



RENEW

DOLORES T. AARON
ACADEMY

Student & Family Handbook

2025-2026 School Year

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Welcome Letter from the School Leadership Team

Welcome to a new school year at Dolores T. Aaron Academy! Whether you’re joining our school community for the first time or have been with us for years, we are honored to partner with you in support of your child’s academic and personal success. At DTA, we believe that strong schools are built on strong relationships, and we are deeply grateful for the trust you place in us to educate, guide, and care for your child each day.

This year, we proudly embrace the theme: **“From Groundwork to Greatness, We Chase Excellence.”** This theme is more than a motto , it’s a mindset. It reminds us that excellence doesn’t happen by chance. It is the result of dedication, intentional effort, and a deep belief in the potential of every

child. From the routines we build to the goals we set, from the classroom culture to the academic supports, every part of our work is about laying the foundation for greatness, one day, one moment, and one interaction at a time.

This handbook is a key tool that will help us work together toward that greatness. Inside, you'll find important information about our policies, procedures, expectations, and systems that keep our school safe, structured, and focused on learning. It is designed to be a go-to resource for families throughout the school year, and we encourage you to read it carefully and refer back to it as needed.

While the pages ahead contain answers to many common questions, we also recognize that no handbook can cover every situation. If you find yourself unsure about anything, or just need support, please don't hesitate to reach out to your child's teacher, a school leader, or any member of our team. We are here for you and your child, and we're committed to building a partnership that helps every student thrive.

We look forward to an incredible year of growth, learning, and community. Together, let's continue the journey from groundwork to greatness, and chase excellence in everything we do.

Sincerely,

Tiffany Robinson
Elementary School Principal

Nikeisha Jackson
Middle School Principal

About Dolores T. Aaron Academy

Our Mission

Our mission at Dolores T. Aaron Academy is to provide a positive learning environment that inspires excellence, fosters integrity, and stimulates critical thinking to support our students as they fulfill their academic and personal potential.

Our Mantra

- *Every student counts!*
- *Every moment matters!*

- *Everyone has an impact!*

Our Vision

Dolores T. Aaron Academy strives to be a high-performing educational institution where students thrive academically, socially, and emotionally. Our school prioritizes the whole child through personalized learning experiences that emphasize a love of literacy, problem-solving, and critical thinking. At DTA, all stakeholders collaborate and are accountable for the growth and development of our scholars. Our commitment is to create confident scholars who can compete on a global stage due to their robust skillset.

Our Core Values

Community	<i>We are powerful as a family because we work to make each other better.</i>
Leadership	<i>We take charge, solve problems, and inspire others to strengthen our community.</i>
Integrity	<i>We do our best by being honest and doing the right thing even when no one is watching.</i>
Perseverance	<i>We never give up, no matter how hard things get.</i>
Scholarship	<i>We have high expectations for our academic success and turn our mistakes into learning opportunities.</i>

School Leadership Team

Name	Position	Phone Number	Email Address
Tiffany Robinson	Elementary School Principal (Grades PK-4)	(504) 906-8569	trobinson@renewschools.org
Nikeisha Jackson	Middle School Principal (Grades 5-8)	(352) 538-7721	njackson@renewschools.org
Tiffany Lane	Assistant Principal	(504) 905-1664	tglane@renewschools.org

Allen Powell II	Assistant Principal	(504) 352-2553	apowell@renewschools.org
Jamela Dermish	Elementary School Special Education Coordinator	(504) 564-3535	jdermish@renewschools.org
Christina Lewis-Keith	Middle School Special Education Coordinator	(504) 209-4755	clewis-keith@renewschools.org
Crissy Pellerin	Intervention Coordinator	(504) 939-6248	capellerin@renewschools.org
Real Washington	PK-4 Instructional Coach	(504) 419-4001	rWASHINGTON@renewschools.org
Cameron Pierre	ELA Instructional Coach	(504) 298-8082	crichardsonpierre@renewschools.org
Kellie Richardson	Math Instructional Coach	(314) 323-7155	krichardson@renewschools.org
Grayona Bailey	Director of Operations	(504) 236-7110	gbailey@renewschools.org

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 & 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 Main 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 Main Office at each ReNEW school, or on each school’s website.

Academic Policies

Curriculum Overview

The academic approach at Dolores T. Aaron Academy is created with the guidance of the Louisiana Student Standards. Through this, we do not lose sight of our value of a hands on, child-centered approach to learning. Students are empowered to work independently and alongside others to become great readers, writers, mathematicians, and thinkers.

Homework Policy

Homework is a key part of the Dolores T. Aaron Academy 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 for all grade levels. If your child ever reports not receiving homework, please contact Mr. Powell at 504.352.2553.*** It is essential that families show interest in their student’s homework and monitor progress nightly. Teachers will send a message on SchoolStatus Connect each day homework is not submitted.

Report Cards

Teachers will use Report Cards to communicate students’ academic and behavioral performance. Report Cards are distributed during Report Card Conferences on the dates outlined below. For the 4th Quarter, Report Cards will be sent to parents via email. It is mandatory that a parent/guardian attend to pick-up their child’s Report Card.

Open House	Quarter 1	Quarter 2	Quarter 3
September 17, 2025	Conferences will be held on October 15, 2025	Conferences will be held on January 7, 2026	Conferences will be held on April 8, 2026

Grading Policy & Scale

ReNEW Schools uses a traditional Grading Scale where grades are calculated based on the following weights:

Percentage	Letter Grade (3-8)	Grade Description (PK-2)
90-100%	A	Exceeding Grade Level Expectations

80-89%	B	Meeting Grade Level Expectations
70-79%	C	Progressing Towards Grade Level Expectations
60-69%	D	Below Grade Level Expectations
Below 60%	F	Significantly Below Grade Level Expectations

Assignment Type	% of Quarterly Report Card Grade	Assignment Descriptions
Exit Tickets	30%	This is a short quiz that is graded based on incorrect and correct. Students may be allowed to improve their grades with an extra credit test based on teacher discretion.
Classwork	30%	This is work done during the class period and is graded based on completion and effort.
Network Assessments	20%	These are longer quizzes that all Renew students take. They are graded correct or incorrect and cannot be improved with extra credit.
Homework	10%	This is work to be completed at home that is graded based on completion and accuracy.
Participation	10%	This grade is based on student effort at completing work, answering questions and being a high quality class member.

Student Records & Privacy

ReNEW Schools takes student data privacy seriously and follows 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 and other educational services to them.

Attendance

Regular attendance at school is a primary factor in student success. We believe that in order for students to succeed, they must attend school and arrive on time. The following section outlines policies and procedures governing attendance.

School Start & End Times

Morning Carpool Drop-Off	8:20-8:35am
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School Start Time	8:35am
Tardy	8:36am
No Check-Outs Before	10:00am
No Check-Outs After	3:00pm
Afternoon Carpool Pick-Up	4:15-4:30pm
After School Detention	4:15-5:30pm
Extended Day Program	4:15-6:00pm

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:

- Personal illness (as verified by a written note from a physician, dentist, or nurse practitioner licensed to practice in Louisiana)
 - Hand written notes by the student's parent/guardian for student illness will be accepted and excused for *up to 3 days* during the school year
 - According to RS 17:236, a student may be absent for *up to 3 days* in any school year related to the student's mental or behavioral health, and such absences shall be excused if certification is provided in writing by the student's parent/guardian or doctor.
- Death in the immediate family (not to exceed one week, as verified by a written note from the parent)
- Natural catastrophe and/or disaster
- Participation in a school-approved off-site activity
- Absence for the observance of recognized holidays of the child's own faith (as verified by a written note from a religious official)
- 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 Unexcused Absences.

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

Procedure for Excusing Absences

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

Truancy

Louisiana Revised Statutes 17:221 and 17:233 provide that: “A student shall be considered habitually absent or habitually tardy after the 5th unexcused absence or 5th unexcused tardy within any school semester. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.”

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, the NOLA-PS Office of Student Support and Attendance (OSSA), or Families in Need of Services (FINS). 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 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.

ReNEW 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.
- 15 Unexcused Absences - Final Attendance Retention Eligibility/Truancy Warning Letter sent to parent/guardian. Student is 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) or a referral to Families in Need of Services (FINS).

ReNEW will also notify the parent/guardian after a student’s fifth Unexcused Tardy. Tardiness also includes leaving or checking out of school unexcused prior to the regularly scheduled Dismissal time.

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

Checkouts from School

Please remember that students who are not in school are unable to be taught. We request that parents only check students out from school for situations of dire emergency. Doctor and other appointments should be scheduled during any of our many breaks and holidays when students are not in school.

- Students who leave school for any reason must sign out through the Main Office.
- Students may only be signed out by persons whose name(s) appear on the student registration database, unless the school receives verbal or written permission by the parent/guardian in advance.
- 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.
- Students will not be allowed to check out after 3:00 pm unless for reasons approved by the School Leader in advance.
- Students are not allowed to sign themselves out of school under any circumstances.

School Assignments During Absences

If a student is absent for any reason, they are required to make up for all missed work. It is the responsibility of the student/parent, on his or her own initiative, to contact the teacher(s) to determine make-up assignments and establish a mutually agreeable time for daily and test make-up.

When a student fails to complete a graded assignment, a grade of 40 (lowest possible grade) will be entered for that assignment in SchoolRunner. Students will be given at least one week to complete the missed work. Teachers can give additional extensions at their discretion. After completing the missed work the parent/student must notify the teacher informing them that the assignment is complete. The teacher will then re-grade the assignment and change the grade in SchoolRunner.

Failure to make up missed assignments will be reflected in the student's grade and the initial grade of 40 will remain with no option to change after the deadline.

Students missing school as a result of any suspension shall be counted as absent, considered unexcused, and shall be given failing grades for work missed in compliance with State Statute Bulletin #741. If a suspension is modified or reversed through the suspension appeal process, related absences will be excused and the students will receive make-up work for those excused days.

Absences & Retention

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

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 in danger of losing their spot in PreK.

Student Code of Conduct

COMMUNITY	
<i>We show real care by actively supporting and celebrating each other.</i>	<ul style="list-style-type: none"> ★ We respect the people and property in our school. We model that by considering the feelings of others, respecting personal space, and caring for school property. ★ We are responsible for demonstrating respect for ourselves through personal hygiene, dress, and behavior. ★ We commit to attending all important school events.
LEADERSHIP	
<i>We are committed to take charge, find solutions, and be a positive example.</i>	<ul style="list-style-type: none"> ★ We own our mistakes, accept responsibility for our choices, and strive to be a model student daily. ★ We work to solve problems peacefully, and avoid unsafe actions. ★ We represent DTA positively inside and outside of the school building.
INTEGRITY	
<i>We are honest in our interactions in order to build trust.</i>	<ul style="list-style-type: none"> ★ We follow directions immediately, respond honestly to questions, and can be trusted to do the right thing at all times. ★ We take pride in our work and ensure it's a reflection of OUR own knowledge. ★ We are responsible for informing our families of all important school news, information, and events.
PERSEVERANCE	
<i>We refuse to give up in the face of adversity.</i>	<ul style="list-style-type: none"> ★ We accept correction positively, and do our best to get better every day. ★ We respond to challenges by believing in our ability to succeed, putting in the work, and seeking help when necessary. ★ We may feel disappointment but don't accept defeat.
SCHOLARSHIP	
<i>We demonstrate a constant striving for academic excellence.</i>	<ul style="list-style-type: none"> ★ We are aware of our academic performance, reflect on our progress, and actively work towards our potential. ★ We are responsible for accepting the challenges of our classwork and completing assignments in a timely and meaningful manner. ★ We arrive to school on-time every day and consistently participate in our classes.

Behavior Systems

Over the course of a week, we communicate frequently with a child's parent/guardian about their academic and behavioral performance. We have different Behavior Systems for students in Pre-K-2nd Grade and 3rd-8th Grade.

Grades PK-2

For our PK-2nd Grade, we use the Weekly Scorecard that connects to our paycheck system in SchoolRunner. Students receive a Scorecard from their Homeroom Teacher at the beginning of each week to track their daily behavior scores. Teachers will enter paycheck scores into SchoolRunner by the end of each day. Parents and students can login to SchoolRunner to view their child's paycheck at any time.

Grades 3-8

The Behavior System that we use for our 3rd-8th Grade students is called the Weekly Paycheck. All students start with zero points on their Paycheck at the beginning of the school year. Students will earn points/money each week by displaying our school values (CLIPS), maintaining a high GPA and having perfect attendance for the week. Students can also lose points by not displaying our values (CLIPS). Parents and students can login to SchoolRunner to view their child's Paycheck at any time.

Positive Incentive Systems

Being part of the Dolores T. Aaron Academy community and participating in the daily educational program is the ultimate reward. Additionally, students are rewarded for exhibiting appropriate behavior, with which they can earn public recognition, leadership roles or preferred responsibilities, and participation in field trips and celebrations. Frequent praise, positive phone calls home, and other classroom-based incentives are also used to recognize and reward appropriate behavior.

“CLIPS Champion of the Month”

At the end of each week, our teachers select one student from each Homeroom class who has gone above and beyond to exhibit our Core Values inside and outside of the classroom.. The “CLIPS Champion” recipient receives a DTA Value Shirt, Champion of the Month certificate, a picture on the “Champion Wall of fame” and is able to wear this shirt on any Friday over the course of the school year, while also being able to *dress down* their pants!

Celebration & Field Trips

At Dolores T. Aaron Academy, we believe in recognizing and rewarding student success. Throughout the year, students will have opportunities to participate in special Celebrations and Field Trips based on their academic performance, behavior, and attendance.

To be eligible for these events, students must meet all of the following criteria for the quarter:

- Maintain a GPA of 2.0 or higher
- Achieve an overall attendance rate of 85% or higher
- Have no In-School or Out-of-School Suspensions

Some events/activities may have additional or modified eligibility requirements. In those cases, updates will be shared with families through SchoolStatus Connect.

Permission slips will be sent home ahead of each trip and will include the date, cost, and any special instructions. Please note that all deadlines and payment timelines will be strictly enforced to ensure smooth planning and participation.

School Store

Students are allowed to purchase items at the School Store based on their Paycheck balance. The School Store will be open during Lunch periods throughout the school year based on the school calendar.

Discipline Systems

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.

Restorative Practices and Conflict Resolution

At DTA, we are committed to restorative approaches that repair harm and build community. In addition to traditional consequences:

- ❖ Restorative Circles may be used to resolve peer conflict.
- ❖ Students may participate in reflection activities or restorative conversations before rejoining class.
- ❖ Repair agreements may be facilitated between students and staff after major incidents.

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	Follow All Directions the First time Given	Accept all correction and apply feedback quickly and calmly.	Respect all people, places and property
Examples of Expected Behaviors	Immediately meet all academic and behavior guidelines	Negative responses, such as tantrums or disrespect, when corrected	Use positive language with staff and peers. Protect school property.
Level 1 Infractions	1.1 Horseplay or running in the hallway/class 1.2 Throwing objects 1.3 Out-of-assigned seat/table/area 1.4 Inappropriate items in class 1.5 Passive non-compliance (e.g. sleeping, refusing to participate, etc.) 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 school bus or RTA bus 1.12 Any other infraction that the School Leader deems to be similar in severity to other Level 1 Infractions 1.13 Ongoing 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 ❖ Provide a reflective activity
	<u>Corrective Actions</u> <ul style="list-style-type: none"> ❖ Paycheck Deduction ❖ Seat change ❖ Loss of privilege ❖ Enrichment Detention ❖ Implement a home/ school communication system ❖ In-School Detention ❖ 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 ❖ Bus suspension ❖ Referral to School Building Level Committee or IEP team

Level 2 Infractions - Productive Classroom & School Community Environment

Behaviors that occur in the classroom or within the school community that affects a student and threatens 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 clear understanding of expectations and an attempt to redirect by an adult.

Level 2 Infractions	<ul style="list-style-type: none"> 2.1 Fighting or instigating a fight 2.2 Using or possessing alcohol, tobacco products, matches or lighters 2.3 Possession of fireworks 2.4 Coming to school under the influence of drugs or alcohol. 2.5 Use of any object to harm, frighten or intimidate others. 2.6 Starting a fire. 2.7 Unauthorized display or use of a cell phone or other disallowed electronic property during school hours 2.8 Stealing/possession of 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 School Leader deems to be similar in severity to other Level 2 Infractions
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Possible Correctives Strategies	<p><u>For Level 2 Infractions, the following steps must be implemented:</u></p> <ul style="list-style-type: none"> ❖ Parent contact to inform parent of accusation and status of 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 student to give written statement of events/their perspective <p><u>Corrective Actions</u></p> <ul style="list-style-type: none"> ❖ In school suspension (First offense) ❖ 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 ❖ Saturday Detention ❖ Use of in-school intervention or suspension ❖ Bus suspension ❖ Referral to School Building Level Committee or IEP team ❖ Out-of-School Suspension ❖ Referral to Student Hearing office for a Disciplinary Conference
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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, possession of a controlled substance, and assault.

Level 3 Infractions	<p>3.1 Possession, use, sale or concealment of illegal drugs at school, on school premises, or to or at a school function under the school's jurisdiction</p> <p>3.2 Possession of a firearm, knife with a blade longer than 2.5 inches or other weapon at school, on school premises, or to or at a school function under the school's jurisdiction</p> <p>3.3 Assault on a staff member</p> <p>3.4 Sexual Assault</p> <p>3.5 Any other infraction that the School Leader deems to be similar in severity to other Level 3 Infractions</p>
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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 parent of accusation and status of 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 student to give written statement of events/their perspective <p><u>Corrective Actions</u></p> <ul style="list-style-type: none"> ❖ Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior and consequences for infractions ❖ Refer to the school Social Worker ❖ Use of in-school intervention or suspension ❖ Bus suspension ❖ Referral to School Building Level Committee or IEP team ❖ Out-of-School Suspension ❖ Referral to Student Hearing office for a Disciplinary Conference ❖ Recommendation for Expulsion Hearing at the Student Hearing Office ❖ Referral or Reporting to Law Enforcement
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Community Impact Plan

At Dolores T. Aaron Academy, we value respectful interactions between students and adults. Students who fail to follow school guidelines for respectful interactions will receive automatic class removal and after school detention. Students responding inappropriately to corrections, and engaging in disrespectful back and forth conversations with teachers is deemed inappropriate at DTA. Inappropriate behavior fits into the following categories:

- **Tone** - elevated tone when speaking to staff
- **Profanity**- using inappropriate language
- **Verbal Negative Response** - “You blowing it!”, “You can’t tell me nothing!”, “Get out my face!”, “You aggravating!”, “I don’t care!”, “ Yall doing too much”
- **Refusal to follow teacher direction**- Refusing to move seat, refusing to step outside of room for conversation, refusing to talk to parents

After School Detention

Students can be assigned an After School Detention by violating school rules or classroom expectations. If a student is assigned an After School Detention as a consequence, their parent/guardian will be notified by the end of the school day. If the student does not serve their assigned After School Detention they will be assigned 1 day of In-School Suspension.

After School Detention is held Monday through Thursday from 4:15-5:30pm. Transportation is not provided for After School Detention and Parent/Guardian is required to pick-up their child at 5:30pm.

In-School Suspension

An In-School suspension, in which the student is allowed to attend school but not allowed in their classes for a designated period of time, is a serious and formal corrective strategy a school may take if a student commits a Level 2 or 3 Infraction, or repeated Level 1 infractions. If a student is assigned an In-School Suspension as a consequence, their parent/guardian will be notified by the end of the school day. If the student does not serve their In-School Suspension they will be assigned at least 1 day of Out of School Suspension.

Suspensions

A suspension, in which the student is not allowed to attend school for a designated period of time, is a serious and formal corrective strategy a school may take if a student commits a Level 2 or 3 Infraction. 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 help with the writing of a statement) from teachers and other students who were witnesses to the incident.
- ❖ Prior to any suspension or recommendation for expulsion, the School Leader must inform the student of the specific misconduct of which he/she is accused and the basis for the accusation.
- ❖ Prior to any suspension or recommendation for expulsion, the School Leader must give the student an opportunity to present his/her version of the incident and ensure the student's version is in writing. The School Leader may call witnesses requested by the student. The School Leader 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 phone on the day of the incident and no later than the following day or send a certified letter giving notice of the suspension, the reason for the suspension, and the date and time of a conference to be conducted within 5 days with the School Leader.
- ❖ 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 must be accompanied by a parent or legal guardian upon returning to school following a suspension. If a student arrives on campus without a parent, school leadership will immediately contact the parent to inform them. If the parent or guardian does not arrive by the end of the school day, a mandatory home visit will be scheduled by school leadership to ensure proper follow-up and support.
- ❖ In extraordinary circumstances, the School Leader is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.
- ❖ The school must hold a school-level conference conducted with the School Leader and parent/guardian. 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.

Appeal of Suspension

Any parent/guardian of a suspended student shall have the right to appeal a suspension by reaching out to the school principals. The principal in conjunction with the Chief of Leadership will conduct a hearing to review the suspension and make a decision based on the merits of the case. This decision shall be final.

Expulsions

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

Due Process Procedures for Expulsions

The School Leader cannot expel a student. The 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 NOLA Public Schools Hearing Office will determine if the recommendation for expulsion is upheld, reversed, or modified. The due process procedures for recommendations for expulsion hearings are as follows:

- ❖ The process begins with the commission of an offense that could be grounds for expulsion. From this point, the student will not be permitted to voluntarily transfer to a new school until they are either cleared of the accusation, serve an expulsion or the incident is reported to the hearing office as waiving the school’s right to recommend for expulsion.

- ❖ The school is responsible for the continual provision of FAPE. During the investigation and hearing process, the student may remain on suspension, but the suspension may not exceed the maximum number of days allowed by law. If a student poses a risk to the welfare of others, the student may serve in-school suspension or receive homebound instruction.
- ❖ The School Leader conducts a student conference and school-level investigation within two (2) school days. Investigation includes collecting written statements from staff and student witnesses.
- ❖ Prior to recommendation for expulsion, the School Leader must inform the student of the “particular misconduct of which he/she is accused” and the basis for the accusation.
- ❖ Prior to any recommendation for expulsion, the School Leader must give the student an opportunity to present his/her version of the incident. The student’s version must be written or summarized and signed by the student. The School Leader may call witnesses requested by the student. The School Leader 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 to leave campus by the parent/guardian. No student should be sent home without proper documentation of the particular misconduct and reason for suspension. In extraordinary circumstances, the School Leader is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.
- ❖ If the School Leader chooses to recommend a student for expulsion, ReNEW Schools’ Chief of Student Services must be notified prior to submitting any documentation to the NOLA Public Schools Hearing Office. All required paperwork must be reviewed and approved by the Chief of Student Services prior to submission to the NOLA Public Schools Hearing Office.
- ❖ If the School Leader chooses to recommend a student for expulsion, the appropriate paperwork must be submitted to the NOLA Public Schools Hearing Office within 3 school days of completing the investigation.
- ❖ 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 NOLA Public Schools Hearing Office. The School Leader, as well as the student, may be represented by someone of their choice at this hearing.
- ❖ After the hearing, the NOLA Public Schools Hearing Office then makes a determination of the student’s guilt based on the evidence gathered during the school’s investigation. If found guilty, the NOLA Public Schools Hearing Office will determine the appropriate length of expulsion according to NOLA Public Schools expulsion guidelines, and the expulsion is effective immediately.

Referral to & Action by Law Enforcement/Judicial Authorities

ReNEW Schools may refer any student who has committed a Level 3 Infraction (and some Level 2 Infractions) to law enforcement officers, including the reporting of a crime committed by a student with a disability. 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 defines 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, physical 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.

Prohibition Against Bullying

Dolores T. Aaron Academy believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.

- ❖ Students are expected to immediately report incidents of bullying to the principal or designee.
- ❖ School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- ❖ If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- ❖ The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

Student Safety & Crisis Response Protocol

The safety and well-being of our students is our top priority. We take all threats of harm, whether toward oneself or others, very seriously and follow a clear, immediate protocol to ensure the safety of all involved. Below is an overview of how we respond when a student makes a suicidal or homicidal threat:

1. Immediate Reporting

If a student makes a threat to harm themselves or someone else, the staff member who receives this information will immediately notify school leadership. This report is made as soon as possible, on the same day the threat is communicated.

2. Crisis Team Activation

Once notified, the School Leader immediately alerts our school's crisis response team. This team includes trained staff members such as administrators, our school social worker, counselor, and other relevant personnel who are equipped to respond to emergencies with care and professionalism.

3. Student Safety Assessment

The school's Social Worker or Counselor will meet with the student that same day to conduct a safety assessment. This conversation helps us understand the seriousness of the threat and determine the level of risk, while also ensuring the student feels heard, supported, and safe.

4. Family Communication & Next Steps

Families will be contacted promptly following the assessment. We will share what steps were taken, any recommended follow-up (such as mental health support or a re-entry plan), and how we can partner to support the student's safety and well-being moving forward. In some cases, a student may need to be picked up or evaluated further by a mental health professional before returning to school.

Your Role as a Family Partner

We believe in strong partnerships with our families. If your child ever shares something concerning at home, whether about themselves or others, we encourage you to notify us right away. You can contact a teacher, counselor, or school leader directly.

Remember: We are here to support every student emotionally, socially, and academically. If you ever have concerns about your child's mental health or well-being, please don't hesitate to reach out. Together, we can keep our school community safe, supported, and strong.

Discipline for Students with Disabilities

Students with disabilities receive extra legal protections when discipline constitutes a change in placement. If a student violates behavior expectations, before consequences or punishment are imposed, the School Leader must consider whether the student has an IDEA or Section 504 disability; or is a student who is "thought to have a disability". While all students may be disciplined, the placement of students with disabilities cannot be changed when the offense is directly related to his/her disability or when the IEP or Section 504 plan is not implemented, *except in the case of emergency and expellable offense circumstances (drugs, weapons, significant bodily injury)*.

ReNEW Schools special education teams are proactive in addressing any behavior and social-emotional concerns of students with disabilities.

After the first suspension the school will:

- ❖ Conduct a Functional Behavior Analysis (FBA).
- ❖ Develop and implement an individual Behavior Intervention Plan (BIP) to address the behavior that resulted in suspension.
- ❖ Conduct a conference with the parent/guardian.

After the second suspension, the school will:

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

After the removal of a special education student for more than 10 school days (consecutive or cumulative) for disciplinary reasons, the student must be provided with procedural safeguards. This includes a Manifest Determination Review meeting to discuss the student's disability, behavior, implementation of services and determination of placement.

Return from Suspension Protocol for Students with IEP:

- ❖ A parent or guardian must accompany the student back to school for a re-entry meeting.
- ❖ The Special Education Coordinator and/or School Leader will participate in the meeting to assess needs.
- ❖ Behavior Intervention Plans (BIPs) will be reviewed and revised as necessary.
- ❖ Additional supports or services may be discussed and implemented based on individual needs.

If a parent does not attend the re-entry meeting, school leaders will attempt contact throughout the day. If no contact is made or the parent does not attend by the end of the school day, a mandatory home visit will be scheduled.

Enrollment

Participation in EnrollNOLA System (OneApp)

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

Health & Safety Policies

Immunizations

At the start of each school year the School Nurse is responsible for reviewing all vaccination records for entering Kindergarten students, new students, and updated vaccination records for returning students. The School 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 School 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, pinkeye, head lice, infectious disease, moderate trauma*. Children with these symptoms must be picked up within a reasonable amount of time and their return to school will require a physician's release note. Discretion is used to check other students in classes where there is an outbreak. Written notice will be sent home regarding outbreaks. Students seen by the School Nurse will have an assessment or referral note sent home in their folder. The School Nurse will call parents with health findings and recommendations as needed. Scrapes and minor bruises will be attended to at school and the child will return to class.

Chronic Illness/Allergies

All students with chronic conditions such as asthma, allergic reaction, diabetes, respiratory distress, seizure disorder, urinary frequency or incontinence must meet with the School 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 School Nurse will communicate with the school administrative team as necessary to implement the plan. The Director of Operations will be notified in writing of any students with food allergies or intolerance.

Emergency Procedure/Severe Injury Policy

A student sustaining severe or life threatening injury or illness at school will be triaged by the School Nurse and transported to an appropriate medical facility. Parents will be notified prior to transfer and the student 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 student, the parent is expected to meet staff 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. If a student needs to take medication while at school, the medication needs to be in the original container with the appropriate prescription label 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 must bring the medication to the School Nurse.

Reporting a Child's Illness

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

Safety Expectations

At Dolores T. Aaron Academy, the safety and well-being of our students and staff is our top priority. We have clear procedures in place for various emergency situations and conduct regular drills to ensure everyone is prepared to respond appropriately.

Emergency Closing- In the event of severe weather or other emergencies that disrupt school operations, it may be necessary to close the school. Emergency closures will be announced through local radio and/or television stations, as well as through our automated RoboCall System

Fire Drills- Fire drill instructions are posted in each classroom, and fire drills are conducted regularly so students become familiar with safe evacuation procedures.

Lockdown Procedures- If there is an immediate threat, such as an emergency outside the building, an intruder, or a threat of violence, the School Leader may initiate a school-wide lockdown. During a lockdown, the building will be secured, and parents will not be able to enter the school or contact their child until the situation has been resolved.

In the event of a real emergency, our **first priority is always the safety and security of our students and staff**. We will notify families **as soon as it is safe to do so**, after the building has been secured and the situation is under control.

Parent Partnership- We ask all parents and guardians to reinforce the importance of these safety protocols at home. Please remind your child that during all drills and real emergencies, they must remain **calm, quiet, and follow all staff directions immediately**. These actions help protect everyone and allow school staff to respond effectively and safely.

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 and other learning materials that are to remain free of writing or damage while in students' care. **If school property or materials are damaged or lost, the student/parent accepts responsibility for paying to repair or replace the items. Failure to pay may result in loss of privileges for the student.**

Electronics/Cell Phone Policy

In accordance with Louisiana state law (La. R.S. 17:239), all cell phone usage by students is strictly prohibited within school premises. This policy is strictly enforced at Dolores T. Aaron Academy to ensure an optimal learning environment free from distraction, interruption, intimidation or danger.

No student will be allowed to possess or use a cell phone, or other prohibited device, during the school day. Cell phones will be collected upon arrival and locked up in a secure location until the end of the day. Cell phones will be returned to students before dismissal. Students have the option to leave their cell phones and electronic devices at homes to avoid having them confiscated.

If a student is found to be in possession of or using of a cell phone or other prohibited electronic device, the phone will be confiscated, and a consequence will be issued to the student as outlined below:

- ❖ **1st Occurrence:** Cell phone is confiscated and returned at parent conference. The student is assigned one day of After School Detention.
- ❖ **2nd Occurrence:** Cell phone is confiscated and returned at parent conference. Student is assigned one day of In School Suspension
- ❖ Each subsequent offense will result in additional loss of privileges, including but not limited to School Sponsored Events and Celebrations.

A student who refuses to comply with a request to surrender their cell phone by any staff member will be considered insubordinate and will receive an in- school or out-of-school suspension based on the severity of the insubordination.

We do recognize that cell phones can be a safety/security tool; however, they can be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner. Parents are urged to utilize contact the Front Office at (504) 570-6354, their child's teacher, or contact the School Leadership team to relay any messages that may be urgent in nature to their child.

Technology & Internet

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 only for educational purposes only.
- ❖ Use the network in a considerate and polite way at all times, particularly when communicating with others.
- ❖ Use the network for legal purposes only: tampering with the computer hardware or software, unauthorized entry into computers, vandalism or destruction of computer files, and violating of copyright laws are prohibited.
- ❖ Keep passwords and accounts private and respect the privacy of those of others.

Chromebook Care

Each student in PK - 4th Grade will have access to chromebooks or tablets to assist in academic work. Students are expected to treat their devices with respect, and any damage to devices must be reported and potentially paid for by students and parents.

Each student in 5th - 8th grade will be assigned a specific Chromebook for use during the school day, with check-out and check-in during arrival and dismissal. **No devices will be taken home.** Students will be responsible for keeping up with their device during the day and immediately reporting damages. Please review the Chromebook expectations listed below. Parents are required to sign a technology agreement stating you understand and agree to adhering to the stated expectations.

Chromebook Expectations

- I agree to use the Chromebook responsibly and respect the property of the school.
- I will only use the Chromebook assigned to me and only when given permission by a teacher
- I will not deface, damage, or misuse the Chromebook in any way.
- I will not take the Chromebook home. It will remain on school premises.
- In the event that the Chromebook incurs any damages beyond normal wear and tear, I understand that I will be held responsible for covering the cost of the repair.
- I will always return the Chromebook to our class cart in the correct slot and plug in the Chromebook so it can charge.

Student Searches

In order to maintain the security of all its students, ReNEW Schools reserves the right to conduct searches of students and their property. If searches are conducted, the school will ensure that the privacy of the students 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.

Transportation Policy

Students are designated as either Bus Riders, Car Riders, or Walkers, depending on the preference of the parent/guardian. Students are only allowed ONE designation. In an effort to ensure child safety, parents will be unable to change students from one designation to another without prior written authorization delivered in-person to the Main Office.

Bus Riders

In the morning, students riding the bus will arrive at school between 8:20-8:35am. Students will enter the building through their designated Arrival door beginning at 8:20am. In the afternoon, students will begin Bus Dismissal at 4:05pm, exiting the building through their designated Dismissal door. Students are ONLY allowed to board the bus to which they are assigned. Students may not go home with other students, even if they are family members, friends, etc.

Students must be picked up from and dropped off at the bus stop to which they are assigned. **The contact phone number for A&S Transportation is 504-502-7886.**

Car Riders

Families that opt to bring their child to school must use the Carpool Lane, which runs alongside the main parking lot. During Carpool, staff members will be stationed to greet students and help them exit vehicles and safely enter the school building. The Carpool Lane is open in the morning for Arrival between 8:20-8:35am, and in the afternoon for Dismissal between 4:05-4:15pm. If students arrive after 8:35am, they must enter the building through the Main Office to receive a Tardy Slip. Parents may also choose to park and walk their students to and from the school building. For safety reasons, students are not permitted to walk to and from the street alone. Violations of this policy can result in loss of privileges and school-based consequences for students.

Walkers

Students who walk to school in the morning will enter the building through their designated Arrival door between 8:20-8:35am. If students arrive after 8:35am, they must enter the building through the Main Office to receive a Tardy Slip. Students who walk home from school will be dismissed in the afternoon at 4:05pm through their designated Dismissal door.

There is NO adult supervision until 8:20am for car riders and walkers. Students are not allowed on campus and will not be allowed into the building until 8:20am.

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. If a student commits an infraction covered in this Handbook on a school bus or at the school bus stop, the school bus driver/monitor will notify the School Leader who will complete an investigation and documentation as needed. Based on the severity of the consequence, the School Leader's discretion for consequences include regular school-based consequences, as well as bus suspension and/or assigned seating.

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.

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

- ❖ **1st Bus Discipline Referral:** The parent is contacted by a member of the Culture Team, and the student is placed on probation.
- ❖ **2nd Bus Discipline Referral:** The student will receive a one-day bus suspension. The parent is contacted by a member of the Student Support Team
- ❖ **3rd Bus Discipline Referral:** The student is eligible for multiple days of suspension from the bus and a Parent Conference with a Mr. Powell or Mr. Little will be required.
- ❖ **Additional Bus Discipline Referral:** Each subsequent offense will result in additional suspensions and could result in student being removed from the bus permanently

Bus Pick-Up & Drop-Off Expectations for Families

Bus times should be viewed as estimates, with a 15-minute window, and not an exact time. Students under 9 years old are not permitted to get off the bus alone, 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 Transportation. A parent/guardian is required to be at the bus stop for both pick-up and drop-off.

If A&S Transportation 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 6:00pm, then he/she will be taken to the New Orleans Police Station.

Bus Stop Change Requests

Each student is provided only one bus stop that corresponds with the physical address provided in their registration packet. If the parent/guardian would like the student to be picked up and dropped off to another location, a bus change request must be made in-person at the Main Office. If the family relocates, a bus change request (with the updated address information) must be made. Dolores T. Aaron Academy and A&S Transportation work together to accommodate family requests whenever possible, but a request does not guarantee that the change will be made. Bus changes may not happen immediately. The front office staff will communicate to parents when the bus change is effective. **Please do not contact your child's teacher for daily transportation changes.**

Permission to Walk Home

Permission for students to walk home without the escort of an adult is a sign of increased responsibility. Students in Grades 5-8 will be permitted to walk home with their parents' written permission. Students in Grades PK-4 will be permitted to walk home with their older siblings 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. School crossing guards and staff assist students safety within close proximity of our school grounds. Students who walk home are expected to follow all school expectations during this transition.

Student Dress Code

At Dolores T. Aaron Academy, 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 distraction from the academic focus of our students. Students in our community are expected to adhere to the Student Dress Code.

The school will immediately contact families if their student is not in compliance with our Student Dress Code. Dress Code non-compliance will result in the student not being able to participate in any school-sponsored activities. In cases where students are repeatedly non-compliant with our Dress Code, families will be required to meet with the School Leader to remedy the situation.

DTA uniform items can be purchased at either of Logo Express' locations:

Logo Express New Orleans

3049 Gentilly Boulevard
New Orleans, LA 70122

Logo Express Westbank

109 Wall Boulevard
Gretna, LA 70056

Logo Express East

9820 Lake Forest Blvd, New
Orleans, La 70127

School Uniform Expectations

Shoes	Students wear hard sole uniform shoes or tennis shoes of any color.
Socks	Students wear blue, black, or white socks. Socks may not have a design or other colors on them. If tights/leggings are worn, they must be blue, black, or white.
Belts	Students wear a solid black belt. No fancy buckles, holes, studs, slogans, or markings are allowed.
Outerwear	Students are only allowed to wear DTA embroidered Cardigan, Fleece Jacket or Sweatshirt. ABSOLUTELY NO HOODIES!!
Backpack	Clear and Mesh Backpacks only! Students should have a backpack every day when they arrive at school. Girls are allowed to bring a small purse, but this does not replace a backpack. Fanny packs are not permitted.
Headwear	Students may not wear hats, headscarves, or other head coverings unless it is a part of a religious practice. Headbands can be worn, but they must be blue, black, white, or uniform plaid.

Uniform Requirements

Uniform	BOYS	GIRLS
Uniform Top	<ul style="list-style-type: none"> ❖ Powder Blue Dri-FIT Polo Shirt with embroidered DTA logo ❖ Powder Blue Button-Down Oxford Shirt with embroidered DTA logo ❖ <u>OPTIONAL</u>: Navy Blue (can be long tie or bow tie) 	<ul style="list-style-type: none"> ❖ Powder Blue Peter Pan Collared Shirt with embroidered DTA logo ❖ Powder Blue Dri-FIT Polo Shirt with embroidered DTA logo ❖ Powder Blue Button-Down Oxford Shirt with embroidered DTA logo ❖ <u>OPTIONAL</u>: Navy Blue or Plaid Cross Tie
Uniform Bottom	<ul style="list-style-type: none"> ❖ Navy Blue Pants ❖ Navy Blue Shorts (<i>PK-2 ONLY</i>) 	<ul style="list-style-type: none"> ❖ Plaid Pants ❖ Plaid Skirts (<i>PK-4 ONLY</i>) ❖ Plaid Jumpers
Uniform Outerwear	<ul style="list-style-type: none"> ❖ DTA embroidered Cardigan ❖ DTA embroidered Fleece Jacket ❖ DTA Sweatshirt <p><i>No other outerwear permitted</i> NO HOODIES</p>	<ul style="list-style-type: none"> ❖ DTA embroidered Cardigan ❖ DTA embroidered Fleece Jacket ❖ DTA Sweatshirt <p><i>No other outerwear permitted</i> NO HOODIES</p>

Only official DTA embroidered uniform items are allowed
Iron-on patches are not permitted

Other School Policies

School Supplies

Students are required to bring in the identified School Supplies for their grade level. Supplies such as pencils, expo markers, kleenex, and hand sanitizer are used as “communal” supplies within the classroom for all students to use. Supplies such as backpack, headphones, and binders are only used by the student who brought in those items.

Middle School students will not be allowed to participate in the first School Celebration if they do not bring in these basic supplies: **four-one subject notebooks or a five subject notebook, a pack of pencils, a clear backpack.**

“Take Home Tuesday”

Tuesdays have been designated as our official day to send home communication to families, either through email or a newsletter.

Birthday Celebrations

At Dolores T. Aaron Academy, we enjoy recognizing our students on their birthdays in a simple and joyful way. Families who wish to send in a special treat must contact the teacher in advance for approval. Treats must be store-bought, unopened, nut-free cupcakes and drinks for the entire class. Celebrations will take place at the end of the school day and will include cupcakes, drinks, and singing "Happy Birthday." Parents and family members are not permitted to attend in-class celebrations. Plates, cups, and napkins must be provided by the family, and all items should be clearly labeled and dropped off at the front office no later than 2:00 p.m. Thank you for helping us celebrate our students safely and respectfully.

Breakfast/Lunch & Outside Food

Dolores T. Aaron Academy offers free breakfast and lunch, which is provided by SLA Management. Students should consume outside food (i.e. fast food) breakfast prior to entering the school building. Students may bring their own lunch, which should be a well-balanced lunch and portioned for individual consumption.. School officials will not warm or store food for students.

Students may not **bring coffee, large bags of chips, candy, or cold drinks**. Students who bring these foods will have them taken and not returned. A healthy lunch or breakfast option will be provided by the school. Because of the potential of severe allergic reactions, we are **"NUT FREE"** and **"SHELLFISH FREE"**. Students are also not allowed to share food with other students.

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. To request a food service accommodation, please contact the School Nurse. There may be exceptions to our food policy for students with food allergies or dietary restrictions during breakfast and lunch times.

Extended Day Programming

At Dolores T. Aaron Academy, we offer an Extended Day program Monday-Friday from 4:15-6:00pm. Students are served dinner, have tutoring, and participate in a variety of activities.

Participation in Extended Day Programming is connected to student behavior during the day, academic performance and student attendance. ReNew Dolores T. Aaron recognizes that in order to develop well-rounded individuals, our students must have the opportunity to participate in extracurricular activities.

However, each student's primary responsibility is to perform to the best of his/her ability academically. Participation in extracurricular activities begins in the classroom. Absent students may not participate on days they are absent from school activities or events occurring during their suspension period. Students suspended or excluded from school due to behavioral concerns cannot participate in extracurricular activities. Participation in athletics, clubs, and other organizations is a privilege, and not a right.

A designated staff member monitors all students involved in extracurricular activities weekly for their current grades. Any student that has below a 2.0 will have an action plan that must be completed before they can be cleared for full participation.

- Students who are below a 2.0 will be required to attend tutoring prior to attending practice. They may still participate in practice, as long as they complete the required amount of tutoring.
- Any student with below a 2.0 will NOT be allowed to participate in any games/events until the GPA has been raised.
- The staff member who is monitoring the grades will communicate with affected students and sponsor the academic status of students who are not meeting grade requirements.

Royal Tiger Athletic Program

At Dolores T. Aaron Academy, we offer the following sports: *Football, Basketball, Volleyball, Baseball, Softball, Soccer, and Track*. Students are required to have physicals one week before trying out for school athletics. Participation in athletics is connected to student behavior during the day, academic performance and student attendance. Students who do not meet expectations will be prohibited from participating.

Visitors/Volunteers

We encourage parents and family members to have an active role in their child's learning. Approved visitors and volunteers are welcome to observe classrooms according to the Visitor Policy below, unless students are testing. Volunteers working directly with children require approved Background Checks.

- ❖ Visitors to the school must report to the Main Office upon arrival to sign-in using picture identification.
- ❖ Visitors must wear our "Visitor Badge" at all times while they are on campus.
- ❖ No materials are to be dispersed on campus without prior approval by the School Leader.
- ❖ No person will be allowed to conduct or attempt to conduct an activity on school premises that has not had prior approval by the School Leaders.
- ❖ All classroom observations must be approved by the School Leader.

Family Code of Conduct

COMMUNITY	
<i>We show real care by actively supporting and celebrating each other, ensuring our children thrive in a nurturing environment.</i>	<ul style="list-style-type: none"> ★ We respect the school community by maintaining positive communication with teachers and staff, and by treating all members with kindness and respect. ★ We actively participate in school events and activities to foster a sense of belonging and support for our children. ★ We model respect for school property and encourage our children to do the same, reinforcing the importance of taking care of shared spaces.
LEADERSHIP	
<i>We are committed to taking charge, finding solutions, and being positive examples for our children.</i>	<ul style="list-style-type: none"> ★ We demonstrate leadership by staying informed about school policies and initiatives and by supporting their implementation at home. ★ We actively seek out ways to volunteer and contribute to the school community, setting a positive example for our children. ★ We encourage and guide our children to take responsibility for their actions, promoting accountability and growth.
INTEGRITY	
<i>We are honest in our interactions to build trust and create a transparent and supportive school environment.</i>	<ul style="list-style-type: none"> ★ We communicate openly and honestly with school staff, addressing concerns and feedback constructively. ★ We ensure that our children understand the importance of honesty and integrity, both in their academic work and their interactions with others. ★ We take responsibility for staying informed about school news, events, and our children's progress, ensuring we are partners in their education.
PERSEVERANCE	
<i>We refuse to give up in the face of adversity, supporting our children to overcome challenges and strive for success.</i>	<ul style="list-style-type: none"> ★ We encourage our children to persist through difficulties and to see challenges as opportunities for growth. ★ We collaborate with teachers to support our children's academic and personal development, seeking help and resources when needed. ★ We model resilience and a positive attitude towards setbacks, reinforcing the value of perseverance.
SCHOLARSHIP	
<i>We demonstrate a constant striving for academic excellence, fostering a love of learning in our children.</i>	<ul style="list-style-type: none"> ★ We support our children's academic endeavors by providing a conducive learning environment at home and encouraging good study habits. ★ We ensure our children arrive at school on time, ready to learn, and consistently participate in their classes. ★ We actively engage in our children's education by monitoring their academic progress, celebrating their achievements, and addressing any challenges they face.

Violations to the code of conduct will result in a response from school staff. Depending on the severity of the incident, parents/guardians or visitors may be required to leave campus immediately, issued a warning letter or banned from campus and participation in school sponsored events. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs.