

EINSTEIN CHARTER SCHOOLS
@ Sherwood Forest

PARENT STUDENT Handbook

School Year 2018-2019

Embrace Opportunities . . . Maximize Learning Potential . . . Inspire Excellence!

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Principal

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Dear Parents and Guardians,

Welcome to Einstein Charter Schools-Sherwood Forest Elementary School, Home of the Lions. On behalf of our dedicated staff and enthusiastic learners, I welcome you to the 2018-2019 school year! We are incredibly excited to begin our school year in our new, state of the art building! **My vision for our school community this year is to Embrace Opportunities . . . Maximize Learning Potential . . . Inspire Excellence!**

As we embark on this new school year we are committed to ensuring that this will be a year of engaging, meaningful and rigorous work in our classrooms, combined with special events and extracurricular clubs and activities. This promises to be a year filled with golden opportunities for all of our students and staff.

Our staff of highly qualified, professional educators and support personnel is committed to providing our students many opportunities both inside and outside of the classroom. During the 2018-19 school year, we will continue to build upon and refine our proven foundation of quality work, differentiated support for English Language Learners, honored traditions and continued excellence in education. We will continue to focus on character education initiatives, Common Core skills, use of data to inform instruction, consistent implementation of newly adopted direct instruction strategies to increase students' achievement and providing exciting and challenging enrichment opportunities for all students.

I look forward to a very positive and productive year together! As always, I extend a special, yearlong invitation to our families to become PTO members or join us at school activities and events whenever possible. We want . . . we need . . . and we value your involvement and support in your child's education! Your active participation is key to the success of our young Lions.

At Sherwood Forest, we highly value home/school communication. It is vital and plays an integral role in each student's success. Teachers will be sending school information home in daily communications folders. However, we also encourage you to contact us if/when the need arises if you need support understanding your child's assignments, assessments, and details of school activities.

Again, I welcome you to Sherwood Forest Elementary and to our wonderful learning community . . . a place alive with much energy . . . enthusiasm . . . and a high standard of excellence! It is, indeed, a pleasure to start the new school year with you as we work together to make our school a great place to work and learn each day!

Best Regards,

Ms. Shimon Ancker
Principal

Einstein Charter School @ Village de l'Est, Sherwood Forest, and Sarah Towles Reed Middle and High School (collectively, "Einstein" or the "school") is a Type 3B Charter School with **Orleans Parish School Board** as their Chartering Authority. Charter schools must abide by state and federal laws governing education. Charter schools have stricter accountability standards. Charter schools also have greater flexibility with regard to rules, and other areas allowed by their charters.

MISSION STATEMENT/SCHOOL VISION

The mission of Einstein is to promote academic excellence in teaching and learning through an integrated, interdisciplinary focus on mathematics and science curricula and to develop the pursuit of lifelong learning among all stakeholders.

ANTI-DISCRIMINATION POLICY

Einstein does not permit discrimination against anyone on the basis of race, age, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation.

TRANSPORTATION

Einstein provides yellow bus transportation to students who reside over 1 mile within Orleans parish. Other modes of approved transportation are parent-contracted Licensed Van service, carpool and/or walking.

PARENT/GUARDIAN EXPECTATIONS

Parents/Guardians agree to do the following:

- Ensure their child attends school every day and arrives on time.
- Provide quiet student time and assist with homework every day.
- Ensure their child submits homework to the teacher every day.
- Keep themselves knowledgeable about their child's behavior and what their child is learning.
- Stay aware of the child's academic progress by reviewing progress reports and attending report card conferences quarterly. Parents also have access to the Powerschool Handbook.
- Read with or listen to their child read aloud at least 5 nights a week.
- Ensure their child understands and follows the school and classroom rules.
- Communicate frequently with their child's teacher.
- Ensure their child adheres to the school dress code.
- Volunteer and/or participate in school activities.
- Become an active **PTO** member.
- Ensure their child attends after school state assessment remediation classes if their child is recommended or required to attend such classes.
- Submit required documentation for absences the day after occurrence.
- Ensure their child adheres to the rules of the school.
- Inform the school nurse of any illness or medication with regard to your child.
- Parents are to project a positive appearance. Absolutely no exposure of body parts and no pajamas.
- Parents are not to block walkers' gate. Additionally, children are not to enter into the street during the drop off or pick-up periods.
- Recognize that school personnel must enforce the Student Code of Conduct by mandatory reporting.

STUDENT EXPECTATIONS

- Attend school daily and arrive on time.
- Complete all class and home assignments in a timely manner and to his/her full potential.
- Perform academically to the best of his/her ability every day.
- Discuss with his/her parent/guardian what transpires during the school day.
- Demonstrate respect to faculty, staff, classmates, and school property at all times.
- Follow the school and classroom rules every day.
- Adhere to the dress code.
- Complete all class work due to absences, and turn assignments in on time.
- Students are to be safe, responsible, respectful, and ready to learn at all times.

TEACHER EXPECTATIONS:

- Provide quality teaching and leadership to students and families.
- Communicate frequently with the parents/guardians about the student's academic and behavioral progress.
- Provide parents/guardians with the necessary assistance to help their child with their homework.
- Recognize that all students are individuals with different learning styles.
- Conduct at least two parent-teacher conferences a year.
- Provide appropriate accommodations for all students.

VISITOR EXPECTATIONS

- **All visitors must report directly to the school office.** Visitors must receive approval before entering the school. Visitors must sign the visitors' book located in the school office and will receive a pass if the visit is approved.
- **Parents/Visitors may not hold conferences with teachers during instructional time or disrupt the learning process.** Parents may schedule conferences by leaving their name, phone number, and teacher's name with the office. The teacher will then call the parent to arrange a conference during non instructional time.
- **Parents/Visitors are NOT permitted to question, reprimand, or discipline students at Einstein.** If this occurs, the parent will no longer receive permission to enter the school and/or a letter will be sent to the parents forbidding the parent to enter school grounds.
- **If a visitor becomes either verbally or physically abusive or profane towards an employee or student of Einstein.** A school representative will contact the New Orleans Police Department, and at a minimum, a restraining order may be sought. Einstein has a zero tolerance policy toward this type of abuse.

DAILY SCHEDULE AT SHERWOOD FOREST

Due to safety and monitoring, students are not permitted to be dropped off before 7:00 AM.

7:00 - 7:45 AM: Courtesy before care for students.

7:20AM - 7:50 AM: Federal Breakfast Program for **1st-5th grade** students—available to all students.

8:00AM-8:30am-Federal Breakfast Program for **PK and Kindergarten** students—available to all students.

8:00 AM - 3:00 PM: Required school day for students in grades Pre- Kindergarten through 5th grades.

3:00pm-3:15pm: Dismissal

All students must be picked up prior to 3:30pm daily (except for those attending the after-school program)

3:00 – 5:00 PM: Students registered for the After-school program with Community Works must attend from 3:00pm-5:00pm. **Students will not be released before 4:30pm from the after-school program.**

Morning Intake Procedures

Walkers (Must have a valid Parent Note on File): Sherwood Forest students who are walkers are to enter the front door of the building on Maid Marion Drive and proceed directly to the cafeteria. Students must have a valid written note on file in the office indicating that they are walkers and will be picked up by the names adult(s) on file. Students will only be released to adult(s) named on the Emergency Form.

Sherwood Forest Van and Carpool riders: From Chef Hwy: Take Wright Road. Turn right on Prentiss Avenue. Go straight down then turn left onto King Richard Drive then turn left to join the carpool line on Pressburg. You will turn left on Maid Marion Drive and turn left into the carpool gate on Maid Marion Drive. Parents must enter the main gate on Maid Marion Drive then enter the parking lot. Proceed in a single file line down the driveway, and then merge to the right in a single file line in front of the gym. Only unload students in the assigned stopping areas for individual cars.

DAILY ATTENDANCE REQUIREMENTS PER LOUISIANA LAW

§221. School attendance; compulsory ages; duty of parents; excessive absences; condition for driving privileges

A.(1) Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board and shall assure that such child is not habitually tardy from school pursuant to the provisions of R.S. 17:233.

(2) Whoever violates the provisions of this Subsection or R.S. 17:234 shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.

Students are required to attend school and to arrive on time every day. Parents are to call the school to notify the school secretary or clerk when a student will be absent and provide a reason for his/her absence. Students must bring a signed note for all absences. If a student is absent for three (3) consecutive days, the student must provide a doctor's note upon return to school. When necessary, the student will be referred to the school social worker and/or parent liaison. All students who are legally enrolled in school shall be subject to the attendance regulations of the school district. Einstein will adhere to the truancy laws. Students who are absent on any given day may not participate in any extracurricular activities on that day.

Students who are absent in excess of 10 school days without permitted excusals may be retained. Permissible excuses for absences are as follow and require documentation to support approval: sickness, injury, medical reasons (must have a doctor's note), death in the immediate family, court appearance, religious holidays as defined by a religious calendar, or other extraordinary situations with the school leaders' permission. Parents of students who have two unexcused absences in one week or three unexcused absences in one month will receive an attendance notification and/or request for conference.

Some examples of unexcused absences are family vacations, babysitting, work, or questionable chronic medical absences. Parents will be called in for a conference for students who have three to five unexcused absences. Students who have five or more unexcused absences will be reported to the district Truancy Center and/or Department of Children and Family Services. Additionally, the student will be referred to SAT. Parents/Guardians may be required to attend Juvenile/Municipal Court as a result of the truancy status. Parents may face fines and attend Juvenile Court/Municipal Court.

***All doctor's notes and notes that qualify (by definition as stated above) as excused absences are to be submitted directly to the office and not to the child's teacher. Excuse notes should be placed inside the box located in the office labeled —Attendance Excuse Notes. Parents should keep a copy of these notes for their records.**

TARDY ARRIVAL PROCEDURE

Students are TARDY if they arrive after 8:01 AM for elementary students and 8:16 for middle school students. Tardy students must report to the office to obtain a tardy slip. Students who are tardy five times are considered **truant** and will be reported as such.

Students are to report to school on time every day, most importantly, during state testing. Students who arrive tardy during this time will not be allowed to report to their testing room until that portion of the test is over.

Students who are tardy will not be eligible for Perfect Attendance.

Tardiness and absenteeism should only occur in extenuating circumstances and for reasons listed above for excusal.

EARLY CHECKOUT PROCEDURE: Must arrive for early checkout before 2:30pm

Parents must report directly to the school office and present a valid ID before being allowed to sign their child out for early dismissal. The school secretary will call the classroom and have the child report to the office. Parents are not allowed to enter the hallways or classrooms without first checking in at the office to gain permission to do so.

UNLESS AN EMERGENCY IS IN EFFECT, PARENTS/GUARDIANS WILL NOT BE ALLOWED TO CHECK OUT STUDENTS 30 MINUTES PRIOR TO DISMISSAL.

A student can only be checked out early by an authorized adult who is listed on the child's emergency form.

Under no circumstances will a child be released to anyone unless that person is listed on the contact list.

DISMISSAL PROCEDURE

During registration parents are to sign a Student Pick Up Form to inform the school of their chosen pick-up procedure, i.e. whether their child will ride the bus, be picked-up, walk home, or if their child will attend after school programs once it begins. If the parent chooses to pick up their child or designate their child to walk home, the parent will be required to include on the Student Pick Up Form when their child is to be picked and all adults designated to pick their child up. If parent chooses to enroll their child in the after school programs, the Student Pick Up form must still include information regarding the student's pick up from that after school program.

Parents are obligated to pick their child up on time at dismissal. Einstein does not allow its students to remain at school unsupervised. Supervisory personnel leave their duty posts at 15 minutes past dismissal time (3:15pm).

If an unpreventable circumstance causes parent/guardian or designee to be late in picking up your child, he/she must call the school to inform the staff of the impending late arrival or the alternate adult picking up your child. Parents who arrive after the 15 minute allotted time to pick up their child are to report to the office to complete a late pick up arrival form.

Parents who repeatedly fail to pick their child up on time at 3:00 PM dismissal or the after -school program 5:00 PM dismissal may be reported to the Department of Children and Family Services. Students who are repeatedly picked up late from the after school program will not be allowed to continue in the program.

Walkers and Van Riders (MUST have a letter on file in the office):

- **Van riders** will be **dismissed** from the main entrance between the office and cafeteria.
- **Walkers:** Parents/Guardians picking up a walker, must park on Maid Marion Drive (without blocking neighbors driveways), form a single file line on the right side in the front of the school. He/she will be expected to give the first and last name of the student being picked up in order for the student to be released.
- **Walkers** waiting to be picked up by a parent/guardian will be dismissed from the main entrance between the office and the cafeteria.
- **WALK HOME INDEPENDENTLY:** Students in 3rd-5th grade who are designated as **WALK HOME** students will be released from the cafeteria at dismissal. **A LETTER must be on file in the office before time. Students in grades PK-2 cannot be designated as WALK HOME students unless they are walking home with older sibling(s), parent or guardian.**

Carpool:

- **From Chef Hwy: Take Wright Road. Turn Right on Prentiss Ave. Go straight down then turn LEFT onto King Richard Drive then turn LEFT to join the carpool line on Pressburg.** You will turn LEFT on Maid Marion and turn LEFT into the Carpool gate on Maid Marion Drive. **Parents must enter the main gate on Maid Marion Drive then enter the parking lot.** Proceed in a single file line down the driveway, and then merge to the right in a single file line in front of the gym. When arriving at the end of the school day, **adults should remain in their cars**, waiting in a single file line until students are dismissed. Only unload students in the assigned stopping areas for individual cars. Please do not block the driveways of our neighbors. **Students will NOT be released to anyone for any reason who walks up the carpool lane to request a student.**

AFTER SCHOOL PROGRAM: Parents must enroll the child for him or her to attend. It is held Monday through Friday from 3:00- 5:00 PM. Transportation to and from school must be arranged by the parent. **Students who do not follow school rules will not be allowed to continue in the program.**

Yellow Bus Riders:

Students riding the yellow bus will report to the gym and sit in the lines designated for their bus #. Buses will be called for dismissal as the buses arrive.

EMERGENCY PROCEDURES

In the event of an emergency (e.g., severe weather conditions, hurricanes, earthquakes, and/or power failures), Einstein may close and/or delay opening. School closures will be announced over local television and/or radio stations. If necessary, Einstein may need to call parents to pick up their children from school. It is a necessity to furnish the school with correct, current phone numbers so that you or your authorized contacts may be reached in the event of an emergency.

UNIFORMS

Sherwood Forest (Pre-kindergarten through Fifth Grade) uniforms may be purchased online at

<http://einsteinchartersherwoodforest.eplunoshops.com/index.php?route=common/home>

School uniforms are required and are restricted to the following clothing options.

BOYS:

- White button down collar oxford shirt with Einstein Sherwood Forest Logo
- SHORT SLEEVE PIQUE POLO with Einstein Sherwood Forest Logo
- Short Sleeve Einstein Spirit T-Shirt
- Khaki full length or knee length trousers
- Black belt—NO ornate or large buckles
- White or black crew socks only
- Black tennis/dress shoe with black laces only
- Black tie for dress occasions
- Forest Green Einstein cardigan sweater
- Forest Green Einstein Sherwood Forest crewneck sweatshirt
- Forest Green Einstein Sherwood Forest UNISEX ZIP FRONT BOMBER JACKET

GIRLS:

- White SHORT SLEEVE PETER PAN BLOUSE with Einstein Sherwood Forest Logo
- SHORT SLEEVE PIQUE POLO with Einstein Sherwood Forest Logo
- Short Sleeve Einstein Spirit T-Shirt
- Khaki full-length pants
- Khaki knee length trousers or skirt
- White or black crew socks only
- Black tennis shoes with black laces ONLY
- Forest Green Einstein cardigan sweater
- Forest Green Einstein Sherwood Forest crewneck sweatshirt
- Forest Green Einstein Sherwood Forest UNISEX ZIP FRONT BOMBER JACKET

Einstein appreciates donations of gently used uniforms to distribute to those students in need. To donate or obtain a gently used uniform, please contact the school to speak with Social Worker.

DRESS CODE

Einstein strictly enforces its dress code. All Einstein students are to be dressed in complete uniform every day. Shirts and blouses are to be tucked in, not rolled up at all times of the day.

Pants are to be worn around the waist and belted with a black belt.

Shorts and skirts must be knee length.

Open toe shoes, sandals, and shoes with heels are NOT allowed.

Oversized pants and tops are not permitted.

Clothing, jewelry, buttons, patches, colored ribbons, arms bands or any other items that are gang related, or have words, phrases, symbols, pictures or signs which use language that is indecent, profane, suggestive, or drug or alcohol related are NOT to be worn.

Distracting haircuts or hair coloring which distract from classroom instruction and the school environment may NOT be worn.

Permitted jewelry such as stud earrings are allowed for boys and girls. Dangling earrings are not allowed at any time, including on dress down days. For the health and safety of all students, ornate and/or expensive jewelry, such as medallions and gold chains, are not to be worn by students on school property. Such items place students in danger of being accidentally injured, assaulted or robbed. Any jewelry deemed inappropriate by the staff will result in a warning, followed by consequences, should the student willfully disrespect an authority figure.

Spirit Day Attire—School t-shirt, long jeans, belted at the waist, knee length skirts, knee length shorts belted at the waist, tennis shoes.

Students are not allowed to wear a hood over their heads in the school building.

Failure to abide by the dress code will result in consequences as prescribed in the Discipline Code.

MEDICATION

IT IS UNLAWFUL FOR A STUDENT TO POSSESS AND/OR DISTRIBUTE MEDICATION ON SCHOOL PROPERTY AND/OR WHILE PARTICIPATING IN OFF-CAMPUS SCHOOL ACTIVITIES. VIOLATION OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING EXPULSION, AND/OR CALLING NOPD.

Medication is to be administered to the student by the school nurse or trained staff member **ONLY IF** written and signed instructions from the parent and doctor are on file. These forms will be available during registration and extra copies may be obtained from the school nurse. All medicines are to be kept in the school nurse's office.

If a student must take medication during the school day, the following requirements must be met:

1. All medication must be in the original pharmaceutical container and is to be clearly identified with the name, address, and phone number of the pharmacy, prescribing doctor's name, student's name, dosage, and administration instructions of the medication.
2. A medication administration form (available during registration or obtained from the school nurse) must be signed by the prescribing physician and parents, and returned to the school nurse before any medication is to be administered. This includes over-the-counter medications such as Tylenol, Pepto Bismol, etc. **NO MEDICATION WILL BE ADMINISTERED WITHOUT FULFILLMENT OF THIS REQUIREMENT.**
3. Medication will be administered by the school nurse or a trained staff member.
4. The school will NOT supply Tylenol, Motrin, topical antibiotics or any other over-the-counter medications. These medications must be provided by the parent with the properly signed administration form.
5. Disciplinary action, including possible expulsion, and informing the NOPD will take place if a student brings unauthorized medication to school or shares such with others.

IMMUNIZATION AND HEALTH REQUIREMENTS

All students must meet the state and federal immunization and health requirements. All health forms can be provided by Einstein upon request. Those forms must be completed before a child begins the first day of classes. No child will be allowed to attend school if he/she does not comply. All students entering school in Louisiana for the first time must present evidence that they are immune to, have received immunization against, or are undergoing a schedule of immunization for:

1. Measles, Mumps, Rubella
2. Diphtheria
3. Tetanus
4. Whooping Cough
5. Poliomyelitis
6. Hemophilus influenza Type B invasive infections.
7. Varicella
8. Meningitis (MCV)

Parents may request exemptions from these requirements. See a school administrator for more information. The school nurse has a right to inquire about the request for an exemption and determine whether it is appropriate.

HEALTH AND SAFETY

All students must have a health history form completed and signed by the parent/guardian. Any chronic illnesses and/or allergies should be reported on this form. These forms are distributed during registration. Additional forms may be obtained from the school nurse or office staff.

1. Allergies
Parents must advise the school of their child's food allergies. Einstein strictly prohibits peanut butter and all nut products, including foods cooked in peanut oil or processed in the same place where peanuts are present.
2. Emergency Contact Information
All students must have on file in the school office completed emergency contact forms. The emergency forms will be provided during registration and must be returned to the school immediately. **It is the parent/guardian's responsibility to notify the office of any changes that may occur regarding emergency data during the school year.**

Prompt attention will be given to anyone requiring first aid. For serious accidents or illnesses, the school will contact the parent/guardian according to the emergency contact forms on file and/or 911.

SCHOOL SOCIAL WORKER

The school social worker promotes the healthy social and emotional development of every student and thereby fosters optimal conditions for academic achievement. In addition to providing information to and counseling for students, social workers assist students, parents, and school staff in working together by communicating and providing referrals for outside resources.

The school social worker serves as a liaison between the student, parent, school, and community and adheres to all mandates, laws, regulations and policies.

Parents are important partners in working with the school social worker and are required to attend all scheduled meetings with regard to their child as warranted.

Students will be required to write, to the best of their recollection, a description of the incidents they either witnessed or were involved in.

PARENT/TEACHER ORGANIZATION (PTO)

Parent and teacher participation is necessary for the establishment of a successful partnership with school officials. PTO officers are nominated and selected from the parent-teacher body through a general election process thereby providing valuable leadership as a team support that works under the guidance of the Principal. Parental involvement is the key to a successful partnership. Information pertaining to PTO meetings, dates, and times will be sent home with the student once the PTO convenes. In the event of re-scheduling changes in dates and times, a notice will be posted on the bulletin board outside of the school office.

EXTRA-CURRICULAR ACTIVITIES

Einstein provides many after school extracurricular activities. Students must be registered by the parent/guardian to participate in these activities. School rules apply for all school functions, including extracurricular activities. Students can be removed from participating in extracurricular activities if:

- The student does not maintain a **C** average in both behavior and academics.
- The student does not follow the rules during the regular school day and while participating in extracurricular activities.
- The student is continuously tardy for the extracurricular activity.
- The student has excessive absences/tardiness.
- The student participates in any activity deemed inappropriate by administration.
- The student is absent from class but shows up for after school activity.

If a student is working to his/her full potential and does not meet the academic requirements, the administration, teacher, and parent can discuss what is in the best interest of the student. Administration is ultimately responsible for the final recommendation decision. **Participation in extracurricular activities is a privilege, not a right.**

FIELD TRIPS

Students may participate in educational field trips while attending Einstein. Students who do not complete homework or class assignments and who do not adhere to the school/classroom rules may not be permitted to attend. Students who do not return the required completed permission slip on time or pay the fee will not be allowed to attend the field trip. The primary supervision for students attending the field trips are the teachers who are attending the field trip and who are employed by Einstein. Chaperones are the adults who accompany teachers and students with the understanding that the teacher holds the leadership position and is responsible for all decisions. The Principal may determine that a chaperone be excluded from a field trip for the following reasons:

1. Parents/Chaperones who exhibit inappropriate behavior.
2. Parents/Chaperones who are unable to stay for the duration of the field trip.
3. Parents who wish to bring other small children or babies (siblings may not attend field trips).
4. For any other reason deemed appropriate by the Principal.

The parent/chaperone that is excluded from field trips is not permitted to attend the field trip destination for the duration of the field trip. Police will be called in the event a parent/chaperone who was excluded from the field trip by the Principal attends the field trip destination during the planned excursion.

All parties must have a current years criminal background check from New Orleans Police Department on file in the main office before being allowed to participate.

BIRTHDAY/CLASSROOM PARTIES

Parents/Guardians are welcome to visit classrooms to provide **pre-packaged/store-bought items** in celebration of birthdays or holidays. However, visitation must be pre-approved by the Principal or Assistant Principal. **Celebrations can be held between 2:30pm-3:00pm ONLY.** All attendees must attain a visitor's pass once approved for the requested visit. Students are NOT allowed to be taken from the class at the end of the visit UNLESS they have been checked out in the office prior to 2:30pm.

INSTRUCTIONAL MINUTES

Instructional minutes are mandated by law in the Louisiana Administrative Code/Bulletin 741 and are adhered to at Einstein Charter School. A minimum of 63,720 instructional minutes per school year are scheduled at Einstein Charter. Students with excessive unexcused absences may be required to attend summer school to make up any instructional minutes missed.

CURRICULUM

Einstein Charter Schools are committed to providing students learning opportunities using state-approved and research supported Tier-1 curriculum to ensure students are learning aligned to their peers nationwide.

A. Pre-KINDERGARTEN and KINDERGARTEN

Students in PK and Kindergarten are taught Reading and/or Language Arts, Mathematics, Science, and Social Studies are incorporated into teacher directed and child initiated activities.

Indoor/Outdoor Center Activities that reinforce Teacher Directed Activities:
40% of day

Indoor/Outdoor learning centers reinforce Child Initiated Activities:
Approx. 35% of day.

Snack, Restroom, Quiet Time, Physical Education: Approx. 25% of day

B. FIRST, SECOND, THIRD and FOURTH

English/Language Arts/Writing: 165 minutes per day

Mathematics and Science: 75 minutes per day for each subject

Social Studies: 45 minutes per day

Health and Physical Education OR other Ancillary: 60 minutes per day

*LUNCH -30 minutes daily for students

GRADING SCALE

| Percent | letter | Quality Points | Quality Point Avg |
|----------|--------|----------------|-------------------|
| 93 – 100 | A | 4 | 3.5 – 4.0 |
| 85 – 92 | B | 3 | 2.5 – 3.49 |
| 75 – 84 | C | 2 | 1.5 – 2.49 |
| 67 – 74 | D | 1 | 1.0 - 1.49 |
| 0 – 66 | F | 0 | 0 – 0.99 |

In accordance with the Einstein’s Pupil Progression Plan, the evaluation of a student’s performance in each subject includes the pupil’s daily classroom performance, homework, teacher observation, checklists, inventories, portfolios, students’ self assessments and authentic assessments. It also includes rubrics and referral decisions as linked to criterion/norm referenced tests and performance on standard district quarterly tests, mid-term exams and cumulative final examinations in grades 1 – 8 of required content standards and benchmarks and grade level expectations in state and local curriculum.

Grade Calculation Rubric

| | |
|----------------------|-----|
| Homework | 10% |
| Participation | 5% |
| Formative Assessment | 45% |
| Summative Assessment | 20% |
| Quarterly Assessment | 20% |

Students take the quarterly test on grade level. Individual students’ grades and averages are expressed as alphabetical grades. **Formative Assessment** includes informal observation, worksheets, pop quizzes, journals and diagnostic tests that enable the teacher to assess how students are performing. **Summative Assessments** include state-mandated assessments, district benchmark or interim assessments, end-of-unit or chapter tests, end-of-term or semester exams, mid-terms, finals, and projects.

Numerical grades are used to calculate the quarterly grade based on the above rubric. Then, the quarterly alpha grade (A, B, C, D, F) is averaged to calculate the final grade. The grading scale reflects the State of Louisiana’s uniform grading policy.

PROGRESS REPORTS and REPORT CARDS

All students must receive quarterly progress reports. Progress reports will be issued halfway through each marking period. Attendance is also noted on each quarterly report card.

PROMOTIONAL REQUIREMENTS

Pre-Kindergarten - The student must attend a minimum of 160 days of school.

Kindergarten- The student must attain at least 70% of the required grade level benchmarks, including phonemic awareness and phonics. The student must also attend a minimum of 160 days of school.

Grades 1 & 2 - The student must attain at least a D average in **each** of the promotional subjects of English/Language arts (oral and written communication, handwriting, comprehension and spelling), mathematics, science and social studies based on the required grade level benchmarks. The student must also attend a minimum of 163 days of school.

Quarterly exams will be averaged into the final grade.

Grades 3, 4, and 5 - **The pupil must attain at least a D average in each** of the promotional subjects of English/Language Arts, (oral and written communication, handwriting, comprehension and spelling), and mathematics, science, and social studies , Health/PE and Spanish based on the required grade level benchmarks.

EXAMINATIONS

Examinations are required during each quarter/marketing period in grades first to fifth.

Weekly testing/quizzes are required for all subjects.

HOMEWORK

Homework is assigned every day from Monday through Friday. Students are required to complete and submit all assignments on time. Students are responsible for all missed assignments due to absences. Students are responsible for returning all correspondences from school that requires a parent/guardian signature. Homework extends student learning and reinforces concepts taught in class. Homework is an integral component of Einstein's academic program. Homework encourages students to reflect on concepts taught and is a tool to involve the parents in their child's educational experience. Students and parents can access free online ELA and Mathematics homework assistance at <http://homeworkla.org/>

TEXTBOOKS

Textbooks are an expensive part of your child's education and are not easily replaced. Students are given assigned textbooks for their use during the school year. Students are responsible for taking care of their textbooks. Students must not write in or destroy textbooks. Students are responsible for returning their textbooks in good condition with normal wear at the end of the school year or prior to the student leaving Einstein. Parents are responsible for the cost of textbooks that their child has lost or damaged. A replacement textbook will not be issued to a student until restitution is made to the school by the parent for the lost or damaged textbook.

STUDENT ASSISTANCE TEAM (SAT)

Einstein follows the prescribed procedure in identifying students who may need Special Education Services. The process is as follows:

- Parents, teachers, or Administration may refer a student to the student assistance ("SAT") team at any time by completing Form 300R.
- Parents will be invited to meet with the Student Assistance Team to discuss the student and decide on a plan of action. Intervention strategies will be discussed for possible implementation.
- If a full evaluation is decided upon, the parent or legal guardian must sign permission for the evaluation to take place.
- Once the parent or legal guardian signs permission, the evaluation team has sixty working days to complete the evaluation.
- If an evaluation is not needed, parents or the legal guardian will be notified with an explanation. If the parent/legal guardian disagrees that an evaluation is not needed, they may appeal the decision.
- If an evaluation is performed, the Student Assistance Team will notify the parents/legal guardian upon its completion and discuss its findings and course of action in the best interest of the student.
- It is important that parents/legal guardians obtain and save copies of the documents from this process. It is an important part of the student's records.

STUDENT DISCIPLINE

A Positive Behavior Support Program focusing on teaching students to interact in positive ways will be implemented. Teachers will also incorporate an assertive discipline plan to enforce their class and school rules. Teachers will clearly articulate the classroom/school rules to students. Einstein Charter Schools promotes a restorative approach to discipline.

For minor infractions, students may receive a timeout or lose some privileges for which the parent may not be notified. For all other student infractions, the teacher will follow the process listed below:

- The teacher will provide one on one counseling with the student.
- The teacher will notify the Parent/Guardian by phone/letter.
- The teacher will arrange and conduct a parent/teacher conference and document the outcome. A behavioral management plan will be written with the parent and student, if necessary.
- If the misbehavior continues, the teacher will refer the student to the Dean of Students and complete a discipline referral form. The teacher will also provide copies of the parent contact log and the behavior management plan, (if applicable), to the Dean of Students or Principal.
- The Dean of Students, Assistant Principal and/or Principal will arrange and conduct a Parent/Administrative conference, at which time the parent will be informed of consequences the student will receive due to his/her non-compliance with the rule(s).
- The Dean of Students, Assistant Principal and/or Principal will also inform the parent if a referral to Student Assistance Team (SAT) and/or to the social worker will transpire.
- **An in school suspension may be assigned** if a student's behavior warrants removal from the schedule class. In school suspension involves a student's reassignment to another class and/or Positive Behavior room during which time the student discusses the behavioral infractions and completes assigned work. The parent will be notified of any in-school suspension by phone and/or letter.
- **Einstein follows federal and state discipline procedures for students with disabilities and students who have 504 plans**[EC1]

● In the event the student is involved in misbehaviors such as fighting, or any other activity deemed a serious offense by The Dean of Students, Assistant Principal and/or Principal, the student may receive an immediate suspension and/or proceed with an expulsion.

Behaviors that warrant suspension are as follows:

- Intentionally providing false information to an employee
- Creating a disturbance in the classroom, campus, and/or school sponsored activity
- Not adhering to the Einstein Computer Acceptable Use Policy
- Trespassing
- Written or verbal proposition to engage in a sex act
- Inappropriate touching or advances with sexual overtones
- Leaving the school campus or classroom without permission
- Intentional disrespect for authority/willful disobedience that interferes with the wellbeing of other students or that prevents the teacher from carrying on class activities
- Use of profane/obscene language
- Being willfully disrespectful
- Fighting
- Gambling
- Extortion or threats
- Harassment, intimidation, and bullying of students by other students
- Possession of stolen property
 - Possession of/igniting fireworks or firecracker or laser pointer/pen
 - Theft (stealing) of an amount of money less than \$100.00, or an object valued at less than \$100.00
 - Inappropriate behavior on field trips
 - Assault (verbal threats) to any school employee
 - Major disruption on a school bus or RTA bus
 - Battery (without bodily injury) on another student
 - Vandalism of school employee's property or other students' property, textbooks, or other articles of value
 - Any other offense which the Lead Teacher judges to warrant suspension

Administration has the right to call the police and/or report the offense to the Hearing Office for students who trespass on school grounds while on a suspension or expulsion.

Any time a student is reported to the administration for a disciplinary infraction warranting suspension, the following procedures will be followed:

Due Process: Procedures for Suspension

1. A Conference will be conducted by The Dean of Students, Assistant Principal and/or Principal where the student will be encouraged to discuss what transpired.
2. The Dean of Students, Assistant Principal and/or Principal will contact and conduct a conference with the Parent/Guardian about the alleged incident to discuss consequence(s) prior to suspension.
3. Principal will determine disciplinary action to be taken.
4. Disciplinary form(s) will be completed and signed by Principal/designee.
5. If the Parent/Guardian refuses to attend/respond to the conference, the student shall be removed or suspended and either of the following may occur:
 - A. A notice shall be sent by certified mail if the parent has not attended or responded to contact/call to discuss the alleged incident and consequence(s) prior to disciplinary action.
 - B. Required disciplinary form (official notice of disciplinary action) will be given to the Parent/Guardian either in person or sent by mail within 24 hours by the school, and all Leadership Team Members will be informed of the incident and disciplinary action.

Due Process: Suspension Appeals

1. The Parent/Guardian has the right, within five (5) school days after the beginning date of the suspension, to appeal by directing a written statement of appeal and a copy of the disciplinary action form to the Level 1 School Leadership Team.
2. The Level 1 School Leadership Team will assess the merits of the case. The parent and student will be notified of the meeting date and has a right to attend. The Level 1 School Leadership Team will render a decision to the student.
3. The decision of the Level 1 School Leadership Team shall be final.

Note: any student suspended for damages to any property belonging to the school shall not be readmitted until payment in full has been made for such damages or the Leadership Team directs readmission.

~~Any student, after being suspended on three occasions for the possession of a firearm, knife, or other dangerous instrumentality, or for the possession, distribution, sale, gift, or loan of any controlled dangerous substance, during the same school session, shall, on committing the fourth offense, be expelled from Einstein until the beginning of the next regular session.~~

Behaviors that warrant recommendation for Expulsion are as follows:

Students receiving a fourth suspension after three previous suspensions in the same school year shall, on committing the fourth offense be expelled from Einstein for a minimum of one semester/90 days. Discipline procedures for Disabled youngsters follow federal/state/local/regulations, consistent with state law - Minimum 90 days (1 semester).

Behaviors that warrant recommendation for expulsion and for the school to call the police, if so deemed necessary, are as follows:

- Battery with bodily injury to another student at school or any school related activity - Minimum 90 days (1 semester).
- Battery to a school employee at school or any school related activity - Minimum 90 days (1 semester).
- Possession, use, concealment, or transmittal of illegal drugs or alcohol at school or school related activities - 12 calendar months - grades 6-12.
- Arson (willful burning of any part of the school building or property therein) - Minimum 90 days (1 semester). Student will not be returned from expulsion until payment/written arrangements for restitution are made.
- Theft (stealing) or extortion of property valued at \$100.00 or more - Minimum 90 days (1 semester). Student will not be returned from expulsion until payment/written arrangements for restitution are made.
- Robbery (taking anything of value from another by the use of force or intimidation) - Minimum 90 days (1 semester).
- Burglary of school property (unauthorized entering of any school building or vehicle with the intent to commit theft or damages) - Minimum 90 days (1 semester). Student will not be returned from expulsion until payment/written arrangements for restitution are made.
- Burglary or damage of any vehicle; unauthorized entering of any vehicle parked on or near school property with the intent to commit theft or school damage - Minimum 90 days (1 semester). Student will not be returned from expulsion until payment or written arrangements for restitution are made.
- Possession, use, transmittal, or concealment of firearms/guns; including pistols; rifles; zip guns; shot guns; loaded or unloaded BB guns; starter guns; explosive propellants or destructive devices whether operable or inoperable (12 calendar months).
- Possession, use, transmittal, or concealment of a knife, including but not limited to a switch blade; pen knife; and similar objects - Minimum 90 days (1 semester).

- Possession, use, transmittal or concealment of other weapons including, but not limited to a razor blade; ice pick; dirk; or other sharp instruments; nunchuks; brass knuckles; pipe; Chinese star; Billy club; machete; mace; tear gas gun; or electric weapons or devices such as a stun gun – Minimum 90 days (1 semester) (12 calendar months).
- Miscellaneous: use of any object or substance to harm, frighten or intimidate others, including but not limited to, rocks, pens, etc.
- Bomb Threats/Setting off fire alarms.
- Participating or causing a disturbance at school or school related activities, e.g., riot, gang fights, or similar disturbances.
- Any other behavior not listed above where the principal determines the infraction warrants a recommendation for expulsion.

When a student is reported to the Principal for an expellable disciplinary infraction, the following procedures will be followed:

Due Process: Procedures for Expulsion

1. A Conference will be conducted by Principal/designee where the student has an opportunity to discuss what happened. In the event the infraction requires suspension pending an expulsion determination, the Parent/Guardian will be notified by phone and written communication within 24 hours from the time the Principal/designee is notified of the expellable offense.
2. The Principal/designee will conduct an investigation into the alleged disciplinary infraction. The Principal/designee will submit the conclusions of his/her investigation within three (3) days following notice of the infraction.
3. Upon a Recommendation for Expulsion by the Principal/designee, a certified letter will be sent to the Parent/Guardian at the address listed on the student's registration form. This notice will include (1) the reasons for expulsion, and (2) the date and time for the due process hearing before the Level 1 School Leadership Team.
4. Following the Principal/designee's recommendation for expulsion, a due process hearing will be held before the Level 1 School Leadership Team to determine the facts of the case and to make a finding of whether or not the student in question is guilty of conduct warranting expulsion. The Parent/Guardian and the student in question has the right to attend this hearing and may be represented by any person of his choice. The due process hearing before the Level 1 School Leadership Team will take place no later eight (8) school days after the infraction on the disciplinary report.
5. After reviewing the case and upon a finding that the student is guilty of conduct warranting an expulsion, the Level 1 School Leadership Team will determine whether such student shall be expelled or if other corrective or disciplinary action shall be taken.

Due Process: Parent Appeal (Expulsion)

- 1. The Parent/Guardian has the right to appeal the decision of the Level I Leadership.**
2. The Parent/Guardian must submit a written statement of appeal request to the Principal/Leadership Team Designee within five (5) days after the date of the decision rendered by the Level 1 School Leadership Team.
3. The Principal/designee will schedule a full Disciplinary Hearing Committee with the Level 2 Leadership Team. Parent/Guardian and/or student, if applicable may be in attendance. Other individuals deemed relevant by any party may attend according to due-process guidelines.
4. The Level 2 Leadership Hearing Committee will consist of Leadership Team Members, and a minimum of one authorized school administrator.
5. Permission for other individuals to attend the Level 2 Leadership Hearing other than those persons indicated above, must be given prior, timely notice and receive permission from the School Leadership Team according to designated guidelines.
6. After reviewing the case, the Level 2 Leadership Team will have the option to affirm, reverse, or modify the decision of the Level 1 Leadership Team. The decision of the Level 2 Leadership Team is final.
7. The Parent/Legal Guardian may further appeal the Level 2 Leadership Team's decision within ten (10) calendar days to the district court in the parish where the Einstein school is located.

CORPORAL PUNISHMENT IS STRICTLY PROHIBITED UNDER ANY CIRCUMSTANCE AT EINSTEIN CHARTER SCHOOL BY EITHER PARENTS/GUARDIANS OR SCHOOL PERSONNEL.

A STUDENT, WHILE UNDER SUSPENSION OR EXPULSION, SHALL NOT ENJOY THE RIGHT OF PARTICIPATING IN ANY SCHOOL ACTIVITY ON THE SCHOOL SITE OR AT ANOTHER LOCATION, NOR WILL THEY BE PERMITTED ON SCHOOL GROUNDS.

BULLYING POLICY

Bullying is a **pattern** of any one or more of the following:

- written, electronic or verbal communications that threaten harm,
- obscene gestures, taunting or malicious teasing, spreading rumors,
- persistent shunning or excluding a student, or
- physical harm, such as hitting, pushing or damaging personal property.

Bullying will not be tolerated **by Einstein Charter Schools**. The Principal and/or Dean of Students are responsible for receiving complaints alleging violations of the policy. Accordingly, any acts of bullying should be reported to the Principal and/or Dean of Students. Teachers or other school personnel who receive a complaint about bullying must verbally notify the principal on the day of incident and in writing within two (2) days of the incident. The principal must notify parents and launch an investigation on the day of the incident. The investigation must be completed within ten (10) days. School employees will follow the law regarding training and prevention of bullying.

Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint, or who otherwise participates in an investigation or inquiry concerning an allegation of bullying is strictly prohibited and is subject to disciplinary measures up to and including termination. Intentionally making false reports about bullying to school officials is prohibited and will result in disciplinary measures up to and including termination.

DATING VIOLENCE POLICY

Einstein Charter at Sherwood Forest prohibits acts of violence of any kind. Dating Violence is defined as the physical, sexual, psychological, or emotional violence within a dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner. Several different words are used to describe dating violence. Below are just a few:

- Relationship abuse
- Relationship violence
- Dating abuse
- Domestic abuse
- Domestic violence

Warning Signs: These warning signs do not mean a relationship will definitely turn violent. However, if you notice several of them in your relationship or partner, you may need to re-evaluate your dating relationship. These warning signs include:

- Excessive jealousy
- Constantly checking in with you or making you check in with him or her
- Attempts to isolate you from friends and family
- Insulting or putting down people you care about
- Is too serious about the relationship too quickly
- Has had a lot of bad prior relationships, and blames all of the problems on the previous partners
- Is very controlling, which may include giving you orders, telling you what to wear and trying to make all of the decisions for you
- Blames you when he or she treats you badly by telling you all of the ways you provoked him or her
- Does not take responsibility for own actions
- Has an explosive temper
- Pressures you into sexual activity you are not comfortable with
- Checking cell phones, emails or social networks without permission Reporting Teen Dating

Violence: All allegations of dating violence shall be reported to school administrators, school counselor, school nurse or other faculty members. A student complaint process will be instituted to allow students to file complaints about incidents or threats that may not have been witnessed or reported by others. The accusing student will complete a Student Incident Form (sign and date). Once an allegation is initiated and a confidential file is started the parent/legal guardian will be contacted of both the victim and the perpetrator. A report should be submitted to a local or state law enforcement agency upon completion in addition to the school leadership team. Additional actions will be determined based on legal findings by the local or state law enforcement.

PROHIBITED ITEMS

Students are **NOT** to bring **toys and electronic devices to school. Toys and electronic devices are subject to being lost or damaged.**

- Electronic devices including, but not limited to cell phones, CD players, audio/visual devices, play stations and whatever faculty, staff, and administration deem unacceptable.
- These items will be confiscated. Parents/guardians will be expected to pick item(s) up from the school office after the 5th day. On the second infraction, the prohibited electronic device will remain in the safe for 10 days. After the third infraction, parents may pick it up on the last day of school.
- **Einstein is not responsible for lost, prohibited items**

Any item not picked up by the last day of school will be discarded. Prohibited items such as weapons and illegal substances are also covered by the discipline policy.

SEARCH AND SEIZURE

Student's possessions can be searched if there is a reasonable suspicion that the specific student violated the law or school rules. A school administrator or teacher may seize any contraband that is illegal or that violates school rules, including weapons or drugs. Lockers, desks, and other school property can be searched at any time for any reason, with or without notice. Searches will be conducted by staff, including one administrator and will be out of the sight of other students. Potentially invasive searches will be conducted by staff members of the same sex as the student and in privacy. The school will keep the results of all searches confidential, except to report illegal activity to the proper authorities. Disciplinary action will be taken against staff that violate these provisions.

MANDATORY ABUSE REPORTING

It is required by law that all Einstein employees report suspected child abuse or neglect. Abuse is a non-accidental physical, sexual, or emotional injury.

Neglect is failure to fulfill a child's physical or emotional needs. It is a criminal misdemeanor for any school employee to fail to report child abuse.

HARASSMENT POLICY

Harassment of any kind including sex, disability, race or any other protected reason, whether verbal, nonverbal or physical, (list may not be all inclusive), is strictly prohibited. If someone suspects they are a victim of harassment, it is to be reported immediately to the Principal. The Principal will investigate the claim and share the findings with the alleged victim and his/her Parent/Guardian. The Principal will take the necessary steps to discipline the accused if the findings warrant discipline. Harassments may result in students being reported to the local Police Department as required by Federal Law.

CAFETERIA PROCEDURE

Students must obey school rules at all times while at school or at any school sponsored activity off campus. Students will be escorted to the cafeteria by their teacher. Students must remain quiet and in the order the teacher has put them in while in line. Students will pick up their breakfast/lunch trays and sit at their assigned tables. Students are not permitted to move about in the cafeteria or change their assigned seating. Students must eat their breakfast/lunch and engage in quiet conversation with other students at their table. Inside voices only must be used. Students are to remain seated until the supervisor dismisses them. Students are to clean whatever items are theirs and discard them appropriately. Students will then exit the cafeteria with their teacher. Throwing food is not permitted, and consequences will result.

DEFINITIONS of TERMS

MISBEHAVIOR - is defined as a student exhibiting behavior(s) which is/are contrary to class, school, District, and/or State rules and regulations. The exhibited behavior(s) by the student is contrary to the best interest of the student or others in the instructional setting of the school and/or at school sponsored activities. Misbehavior(s) may result in suspension or expulsion from the school.

DETENTION- May be assigned by teachers or Leadership Team Members. If a student receives a detention, he or she will be given a school detention letter at least one day prior to the detention to be served is scheduled, containing the date, time, duration of detention, and the reason for it being given. The letter must be signed by the Parent/Guardian and returned the next day. If an after school detention is missed, it will be doubled. If the second one is missed, a suspension may result.

OUT OF SCHOOL SUSPENSION - Parents/Guardians will be notified if their child is suspended and the reason. A copy of the LDOE Notice of suspension will be provided to the parents/guardians (in person or via mail) with the conditions fully noted. **Following the suspension, there must be a readmit conference with the Principal or the Principal Designee before the student can attend class.** Students are not permitted to attend school or any school related activity unless the suspension was served in its entirety and Parent/Guardian attended the readmit conference.

Suspensions are considered excused absences. IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN/STUDENT TO REQUEST MAKE-UP WORK FROM THE TEACHER IN A TIMELY AND APPROPRIATE MANNER. As with any excused absence, students have equal number of days to turn in their work. Parents may request work for extended suspensions. Assignments will be graded as though the student was in class. Tests, quizzes, and exams given during the suspension must be made up within five (5) days of the student's return from suspension. Out of school suspensions can last from one (1) full school day to five (5) full school days.

EXPULSION- Serious misbehavior/misconduct by students may result in expulsion (up to one calendar year) or exclusion (for the balance of the school year). \

Attendance of suspended student- Whenever a student is suspended from school, the teacher from which the student received the suspension recommendation may require a student's Parent/Guardian to attend a portion of the school day in that class. After completing classroom visit, and before leaving the school premises, a Parent/Guardian also shall meet with the Principal/Designee.

PARENT CONTACT

Parents are encouraged to contact teachers and school staff to stay aware of their child's academic and behavioral progress. Parents may contact teachers/staff via the school phone at (504) 503-0110, in person by scheduling an appointment in the main office at 4801 Maid Marion Drive, New Orleans, LA 7012 or via use of Class Dojo accounts. Class Dojo account registration codes are provided by the homeroom teacher the first day of school.

LOST AND FOUND

Any unclaimed or lost articles that are not readily identifiable will be placed in the lost and found. A student who finds an article should bring it to the lost and found in the office. A student who loses an article may go to the office during non- instructional time to look for it. It is suggested that parents label all of the child's belongings so they are readily identifiable.

PROPERTY POLICY

All buildings, desks, boards, lavatories, and other school materials are property of the school. Any student that destroys or defaces school property will be required to pay for damages or loss and that willful destruction or defacement is grounds for suspension, expulsion, or other disciplinary consequence. Theft is illegal and will result in disciplinary actions including suspension, expulsion, and/or notification of external authorities.

- Student has no expectation of privacy for anything carried into or stored on school property, including book bags, lockers or purses.
- The school is not responsible for the loss of personal property at the school.

PRIVACY STATEMENT

Pursuant to law, Einstein shall not release any personally identifiable information without prior written notice and/or prior written consent from a parent or guardian to institutions Einstein is not obligated to provide such information. Personally identifiable information may include student names, photos, images, residential addresses, email addresses, phone number(s), and/or locations and times of class trips.

PHOTOGRAPHS/PUBLICITY

Your child may be photographed for the purpose of school and/or classroom identification and/or individual or school group photos. Photographs from school events with students may be submitted to the local newspaper and/or television or displayed online in school related websites, school publications and other publication tools used by media and approved by the school for publicity purposes.

TEACHERS AND STUDENTS MAY ALSO BE FILMED DURING INSTRUCTIONAL TIME FOR EDUCATIONAL AND PUBLIC PROMOTIONAL PURPOSES.

SECURITY CAMERAS

Einstein has security cameras to promote a safe, orderly, and secure school environment for all stakeholders. Security equipment will not be used to gather personally identifiable information for public use or promotion. Parents do not have the right to view video recordings, as this practice violates the rights of students in the video.

STUDENT RECORDS POLICY

- Parents (or students over 18) have the right to inspect their student's records.
- Parents (or students over 18) have the right to request that the school correct records that they believe are inaccurate or misleading.
- If the school decides not to make requested changes, the parent or student over 18 has the right to a formal hearing before the charter board.
- Parents may submit in writing a request to view student records.
- School will respond in five (5) working days to the request.
- The viewing will take place with a designated employee of the school on the school site.

The school may deny the request for one of the following reasons:

- Disclosure would violate state or federal law;
- Disclosure would violate personal privacy;
- The records are trade secrets which would cause substantial harm if disclosed;
- The records are law enforcement records;
- Disclosure would endanger the life or safety of any person;
- The records are computer access codes;
- The records are purely internal materials.

The following information may be disclosed without parents' consent which may include but is not limited to the student's:

Name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance at the school, degrees and awards received, and the previous institution attended.

There are certain parties to whom the school can release student information without parental consent. They are:

- School officials and teachers with legitimate educational interests;
- Officials and teachers of other schools to which a student is transferring with parent notification;
- Authorized governmental representatives as required by law, including audit or accreditation agencies;
- Financial aid agencies to which students have applied;
- Organizations conducting educational studies;
- In health and safety emergencies;
- To individuals designated by lawful subpoena or judicial order;
- All other personally identifiable information may not be disclosed without parents' written permission that specifically states the records be released, the reasons for release, the person to whom the records should be released, and whether the parents want to receive a copy as well.

BOARD MEETINGS

The Einstein Board meets the first Tuesday of every month at Einstein Charter School at 6:00 PM. The meetings are open to the public. Updates on the meeting dates, time, and agenda are posted on the bulletin board outside of the office at least 24 hours prior to meetings being held.

COMPLAINT PROCEDURE

Parents/Legal Guardians who may have a complaint or concern must follow the protocol listed below:

1. Call the school and ask to schedule a conference to resolve the issue with the teacher of concern. Teacher emails can be provided upon request in the main office.
2. If the issue was not resolved with step 1, call the school and request a conference with an available administrator (Dean of Students, Mr. Lawson/Ms. Wright, Assistant Principal/Ms. Ancker, Principal)
3. If the issue is not resolved, you may schedule a conference with the Einstein Board at board@einsteincharterschools.org.

Available modes of contact are the school phone at (504) 503-0110 or in person in the main office at 4801 Maid Marion Drive, New Orleans, LA 7012

Einstein Charter Schools

Parent/Student Rights in Identification, Evaluation and Placement

Section 504 of the Rehabilitation Act of 1973 & Title II of the American
with Disabilities Act of 1990

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability;
 - Receive notice with respect to identification, evaluation, or placement of your child;
 - Provide written consent prior to your child being evaluated;
 - Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate to the needs of the disabled student. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
 - Have your child educated in facilities and receive services comparable to those provided non-disabled students;
 - Have the interpretation evaluation data and placement decisions based upon a variety of information sources and placement decisions made by persons who know the student, the meaning of the evaluation data, and placement options;
 - Have your child provided with an equal opportunity to participate in nonacademic and extracurricular activities offered by the system;
 - Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
 - Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
 - A response from the school to reasonable requests for explanations and interpretations of your child's records;
 - Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school system refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing;
 - Request and participate in a review or an impartial hearing, with counsel if desired, related to decisions or actions regarding your child's identification, evaluation, educational program or placement
- File a local grievance. The grievance procedures are located at <http://opsb.us/departments/exceptional-children's-services/section-504/>.

The person at the school who is responsible for Section 504/ADA compliance is the building principal.

COMPUTER AND TECHNOLOGY POLICY

Students enjoy the privilege, not the right, of having access to computers and technology at Einstein. All hardware and software is the property of the school, not the student, and students have no reasonable expectation of privacy to any information saved or transmitted through any part of the school network. Below are the rules and regulations with regard to technology use:

- Student may not view, download, or transmit any offensive or inappropriate material, including racist, sexist, or illegal material.
- Student may not use the network for commercial purposes, excessive personal use, lobbying, or advertisement.
- Student may not gamble on the network.
- Student may not use the network in a way that disrupts or interrupts the work of others (e.g., playing loud music, deliberately wasting resources).
- Student may not share his or her password or permit anyone else to access school computers with his/her password.
- Student may not deliberately damage the network or use the network to harass other users or damage any part of the network system.
- Student may not post or forward any messages without permission.
- Student may not publish personal information about him or herself or anyone else on the internet.
- Student may not illegally download copyrighted material or software, nor make any unauthorized copies of any software, music, or other material.
- Student must follow all lab and equipment procedures and rules.

The school may filter internet content in any appropriate way and may monitor students' technology use. Any student not adhering to the Computer and Technology Rules will be subjected to consequences stated in the discipline section of this handbook. Einstein will also follow all rules promulgated by the OPSB with regard to computers and technology.

Einstein Charter Schools

Computer Acceptable Use Policy

Introduction

Einstein Charter Schools provides its students the privilege of accessing the Internet over the school's computer network. The computer network is intended to promote educational excellence and to locally and globally share educational resources. Students will access and transmit information over the Internet or network for educational purposes. It is the intent of Einstein Charter to:

- a) prevent the transmission of or access to inappropriate material by means of Internet, electronic mail, or other forms of electronic communications;
- b) prevent unauthorized and malicious attempts to access valuable network resources;
- c) prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- d) abide by the rules established in the [Children's Internet Protection Act](#).

I. Access to Inappropriate Material

Einstein Charter Schools shall use technology protection measures (or "Internet filters") to prevent access to inappropriate material. The technology protection measures shall be applied to avoid visual depictions of material deemed obscene or pornographic, or any material deemed harmful to minors.

Authorized personnel may disable or minimize technology protection measures for bona fide research or other lawful purposes.

II. Student Behavior

While using the computer network, students:

1. **SHOULD NOT** give out names, phone numbers, addresses or any personal information about themselves or others
2. **SHOULD NOT** engage in activities that initiate or participate in any activities that are prohibited by local, state or federal laws.
3. **SHOULD NOT** use the Internet to send or receive messages that discriminate against others.
4. **SHOULD NOT** use abusive language or profanity over the Internet.
5. **SHOULD** always be polite and respectful of others.
6. **SHOULD** communicate with caution. Keep in mind:
 - privacy cannot be guaranteed in a network environment.
 - you cannot see the person with whom you are communicating.
 - you cannot tell the age or the sex of the person with whom you are communicating.
 - you cannot always be sure you are being told the truth
 - you should think carefully about what you say and how you say it.
7. **SHOULD** report any problems to their teacher.

III. Inappropriate Network Usage

Accessing the Internet through Einstein Charter School's network is a privilege, not a right, and inappropriate network usage will result in disciplinary actions. Einstein Charter School shall take actions to uphold the safety and security of users on Einstein Charter School's network.

Any student can be found in violation of acceptable network usage if he or she:

1. uses the Internet or network for illegal, inappropriate, or obscene purposes, or supports such activities. Illegal activities shall be defined as those which violate local, state, and/or federal laws.
2. violates copyrights, license agreements or other contracts.
3. intentionally disrupts information network traffic or crashes the network and connected systems.
4. uses Einstein Charter School's Internet or network for commercial or financial gain, fraud, political campaigning or solicitation.
5. steals or damages data, equipment, or intellectual property.
6. gains or seeks to gain unauthorized access to the network system.
7. forges electronic mail messages or posts anonymous messages.
8. uses an account owned by another user or invades the privacy of individuals.
9. changes or deletes another user's account information.
10. discloses personal information about anyone.

Students shall be made aware that any use of the network or of personal digital devices while on school property or at school events, regardless of whether the device is owned by the district, the school, or by the individual user, is subject to all the provisions of the Computer Acceptable Use Policy of Einstein Charter Schools. At no time within any property of the school, or off premises but engaged in activities connected to the educational efforts of the school, is any student to violate the provisions of the Computer Acceptable Use Policy of Einstein Charter School.

Einstein Charter Schools

Computer Acceptable Use

Policy Consent and Waiver Form

Consequences of network use violations include but are not limited to:

1. Suspension or revocation of network privileges;
 - a. First offense
 - i. Counseling with teacher and parent
 - ii. Three day loss of network privilege
 - b. Second offense
 - i. Counseling with teacher, parent, and site leadership
 - ii. Loss of network privileges for balance of school year
2. Suspension or revocation of computer access;
3. School suspension or expulsion;
4. Legal action and prosecution by the authorities.

IV. Legal Issues

- **Copyright/Trademark** - According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on the network as long as you do so only for scholarly purposes.

- **Plagiarism** - Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit should always be given to the person who created the article or the idea. The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism.

The Law – Students are advised that they are subject to all federal, state, and local laws if they access the computer network for inappropriate or illegal purposes. (See section III of this **policy** for inappropriate network usage violations).

V. Recourses

Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

My parents and I have read Einstein Charter School’s Acceptable Use Policy. By signing the Computer Acceptable Use Policy Consent and Waiver Form, I agree to abide by the rules stated in this policy. I understand that the use of the Internet or network is a privilege and if found in violation of any of the rules stated in this policy, regardless of whether the device I use is owned by the district, the school, or is my personal property, I will be subject to any of the disciplinary actions listed in Section III of this policy. I understand that Einstein Charter School will, to the fullest extent, try to block or filter harmful information from being accessed over the network, but is not responsible for any inappropriate content accessed while using the network.

Student Name _____(Print)

Student Signature: _____

School: _____ Grade: _____

Parent/Guardian Name: _____(Print)

Parent/Guardian Signature: _____

Teacher's Bill of Rights

A. Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

- (1) A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
- (2) A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.
- (3) A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
- (4) A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).
- (5) A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
- (6) A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
- (7) A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).

(8) A teacher has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation, adheres to the law or regulation and does not result in overly cumbersome interpretations of that law or regulation.

(9) A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

(10) A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section.

Acts 2003, No. 1252, §1, eff. July 7, 2003; Acts 2008, No. 155, §1, eff. June 12, 2008;

Acts 2013, No. 329, §1.

STUDENT/PARENT CONTRACT

Date: _____

I have received and read the Student/Parent Handbook that describes the policies and procedures, including but not limited to, the discipline policy, the Computer/Technology policy and guidelines for students enrolled at Einstein Charter Schools. My child and I have discussed and understand the contents of the Parent/Student Handbook and will abide by them.

Student Signature _____

Student Name Print: _____

Parent Signature _____

Parent Name Print: _____

Room Number _____ Grade _____

Address _____

Phone Number-Cell _____

Phone Number-Work _____

Phone Number-Home _____

Please read and sign this contract and return it to your child's school no later than August 31, 2018.

School Bus Behavior Contract

“Ride with Lion Pride”

Directions for Parents and Students

In an effort to promote a positive climate on our school buses, we at Einstein Sherwood Forest, students, parents and school staff will be working together to provide a safe and respectful ride to and from school. Please read and review the pledge with your child, then sign and return this agreement within three days.

General Information

Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner.

Riding the school bus is a privilege. If you behave appropriately, you will be allowed to ride the bus.

Students who do not adhere to the rules will receive a bus conduct report and appropriate consequences will be administered.

Student’s Pledge:

I agree to ride the bus safely.

- **I will stay seated until I arrive to my final destination.**
- **I will wear my seatbelt at all times.**
- **I will talk in a soft quiet voice.**

I agree to show RESPECT.

- **I will obey my bus driver and follow the rules.**
- **I will keep the bus free from trash/liter.**
- **I will keep my hands and feet to myself.**
- **I will respect other passengers and use kind words at all times.**

If students choose not to follow this contract the following consequences may occur, or in the event of a serious offense the student may be suspended from the bus immediately:

1st offense: Parent(s)/guardian will be notified by an administrator at the school and the student will be warned about the consequences of not following the school bus rules. Other disciplinary measures may include a lunch detention, after school detention or other consequences as specified in the Parent/Student Handbook.

2nd Offense: Parent(s)/guardian will be notified by an administrator and student may lose all bus privileges for 3 – 5 school days.

3rd Offense/Severe Clause: Students may be suspended immediately from the bus for severe infractions for a period of time to be determined by the school administrator. A serious infraction, such as a weapon, drug or physical violence, may result in bus privileges being suspended immediately. The student may be required to remain at school and law enforcement may be called.

NOTE: If bus privileges are suspended, the parent must arrange for my timely transportation to and from school. Additional referrals may result in removal from the bus for the remainder of the school year.

Please print legibly. Signatures indicate that you have discussed, understand, and agree to the above statements. Thank you.

Student Name: _____ Grade: _____ Date: _____

Student’s Signature: _____

Parent/Guardian Signature: _____ Phone Number _____

STUDENT PICK UP FORM

Student Name: _____

Grade: _____ Teacher: _____

Pick up time: (circle) 3:00 4:00 5:00 5:30

3:00-5:30 Activity: _____

How will my child be picked up: _____

Please refer to Parent/Student Handbook to understand guidelines for timely pick-up of your child. Also, refer to the requirements in attending the 3:00- 5:30 activities.

Parent Signature: _____

Print Parent Name: _____

Parent/Guardian Contact Phone Number:

1. _____

2. _____

Student Signature: _____

Print Student Name: _____

Date: _____