



Student Handbook 2017 – 2018

Mr. Tale' Lockett, Principal

Mr. Richard Rattliffe, Assistant Principal

205 Vienne Lane
Lafayette, LA 70507
(337) 706-0066 (Office)
(337) 706-0068 (Fax)
www.lafayettecharter.org



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 schools 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 operative 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 the 2017-2018 school year at Lafayette Renaissance Charter Academy. I am both honored and thrilled to be your Principal for this upcoming school year. There is no greater investment than the education of our children, and together we will create a powerful and unifying educational environment for everyone. It is **OUR** mission at Charter Schools USA to ensure that all students achieve their academic potential and become responsible and productive members of society.

As we begin this New Year, I want to share with you our primary goals as we accomplish our mission. It is our goal at Charter Schools USA to sustain and create a powerful and cohesive commitment for each of you through these priorities which include:

- Lead Lafayette Renaissance Charter Academy in a way that places student and adult learning at the center of all decisions;
- Set high expectations with a commitment to high standards of academic performance for all students and staff; Create a culture of continuous learning for students and adults within a safe and secure learning environment;
- Use multiple sources of data as diagnostic tools to assess, identify and apply instructional strategies as needed for academic achievement; and
- Actively engage all school staff, parents, students and community to create a shared vision for the school success.

Please know that serving as the Principal of Lafayette Renaissance Charter Academy is a great honor, and I value the trust and responsibility that comes with this position. I invite you to join Charter Schools USA and me in making this a great school year for our students through support of your time and talents. Nothing motivates children more than when learning is valued and encouraged by our school, our families and our community.

Together, we will ensure a quality education for each and every child, each and every day.

Sincerely,

Mr. Tale' Lockett
Principal
Lafayette Renaissance Charter Academy



Academy 2017-2018 School Year Calendar

July 24 - July 28	NTI (New Teacher Induction)
July 27- August 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 / No School for Students
October 20	Fall Break / No School for Teacher and Students
November 1	Professional Development Day / No School for Students
November 20-24	Thanksgiving Break / No School for Teacher and Students
December 13	Parent & Teacher Conference / No School for Students
December 22	Quarter 2 Ends (44 Days)
December 25 – 29	Christmas Break / No School for Teacher and Students
January 1 - 5	Christmas Break / No School for Teacher and Students

End of First Semester (88 Days)

January 8	Quarter 3 Begins
January 15	MLK Day / No School for Teacher and Students
January 31	Professional Development Day / No School for Students
February 12 - 14	Mardi Gras - No School for Teacher and Students
March 15	Quarter 3 Ends (44 Days)
March 16	Quarter 4 Begins
March 30	Easter/Spring Break - No School for Teacher and Students
April 2 - 6	Easter/Spring Break - No School for Teacher 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 (School Closed)

End of Second Semester (87 Days)

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Arrival:

Students are expected to be on-time for school daily. **ALL** students should be in class by 8:00 a.m. ready for the start of instruction. All students must use the school's car loop lanes to be dropped off, unless they are in Before School Care (BSC). Drop off begins at 7:30 a.m. There is no supervision for students not enrolled in BSC before 7:30 a.m. If students are dropped off prior to 7:30 a.m., they will be placed in BSC and the parent will be assessed a \$25.00 registration fee and the drop-in rate of \$15.00. The car loop will close at 7:55 a.m. to allow for teachers to report to their classrooms. Drop off between 7:55 a.m. to 8:00 a.m. will occur in the front of the building. Parents must enter the building and sign in student.

Student Drop Off

Traffic will loop around the school and students will be dropped off in the designated lanes. The safety of all students is our first priority, therefore; we ask that students are dropped off only in the designated lanes. Please refrain from conferences with your child's teacher during these times. Unattended vehicles, cell phones, loud music, and smoking are not permitted in the drop off lanes.

Attendance Policy:

Attendance Expectations:

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.

It is important that your child is present at school each day. Good attendance is one of the keys to achieving your child's full potential in the learning process. Missing school results in your child losing out on learning that is not easily made up.

Elementary students shall be in attendance a minimum of 167 six-hour days or 60,120 minutes a school year and may not miss more than ten (10) days per school year in order to be eligible for promotion.

Undocumented absences will be unexcused. Students must have proper documentation for every absence. The procedures for abiding state law are as follows:

- Parents will be contacted on the 3rd unexcused day of absence for a meeting at school.
- Student names will be referred to the school's assigned School Building Level Committee (SBLC) upon the 5th unexcused day of absence as parents are ultimately responsible for their child's school attendance.
- A student shall be considered habitually absent when the condition continues to exist after all reasonable efforts by the teacher and administration of the school have failed to correct the condition upon the occasion of the fifth (5th) unexcused occurrence of being absent within a semester. 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.

Students have 48 hours to submit an excuse for their absence. A student should not miss school unless

they are able to provide acceptable documentation to verify the reason for the absence. Absences will be excused following reasons:

- School-sponsored trips
- Extended personal physical or emotional illness as verified by a physician or nurse practitioner.
- Extended hospital stay as verified by a physician or dentist.
- Extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner.
- Extended contagious disease within a family as verified by a physician or dentist.
- Observance of special and recognized holidays or the student's own faith.
- Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year.
- Absences for Legal Commitments: Court ordered subpoenas or other legal business documentation are required.
- Death in the Family: Documentation regarding the death of a family member, i.e., death certificate, obituary. (Maximum of five days).
- Catastrophic: Documentation regarding catastrophic personal-social occurrences, i.e., flood fire, domestic violence, family illness in the student's home, etc.
- Chronic Medical Conditions: Require a letter from a licensed health care provider that states the condition and how it contributes to absences from school. This letter must be submitted to the school principal by the end of the first three (3) weeks of the session or immediately after the medical condition has been diagnosed. The student's medical situation should be discussed with the teacher and/or principal. Each time a student is absent due to the chronic illness, the parent must send a note stating that the absence was due to the diagnosed chronic medical condition.
- Head Lice: Absence requires appropriate documentation from the school nurse or physician (maximum three day absence).
- Prior school system-approved travel for education (College Visitation, University Testing).

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal with administration. The parent should request and complete a *Formal Appeal for Absences Due to Extenuation Circumstances* form and submit it to the office within 48 hours of the absence for review.

Excused absences at the elementary school level means the student is counted as absent, but it falls under one of the legal reasons for an absence. All other absences are considered unexcused. An excused absence, unexcused absence, tardy, or early departure will count against perfect attendance.

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

TARDIES:

A student is considered tardy when he/she is not in their classroom seated by 8:00 a.m. All late students must enter the Front Office and be issued a tardy pass. Students are also considered tardy if he/she checks out of school prior to the regularly scheduled dismissal time. **If you need to check out your student before the end of the school day, they must be signed out in the Front Office before 2:00 p.m.** Only persons that are authorized and can provide proper identification are allowed to check out a student.

Excused Tardiness:

A student is considered excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason and proper documentation for the tardy. Reasons for excused tardies are as follows:

- Doctor's appointments with notes from the physician.
- Extreme emergencies approved by administration.

Excused tardies will not count toward the student's tardy record.

Unexcused Tardiness:

A student will be considered unexcused for alarm clock failures, "parent's fault", car trouble, traffic issues, and inclement weather conditions. By law, unexcused tardies will count toward determining truancy. The procedures for abiding by state law are as follows:

- At 3 unexcused tardies, the Attendance Clerk will contact the parent regarding excessive tardies, via phone conference, email, or letter notifying you of the assigned consequence. **Please note that it is the responsibility of the parents to ensure that your email address is up to date at all times.**
- At 5 unexcused tardies, the Attendance Clerk will notify administration and parents will be contacted to notify of the next level of consequence. The student's name will also be referred to the school's assigned School Building Level Committee (SBLC).
- Upon every 3 unexcused tardies following the first 5, parents will be contacted regarding the next level of consequence.
- 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 upon the occasion of the fifth (5th) unexcused occurrence of being tardy within a semester. 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.

Makeup Work:

Upon returning to school from an absence, it is the responsibility of the student to make arrangements to makeup the work and assessments missed with his/her teachers. All makeup work must be completed within three (3) school days from the day the student returns to school.

On the second consecutive absence, parents may request homework for their child. Please call the school office by 9:00 a.m. so that the classroom teacher(s) have adequate time to prepare the assignments. Please allow 24 hours for teachers to prepare this homework/classwork. Homework may be picked up in the office after 2:30 p.m.

Any work missed because of suspension or recommended expulsions can be made up. The student will receive partial credit as determined by the teacher and principal.

A student attending school sponsored or endorsed activities, has the responsibility of obtaining all assignments and completing the work as scheduled for the classes missed. For extended absences teacher may grant exceptions, prior to the absence, for work due in his/her class.

Before School Care and After School Care:

Before School Care (BSC) and After School Care (ASC) is a service the school provides for all parents for an additional monthly fee. BSC will begin at 6:30 a.m. and the ASC begins immediately following school until 6:00 p.m.

Students that attend the BSC program are expected to report directly to the Multipurpose Room upon arrival, and parents must sign in their child on a daily basis. Students in BSC will have time to review the previous day's assignment. Breakfast will be served from 7:15 a.m. – 7:45 a.m. for an additional fee (please see payment schedule on the school web site, www.lafayettecharter.org). No students will be permitted to enter the building prior to 6:30 a.m. for BSC.

Students that attend the ASC program are expected to report directly to their assigned location immediately following the 3:00 p.m. dismissal time. Student will be provided a snack and a drink. During the first hour of ASC, students are to work on their homework and read a book. After homework time is over, students have time for recess, games, and a variety of structured activities. Please see our web site, www.lafayettecharter.org for payment procedures and policies. Students may not be picked up from ASC during dismissal time (2:45 p.m. – 3:30 p.m.). ASC students will not be dismissed until after 3:30 p.m.

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. Book bags on wheels are not permitted on campus.

Bus Transportation:

Lafayette Renaissance Charter Academy does not provide bus transportation. Therefore, parents are encouraged to car pool and make sure that students are dropped-off and picked-up during the posted school hours.

Cafeteria:

An approved vendor provides all breakfast and lunches for Lafayette Renaissance Charter Academy. A standard menu will be used and the monthly menu can be picked up or viewed on-line. Breakfast and lunch will be served in the cafeteria. 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. This is against federal regulations.** If a lunch needs to be dropped off, it should be in a brown bag or a lunchbox/bag.

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 remain seated at all times. Containers are provided for the disposal of trash and 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 without permission.

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. The cafeteria expectations are posted and all students are expected to follow them at all times.

Free/Reduced Price Lunches:

Breakfast and lunch service will be available to all students. Breakfast costs \$1.50 and lunch costs \$2.85. Reduced breakfast costs \$0.30 and reduced lunch costs \$0.40. (Prices are subject to change prior to the start of the school year). Lafayette Renaissance Charter Academy will participate in the National School Lunch Program and free or reduced pricing will be available to those students who meet the guidelines. Meals can also be purchased online through the school website.

Payment:

Payments may be made in cash or money order. Days missed due to fieldtrips are **NOT** credited. A special fieldtrip lunch will be provided. Milk can be purchased every day.

Applications for Free or Reduced Priced meals are available in the school office and cafeteria. Parents must apply for this benefit yearly. Applications should be completed and returned by **Friday, August 26, 2016** 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 disciplinary action. 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 rules pertaining to care of school property may be subject to 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 facsimile system, radio paging service, mobile telephone system, intercom, electro-mechanical paging device, MP3, iPod, or gaming device in the school building, or on the grounds during the instructional day, during a school-sponsored activity, or in any bus used to transport students.

Cell phones and all other telecommunication devices must be turned off, stowed away out of sight, and not used during the instructional day or during a school-sponsored event. 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, telecommunication devices may be possessed/used at the discretion of the Principal/designee.

The school is not responsible for lost or stolen cell phones nor any other electronic equipment and strongly recommends that these items are left at home.

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

All confiscated phones shall 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 the DCFS Hotline at 1-855- 4LA-KIDS or 1-855-452-5437.

Communicable Diseases:

Lafayette 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.
- **Fifth Disease**-Symptoms: appearance of three distinctive rashes: rash on cheeks which give appearance that the person has been slapped; raised red rash on fore-arms 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.
- **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.
- **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.

- **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.
- **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.
- **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.
- **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.

Communication between Home and School:

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents at all times. Teachers will communicate with parents on behavior and academics daily through the agenda/folder **and email**. However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff in their folder. **Please not that it is the responsibility of the parent/guardian to ensure that their email address is up to date at all times.**

In addition to the report cards and conferences, work will be sent home in a folder. The parent/guardian will be asked to sign and return the folder by the following 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, Power Schools. Username and passwords will be sent home at the beginning of the school year or you can call the front office.

Parents can communicate with teachers by calling the office to leave a message or through email. **Parents are encourage to have a functional email as this is a primary form of communication between the school and parents.** Please allow at least 48 hours for teachers to return a phone call and 24 hours to return an email. Parents are encouraged to visit our school's web site at www.lafayettecharter.org. Pertinent information about school functions and events will appear on the school website.

Please feel free to consult with the 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 both parents and student, and every teacher welcomes a conference with any parent. We do require, however, that such visits are arranged by scheduling an appointment with the teacher. Parents are asked not to meet with a teacher unless a conference has been scheduled. Impromptu conferences with teachers at the classroom door before or after school are not permitted. This distracts the teacher from supervision of the students during a crucial time of movement.

An End of the Year Survey will be conducted annually. Your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

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 severe 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 2016-2017 school year as determined by the quarterly report cards, quarterly interim progress reports, disciplinary referrals, attendance records, teacher recommendations, etc.:

- Academic grade of “D” or higher in all subject areas on each nine-week report card
- No more than 5 unexcused absences
- No more than 5 unexcused tardies
- Excellent participation/attendance/behavior in the classroom, interventions, enrichment, etc.
- No major infractions
- Teacher Recommendation

Discipline Policy:

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.

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 Lafayette Renaissance Charter Academy have established regulations for the use

of disciplinary measures within the school 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**.

Positive Behavioral Interventions and Supports (PBIS):

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. **Parents/ guardians shall receive positive phone calls home from both teachers and administrators throughout the school year.**

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 Lafayette 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:

A. 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.

B. 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.

C. 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 Demerit Policy and in accordance with Lafayette Renaissance Charter Academy policy.

Teacher and Staff Interventions:

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

B. The following classroom interventions may be utilized 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
- Assignment of special extra duties
- Time Out
- Assignment of reasonable written or oral work
- Referral for a counseling session
- Peer mediation/conflict resolution
- Parent conference
- Detention

Demerits:

A record of demerits for violation of classroom or school rules will be kept by the school designee. Students are issued Demerits in the classroom when they receive an "F" in conduct for the day. Students may also receive a Demerit 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 Demerits, they are referred to the office and the appropriate consequence will be administered according to the "Levels of Disciplinary Action." Consequences for Demerits should adhere to the

following guidelines:

- 1st Demerit - Conference with student, documentation of infraction, and parental contact made by teacher
- 2nd Demerit - Conference with student, documentation of infraction, and parental contact made by teacher
- 3rd Demerit - Conference with student, documentation of infraction, and parental contact made by teacher
- 4th Demerit – Conference with student, documentation of infraction, parental contact made by teacher, submission of major referral by designee for disturbing the school or habitually violating a rule, and school specific intervention.

Demerits will be cleared out after every 9 weeks, therefore, a demerit earned in August will not count against a student in May.

Student Removal from the Classroom:

A student 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. The removal from class will be documented on either a Demerit or a Major Infraction at the discretion of the administrator or designee.

Upon the student being removed from class and sent to the designee's office, the designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity to explain his version of the facts. The designee shall conduct a counseling session with the student to discuss the particular misconduct and establish a course of action. If the designee determines that the removal of the student from class was warranted, the student shall not be readmitted to the classroom until appropriate disciplinary action has been taken and documented on either a Demerit or a Major Infraction.

Whenever a teacher is struck by a student, the student, 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 school campus or school event during the term of the suspension and/or expulsion.

Discipline assignments take precedence over all school activities (athletic events, extracurricular 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.

Administrative Interventions and Definitions:

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

Detention: held at the school site and staff member monitors the Detention activities. Please note that the student does not miss class time. After school detention will be for 2 hours after school. After school detention begins at 3:30 P.M. and ends at 5:30 P.M. If a student is unable to attend after school detention, the student is required to attend a 4 hour long Saturday School from 8:00 A.M. to 12:00 P.M. Snacks or lunch will not be provided. Timely pickup is required from parents/ guardians from after school detention and Saturday School. Students attending after school detention are to meet in the cafeteria after school.

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/or electronics-refer to policy. For all other items (i.e. toys, games) is 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 consecutive days. The student is marked excused absent. The student must complete assignments within three (3) days of returning to school 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 on the 4th offense that results in a suspension and must be recommended for removal prior to the 11th day of out of school suspension and only after a SBLC team meeting. This may be a result of habitual violations of school rules, or for other serious one-time infractions (drugs, weapons, and other serious offenses). 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. If agreement between the parent and school cannot be reached, a due process hearing will be conducted by a CSUSA designee 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: school based counseling 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 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.

Due Process in Disciplinary Procedures:

Every student must be afforded due process in disciplinary procedures. 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 at the numbers provided if the

disposition is one of the following: Detention, Out of School Suspension (a letter must be mailed to home address on file).

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

Lafayette 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.

Please note that for any suspension, parents are required to attend a parent conference with administration prior to the return to school.

Level 1: Infractions are acts that disrupt the orderly operation of the school environment.		
Infraction	Definition of Infraction	Consequences
(04) Uses Profanity or Obscenities	Vulgar verbal messages, words or gestures that include swearing/cursing or name calling used towards another, including writing or drawing words or images that are considered obscene or profane.	1st Step: (*Note: Step 1 may be repeated at the discretion of administration.) <i>Parent Contact</i> <i>Assign detention</i> 2nd Step: <i>Parent Contact</i> <i>½ Day Out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i> 3rd Step: <i>Parent Contact</i> <i>1 Day Out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i> 4th Step: <i>Parent Contact</i> <i>2 Day out of School Suspension</i>
(10) 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, sustained out of seat behavior, and/or accumulation of demerits	
(17) Violates traffic and safety regulations	To break any rule or law that pertains to the obstruction and flow of traffic and/or safety regulations.	
(39) Gambling	Wagering money or property	
(43) Improper Dress/Dress Code Violation	Out-of-dress code	
(44) Academic Dishonesty	Cheating that occurs in relation to a formal academic exercise may include plagiarism, fabrication, or deception	

		<i>Conduct parent conference upon return from suspension</i>
(47) 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.	
(19) Is habitually tardy and/or absent	Repeated violations of being tardy or absent	
Level 2: Offenses which may seriously disrupt the learning environment		
Infraction	Definition of Infraction	Consequences
(01) Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority	1st Step: (*Note: Step 1 may be repeated at the discretion of administration.) <i>Parent Contact</i> <i>Assign detention</i>
(02) Treats an authority with disrespect	Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel.	
(06) Is guilty of conduct or habits injurious to others (no intent)	Any unintentional and not malicious act that causes injury, damage, or pain to another.	2nd Step: <i>Parent Contact</i> <i>1 Day Out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i>
(11) 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	
(18) Leaves Classroom without permission- Skipping Class	Exiting a classroom, instructional area, or assigned area without permission of the instructor. Student stays out of class without permission for more than 10 minutes.	3rd Step: <i>Parent Contact</i> <i>2 Day Out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i>
(20) 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.	
(38) Forgery	To use, make, or reproduce another's signature	4th Step: <i>Parent Contact</i> <i>3 Day out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i>
(04) Possession of obscene/pornographic material	Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.)	
Level 3: Serious Offenses that compromise safety of the school community		
Infraction	Definition of Infraction	Consequences
(03) Makes 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 demeaning them or deterring others from associating or dealing with them.	1st Step: (*Note: Step 1 may be repeated at the discretion of the administration.) <i>Parent Contact</i> <i>2 Day out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i>
(04) 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</i> <i>3 Day Out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i>
(05) Is guilty of immoral or vicious practices (with	Isolated incident that is an unwelcome act or comment that is hurtful, degrading,	

intent)	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</i> <i>4 Day Out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i>	
(06) 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</i> <i>5 Day Out of School Suspension</i> <i>Conduct parent conference upon return from suspension</i>
(08) Uses or possesses tobacco products or lighter	The possession, use, purchase, intent to distribute, concealment or sale of tobacco products, e-cigarette or lighters.		
(11) 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 \$100.00		
(16) Instigates or participates in fights	A hostile confrontation resulting in physical contact or an attempt at physical contact.		
(18) Leaves Classroom without permission	Exiting a classroom or instructional area without explicit permission.		
(20) Is guilty of stealing over \$100.00(requires restitution)	Taking or gaining the property of another, valued over \$100.00.		
(49) False Alarm	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.		
(40) Public indecency	Exposure of body parts in public view.		
(45) 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.		
(46) Failure to serve assigned consequence	Failure to serve Detention, Out of School Suspension or other assigned consequence.		
(35) Bullying/Harassment/Threatening *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.	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.		
Level 4 Infractions: Serious offenses which involve law enforcement intervention			
Infraction	Definition of Infraction	Consequences	
Uses or possesses any controlled dangerous substances governed by the Uniform Controlled	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		

Dangerous Substances Law, in any form.	controlled substance or any paraphernalia linked to above on school grounds, at school-sponsored events or on school transportation vehicles.	<i>Referral to Law Enforcement Recommendation for Expulsion</i>
Uses or possesses alcoholic beverages.	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.	
Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code	Possessing weapon(s) designed to expel a projectile by action of an explosive.	
Possesses Firearms (not prohibited by federal law), knives, or other implements which may be used to inflict harm or injury.	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.	
Throwing missiles liable to injure others	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.	
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 to include consequences such as Saturday School, In-school suspension, etc.****

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;

where 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.

Dismissal:

Please avoid calling the front office during dismissal (2:30 p.m. thru 3:30 p.m.). All students must leave the school grounds immediately by 3:30 p.m. The only exception are those students enrolled in the After School Care Program or Enrichment Programs. Parents must wait for their children outside the school in the car rider lane. Parents that arrive after 3:20 p.m. will be required to park in the designated area and wait for their student at the designated area. At 3:30 p.m., remaining students will be released to their parents with the appropriate car-rider tag. After School Care students will not be dismissed during

regular dismissal. After School Care students may be picked up after 3:30 p.m.

Students will be dismissed in the following order:

1. Parent pickup from car loop
2. Private bus/van
3. Walkers
4. After Care

Only individuals listed on the **EMERGENCY CONTACT CARD** will be allowed to pick-up students from the school. Please update 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 that 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 those individuals whose names appear on the student's data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate being permitted to pick up a child. Friends, family, and strangers will be denied access to a student in the absence of verified parental consent.

Students not picked up on time will be placed in the After Care Program and be charged according to the Late Fee Schedule below as the drop-in rate of **\$15.00 per child** in addition to and one time registration fee of \$25.00 per child.

****Any child picked up after 6:00 p.m. will be charged the late fee of \$15.00 per child.***

If making changes in your child's dismissal plan, please fax the information with a copy of your Louisiana Driver's License and signature to the school before 2:00 p.m. and follow-up with a call to ensure that the fax has been received by the front office.

Examples of changes to child's dismissal plan:

- An After School Care Student going home in "parent-pick-up" instead of going to the After School Care Program.
- Requesting that a student is placed in After School Care for the day instead of going to "parent-pick-up".

Please make sure that if you need to sign your child out early for an appointment that it is done before 2:00 p.m. Early dismissals will be permitted prior to 2:00 p.m.

Student Pick-Up

Car Loop: The pick-up placard must be displayed on the left side of the front window at dismissal. A staff member will collect the placard upon your arrival in the designated pick-up lanes traffic. When signaled, slowly pull your vehicle forward until indicated to stop. Before students are allowed to safely get in cars, **all vehicles must be placed in park**. Staff members will use the cards to ensure your child is escorted to the correct lane.

Please remember the following:

- **Students are not permitted to walk through the parking lot or pick-up lanes unescorted;**
- **Please refrain from conferences with your child's teacher during pick-up;**
- **Unattended vehicles, cell phones, loud music, and smoking are not permitted in the drop off lanes.**

Please follow our procedures for dismissal to ensure the safety of students and to demonstrate positive citizenship in our school's neighborhood.

In the event the placard is not available, lost, etc., parents must park in the designated "Visitor's Spaces" and report to the office for verification. At which time, you will be directed to the appropriate location for pick-up. Students will not be released until after the car loop area is cleared. Please note that this includes changes to dismissal plan, forgotten or lost placards, etc.

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. Lafayette 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.

HAIR and MAKE UP:

Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, 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. Students are not permitted to wear make-up in Kindergarten through grade 5. If a student in one of these grades wears make-up to school, they will be asked to remove it in the front office. Light make-up that is not distracting, will be allowed for middle school students.

SHOES:

Students must wear closed shoes (sneakers or flat dress shoes are strongly recommended) at all times. The following shoes are not permitted at Lafayette Renaissance Charter Academy: heavy military type boots, shoes with metal tips, stacked or pumped shoes, "Heelys" (wheeled sneakers), bedroom/other slippers, pointed/cowboy boots, boots that are worn on the outside of the pant leg, nor shoes with lights. For the safety of our students, sneakers must be worn during Physical Education.

SOCKS:

Socks (white, black, red, navy, or khaki) must be worn daily. Tights (solid white, navy, red, or black). The following are not permitted: fishnet stockings or other inappropriate leg wear.

SHIRTS:

All polo shirts with the Lafayette Renaissance Charter Academy logo must be worn on a daily basis tucked into bottoms and purchased from the approved vendor. Exception: Official Lafayette Renaissance Charter Academy Spirit Shirts. One solid white t-shirt may be worn underneath the uniform shirt. T-shirts may not be visible below the shirt hem or cuff. During winter months, students may wear one white long sleeved t-shirt underneath the uniform shirt.

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.** Pants are to be worn outside of all shoes.

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.

OUTERWEAR:

All outerwear must have the Lafayette Renaissance Charter Academy logo. Approved outerwear includes: navy blue school authorized jackets, LRCA sweatshirt, sweaters and/or zippered sweatshirts **without hoods.** Parents may purchase the navy blue jacket, sweater or sweatshirt from the approved vendor. Students may have their first initial and last name embroidered on the outside of their jacket or sweatshirt. Exception: Students may wear the official LRCA spirit sweatshirt which can be purchased at school.

JEWELRY:

K-5 Girls -earrings must be studs only. No other visible piercings. **6-8 Girls** -only small hoop earrings allowed. No other visible piercings. **K-8 Boys** -may not wear body piercing. 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 and distractions.

BACKPACKS:

Students in grades **K-5** no rolling backpacks. Students in grades **6-8** must have a mesh or clear backpack.

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; it is recommended that the student's name is embroidered on the outside (last name, first initial) of the jacket, sweater, or sweatshirt.** Uniforms **MUST** be purchase from the approved uniform vendor (School Time on 1875 W Pinhook Rd. Lafayette, LA (337) 234-1248). 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.

STUDENTS IN GRADES K-5

- Lafayette Renaissance Charter Academy **Red** polo, short, or long sleeved
- CSUSA **Khaki** or **Navy** bottoms (shorts, slacks, skorts)
- Belt (**Black** or **Brown**)
- White, Black, Red, Navy, or Khaki socks; solid White, Navy, Red, or Black tights
- Closed toe and heel shoes
- LRCA Spirit T-shirt (optional-can be worn on Friday; purchased at school)
- LRCA Spirit Sweatshirt (optional-can be worn any day of the week; purchased at school)
- **Navy** jacket, sweater, or sweatshirt with LRCA logo (w/o hoods)

STUDENTS IN GRADES 6-8

- Lafayette Renaissance Charter Academy **Navy** or **White** polo, short, or long sleeved
- CSUSA **Khaki** or **Navy** bottoms (shorts, slacks, skorts)
- Belt (**Black** or **Brown**)
- White, Black, Red, Navy, or Khaki socks; solid White, Navy, Red, or Black tights
- Closed toe and heel shoes
- LRCA **Grey** PE T-shirt (required for PE)
- LRCA **Navy** PE shorts (required for PE)
- LRCA Spirit T-shirt (optional-can be worn on Fridays; purchased at school)
- LRCA Spirit Sweatshirt (optional-can be worn any day of the week; purchased at school)
- **Navy** jacket, sweater, or sweatshirt with LRCA logo (w/o hoods)

Early Dismissal:

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record.

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 within 48 hours of dismissal.

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child.

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 student to come to the main office.

Early dismissals will be permitted from **10:00 a.m. until 2:00 p.m.**

Emergencies:

Illness: The importance of regular attendance cannot be over-emphasized, 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-free, diarrhea-free, 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 for immediate pick-up. There are very limited facilities in the school, making 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. Please update Emergency Contact Information as changes occur. **All parents are reminded that it is your responsibility to maintain current contact information.**

Students will not be permitted to take calls from parents to see how they are feeling. The school will contact you if your child is not feeling well.

Emergency Evacuation

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. Monthly fire drills, quarterly lockdowns, and extreme weather procedures will be held 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 our school web page. 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.

Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home and in cell phone numbers.

Family Rights and Privacy Act:

The revised Family Rights and Privacy Act 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. Parents accompanying students on overnight field trips must be fingerprinted and background checked per the Jessica Lunsford Act, in effect since September 2005.

Participation in field trips is a **privilege**. Please refer to the criteria for participation in school-related activities. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to attendance, behavior or conduct. If a student is excluded from participation in a field trip after payment is made, a refund may not be available. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and also while at the site. Students who fail to follow instructions will be given an appropriate consequence upon return to school.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip prior to each field trip. Student participation is permitted providing that the student meets the criteria for participation and all money/permission slips are submitted via the established deadline in instructions. Students are to wear their uniform on field trips for security reasons (unless authorized otherwise by administration). All open balances owed to the school **must be remitted prior** to the student attending the field trip i.e., before/after care, lost books, volunteer hours.

Early dismissal from a field trip site is not permitted.

- All field trip money will be collected by the classroom teacher.
- Field trips must be paid in cash only.
- Money will not be accepted at the front office.

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 or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and be sure you have ALL the FACTS;
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher/staff member, if applicable, through appointment;
4. If you believe the problem is not resolved, meet with school administration.
5. If left unresolved, you should contact CSUSA School Support at (954) 202-3500.

6. If still unresolved, you should contact the Lafayette Charter Foundation Board of Directors. Please call the school for contact information.

Hallway Behavior:

Students should travel through the hallways silently to avoid interrupting ongoing classes. For safety reasons, students should walk on the right side of the hallway, on the blue line, with their arms folded.

Homework Policy:

The purpose of homework 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.

The times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. Some days' homework assignments may take less time or may take slightly more time on any given day. 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 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, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. If a child consistently fails to complete home learning, there may be consequences in the classroom. 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 to ensure effective communication. **Parents not signing the agenda may result in that student receiving a disciplinary warning or corrective action.**

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 and listen to your child read.
- 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.

Students, including those in the aftercare/ extended day programs, will not be permitted to return to a classroom after dismissal to get home learning assignments and projects. Assignments will not be accepted at the office from parents.

Honor Roll Requirement:

QUARTERLY AWARDS

Principal's List - All As or equivalent in academic subjects

Assistant Principal's Honor Roll - All A's and B's or equivalent 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

If a student is injured at school, he/she is to report their injury to the teacher on duty or the classroom teacher. He/she will be sent to the office with a nurse's referral for first aid if the student is able to move. If the student is unable to move, administration is contacted immediately to assess the situation. If the injury appears serious, parents will be contacted and given the opportunity to check the injury or pick up the child. In an emergency when parents or persons designated by the parent cannot be reached, the student will be taken to the hospital as determined by emergency personnel. A record of the accident will be kept on file in the office.

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 are required to cover all books that are issued in their care.** A brown grocery bag makes an excellent book cover. At the beginning of the school year, some businesses offer free book covers to the students. Students should print their names and room number on the front of each book cover. Books must not be written in or on. 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. Failure to return assigned textbooks will result in a Lost Textbook Fine.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. 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.

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 student loses an item, he/she may go to the "Lost and Found" in the office to claim either before or after school as they are not permitted to search during instructional hours. There are many items lost and never claimed each year. These items are donated at the end of each semester to various charitable institutions. Therefore, please label your child's personal belongings.

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 & 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 must come to the school to administer medication personally. A Physician's Form may be obtained from the school 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.

Parent Teacher Committee (PTC):

The goal of the volunteer Parent-Teacher Committee is to provide a closer relationship between home and school in order to enrich the school experience of each child. A great portion of each child's day is spent at school; therefore, his/her growth and development becomes 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 Committee (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 are highly

encouraged to participate in one school activity.

Parent-Teacher Conferences:

All parents of elementary and middle school students will meet with their child's teacher at least once during the school year. We encourage you to have conferences more often, as effective communication is one of the cornerstones of education. Conferences are scheduled after the 1st quarter.

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 school events.

Please be sure to log in your own volunteer hours in our student information system on the Internet at www.lafayettecharter.org with your user name and password so that your hours can be accounted for each quarter.

Payments:

All payments and fees must be made in cash or money order. Checks will not be accepted.

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 the administration. It includes 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 major priorities 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 issued at the award ceremony on the last day of school.

School Hours:

School instructional hours are from 8:00 a.m. until 3:00 p.m.

Before School Care	6:30 a.m. – 7:30 a.m.
Student Arrival	7:30 a.m. – 8:00 a.m.
Student Dismissal	K- 8 3:00 p.m.
After School Care	3:30 p.m. - 6:00 p.m.

Screenings:

During the school year or within 30 days after the admission of any students enrolling 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.

Severe Weather Information:

In the event of school closing due to severe weather conditions, parents will be notified through the automated ParentLink system and email. The ParentLink system informs parents of weather or other emergency events and school functions.

Student Information System:

All parents will have access to our student information system via any computer with internet capabilities. User names and passwords are available through the front office. Parents can get up-to-date grades, attendance, and tardy records while also having access to view school calendar, and see how your student is faring Common Core Standards in each class and benchmark test. It is very important that you keep phone numbers, addresses, and contact information updated.

Students’ Rights:

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, detention, suspension or expulsion or other disciplinary action.

Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the Administration. At no time may parents approach the student or their parent directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated. Police will be called when necessary.

Stuffed Animals/Blankets/Pillows:

Students are not allowed to bring stuffed animals, blankets, or pillows to school or leave them in the classroom for any reason. This will help prevent the spread of head lice.

Telephone:

The school has a telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone without permission and only for emergencies. 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 into their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Louisiana Driver's License which will be processed through the *Raptor Screening System*. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. 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:

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

WHEREAS, By choosing to enroll my (our) child at the LAFAYETTE 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 LAFAYETTE 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 LAFAYETTE 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 log in to PowerSchool to check my child’s academic progress, attendance, and message boards.
 - C. To attend all conferences and parenting workshops scheduled with any member of the LAFAYETTE RENAISSANCE CHARTER ACADEMY staff.
 - D. To participate in the Parent/Guardian Volunteer Program; Parents/Guardians are require to complete 20 hours for the first child and 30 hours for two or more children per school year. Recording of the volunteer hours will be done in our data management system by the front office staff for credit. One half (1/2) of the hours must be completed before Winter Break and the balance by May 15th.
 - E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, LAFAYETTE RENAISSANCE CHARTER ACADEMY is not responsible for my child’s safety. If my child is continually tardy or picked up late, I understand that for the benefit of my child’s education, the appropriate authorities may be contacted.
 - F. To purchase uniforms for my child from the LAFAYETTE RENAISSANCE CHARTER ACADEMY approved supplier and ensure that my child is wearing the approved uniform daily.
 - G. To supply a lunch, either packed from home or purchased from LAFAYETTE RENAISSANCE CHARTER ACADEMY approved vendor, each school day for my child.
 - H. To be responsible for timely payment of any fees accrued to my account at the school.
 - 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 and Weekly Folder from the approved supplier and sign book nightly.
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 my child can be dismissed from the school if the information provided on the application or registration materials is false. I (we) understand that by not fulfilling my contractual obligation to the School and to my (our) child, this may result I my (our) child requested to stay after school, be suspended, or to be retained at the sole discretion of the Principal as approved by the LAFAYETTE RENAISSANCE CHARTER ACADEMY Governing Board.

Parent/Guardian Signature

Date



Handbook Acknowledgement

Dear Parent,

Please complete and return this page to your child's homeroom teacher by Friday, August 25, 2017.

Thank you,

Mr. Tale' Lockett, Principal

Student Name _____

Teacher _____

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook.

Parent/Guardian Signature

Date



Digital Device Agreement

Security and Safety

Security and safety is a priority when using CSUSA-owned devices. It is important to note the specific security/safety and acceptable use concerns that could exist and how those situations will be handled since the device is being accessed both at home and at school.

Lafayette Renaissance Charter Academy provides students with a secure, filtered and monitored environment while students are in school and within the CSUSA computer network. However, we do not have control over what is accessed or loaded onto a device once at home. Monitoring Internet use off-campus is the responsibility of the student and parent or guardian. Any inappropriate content downloaded on the CSUSA-owned device at home and then brought to school, will be handled in accordance with our discipline guidelines that are published in the school handbook.

Theft or Loss

If the device is lost or stolen on school property, report it immediately to the teacher and the principal. For theft or loss off-campus, a report should also be reported to the local police department.

Software Licensing

The CSUSA-owned device will be configured with a standard-suite of applications and programs that are appropriate for student use. Software or applications for personal use, such as entertainment and games, **may not be installed on a CSUSA-owned device.**

Responsibility

It is the duty of school personnel and the student's parent or guardian to educate the student about his/her responsibilities for usage of CSUSA-owned devices. It is the responsibility of students and their parents/guardians to take all appropriate precautions to prevent damage to, or loss/theft of CSUSA-owned devices in their care. As it states in the Equipment Borrower Responsibility Form, "In the event of loss or damage of any kind to any item of equipment, you shall pay the cost to place the same in good repair, condition, and working order; or, if Charter Schools USA determines the equipment to be lost, stolen, destroyed, or damaged beyond repair, you shall pay Charter Schools USA the book value of the equipment".

In addition, there are battery requirements when utilizing Kindles in the classrooms. The opportunity to charge the device during the school day will be limited; therefore it is a requirement that the student charge their device nightly and bring the device fully charged each school day. The charger is included under the term "equipment", and students and their parents/guardians are financially responsible for the cost if the charger is lost or damaged at home.

Consequences of Misuse and/or Violation of the Provision of the Agreement

Inappropriate use of CSUSA-owned devices on or around school property, in school vehicles and buses, and at school-sponsored activities may result in disciplinary action. Students and their parent/guardians should understand that the use of CSUSA-owned devices extends outside of school itself and into off-campus locations, such as homes. Lafayette Renaissance Charter Academy's jurisdiction to enforce student behavior and discipline policies shall apply whether the inappropriate use or violation is at school or away from school, as long as the CSUSA-owned technology resources are not being used appropriately.

Limitation of Liability

Lafayette Renaissance Charter Academy shall not be responsible for, and shall not hold Lafayette Renaissance Charter Academy harmless from, any damages suffered by the student, including those arising from service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of the digital device and accessing the Internet or communication technologies with this device is done at the Parent/Guardian/student's own risk. Lafayette Renaissance Charter Academy specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Compliance With Children's Internet Protection Act 2001 (CIPA)

In accordance with the Children's Internet Protection Act (CIPA, updated 2011) we will need parent permission for students under 13 to use some of the online tools, including Google Drive and Edmodo. Both programs will be used for educational purposes only and all data will remain private. Students may be using Edmodo for turning in assignments, taking formative assessments and participating in class discussions. Students may be using Google Drive to create and collaborate on documents, spreadsheets, and presentations.

Edmodo Privacy Policy: <https://www.edmodo.com/corporate/privacy-policy>

Google Privacy Policy: <http://www.google.com/edu/trust/>

Terms of use for CSUSA-owned devices are as follows:

1. The device is the property of CSUSA. The device shall only be used to access educational information and to promote learning activities both at school and at home. Additionally, students shall not transmit or knowingly post their own or other's personal information such as telephone numbers, home addresses, last name, email addresses, photos, or other personal identifying information using CSUSA-owned devices. **The CSUSA-owned device is only for the use of the student to whom it is assigned.**
2. The device will be issued to each student towards the beginning of the school year and students will return their CSUSA-owned device during extended school holidays and at the end of the school year, or when the student is withdrawn from the school.
3. The device must be at school during regularly scheduled school days in order to be utilized by the student. The student will be responsible to transport the device to and from school in a secure and safe manner.
4. Physical and virtual vandalism will not be tolerated. Any intentional act by a student that damages or interferes with the appearance or performance of the CSUSA-owned device will be considered vandalism and will be subject to school discipline and /or appropriate criminal or civil action. Students will be responsible for keeping their devices clear of stickers or other items that might deface or damage the devices finish, screen, or other necessary components.
5. Cyber bullying is specifically prohibited. Students agree not to access, submit, send, publish, display, or print inappropriate material, including any impolite, abusive, defamatory, obscene, profane, abusive, threatening, offensive, sexually oriented, or illegal material over the internet or CSUSA network. Any recipient of cyber bullying should report the incident immediately to their teacher or other staff member.
6. No attempt to load and/or use additional software on the device will be made without permission. Any attempt to modify the software image loaded on the CSUSA-owned device is also strictly prohibited.
7. CSUSA does not filter or block access to harmful material accessed from a CSUSA-owned device that is being used outside of the CSUSA network. It is the responsibility of the student and parent/guardian to monitor the appropriate use and content being viewed on the device once outside of the CSUSA network.
8. The use of CSUSA-owned devices is not private; students should not expect that files stored on or transmitted via this device will be confidential. All digital transmissions are subject to inspecting and /or monitoring by Lafayette Renaissance Charter Academy employees and other officials.
9. This device has been set up specifically to be used on the CSUSA wireless network. Do not change the CSUSA wireless configuration while at home, as it will render it unable to connect back to the school's network.

10. Students and their parent/guardians are financially responsible for the device in case of loss, theft or damage while it is has been checked out and in their possession. Students shall immediately report all malfunctions, damage, or loss of a device to a classroom teacher or school administrator at the school.

Please enter the information requested below and sign acknowledging that you have read and understand the terms of this Digital Device Agreement.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____



Acceptable Internet Use Policy

Student's Last Name

First Name

Homeroom Teacher

Grade

Introduction

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

Lafayette 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. Lafayette 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. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges along with consequences defined under the Progressive Discipline Policy.

Lafayette 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 Lafayette 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.

- 0
1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Lafayette 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 Internet at Lafayette 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, Lafayette Renaissance Charter Academy, the Lafayette Parish School District 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 Lafayette Renaissance Charter Academy.

Student's Signature

Date

Parent Agreement

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 Lafayette Renaissance Charter Academy Internet accounts, please phone (337) 706-0066.

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

Parent's Name (Printed)

Contact Phone Number

Parent's Signature

Date



DRESS CODE

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. Lafayette 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.

HAIR and MAKE UP:

Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, 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. Students are not permitted to wear make-up in Kindergarten through grade 5. If a student in one of these grades wears make-up to school, they will be asked to remove it in the front office. Light make-up that is not distracting, will be allowed for middle school students.

SHOES:

Students must wear closed shoes (sneakers or flat dress shoes are strongly recommended) at all times. The following shoes are not permitted at Lafayette Renaissance Charter Academy: heavy military type boots, shoes with metal tips, stacked or pumped shoes, "Heelys" (wheeled sneakers), bedroom/other slippers, pointed/cowboy boots, boots that are worn on the outside of the pant leg, nor shoes with lights. For the safety of our students, sneakers must be worn during Physical Education.

SOCKS:

Socks (white, black, red, navy, or khaki) must be worn daily. Tights (solid white, navy, red, or black). The following are not permitted: fishnet stockings or other inappropriate leg wear.

SHIRTS:

All polo shirts with the Lafayette Renaissance Charter Academy logo must be worn on a daily basis tucked into bottoms and purchased from the approved vendor. Exception: Official Lafayette Renaissance Charter Academy Spirit Shirts. One solid white t-shirt may be worn underneath the uniform shirt. T-shirts may not be visible below the shirt hem or cuff. During winter months, students may wear one white long sleeved t-shirt underneath the uniform shirt.

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.** Pants are to be worn outside of all shoes.

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.

OUTERWEAR:

All outerwear must have the Lafayette Renaissance Charter Academy logo. Approved outerwear includes: navy blue school authorized jackets, LRCA sweatshirt, sweaters and/or zippered sweatshirts **without hoods**. Parents may purchase the navy blue jacket, sweater or sweatshirt from the approved vendor. Students may have their first initial and last name embroidered on the outside of their jacket or sweatshirt. Exception: Students may wear the official LRCA spirit sweatshirt which can be purchased at school.

JEWELRY:

K-5 Girls -earrings must be studs only. No other visible piercings. **6-8 Girls** -only small hoop earrings allowed. No other visible piercings. **K-8 Boys** -may not wear body piercing. 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 and distractions.

BACKPACKS:

Students in grades **K-5** no rolling backpacks. Students in grades **6-8** must have a mesh or clear backpack.

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; it is recommended that the student's name is embroidered on the outside (last name, first initial) of the jacket, sweater, or sweatshirt.** Uniforms **MUST** be purchase from the approved uniform vendor (School Time on 1875 W Pinhook Rd. Lafayette, LA (337) 234-1248). 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.

Parent/Guardian Acknowledgement: _____

Date: _____

LAFAYETTE RENAISSANCE CHARTER ACADEMY MASTER PLAN FOR DISCIPLINE

Positive Behavior Support

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, Lafayette Renaissance Charter Academy will identify data-driven academic, career and technical, discipline/behavioral performance results in the School Improvement Plan (SIP). Lafayette Renaissance Charter Academy will establish and use a school-based leadership 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 will collect and monitor discipline data on a regular basis. This process will provide regular and efficient monitoring and evaluation of the effectiveness of the implementation of a school-wide discipline. School data collection will include average referrals per day, referrals 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. Analysis of this data will allow the leadership team to make decisions concerning school systems, structures, and schedules that impact discipline.

Leadership Team is fully implementing the requirements of R.S. 17:252(D), as required by the provisions of Act 136 enacted by the 2010 Regular Session of the Louisiana Legislature (as contained in its Master Plan for Discipline Worksheet attached).

Leadership Team is ensuring that the school affords itself the opportunity to have all applicable personnel, including classroom teachers, participate in classroom management courses required by Act 136 (as contained in its Master Plan for Discipline Worksheet attached).

The team will uniformly use the two BESE-approved forms, i.e., "School Behavior Report Form" and "School Bus Behavior Report Form," to report incidents of alleged discipline violations. The referral system will be utilized consistently and appropriately.

The leadership team will review and revise any Zero Tolerance Policy of Lafayette Renaissance Charter Academy 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 leadership team will review and revise its policies and procedures for handling suspensions and expulsions at Lafayette Renaissance Charter Academy 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 leadership team will make 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 leadership team will review the current Student Handbook of Lafayette Renaissance Charter Academy 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 leadership team will monitor, evaluate and modify the school master plan, as needed, throughout the school year.

Lafayette Renaissance Charter Academy adopts the following clearly defined behavioral expectations in these four rules.

1. Respectful
2. On Task
3. Always Safe
4. Respectful

These 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 at Lafayette Renaissance Charter Academy shall develop lesson plans and teach 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.

Lafayette Renaissance Charter Academy 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.

The principal of Lafayette Renaissance Charter Academy shall submit annual reports to the district's Discipline Policy Review Committee.

Safe School Planning

Lafayette 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.

Lafayette 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 Student Handbook (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

Lafayette 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. Lafayette Renaissance Charter Academy shall 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

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

Lafayette 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.

Inter-Agency Cooperation

Lafayette 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

Lafayette 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.

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 Lafayette 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 Lafayette Renaissance Charter Academy to cooperate fully with the visiting teachers, or supervisors of child welfare and attendance. Lafayette 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 homeroom teacher of students in grades 4-12 shall, on the first day of school each school year, provide information to and answer any questions from students relative to the statement of compliance as provided by Louisiana Board of Elementary and Secondary Education.

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

Lafayette Renaissance Charter Academy
Master Plan for Discipline Worksheet

This worksheet and accompanying documentation should be kept on file with a copy of the School Master Plan for Discipline and the Student Handbook for purposes of review or monitoring.

A. School-Based Leadership Team Membership: (Complete Chart Below or Attach List)

Member's Name	Member's Title	Member's Phone	Member's E-mail
Mr. Tale' Lockett	Principal	(337) 706-0066	tlockett@lafayettecharter.org
Richard Rattliffe	Assistant Principal	(337) 706-0066	rrattliffe1@lafayettecharter.org
Tara Cramer	Curriculum Resource Teacher	(337) 706-0066	tcramer@lafayettecharter.org
Yolanda Shinhoster	Curriculum Resource Teacher	(337) 706-0066	yshinhoster@lafayettecharter.org
Kelia Guillory	Student Services Coordinator	(337) 706-0066	kguillory@lafayettecharter.org

B. School-Level Data System Requirements:

Requirement	Collection Tool Exists (Yes/No)	If Yes, List.	If No, Suggestion(s)
Average Referrals per Day per Month	Yes	PowerSchool/SIS	
Referrals By Problem Behavior	Yes	PowerSchool/SIS	
Referrals by Location	Yes	PowerSchool/SIS	
Referrals by Time	Yes	PowerSchool/SIS	
Referrals by Student	Yes	PowerSchool/SIS	
Referrals by Staff	Yes	PowerSchool/SIS	
Individual Student Report by Month and by Year	Yes	PowerSchool/SIS	
Referrals by Grade Level	Yes	PowerSchool/SIS	
Other:			
Other:			

C. Type "Yes" or "No" in the box as applicable to the following.

1. School consistently and uniformly utilizes the two BESE-approved forms.

If no, explain:

2. School has addendum to two BESE-approved forms to assist with data collection.

If yes, attach a copy of the addendum with worksheet.

3. School has a Zero Tolerance Policy. If Yes, go to #4. If no, go to # 6.

- 4. Leadership Team has reviewed the Zero Tolerance Policy to ensure compliance with R.S. 17:416.15, including R.S. 17:416 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense.
- 5. Leadership Team has revised the Zero Tolerance Policy to comply with R.S. 17:416.15.
- 6. Leadership Team has reviewed policies for handling suspensions and expulsions to ensure compliance with R.S. 17:416.
- 7. Leadership Team has reviewed procedures for handling suspensions and expulsion to ensure consistent and fair execution and to ensure that alternative interventions are used.
- 8. Leadership Team has reviewed policies and procedures related to referrals to Alternative Education Programs.
- 9. Leadership Team has reviewed the current Code of Student Conduct to ensure compliance with R.S. 17:416.12, R.S. 17:416.13 and Section 4114 of the No Child Left Behind Act of 2001.
- 10. Leadership Team has refined consequences to create a reward/incentives program for positive student and teacher behavior.
- 11. Leadership Team has created a procedure/protocol to ensure the consistent delivery of the reward/incentives program.
- 12. Leadership Team has defined consequences for rule violations that are clear and reasonable, that will be consistently enforced, and that will support maximum time in instruction.
- 13. Leadership Team has identified the clearly, defined behavioral expectations in a small set of school rules (5 or fewer).
- 14. Leadership Team has worked with teachers to develop lesson plans that teach these expectations across each school setting.
- 15. Leadership Team has worked with teachers to establish a schedule for direct instruction to be provided at the beginning of the school year and reinforced throughout the school year.
- 16. Leadership Team will work with the principal to develop and submit an annual report to the district's Discipline Policy Review Committee.
- 17. Leadership Team has reviewed programs as required under R.S. 17:404.
- 18. Leadership Team has reviewed the school's Safe and Drug Free Schools and Communities plan and the Crisis Management Plan.
(Attach a copy of the Crisis Management Plan).
- 19. Leadership Team has developed a plan/continues to develop a plan to improve and strengthen parental and community involvement in the school, including the facilitation of partnerships with programs and organizations/agencies.
(Attach a list of programs and organizations/agencies with which the school is working to strengthen family and community involvement).
- 20. Leadership Team has worked/continues to work with counselors, and other mental health professionals to develop a plan to identify the mental health needs of its students and to match those needs with available local resources.
- 21. Leadership Team is working to help improve communication, coordination, and collaboration between the school and agencies that serve children.
- 22. Leadership Team is working with the local youth planning boards to help meet the needs of all children.

- 23. Leadership Team has reviewed existing procedures/established procedures to ensure that records for transfer students are provided not later than 10 business days from the date of the receipt of the written request.
- 24. Leadership Team has reviewed existing procedures/established procedures to ensure that information on the dates and reasons for any suspension or expulsion is included on transferred student records.
- 25. Leadership Team has reviewed existing procedures/established procedures to ensure that all staff within the school cooperates fully with the visiting teachers/supervisor of child welfare and attendance. And Team is working with administration to ensure that all staff is aware of procedures.
- 26. Leadership Team has reviewed student and parent/guardian statements of compliance that must be disseminated and collected at the beginning of school each year.