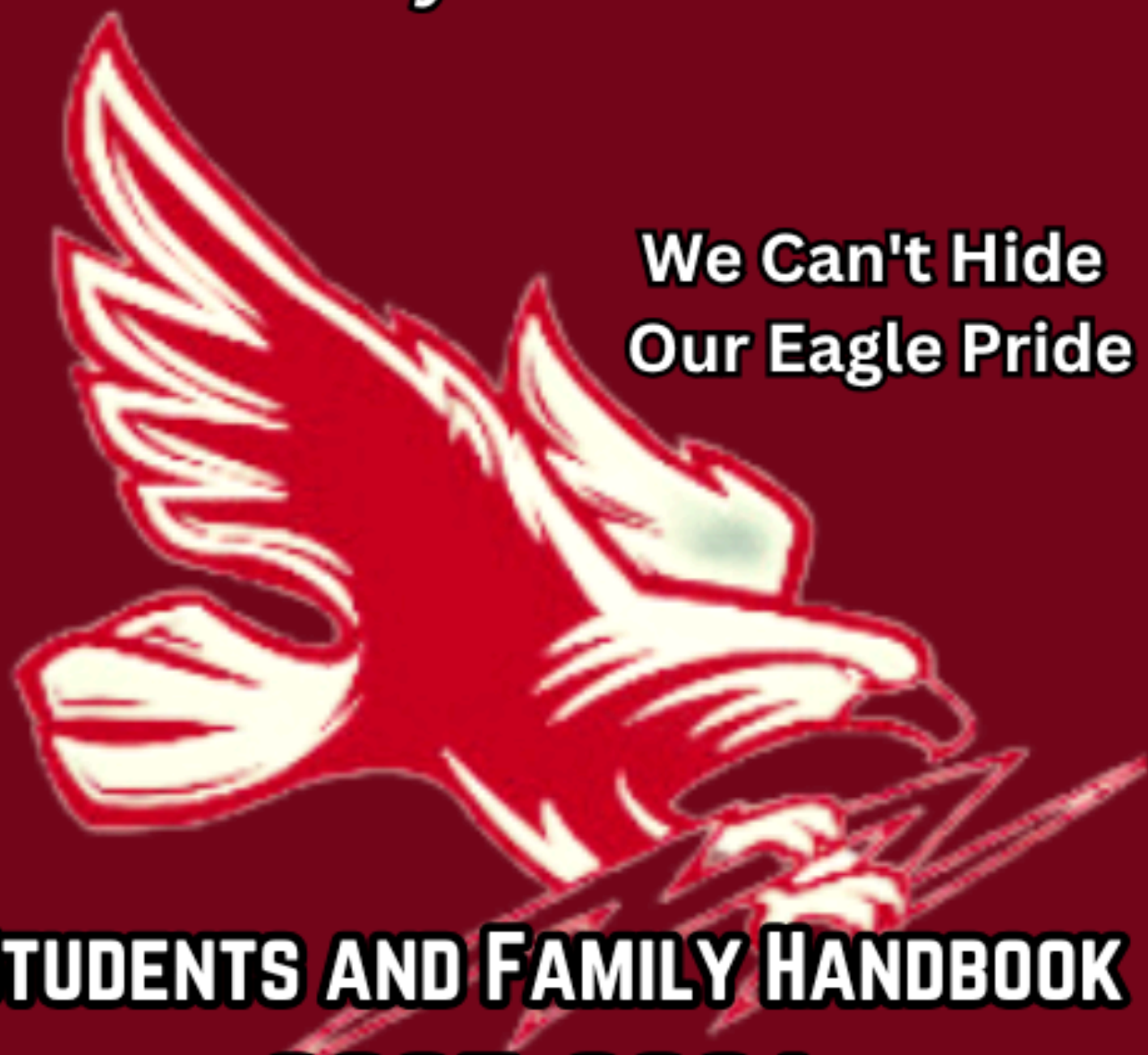


RENEW LAUREL

Elementary and Middle School

**We Can't Hide
Our Eagle Pride**



STUDENTS AND FAMILY HANDBOOK

2025-2026

THEME: RISE UP TOGETHER

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Our Mission, Vision, Core Values and Goals

ReNEW Laurel's Mission

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

ReNEW Laurel's Vision

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

ReNEW Laurel's Motto

"We're Soaring to New Heights!"

ReNEW Laurel's Core Values

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

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

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

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

ReNEW Laurel's 2025-2026 Goals

- School SPS: B-rated School
 - Attendance: 93% Decrease unexcused absences by 10%
 - Behavior: 95% follow rules, policies, and procedures with 0 suspensions
 - Culture of Teaching and Learning: 100% of staff and students working hard to achieve success.
 - Data:
 - 60% of students score Basic or above on the LEAP State Assessment with 30% scoring Mastery
 - 85% of students meeting annual growth goals
 - 60% of students at or above grade level according MAP
 - 100% of students and staff know their LEAP goals.
 - 100% of students know their weekly grades and network assessments

- performance within 7 days.
- Special Education Compliance: 100%

Important Policies (more details below in Handbook)

1. **Attendance is critical.** 10 unexcused absences may result in retention and an automatic referral to municipal court services.
2. Students are tardy at 7:25.
3. Dismissal begins at 2:40 and ends at 2:55. Families of car riders will remain in cars and staff will escort students to the car. Any transportation changes must be made to the front office by **2pm**.
4. Non-school issued technology is not permitted on campus by students.
5. Chips, juice and soda are not permitted unless they are part of a full meal which includes a sandwich or hot meal. Laurel is a nut free and shellfish free campus.
6. Participation in Extended Day is a privilege and dependent upon students maintaining attendance of 90% average and being on time.

Policies & Procedures

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

Student & Family Handbook

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

Pupil Progression Plan

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

Code of Conduct

The Code of Conduct outlines expectations for student behavior and various interventions and corrective actions that may be utilized to support safe and orderly schools. Many, but not all, of the policies in the Code of Conduct are contained in this document. If you would like to view the full

Code of Conduct, it is available in the front office at each ReNEW school, or on each school's website.

Student Records & Privacy

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

Enrollment (NOLA-PS)

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

Academic Overview

Grading Policy

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

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

Grading Scale

Kindergarten-2nd	Grades 3rd-8th
Exceeding Grade Level Expectations	A 90-100
Meeting GL Expectations	B 80-89
Progressing Towards GL Expectations	C 70-79
Below GL Expectations	D 60-69
Significantly Below GL Expectations	F 0-59

Progress Reports and Report Cards

It is our goal to keep you informed about your student's progress. Parents will be given a log-in for the SchoolRunner site and app where families can check grades at any time. Progress reports will be

given halfway through the quarter for all students. Report cards are distributed during conferences on the dates outlined below. A parent or family member will be asked to pick-up their child's report card. Both progress reports and report cards must be signed and returned to school. If students are failing a core subject, parents/family members must attend an academic conference with the teacher. 4th quarter reports cards will be given to students on the last day of school or mailed.

SchoolRunner (PK-8) is our student data system that allows educators and parents to track academics, attendance, behavior, and standards mastery in one place. Parents & students will be provided a login and password. Parents may access Schoolrunner 24 hours per day and 7 days a week.

Progress Reports	Report Card Conferences
1st Quarter: Monday, Sep. 15th	Q1: Wednesday, Oct. 15th 4-6 PM (Literacy Night)
2nd Quarter: Monday, Nov. 10th	Q2: Wednesday, Jan. 7th 4-6 PM (Math Night)
3rd Quarter: Monday, Feb 9th	Q3: Wednesday, Mar. 25th 4-6 PM (Sci/SS Night)

Homework Policy

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

<http://www.tutor.com/homeworklouisiana/learn-more>"

- **Grades PK-2:** Students will receive a daily or weekly packet that reinforces concepts taught throughout the school day and should take about 15 minutes daily. Students will also receive decodable reading passages that we ask parents to read with your child nightly.
- **Grades 3-5:** 30 minutes per night for all subjects, as well as 20 minutes of reading. In grades 6-8, homework packets will be sent home weekly by your child's grade-level chairperson
- **Grades 6-8:** For questions about middle school homework (6-8), please contact Ms. Tate (6) ntate@renewschools.org, Mr. Barbarin (7) cbarbarin@renewschools.org, or Ms. Rixner (8) drixner@renewschools.org.

Assessment Schedule

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4
MAP (K-8) DIBELS (K-8)	Benchmark 1 (3-8) DIBELS (K-8)	Benchmark 2 (3-8) MAP (K-8)	LEAP State Test (3-8) MAP (K-8) DIBELS (K-8)

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

Monitoring Your Child's Progress

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

Retention

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

Attendance

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

If a student is **absent from or tardy to school, they may not attend any extracurricular or after school activities** that day, including but not limited to: band/auxiliary performance, marching in a parade, sporting event, school sanctioned dance, field trips. Students also need to maintain 90% average daily attendance and arrive at school on time. Students with less than 80% weekly attendance will be subject to students sitting out or dismissal from the Extended Day Program. For students with less than 80% attendance: I

- First time, there will be a warning letter sent to the family.

- Second time, students will be out of Extended Day for a week.
- Third time, students will be out of aftercare for the Quarter.
- Excessive tardiness will also be factored into Extended Day eligibility.

For PK attendance, students in PreK must attend at least 75% of school days each month or they risk being dropped from the program. If your child fails to meet attendance requirements for **two consecutive months, they are at risk of losing their spot** in the PreK program.

Excessive tardiness will result in a parent conference. Students that are tardy for non-medical reasons cannot participate in afterschool activities on that day.

School Start & End Times

Morning Car Rider Drop-Off	7:10 a.m. - 7:25 a.m.
School Start Time	7:10 a.m.
Tardy	7:25 a.m.
No Checkouts After	2:00 p.m.
Dismissal Start Time	2:40 p.m.
Afternoon Car Rider Pick-Up	2:40 p.m. - 2:55 p.m.
Extended Day	2:40 p.m. - 5:00 p.m.
After School Detention	2:40 p.m. - 5:00 p.m.

Types of Absences

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

Absences are excused for the following reasons:

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

6. Any other extenuating circumstances as approved by the school leader

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

Suspensions are unexcused absences in which a student may complete work on Google Classroom and/or paper packets. Students may be given failing grades for any missed work. The absence is considered when determining whether a student may or may not be promoted, but it is not considered for purposes of truancy.

Procedure for Excusing Absences will be considered unexcused until the school receives documentation of extenuating circumstances that merit an excuse from school. It is preferred that the parent/guardian provide written documentation regarding a student's absence to the front office on the day the student returns.

Truancy

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

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

Students need to arrive on campus between 7:10 a.m. - 7:25 a.m. **School starts at 7:10 a.m. and students are considered late if they arrive at 7:25 a.m. or later.** Each minute or day a student misses leads to him or her falling behind. Tardiness also includes leaving or checking out of school unexcused prior to the regularly scheduled dismissal time.

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

- Daily Absence(s) – automatic call to parent/guardian notifying of absence
- 3 Unexcused Absences – Attendance Warning Letter sent to parent/guardian
- 5 Unexcused Absences – Attendance Warning/Conference Request Letter sent to parent/guardian. Student is now considered truant and a conference is requested
- 10 Unexcused Absences – Attendance/Retention Warning Letter sent to parent/guardian. Student is now in danger of being retained for the year and is referred to the Office of Student Support and Attendance (OSSA) for truancy
- 15 Unexcused Absences - Final Attendance Retention Eligibility/Truancy Warning Letter sent to parent/guardian. Student is now eligible for being retained for the year. Parent/guardian

may now be referred to Municipal Court via a truancy summons through the Office of Student Support and Attendance (OSSA).

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

Checkouts from School

1. Students who leave school for any reason go out in the front office and show a valid ID.
2. Students may only be signed out by individuals whose name(s) appear on the student registration database, unless the school receives permission from the parent/guardian in advance.
3. Written or verbal permission is to be given by the parent/guardian or "emergency person" shown on the registration database before each checkout. Picture identification must be presented.
4. Students will not be allowed to check out after **2:00 p.m.** unless for reasons approved by the school leader in advance.
5. Students are not allowed to sign themselves out of school under any circumstances.

School Assignments During Absences

Students are required to make up work missed during all absences (excused, unexcused, and suspensions) within the nine-week grading period. If he/she fails to do so, the incomplete grade automatically becomes a failing grade. The teacher must tell the student when to turn in make-up work, and the student must meet the deadline.

Absences and Retention

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

Discipline & Behavior

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

Discipline Procedures Grades PK-5

Approach We will implement a culturally responsive, trauma informed approach to classroom and behavior management. We understand and believe in the importance of teaching and positively guiding our students through moments of distress. We utilize least invasive practices, logical consequences, skill building, restorative practices, and character building/social stories to support students as they learn how to manage difficult situations and take ownership of their emotions. We believe in the power of building positive relationships and value developing trust with students. We will:

1. Enforce the idea that instructional time is sacred! We need to ensure students are focused and using the instructional time to the fullest,
2. Help students to understand the link between actions and consequences,
3. Build student habits and skills to make good choices, be a positive member of our community, and handle conflicts, and
4. Form a partnership with families via communication with ClassDojo/SchoolRunner when given consequences and to celebrate great choices

Excellent Eagles Ways to Be (Rules)

Be Safe

- Help and support others
- Show kind actions
- Be in the right place at the right time

Be Respectful

- Follow directions/listen the first time
- Believe the best in others and yourself
- Take pride in our community members and spaces

Be Responsible

- Show care for all school materials
- Give 100% in all we do
- Own our mistakes and find solutions

SchoolRunner and Parent Square Both SchoolRunner and Parent Square are apps and computer programs that we will use to communicate with families. **After you download** SchoolRunner, you will enter a child-specific code from a flyer given from the school. You will be able to access their grades, attendance, and behavior data. Parent Square will house Your student can also download SchoolRunner and use their student surname and password to acces their grades. Parent Square will serve as a reminder of dates, allow you to communicate with all Laurel Staff. An email will be sent to you, accept and you will be able to access our school site.

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

Consequences Our approach is to teach students that their actions have consequences, good and bad, and we need to accept responsibility for his/her choices. This requires students to connect actions and that impact on him/herself and others. Our goal with using logical consequences is to build cause-effect relationships with student actions. Here are some examples of how we will respond:

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

Also, if there are negative impacts, students need to rectify the situation. This will include private apology, public apology, or fixing it (cleaning up if things were thrown, etc.) Our consequences include:

- Verbal Reminders...I need you to... or using logical consequences
- Correction: Point taken away in Class Dojo and/or reflection time
- Privileges taken away including lunch detention, elective detention, limited recess time.
- Dean Reset/Removal- This includes check-in or removal from class.
- In school or out of school suspension
- Parent/Family Conferences

**Please note this may move to Dean Reset/Removal immediately depending on severity a Level 2 or 3 offense (listed below)*

Discipline Procedures Grades 6 - 8

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

1. Enforce the idea that instructional time is sacred! We need to ensure students are focused and using the instructional time to the fullest,
2. Develop habits and skills to be successful in school and life.
3. Help students to understand the link between actions and consequences by rewarding appropriate behavior and addressing inappropriate behaviors.

Here's is how the Passport works:

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

Passport System

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

2. Teachers provide students three opportunities to correct their behavior in class before they are sent out to the AP or an Associate Dean. Once a student is sent out of class, the Asst. Principal analyzes the situation and decides on further consequences which could be a restorative conversation, a referral to our counselor, time-out in the Recovery Room, detention, suspension, or a parent conference. The severity of the action determines the consequence given. Teachers must circle back during their planning, lunch, or after school to have a restorative conversation with the student by the end of the school day.
3. Automatic after school detentions are assigned for repeated profanity, blatant disrespect of an adult or classmate, failure to attend elective detention, consistent failure to comply with rules, or disruption in our Recovery Room. Students who are not a part of extended day will be assigned elective detention(s) or after school detentions the next day after parents are notified.

4. Study Hall is assigned for sleeping in class or failure to complete assignments in class. Students must complete missed assignments before returning to electives or their normal schedule. Students that refuse to attend Study Hall will be placed in ISS. If the defiance continues a parent conference will be requested or an out of school suspension will be earned by the student.
5. Students that comply with the school rules and expectations are rewarded with Eagle Exchange Dollars which can be used to purchase treats at the school store. Also, students will participate in weekly, monthly, and quarterly celebrations on Merit Mondays

Administrative Consequence (6-8)

In middle school, students who receive two or more elective detentions, after-school detentions, or recovery referrals will be referred to our intervention coordinator and counselor to create a Behavior Intervention Plan which can include Check-In Check-out, weekly counseling, and other interventions deemed necessary to improve behaviors. . The student, teacher, counselor, interventionist coordinator, and assistant principal will create and monitor the behavior contract, check-in check-out system, or other interventions. If the student's behavior does not improve, a mandatory parent conference will be requested with the student, counselor, and assistant principal to move forward. Students who consistently fail to follow our school rules cannot participate in Extended Day activities which include tutoring.

Middle School Ladder of Consequences

ReNEW Laurel Middle School							
Ladder of Consequences							
Rise Up Together							
The Process for ALL staff	Redirection w/teacher or dean	Elective Detention	After School Detention	Parent Conference	In-school suspension	Out-of-school suspension	Expulsion NOLA-PS
1. Teacher warning	excessive talking	failure to complete classwork	leaving class without permission	repeated disrespect of authority	repeated disrespect (cursing, defiance, etc.)	social media issues that disrupts learning	social media issues
2. Restorative conversation with teacher	ribbing	inappropriate or repeated websites during classwork	located in an unauthorized area	skipping class or not reporting to class after transitions	skipping class repeat offense	failure to remain in the Recovery Room	excessive and repeated behaviors that endanger other
3. Write-up using purple sheet	out of assigned seat	misbehavior during lunch (out of seat, fussing, tossing food)	negative response to redirection	cheating on assignments or assessments	cheating repeat offense	bus fighting or safety issues that endanger others	threats, pushing, or hitting a staff member
4. Pull-out by AP or Dean	refusal to follow directions	excessive tardies to school	failure to follow reset from AP or dean	destroying school property	destroying school property-repeated	Defiance in the Recovery Room	Repeated Bullying'
5. AP/Dean Reset (RR/CR)	disrespect toward an adult or peer	profanity heard in class which isn't directed toward an adult or peer	failure to complete class assignments in class or the Recovery Rm	bus safety issues tossing paper, screaming loudly;	bus safety issues/ violations: refusing to sit; repeatedly	Instigating a fight	Stealing
6. ISS or OSS Assigned by AP only	sleeping in class	failure to complete classwork		failure to report to after-school detention	failure to report to after-school detention	Bullying	Gang fights
7. Parent Conference	computer games			failure to follow the dean reset	out of uniform - unexcused by admin	Filming a fight while on campus/bus	Repeated fights
	unassigned websites			failure to turn in cell phone repeatedly	cell phone not turned in repeat offense	Leaving school property (Eloping)	
	transition issues					Repeated profanity	
	out of uniform						

Schoolwide Infractions & Corrective Strategies

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

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

Level 1 Infractions - Productive Personal Environment

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

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

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

Level 2 Infractions - Productive Classroom and School Community Environment

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

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

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

Level 3 - Orderly & Safe Environment

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

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

Removing Students From Class

Instructional time is sacred; therefore, we must ensure we use the Passport System along with strategies in our teacher toolbox to keep students in the classroom. In the event that students' actions are inhibiting learning for others, an associate dean or the assistant principal should be contacted immediately. Removal of the student will be at the assistant principal's discretion.

A teacher must complete a discipline referral form in conjunction with contacting an assistant dean or the assistant principal. Once an Asst. Dean/AP is called, students may either undergo resetting (under 10 minutes) or removal (over 10 minutes).

Reset is when a student needs a break and would be able to rejoin the class after a restorative conversation. The assistant dean/assistant principal will escort the student back to class after a reset and watch as he/she settles in. Students should not be sent back to class without an escort.

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

In-school suspension (ISS) is when a student is in a separate setting with an Asst Dean or assistant principal. The student is responsible for completing all classwork for the day, but the student is not permitted to attend class.

Out of School Suspension (OSS) is required for a severe infraction. During an out-of-school suspension, the student is not allowed to attend school or a school event for a designated period of time. It is a serious and formal corrective strategy a school may take if a student commits specific Level 2 or 3 infractions. The student will be responsible for any missing work. Teachers must submit all assignments to the Asst. Dean/Assistant Principal prior to the student's dismissal. Also, students can complete class assignments using Google Classroom.

If a student comes to school while being assigned an out of school suspension, the parent will be notified immediately for the student to be picked up. Parents are required to schedule a conference with the Dean/Assistant Principal or Principal.

Code of Conduct

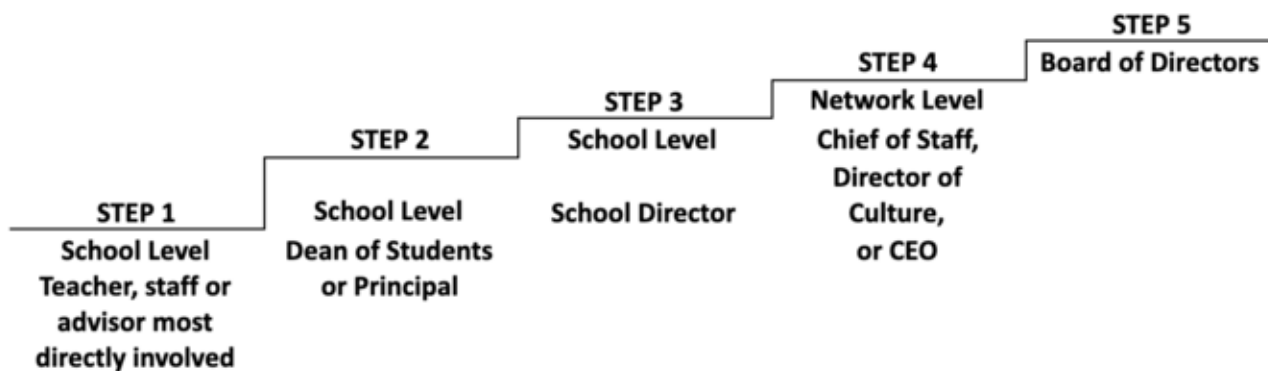
All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion. For Student Code of Conduct infractions that may warrant a suspension or recommendation for expulsion:

- ❑ The school must conduct a student conference and school-level investigation within a 48 hour period. The investigation includes taking written statements (or helping with the writing of a statement) from teachers and other students who were witnesses to the incident.

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

Suspension Appeal

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



Expulsion

Expulsion is defined as “removal from all regular school settings for a period of not less than one school semester.” Any student, after being suspended for committing an expellable offense, may be expelled upon recommendation by the principal and approval by the OPSB Hearing Officer. The principal may immediately suspend and recommend for expulsion a student who commits one or more of the following expellable offenses:

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

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

Expulsion Due Process Procedures

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

- ❑ The process begins with the commission of an offense that could be grounds for expulsion. From this point, the student will not be permitted to voluntarily transfer to a new school until they are either cleared of the accusation, serve an expulsion, or the incident is reported to the hearing office as waiving the school's right to recommend for expulsion.
- ❑ The school is responsible for the continual provision of FAPE. During the investigation and hearing process, the student may remain on suspension, but the suspension may not exceed the maximum number of days allowed by law. If a student poses a risk to the welfare of others, the student may serve in-school suspension or receive homebound instruction.
- ❑ The principal or designee conducts a student conference and school-level Narra within two (2) school days. The investigation includes collecting written statements from staff and student witnesses.
- ❑ Prior to recommendation for expulsion, the principal or designee must inform the student of the "particular misconduct of which he/she is accused" and the basis for the accusation.
- ❑ Prior to recommendation for expulsion, the principal or designee must give the student an opportunity to present his/her version of the incident. The student's version must be written or summarized and signed by the student. The principal or designee may call witnesses requested by the student. The principal or designee shall make a reasonable effort to reach a fair determination of the incident before making any disposition.
- ❑ The parent must be notified by phone, in person, or by certified letter of the incident, immediate suspension, and possible recommendation for expulsion.
- ❑ The student shall remain in school until the end of the school day unless released into the care of a parent/ guardian or authorized in writing to leave campus by the parent/guardian. No student should be sent home without proper documentation of the particular misconduct and reason for suspension. In extraordinary circumstances, the principal or designee is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.
- ❑ If a principal chooses to recommend a student for expulsion, ReNEW Schools' Chief of School Leadership and Executive Director of Student Support Services must be notified prior to submitting any documentation to the Student Hearing Office. All required paperwork must be reviewed and approved by the Executive Director of Student Support Services or designee prior to submission to the OPSB Hearing Office.
- ❑ If a principal chooses to recommend a student for expulsion, the appropriate paperwork must be submitted to the Student Hearing Office within 3 school days of completing the investigation, including but not limited to: *OPSB Student Incident form, Witness Statements,*

Police Report, Recommendation for Disciplinary Action, LDOE Behavior Report Form, Expulsion Recommendation checklist.

- ❑ Within 24 hours after completing the investigation, the parent must be provided with written notification of the recommendation for expulsion, the reason for the recommendation for expulsion, information about the hearing to determine whether the student is expelled, and the parent's rights. The student remains on suspension from school and school activities until the hearing takes place.
- ❑ A hearing will be conducted by the OPSB Student Hearing Officer or designee. The principal, his/her designee, or teachers as well as the student, may be represented by someone of their choice at this hearing. If the hearing officer decides that a hearing will not be conducted, the school may appeal that decision to the Deputy Superintendent of Portfolio.
- ❑ After the hearing, the OPSB Student Hearing officer or designee then makes a determination of the student's guilt based on the evidence gathered during the school's investigation. If found guilty, the OPSB Student Hearing Officer will determine the appropriate length of expulsion according to OPSB expulsion guidelines, and the expulsion is effective immediately.
- ❑ The parent(s)/legal guardian(s) of the student may, within five (5) school days after the decision to expel a student has been made, request in writing that ReNEW Reinventing Education governing board review the findings of the OPSB Student Hearing Officer or designee. Otherwise, the decision shall be final.
- ❑ The ReNEW board may uphold, modify, or reverse the decision.
- ❑ If the ReNEW board upholds the decision of the OPSB Student Hearing Officer or designee, the parent(s)/legal guardian of the student may, within ten (10) days, appeal to the parish court in which the student's school is located. The parish court may reverse the ruling of the local educational governing authority.

Law Enforcement Referral & Action

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

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

Civil Rights, Harassment, & Bullying

ReNEW Schools define bullying as aggressive behavior that involves unwanted, negative, or discriminatory action; a pattern of behavior repeated over time, and an imbalance of power. ReNEW does not tolerate derogatory comments and name-calling, social exclusion or isolation, physical aggression, lies and false rumors, extortion, and stealing of money and property, or forced

acts. ReNEW prohibits the harassment, intimidation, and bullying of a student by another student in accordance with Louisiana RS 17-416.13.

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

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

Threats. It is expected that no student would make threats against individuals, groups, or the school. Threats of any nature will be taken seriously and may be reported to the proper authorities, as required by law. In addition, ReNEW reserves the right to impose a consequence up to and including a recommendation for expulsion from the school when a student has caused a major disruption and emergency situation because of a serious threat.

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

Social Media

The school is not responsible for any content posted by students on social media platforms outside of school hours and off-campus. While we encourage responsible and respectful online behavior at all times, incidents that occur beyond school jurisdiction fall under the responsibility of local authorities. If a situation arises involving threats, harassment, or other inappropriate behavior online outside of school hours, please contact the New Orleans Police Department (NOPD) directly for assistance. If incidents on social media come up at school, the school will contact NOPD.

Discipline for Students with Exceptionalities

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

After a suspension the IEP team may:

- Conduct a conference with the parent/guardian.
- Reconvene the IEP Team to discuss/review the academic, social, and behavioral needs of the student
- Conduct an FBA and develop/implement an individual BIP only if the behavior exhibited is a new behavior. If the behavior is a repeated behavior, the IEP team will review/revise the BIP to address the behavior.
- Discuss, review, and revise the IEP, as needed, to address the behavior resulting in the suspension.

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

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

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

Health & Safety Policies

Immunizations

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

Medical Information

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

Illness

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

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

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

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

Chronic Illness/Allergies

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

Emergency Procedure/Severe Injury Policy

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

Student Medication

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

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

Student Food Accommodations

Students with food allergies or dietary restrictions may request alternative breakfast and lunch options. These options include vegetarian, gluten-free, or dairy-free. You must complete paperwork during registration and coordinate with our school nurse. Any food allergies must be documented through a doctor's note and provided to the school nurse.

Reporting a Child's Illness

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

Mandatory Reporting

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

Safety Expectations

Emergency Closings. At times, emergencies such as severe weather can disrupt school operations. In extreme cases, these circumstances may require the closing of the facility. If such an emergency

occurs during school hours, we will announce it on local radio and/or television stations. We will also post all school closures on the ReNEW website (www.renewschools.org).

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

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

Property Expectations

School Property Expectations

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

Electronic Device Policy

Cell phone policy legislation :

By law, students may not possess, on their person, an electronic telecommunications device (e.g., a cell phone) throughout the instructional day. (La. R.S. 17:239). If a cell phone or other telecommunications device is brought to school, the device must be turned off and properly stowed for the duration of the instructional day.

At ReNEW Laurel, students may bring a cell phone, Bluetooth headphones, smart watches, or a tablet, but these devices are collected at the door upon arrival and locked in a secure case until dismissal. All electronic devices will be returned at the end of the day. If a student is seen using any personal technology (cell phone, Bluetooth headphones, smart watches, tablets, etc.) the following actions will be taken:

- **1st Offense:** The device is confiscated by a staff member, and it must be immediately turned in to a dean or assistant principal. An associate dean or the assistant principal will notify the parent. The offense will be logged in SchoolRunner and documented in the Technology Binder. The device will be returned to the student after a conversation with the AP following dismissal.

- **2nd Offense:** The device is confiscated by the staff member a second time. The staff member turns the device in to the assistant principal. The device will be returned to the parent ONLY during an in-person parent conference with the assistant principal.
- **3rd Offense:** The device is confiscated by the staff and turned in to the assistant principal. The student loses device privileges for the year, which means he/she cannot bring any device to school. A mandatory parent conference is assigned and held by the Assistant Principal and the device will be returned. If there's another incident with a phone, further disciplinary actions will be taken by the assistant principal or principal, such as suspension.

The policy will not be subject to exceptions. We reserve the right to use metal detectors to confiscate devices not turned in or used during the school day. Failure to follow the rules and policies will result in further disciplinary actions .

ReNEW Laurel assumes no responsibility for any lost, damaged, or stolen electronic devices that students fail to turn in upon their arrival. Students who participate in Extended Day must follow all rules and are not allowed to create videos that cause harm, record fights, or any other inappropriate actions. Also, students that participate in Extended Day activities are solely responsible for keeping up with their electronic devices since they are returned to them during regular dismissal and not locked up after school.

Technology & Internet

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

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

Technology and Internet privileges will be taken away if a student destroys, misuses, or damages the computer in any way or visits inappropriate websites. Students will complete assignments using paper and pencil copies of them.

Student Searches

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

Student Statements

If a student witnesses an event, school officials may request that students put their statements and/or admissions in writing. Before taking a student's statement, school officials will inform parents. Even if the information that a student provides to a school official is not acknowledged by a student in writing, these communications are not protected by any privilege and may be disclosed to others.

Travel To & From School

Bus Riders

In the morning students riding the bus will arrive at ReNEW Laurel between 7:10 am and 7:25 am. Students will enter the building through their designated arrival doors beginning at 7:10 am. ReNEW Laurel staff will be at the arrival door to greet students. In the afternoon, students will begin bus dismissal promptly at 2:40 p.m., exiting the building through their designated dismissal door.

Walkers

Students who walk to school in the morning must enter the school through the parent arrival and dismissal gate on Annunciation St. between 7:10 and 7:25 am. Students should not walk through the parking lot or enter from Jackson St. before 7:25 am.

Students aged 10 or older will be permitted to walk home with their parents' written permission; students aged 9 or younger will be permitted to walk home with their older sibling(s) and with their parents' written permission. Written permission forms signed by the student's parents will be kept on file for the school year. It is a parent/guardian's responsibility to inform the school of any changes related to walking home at least 48 hours in advance. Students who walk to and from school must follow school rules during this transition, as they would on a bus. Respect for traffic, other pedestrians, and neighborhood homes and businesses en route to and from home is an important expectation of all students' safety.

Car Riders

Families that opt to bring their child to school must use the Annunciation Street gate, which runs alongside the ReNEW Laurel parking lot. During carpool, ReNEW Laurel staff members will be stationed at the gate to greet students and help them exit vehicles and safely enter the campus.

The gate on Annunciation Street will be open for arrivals between 7:10 and 7:25 a.m. and for dismissals between 2:40 and 2:55 p.m. Parents will remain in the car, and staff will call the students outside the gate. Parents and family members are not allowed to enter through the gate during arrival and dismissal. If you are disruptive during dismissal, then an alternate dismissal time will be assigned to you.

Tardy Students

If students arrive after 7:25 a.m., they must enter the building through the front office to receive a tardy pass. Middle school students must sign in on the tardy-to-school sheet and bring their tardy pass to a middle school associate dean or AP so that they can be marked present for the day. Students who are tardy cannot participate in Extended Day activities that day. Excessive tardiness will also be factored into Extended Day eligibility.

Late Parent Pick-up

If students aren't picked up by 2:55 p.m., they go to the cafeteria. Students must be picked up by 3:15 p.m. at the latest. Students attending after-school programming must be picked up by 5:15 p.m. if they do not ride the bus. Parents and family members will sign out students on the late pick-up list. The school may contact DCFS for any student not picked up on time three times or more.

School Bus Expectations & Conduct

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

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

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

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

- **1st Bus Discipline Referral:** The student will have a conference with the AP (middle school), and the family will receive a phone call.
- **2nd Bus Discipline Referral:** The student will receive a 1 day bus suspension and parent contact.
- **3rd Bus Discipline Referral:** The student will be suspended from the bus for 2 days along with an official parent conference before the student is allowed back on the bus.
- **4th Bus Discipline Referral:** The student will be suspended from the bus for up to 5 days and a family conference with the school will be required before the student is allowed back on the bus.
- **5th Bus Discipline Referral:** The student will be suspended from the bus for the remainder of the school year or referred to the OPSB hearing office for a conference.
- **Students with Exceptionalities may be offered bus tokens if they are suspended from the bus.*

Fighting, violent offenses, and/or violating safety rules (opening doors, opening emergency exits, throwing items out of the window, standing in unsafe spaces continuously, etc.) will result in immediate bus suspension.

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

Transportation Changes

All transportation changes should be made to the office by 2:00 pm. **NO EXCEPTIONS.** Students are not allowed to go to the front office to change bus transportation. Parents should not contact teachers about transportation changes. ALL transportation changes should be made through the front office by 2:00 pm.

Pick-Up & Drop-Off Expectations for Families

Bus times should be viewed as estimates, with a 10-minute window, and not an exact time. **Students under 9 years old are not permitted to get off the bus by themselves unless a family puts in writing otherwise.** If an emergency comes up that prevents an adult from being at the bus stop on time, the adult **MUST** call A & S Bus Company (504)502-7886.

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

Here are the set of consequences that will occur:

- **1st Occurrence:** The family will receive written notice.
- **2nd Occurrence:** The student will be suspended from the bus for 5 days. A written notice will be sent home and a family conference with the school will be required before the student is allowed back on the bus.

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

Bus Stop/Change Requests

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

If you are changing routes, A & S and the Front Office will work diligently to find an existing stop close to the location or create a new stop. If a new stop is needed, it may take up to 2 weeks to assign.

Student Dress Code

At ReNEW Laurel, we show respect for our appearance and our cohesion as a community through our uniforms. Our Student Dress Code policy reinforces our disciplined school culture and prevents potential distractions from the academic focus of our students. Students in our community are expected to adhere to the Student Dress Code in order to be admitted to class. The school will immediately contact families if their student is not in compliance with our Student Dress Code. In cases where students are repeatedly non-compliant with our dress code, families will be required to meet with the school administration and/or social worker to remedy the situation. All uniform clothing can be purchased at Uniforms by Logo Express at 3049 Gentilly Boulevard @ 1-866-665-2864 and 9820 Lake Forest Blvd Suite 101 @ 1-866-665-2864

Uniform Polo Shirt	PK-5 Gray with ReNEW Laurel logo 6-8 Maroon/Burgundy w/ReNEW Laurel logo
Uniform Bottoms	PreK-5 Khaki pants and PK-5 ONLY can wear khaki/plaid (Logo express only) shorts, skirts, and rompers 6-8 Khaki or Plaid pants (girls) (Logo Express only) - no leggings PreK-5 ONLY: Skorts/Skirts/jumpers (shorts, skirts, and jumpers are not allowed in middle school. No Exceptions.)
Belt	Black belt or military-style khaki belt only
Shoes	Closed-toed shoes (for safety); No slippers, No Crocs, or flip-flops
Outerwear	Laurel sweatshirts Jackets and sweaters (black, gray, burgundy, maroon, or school) ONLY No writing on outer layers. Hoods cannot be worn on the head inside the building and must be tucked in. Any sweater or jacket that violates the dress code will be confiscated
Headgear	Bandanas are NOT allowed, hats or hoods cannot be worn in the building
Clubs and Organizations Gear	(Band, dance, football) gear can only be worn on performance day. Sports, Band, Auxiliary gear cannot be worn in place of uniform shirts or pants.
Backpacks	6-8 students clear or mesh, preferred, but will be searched at the door for snacks and illegal objects (lighters, weapons, vape, etc.) K-5 any kind, no minis/purses

Other School Policies

School Supplies

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

Middle School Supplies needed per Quarter

- ☐ 4 spiral notebooks (red, blue, green, yellow)
- ☐ 4 composition notebooks
- ☐ loose leaf paper (200 ct)
- ☐ pencils for daily use
- ☐ pens for daily use
- ☐ mesh or clear backpack (at the beginning of the year)
- ☐ highlighters

Birthday Celebrations

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

Middle School students (6-8 Grades) are not allowed to bring any food to school unless it is a complete lunch (sandwich, fruit, drink, etc). Birthday cake, cupcakes, and ice cream are not allowed in middle school. We will hold monthly celebrations to celebrate our children's birthday month.

Breakfast, Lunch, and Snacks

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

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

EAGLES Athletic Program

At ReNEW Laurel, we offer the following sports: football, volleyball, basketball, baseball, softball, soccer, and track. Note: Students are required to have physicals one week before trying out for school athletics. **Students must have a minimum 2.0 GPA, satisfactory behavior, and 90% good attendance per quarter.**

Extended Day & Extracurricular Activities

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

Visiting the School Campus

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

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

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

Volunteers (including field trip chaperones)

Like visitors, volunteers are required to sign in at the front office and sign a form that acknowledges they understand the policies and volunteer expectations of ReNEW Schools. Volunteers working directly with children require criminal background checks at the parent's expense. **All volunteers and chaperones must have a valid identification and will be scanned using a background check.**

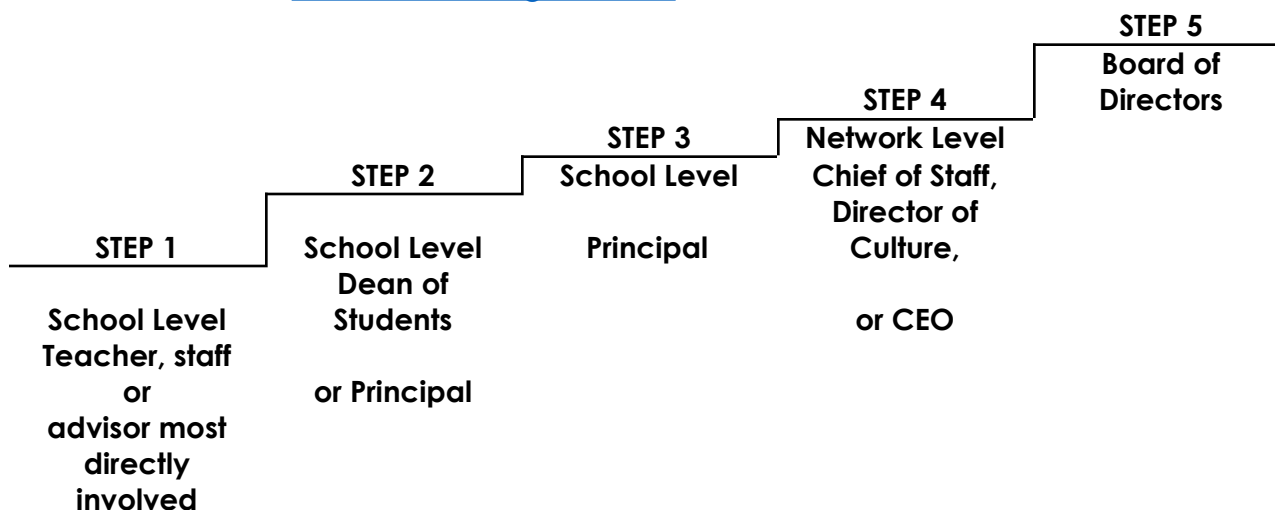
We appreciate families that volunteer to be chaperones on field trips. Field trip chaperones must present identification and check-in at the front office. Your role as a chaperone is to assist the teacher by watching a small group of children including your child. Therefore, you may **not** bring small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

Parental Complaints, Concerns, and Appeals

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

1. If a concern arises from a school situation, students or parents should first discuss it with the teacher, or staff member most directly involved.
2. If the students or parents concerned believe that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with a dean of students, assistant principal, or principal in an attempt to reach a solution.
3. If the students or parents believe that the situation still has not been resolved, concerns should be taken to the principal (contact info on the reverse of this sheet). The principal will first investigate the matter to ensure that Steps 1 and 2 have been appropriately documented and completed, then record the complaint and/or appeal and will address any concerns regarding appeal of a disciplinary decision, or any action or inaction taken by the school administration, within three school days of the appeal and within five days from the time the complaint is introduced.
4. If the situation still has not been resolved to the satisfaction of the students or parents, concerns should be directed to the ReNEW Chief of Schools, Vasy McCoy, at (504) 289-5893 or vmccoy@renewschools.org. He can also be contacted via U.S. Mail at 10001 Lake Forest Blvd. Suite 710, New Orleans, LA 70127. The complaint and/or appeal will be recorded and addressed as quickly as possible and no longer than five school days from the time the complaint and/or appeal is introduced.
5. If following a conversation and/or meeting with the ReNEW Director of Culture or ReNEW CEO has not resolved the situation to the satisfaction of the students or parents, the matter should

be taken to the Board of Directors. The chair of the board, Stephen Rosenthal, can be reached at srosenthal1000@gmail.com.



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

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

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

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

ReNEW School	Principal	Email Address	Phone Number
ReNEW Laurel	Kim Andrews (PK-5) Glenda Poole (6-8)	kandrews@renewschools.org gpoole@renewschools.org	504-367-3307

Staff Contact Information

Donald Neveu School Operations Manager (Busses and facilities)	Ms. Tolliver Anderson Operations Coordinator (Registration, busses, & student records)	Ms. Glendrell Bailey Administrative Asst.
dneveu@renewschools.org (504) 948-3734	tanderson@renewschools.org (504) 267-4574 (office)	gibailey@renewschools.org (504) 267-4574 (office)

Elementary (PK-5)

Ms. Andrews Principal, PK-5	Mr. Kim Dean of Students, PK-5
kandrews@renewschools.org (504) 881-6488	klegania@renewschools.org (504)-439-6878

Middle School (6-8)

Ms. Poole Principal, 6-8	Mr. Franklin, Assistant Principal, 6-8
gpooles@renewschools.org (504) 259-7475	dfranklin@renewschools.org (504) 577-7046

TRANSPORTATION RIDERSHIP AGREEMENT

SCHOOL BUS SAFETY RULES

- | | | |
|---------------------------------|---------------------------|--|
| 1. Be on time | 5. Stay in your seat | 9. Wait for the driver's signal before |
| 2. Never run to or from the bus | 6. No eating or drinking | crossing in front of the bus |
| 3. Stand back from the curb | 7. No yelling or shouting | 10. Always cross 10 feet in front of bus |
| 4. Don't push or shove | 8. Always obey the driver | 11. Never cross under a school bus |

WALKING TO THE BUS STOP

-Walk on the sidewalks and stay away from the curb and street. Running near the street can alarm motorists who might swerve to avoid you and could result in an accident.

- Do not play ball near the street or throw any objects near or into the street at any time.

- Always stop and look both ways before crossing the street.

WAITING AT THE BUS STOP

- Regardless of the weather, students are expected to be waiting at the bus stop 10 minutes before the bus is scheduled to arrive at your stop.

- Wait on the sidewalk and away from the curb. The waiting distance should be at least 15 feet away from the street.

- Do not move toward the bus until it has come to a complete stop.

GETTING ON / OFF THE BUS

- Make sure everything is secure and that your backpack is zipped-up to ensure items are secure and will not fall out.

- Do not have loose straps hanging from jackets or bags as they can get caught in the bus door on the way on or off the bus.

ReNEW Schools and Bus Company may refuse service for the following conduct:

1. Smoking, illegal drugs and/or alcohol are strictly prohibited on the bus, including any type of medication without proper documentation or doctor's orders.
2. Involvement in any kind of vandalism. (Those involved will be required to pay for damages before being allowed bus service.)
3. Throwing anything inside or outside of bus.
4. Yelling inside the bus, or at anyone outside of the bus, thereby creating a disturbance.
5. Petting, passionate gesture, kissing or using any profane language.
6. Any flagrant display of anti-social behavior, disrespect or failure to follow directions of the bus driver.
7. Switching from the assigned bus to any of the other buses without the approval of ReNEW Schools or Bus Company.
8. Boarding the bus with animals, weapons, or any object that may injure others.
9. Parents not being at the bus stop to receive their Pre-K, K, 1st, or 2nd graders.
10. Parents coming to the bus stop or the school to discipline another child will result in your child being removed from the bus for the remainder of the school year and a restraining order against the parent that will not allow you to be within 500 feet of a school bus.

Failure to follow the above-mentioned guidelines will result in the following actions:

1st infraction = Behavior Write-up 2nd infraction = Off-bus Suspension 3rd infraction = Removal from Bus

ReNEW Schools may issue a warning to the offender, choose to refuse service, or take any other appropriate actions at its discretion.

The notification of disciplinary action may be verbal or in writing.

Student bus rider, and the undersigned parent/guardian, have read and understand the Ridership Agreement. By approving this waiver/policy, this will indicate your agreement to accept and abide by the rules and policies as outlined in the Ridership Agreement. Failure to comply with the terms of this agreement may result in the loss of bus service for your student.

2025-26 ReNEW Laurel

Student and Family Statement of Commitment

Student's Name: _____

Homeroom: _____

Grade: _____

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

I hereby agree that I will:

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

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

Signature of Parent/Guardian _____

Printed Name of Parent/Guardian _____

Date _____ Phone # _____ Cell # _____

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