPA, satisfactory behavior, and acceptable 90% attendance per quarter to participate.

\*Note: Students participating in band and related marching auxiliaries are required to have physicals on file.

## Visiting the School Campus

We encourage parents and family members to have an active role in their child's learning. However, student safety is paramount and visitors will be asked for identification. Approved visitors are welcome to observe classrooms according to the Visitor Policy below unless scholars are testing. Please note:

- All visitors **must report** to the school office immediately upon arrival, sign in when they arrive, and sign out when they leave.
- All visitors will be accompanied by a staff member for the duration of their visit. Visitors are not permitted to leave the front office without an escort.
- Visitors must wear our visitor's tag at all times while they are on campus.
- No materials are to be dispersed on campus.
- No person will be allowed to conduct or attempt to conduct any activity on the school's premises.
- All classroom observations must be approved by the grade level principal.
- Visitors are allowed on campus at the discretion of the school principals and their designee(s).

When on the school campus or at school events/field trips, all visitors are expected to conduct themselves in a professional, appropriate manner. **Cursing, using abusive language, threats, or physical violence towards our staff and students will not be tolerated and will lead to removal from campus, a permanent banning from campus, and/or prosecution.**

## Volunteers (including field trip chaperones)

Like visitors, volunteers are required to sign-in at the front office and sign a form that acknowledges they understand the policies and volunteer expectations of ReNEW Schools. Volunteers working directly with children require criminal background checks at the parent's expense. **All volunteers and chaperones must have a clear criminal background check on file** - it is the parent's responsibility to obtain and pay for a criminal background check. All background checks must be on file with the front office **before** the event.

We appreciate families that volunteer to be chaperones on field trips. Field trip chaperones must present identification and check-in at the front office. Your role as a chaperone is to assist the teacher by watching a small group of children including your child. Therefore, you may **not** bring small children with you on the field trip. Chaperones are expected to be a model for students (see Visiting School Campus Policy above) and if a student is struggling to follow directions, chaperones are directed to contact the teacher and let him/her handle the situation. Apple Bus Company will only allow adults and ReNEW Laurel students to ride the bus to and from the field trip.

## Parent Center

Parents are an integral part of each child's educational success. Therefore, a Parent Center is located inside Laurel. Parents may sign-up to use a computer and printer. Assistance with the completion of general paperwork is available. Please contact the front office if you have any questions.

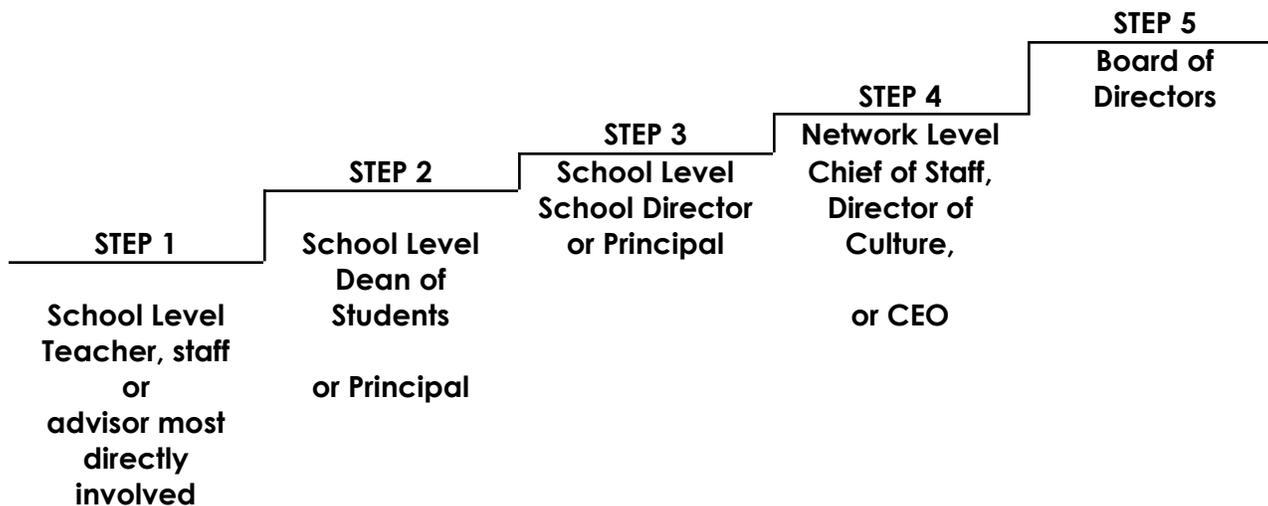
# Parental Complaints, Concerns, and Appeals

At ReNEW, we share the commitment to accountability that we ask of all of our parents and students, and we will address any concerns expeditiously and judiciously. Any parent may bring a complaint to the school director for any reason, including the request to appeal a disciplinary decision. The process below has been established so that students and parents may bring concerns, appeals or complaints to the attention of the appropriate party:

1. If a concern arises from a school situation, students or parents should first discuss it with the teacher, or staff member most directly involved.
2. If the students or parents concerned believe that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with a dean of students, assistant principal, or principal in an attempt to reach a solution.
3. If the students or parents believe that the situation still has not been resolved, concerns should be taken to the school director (contact info on the reverse of this sheet). The School Director or Principal will first investigate the matter to ensure that Steps 1 and 2 have been appropriately documented and completed, then record the complaint and/or appeal and will address any concerns regarding appeal of a disciplinary decision, or any action or inaction taken by the school administration, within three school days of the appeal and within five days from the time the complaint is introduced.
4. If the situation still has not been resolved to the satisfaction of the students or parents, concerns should be directed to the ReNEW Director of Culture, Ezzie Smith at

[esmith@renewschools.org](mailto:esmith@renewschools.org), Chief of Staff, Tammy Robicheaux at [tammy@renewschools.org](mailto:tammy@renewschools.org), or ReNEW CEO, Tanya Bryant at [tanya@renewschools.org](mailto:tanya@renewschools.org). Both individuals can also be contacted via U.S. Mail at 10001 Lake Forest Blvd. Suite 710, New Orleans, LA 70127. The complaint and/or appeal will be recorded and addressed as quickly as possible and no longer than five school days from the time the complaint and/or appeal is introduced.

5. If following a conversation and/or meeting with the ReNEW Director of Culture or ReNEW CEO has not resolved the situation to the satisfaction of the students or parents, the matter should be taken to the Board of Directors. The chair of the board, Stephen Rosenthal, can be reached at [srosenthal1000@gmail.com](mailto:srosenthal1000@gmail.com).



The student or parents may request that the Board of Directors appoint an advocate or representative from the respective school who has no direct involvement or conflict with the matter to participate with the Board to provide any input into the Board decision. The parent requesting a representative will be required to complete a release of student information form allowing the selective representative to view the student's information. The appointed person will be required to execute a Confidentiality Agreement to maintain the integrity of the process and to protect any confidential information that may be necessary to disclose.

Emergency issues will be dealt with on an as-needed basis. The Board of Directors, as necessary, shall direct the school director or other responsible party to act upon the complaint and report its resolution to the Board of Directors. The Board of Directors shall render a final determination in writing, as necessary.

If after presentation of a complaint to the Board of Directors, the students or parents believe that the Board of Directors has not adequately addressed the complaint, they may present the complaint to the charter authorizer, Orleans Parish School Board (OPSB) which shall investigate and respond. The authorizer shall have the power and the duty to issue appropriate remedial orders to the Board of Directors of ReNEW.

The OPSB's Family and Community Specialist can be contacted at (504)359-5437. For more information on the disabilities complaint process, please see our website at [www.renewschools.org](http://www.renewschools.org)

ReNEW School	School Director/Principal	Email Address	Phone Number
ReNEW Schaumburg	Vasy McCoy (SD) Caroline Dobrez (PK-2) Maurice McMorris (3-8)	<a href="mailto:vmccoy@renewschools.org">vmccoy@renewschools.org</a> <a href="mailto:cdobrez@renewschools.org">cdobrez@renewschools.org</a> <a href="mailto:mmcmorris@renewschools.org">mmcmorris@renewschools.org</a>	504-367-3307
ReNEW Dolores T. Aaron	Tiffany Robinson Brown (PK-4) Nikiesha Jackson (5-8)	<a href="mailto:trobenson@renewschools.org">trobenson@renewschools.org</a> <a href="mailto:njackson@renewschools.org">njackson@renewschools.org</a>	504-367-3307
ReNEW Laurel	Stephanie Webster (PK-2) Kim Andrews (3-5) Glenda Poole (6-8)	<a href="mailto:swebster@renewschools.org">swebster@renewschools.org</a> <a href="mailto:kandrews@renewschools.org">kandrews@renewschools.org</a> <a href="mailto:gpoole@renewschools.org">gpoole@renewschools.org</a>	504-367-3307
ReNEW Early Childhood Programs	Stacy Marino	<a href="mailto:smarino@renewschools.org">smarino@renewschools.org</a>	504-367-3307
ReNEW Therapeutic Program	Ezzie Smith	<a href="mailto:esmith@renewschools.org">esmith@renewschools.org</a>	504-367-3307

## Staff Contact Information

<b>Jassman Claybrooks</b> School Operations Manager (Busses and facilities)	<b>Ms. Tolliver Anderson</b> Operations Coordinator (Registration, busses, & student records)	<b>Ms. Glendrell Bailey</b> Administrative Asst.
<a href="mailto:jclaybrookds@renewschools.org">jclaybrookds@renewschools.org</a> (504) 605-9105	<a href="mailto:tanderson@renewschools.org">tanderson@renewschools.org</a> (504) 367-3307 (office)	<a href="mailto:gibailey@renewschools.org">gibailey@renewschools.org</a> (504) 367-3307 (office)

### Elementary (PK-5)

<b>Ms. Webster</b> Principal, PK-2	<b>Ms. Andrews</b> Principal, 3-5	<b>Mr. Kim</b> Dean of Students, PK-5	<b>Ms. Sizemore,</b> Asst. Principal PK-5 Special Ed. Coord., PK-4
<a href="mailto:swebster@renewschools.org">swebster@renewschools.org</a> (773) 634-0389	<a href="mailto:kandrews@renewschools.org">kandrews@renewschools.org</a> (504) 881-6488	<a href="mailto:klegania@renewschools.org">klegania@renewschools.org</a> (504) 418-2682	<a href="mailto:dsizemore@renewshools.org">dsizemore@renewshools.org</a> (901) 830-7493

## Middle School (6-8)

**Ms. Poole**  
**Principal, 6-8**

[gpoole@renewschools.org](mailto:gpoole@renewschools.org)  
(504) 259-7475

**Mr. Franklin,**  
**Assistant Principal, 6-8**

[dfranklin@renewschools.org](mailto:dfranklin@renewschools.org)

# 2022-23 ReNEW Laurel

## Student and Family Statement of Commitment

Student's Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_ Grade: \_\_\_\_\_

We hereby acknowledge that we have read and understood the policies and procedures as outlined in ReNEW Laurel's Student and Family Handbook. My signature below also affirms that my child and I agree to adhere to the policies contained in this document.

I hereby agree that I will:

- ensure my child attends school daily except when my child is ill.
- ensure my child will arrive at school on time each day and stay all day unless he/she becomes ill.
- attend all parent/teacher or administrative conferences.
- be an active participant in my child's education

I agree that \_\_\_\_\_ (student's name) should be held accountable for these rules and regulations.

Signature of Parent/Guardian \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

*LA Revised Statute 17:235.2; Passed by LA Legislature 7/19/99*