



EINSTEIN
CHARTER HIGH

SARAH TOWLES REED

PARENT STUDENT Handbook

School Year 2018-2019

Einstein Olympians are:
Safe, Responsible, Respectful,
Ready to Learn

Issued August, 2018

Dan Davis
Interim - CEO
Einstein Charter Schools

Nathan Stockman
Principal, Einstein Sarah Towles Reed

Dear Einstein Families,

Welcome to Einstein Charter High School at Sarah Towles Reed. We are pleased that you have entrusted us with the education of your child. We have incorporated a comprehensive curriculum designed to provide a competitive education for our students. Einstein also offers several outstanding extracurricular activities for your student to participate in after school. In order to maximize your child's experience at Einstein, we ask that our parents become actively involved in the education of their child, school activities, and PTA.

It is required that you and your child read and discuss the contents of this handbook together, ensuring that all parties involved are fully aware of the school's rules, regulations, and procedures. After reading the handbook, we ask that you sign the attached Student-Parent Contract to assure that parents and students understand and agree to abide by the policies in the handbook, and return it to your child's first period teacher by August 31, 2018.

Thank you for choosing Einstein Charter High School.

Sincerely,

Dan Davis
Interim - CEO
Einstein Charter Schools

Einstein Charter High School at Sarah Towles Reed is a charter school authorized by Orleans Parish School Board. 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.

1. MISSION STATEMENT/SCHOOL VISION

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

2. 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.

3. PARENT/GUARDIAN RESPONSIBILITIES

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.
- 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 nurse of any illness or medication with regard to your child.
- If your child has an IEP or 504 Accommodation Plan from another school, you are to provide a copy to the front office. Services will be implemented once the official up to date IEP/IAP/504 documents are received.

- 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.

4. PARENT/GUARDIAN/VISITOR POLICY

While parents, guardians and visitors are allowed to observe classroom instruction, they will be limited to one day of observation in the classroom where their child is assigned. Permission is granted by the Principal. Parents, guardians, and visitors must sign in at the front office and receive a pass to proceed into the school. Parents, guardians, and visitors are not allowed to disrupt instruction, take notes on students, converse with teachers during instructional time, or to speak with students. Parents, guardians, and visitors are not to assume teachers can meet on their planning time, as they have required work to do at that time. If you would like to speak with a teacher or staff member, an appointment must be made through the office. Parents, guardians, and visitors will be informed to leave the building if any of the above infractions occur. The Principal may ask the parent, guardian or visitor to leave for any other reason if the principal believes they are protecting the safety, welfare, and learning environment of the children. **Parents/Guardians must obtain a criminal background check to receive approval to volunteer or attend field trips.**

5. STUDENT RESPONSIBILITY

The student will:

- 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.

6. TEACHER RESPONSIBILITIES:

- 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.

7. DAILY SCHEDULE AT SARAH TOWLES REED

7:30 AM: High School students enter the building at the Michoud Blvd main entrance and proceed to the designated space.

7:45 - 8:15 AM: Federal Breakfast Program—available to all students. Students must enter the school at the Michoud Blvd main entrance and proceed to the cafeteria.

8:20 AM – 3:30 PM: Required school day for students in High School. Students may begin arriving at 7:30 AM. Students are to enter the Michoud Blvd main entrance to the school and proceed to the cafeteria.

Students who are dismissed at 3:30 PM must be picked up no later than 3:45 PM. Transportation to and from school must be arranged by the parent.

#1: Regular Day with Olympian Period			
Students May Enter Gymnasium	7:30	Duty Posts Begin	
Breakfast	7:45	8:15	
Period	Start	End	Minutes
1st	8:20	9:50	90
2nd	9:55	11:25	90
3rd	11:30	1:00	90
Lunch A/Olympian	1:00	1:30	30
Lunch B/Olympian	1:30	2:00	30
4th	2:00	3:30	90
#2: Half Day Dismissal (11:30 Release)			
Students May Enter Gymnasium	7:30	Duty Posts Begin	
Breakfast	7:50	8:15	

Period	Start	End	Minutes
1st	8:20	9:50	90
2nd	9:55	11:25	90
Lunch (250 Students)	11:30	12:00	30
Dismissal	12:00		
#3: Exam Review Day (11:55 Release)			
Students May Enter Gymnasium	7:30	Duty Posts Begin	
Breakfast	7:45	8:15	30
Period	Start	End	Minutes
1st	8:20	9:05	45
2nd	9:08	9:53	45
3rd	9:58	10:43	45
Lunch (250 Students)	10:45	11:15	30
4th Period	11:15	12:00	45
#4: Exam Day (12:35 Release)			
Students May Enter Gymnasium	7:30	Duty Posts Begin	
Breakfast	7:50	8:15	
Period	Start	End	Minutes
Exam 1	8:20	9:55	95
Brunch (250 Students)	10:25	10:55	30

Students are encouraged to attend after school Tutorial/Study Hall/Enrichment Classes on Mondays through Fridays. Extracurricular activities are for students whose grades are C and above.

AFTER SCHOOL CARE: Parents must enroll the child for him or her to attend. 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.**

Students who remain on the school premises for extracurriculars will be held responsible to arrive at their designated location on time. Those students who loiter around the school instead of attending their designated class on time will not be allowed to remain on campus and will be dismissed. This includes students looking for younger siblings. Parents will be notified if this occurs.

Parents are obligated to pick their child up on time at dismissal. Einstein cannot allow its students to remain at school unsupervised. Supervisory personnel leave

their duty posts at 15 minutes past both dismissal times.

If an unpreventable circumstance causes you to be late in picking up your child, please call the school to inform the staff of your 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.

Students who are repeatedly picked up late from the activity/extracurriculars will not be allowed to continue in the program.

8. DAILY ATTENDANCE

Students are required to attend school every day and to arrive on time every day. Parents are to call the school to notify the school secretary 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 a permissible excuse may be retained. Permissible excuses for absences are: sickness, injury, medical reasons (must have a doctor's note), death in the immediate family, court appearance, religious holy days as defined by a religious calendar, or other extraordinary situations with the school leaders' permission. Students who have two unexcused absences in one week or three unexcused absences in one month will receive a detention, and parents will be called in for a conference. Failure to attend detentions will result in further disciplinary action.

Some examples of unexcused absences are family vacations, babysitting, work, or questionable chronic medical absences. Students who have three to five unexcused absences may receive a detention, and parents will be called in for a conference. Students who have five or more unexcused absences will be reported to Family Services and referred to SAT team, and their parents may be required to attend Juvenile/Municipal Court. Truant students will be picked up by NOPD and transported to the Truancy Center. 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 to the office and not to the child's teacher. Parents should keep a copy of these notes for their records.**

Truancy is defined by Title 17, Section 221 of the Louisiana Revised State Law, it states:

ALL CHILDREN BETWEEN THE AGES OF 7 AND 18 (from the 7TH TO THE 18TH BIRTHDAY) MUST ATTEND A PRIVATE OR PUBLIC DAY SCHOOL, UNLESS THE CHILD GRADUATES FROM HIGH SCHOOL PRIOR TO HIS 18TH BIRTHDAY. ANY CHILD BELOW THE AGE OF 7, WHO LEGALLY ENROLLS IN SCHOOL, SHALL ALSO BE SUBJECT TO THE PROVISION OF THIS SUBPART. EVERY PARENT RESIDING WITHIN THE STATE OF LOUISIANA MUST ASSURE THE ATTENDANCE OF THEIR CHILDREN IN REGULARLY ASSIGNED CLASSES DURING REGULAR SCHOOL HOURS AS ESTABLISHED BY THE SCHOOL BOARD.

The above penalty for violating the law is not more than \$250.00 for each incident your child is determined to be truant.

In December 1979 the New Orleans City Council passed a new City Ordinance which says that parents of truant children may be summoned to Municipal Court for a speedy hearing.

9. TARDY ARRIVAL PROCEDURE

Absences and tardiness negatively impact students academically and also disrupt the education of students who regularly attend and arrive to school on time everyday. Tardiness and absenteeism should only occur in extenuating circumstances and for reasons listed above for excusal.

Students are TARDY if they arrive after 8:21 AM. 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. Detentions will be issued to students who are tardy three times in one week or three times in one month. Failure to attend detentions will result in further disciplinary action.

Students who report after 9:05 AM are considered absent from first period. Any student who reports after 9:00 AM must either present a valid excuse as stated in the definition above, or be signed in by a parent/guardian. Failure to present valid check-in requirements will result in parent contact.

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.

10. CELL PHONE POLICY

Students are permitted to bring cell phones on campus. Phones should be turned off from 8:15 am – 3:30 except during lunch. Phones may be used at lunch to text, email, research, and or check Powerschool or Class Dojo. If gaming or listening to music, students must wear headphones. Facetiming, live streaming, making phone calls and camera use are not permitted.

Any use of cell phones on campus must be under the framework of the ECH “Acceptable use of Technology” policy. If students do not adhere to the policy they will receive consequences and could lose the privilege of carrying a phone on campus. If a phone is used for cyberbullying or any other criminal act, it will be held by the administration as evidence. If a teacher or administrator asks a student to surrender a phone, the student should comply upon the first request. Students needing to call home must receive a pass to the office to use the phone.

If teachers permit the use of cell phone technology during instruction, the usage will be closely monitored with clear and stated expectations. Phones must be turned off at the end of class.

Violations of the cell phone policy will be handled by the administration.

11. EARLY CHECKOUT PROCEDURE

Parents must report directly to the school office 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 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. The office staff will request to see your identification to ensure the safety of all students.

Students who are out of class, for any reason, for any amount of time, are missing instructional minutes. Students who fail to meet the required instructional minutes will be required to make up the seat-time.

12. DISMISSAL PROCEDURE

Students who walk home, will be dismissed from a designated location. Walkers are to immediately leave the school premises and walk home.

Student who are picked up by a vehicle, will be dismissed from the main entrance of the school. Students who walk and those who are picked up are not to co-mingle with each other during dismissal times. This is to provide a safe, less congested dismissal for all students. **Parking is prohibited in the front driveway between the hours of 6:30 - 9:00 AM and 2:00 - 5:30 PM.**

13. VISITORS

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 visit 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.

14. MEDICATION

STUDENTS ARE NOT TO KEEP MEDICATION WITH THEM WHILE ON SCHOOL PROPERTY OR WHILE PARTICIPATING IN OFF- CAMPUS SCHOOL ACTIVITIES.

All medicines are to be kept in the school nurse's office. 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 may be obtained by the school nurse.

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 (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.

Nonadherence to the above will result in disciplinary action and the NOPD will be notified.

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.

15. 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. 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.

All students must have on file in the school office completed emergency contact forms. The emergency forms 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.

16. SCHOOL SOCIAL WORK DEPARTMENT

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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. PARENT/TEACHER ASSOCIATION (PTA)

Parent and teacher participation is necessary for the establishment of a successful partnership with school officials. Parental involvement is the key to a successful partnership. Information pertaining to PTA meetings, dates, and times will be sent home once the PTA 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.

23. DRESS CODE

Einstein strictly enforces its dress code. All Einstein students are to be dressed in complete uniform every day. The students are also responsible for wearing uniforms that fit them according to Einstein standards. Uniforms are not to be baggy or larger than the student's appropriate size. Shirts and blouses are to be tucked in, not rolled up.

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

Shorts and skirts must be knee length. Heels, open toe shoes, sandals, and shoes with heels are NOT allowed. Oversized pants and tops are not permitted. Clothing,

jewelry, buttons, patches, colored ribbons, scarves, arm 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.

Jewelry: 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.

BOYS:

- White button down collar oxford shirt*
- White Einstein polo shirt*
- Olympians Red Einstein polo shirt*
- Khaki full length or knee length trousers
- Black belt—NO ornate or large buckles
- Socks must be worn and must be school appropriate.
- Black, blue, white, pink, checkered tennis/dress shoe with laces
- Black tie for dress occasions
- Olympian Red Einstein pullover sweater**
- Olympian Red Einstein Charter Middle sweatshirt**
- Olympian Red Einstein Nylon Jacket**

GIRLS:

- White button down collar oxford shirt*
- White Einstein polo shirt*
- Olympian Red Einstein polo shirt*
- Khaki full length trousers
- Khaki knee length trousers or skirt
- Einstein plaid knee length skirt*
- Black belt—NO ornate or large buckles
- Socks must be worn and must be school appropriate.
- Black, blue, white, pink, checkered tennis/dress shoe with laces
- Olympian Red Einstein pullover sweater**
- Olympian Red Einstein Charter Middle sweatshirt**
- Olympian Red Einstein Nylon Jacket**

Einstein Charter High Physical Education:

Students are required to dress out for Physical Education class. Students are required to wear the official Einstein Charter High P.E. uniform as communicated in the P.E. syllabus.

****Einstein cardigan sweaters and sweatshirts can be purchased online and are required wear in cold weather. No other sweatshirts or substitutions are allowed.**

P.E. shirts are not a substitute for regulation school uniforms.

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.

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 Einstein's Parent Liaison.

24. 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 lunch trays and sit at a table. Students are not permitted to move about in the cafeteria or change their seat. 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.

25. HOMEWORK

Homework is assigned daily and is calculated into a student's final grade. 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 correspondence 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.

26. 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.

27. 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.
- 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.**

28. 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, tablets, personal laptops, CD players, MP3 players, video game consoles, bluetooth speakers, and other electronic devices that administration deems unacceptable.
- These items will be confiscated. Parents/guardians will be expected to pick item(s) up from the school office.
- If a second infraction occurs a parent conference will be held.

- After the third offense, students will face additional consequences.
- **Einstein is not responsible for lost or 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 are covered by the discipline policy.

29. 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 OPSD with regard to computers and technology.

30. INSTRUCTIONAL MINUTES

Instructional minutes are mandated by law in the Louisiana Administrative Code/Bulletin 1741 and are adhered to at Einstein Charter School. A minimum of 7,965 minutes are required per Carnegie unit.

31. PROGRESS REPORTS

All students must receive quarterly progress reports. Progress reports will be issued halfway through each marking period. They are to be signed by the parent and returned to the teacher within two days from its issuance. Attendance reports for students will be issued every quarter for students with excessive absenteeism.

32. EXAMINATIONS

Examinations are required during each quarter/marketing period.

Weekly testing/quizzes are required for all subjects.

33. COMPOSITE QUARTERLY GRADES

The composite quarterly grade is determined by the following method: all work other than quarterly assessment/test counts for 75% of the total grade while the quarterly/assessment test counts for 25% of the total grade.

34. 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.

35. 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. Parents of students who are found to be in possession of contraband will be notified. 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 violates these provisions.

36. 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.

37. 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.

38. 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. Einstein will participate in the OLWEUS Bullying Prevention Program.

39. STUDENT DISCIPLINE

Einstein Charter High is fully committed to the principles of restorative justice. We value this approach so that all members of our school community can flourish.

The Einstein Charter High School culture team believes, and practices, the tenets of Restorative Justice. In addressing behaviors that threaten a positive school climate, the Principal and the culture team seek restoration through the following five inquiries:

1. What behavior or action was deemed inappropriate?
2. Why did you (the student) commit such a behavior/action?
3. Who did you harm in the process?
4. What could you have done differently?
5. What needs to be done to make sure that those who are harmed are repaired, and that this action doesn't happen again? --Closing the loop.

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. Parents will receive copies of the rules. For 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/email.
- The teacher will arrange and conduct a parent/teacher conference and document outcome. A behavioral management plan will be written with the parent and student, if necessary.
- If the behavior 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 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 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.
- **Special education discipline procedures will be followed for all disabled students, including 504 students.**

In the event the student is involved in behaviors such as fighting, or any other activity deemed a serious offense by The Dean of Students or Principal, the student may receive an immediate suspension and/or proceed with an expulsion **Discipline procedures for disabled students, IDEA, and 504, comply with district, state and federal regulations.** Student/Parents Rights Handbooks/information for Disabled Students are given to all disabled and 504 students.

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 rules that govern technology use
- 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 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

In accordance with the Special Education Discipline Procedures, a Manifestation Determination will be conducted on special education and 504 students after the 3rd offense to determine if the behavior is related to the student's disabling condition.

Students who are on suspension or expulsion are not permitted on school grounds. This warrants trespassing, and police may be notified.

In accordance with state regulations/federal regulations/district policy and as outlined in the Student/Parents' Rights booklet for Disabled youngsters, a disabled student may NOT be out of school for more than 10 days per school year for disciplinary actions. Einstein adheres to all federal/state/local regulations.

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; nunchukas; 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.

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.

Dating Violence

Einstein Charter High School will investigate and takes very seriously the allegation or occurrence of dating violence. Dating violence is defined as “the perpetration or threat of an act of violence by at least one member of an unmarried couple.” In the event that dating violence has occurred, or is thought to have occurred, individuals are encouraged to make a statement to administration via the school Social Worker, Candace Valteau, LMSW. The Einstein Charter High School administrative team will take action on statements received and will conduct a thorough investigation of the event.

If dating violence occurs, or is rumored to have occurred:

- 1) Make a statement to Social Worker or Administrative Team member.
- 2) Administrative team will conduct a thorough investigation.
- 3) Individual making statement will be followed up with and notified, within confines of privacy law, the status of the investigation.

Einstein Charter High School is proud to have a safe learning environment. We strive to ensure a vigorous learning environment for all students at all times.

DEFINITIONS

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. Parents will be notified, and failure to attend detention will result in additional consequences.

OUT OF SCHOOL SUSPENSION - Parents/Guardians will be notified if their child is suspended and the reason. 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. **Disabled students may be suspended for up to five (5) days per offense. However, a DISABLED student (504 students/Special Education-including speech only students) MAY NOT be out of school for more than a total of 10 days per school year for disciplinary actions.**

EXPULSION- Serious misbehavior/misconduct by students may result in expulsion (up to one calendar year) or exclusion (for the balance of the school year). **Special education discipline procedures will be followed for any disabled student recommended for expulsion as per district/state/federal regulations.**

Attendance of suspended student, Parent/Guardian for part of the school day:
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 a classroom visit, and before leaving the school premises, a Parent/Guardian also shall meet with the Principal/Designee.

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

Due Process: School actions prior to suspension/recommendation for expulsion

1. A Conference will be conducted by the Principal or Principal designee where the student will be encouraged to discuss what transpired.
2. The Principal designee 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.
6. A disabled student may not be out of school for more than 10 days for a disciplinary action as per the rights of a disabled student.

Due Process: Parent Appeal (Suspension)

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

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. As part of this investigation, the Principal/designee will contact and conduct a conference with the Parent/Guardian about the alleged action to determine the consequence prior to Recommendation for Expulsion.
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.

Discipline procedures for Disabled students including 504 students are followed in conjunction with district/state/federal regulations. Disabled youngsters may not be out of school for more than a total of 10 days per school year for disciplinary actions. A manifestation determination must be conducted within 24 hours of the recommendation for expulsion.

6. Re-admission following the term of expulsion must be processed through the Leadership Team.

1. **Discipline procedures for disabled students (including 504 students and Speech Only student)** will follow district/state and federal regulations regarding the relationship of relatedness to the exceptionality. Students will be directed to the district special education office and/or their designee for an alternative setting if

appropriate.

Disabled students may not be out of school for more than a total of 10 day per school year for disciplinary actions.

Students will have their hearing scheduled by the RSD Hearing Office.

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 School Leadership Team.
3. The Principal/designee will schedule a full Disciplinary Hearing Committee with the Level 2 School Leadership Team or the Einstein Board of Directors. 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 Hearing Committee's decision within ten (10) calendar days to the district court in the parish where Einstein High School is located.

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

43. SPECIAL EDUCATION POLICY

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

Parents, teachers, or Administration may request an evaluation for the student 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.

44. 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 parent 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.

45. 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:

Parents/Chaperones who exhibit inappropriate behavior
Parents/Chaperones who are unable to stay for the duration of the field trip.
Parents who wish to bring other small children or babies (siblings may not attend field trips)

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.

46. BOARD MEETINGS

The Einstein Board meets monthly at 6 pm at a location that will vary. School sites will host board meetings. 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.

47. 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 person that you may have concerns about.
 - 504-503-0740, Wendy Vera, Administrative Assistant, wendy_vera@einsteincharterschools.org
2. If the issue was not resolved with step 1, call the school and request a conference with an administrator.
 - 504-322-0370, Nathan Stockman, Principal, nathan_stockman@einsteincharterschools.org
3. If the issue is not resolved, you may schedule a conference with the Einstein Board.
 - To do so, please e-mail: board@einsteincharterschools.org,

48. Homework Assistance/Tutoring

Students are encouraged to complete all activities assigned by teachers. Assistance with assignments outside of class time can be found in the following manners:

- Establish tutoring with instructor of course. To set this up students may speak directly with the instructor, or communicate with the instructor via e-mail.
- Students and parents may also seek assistance through the following free service:
 - HomeworkLA.gov

49. Teacher Bill of Rights

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 policy, 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 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 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 expectation;
10. a teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

School Bus Behavior Contract

Directions for Parents and Students

In an effort to promote a positive climate on our school buses, we at Einstein Charter High School, students, parents and school staff will be working together to provide a safe and respectful ride to and from school.

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.

Students are to behave with respect for self and others at all times on the bus.

The bus is an extension of the school day, and as such all offenses that happen on the bus will be dealt with as if they happened on school grounds. The Einstein Charter High School Administrative Team will investigate all behavior infractions thoroughly, will follow due process, and will assign consequences appropriate to the infraction.

Consequences may result in revocation of bus riding privileges.

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.

Einstein Charter High

Student Parking Lot/Student Parking Policy

Parking Policy

- Students who drive to school are permitted to park in the auxiliary parking lot on the south side of the campus.
- Students must provide the following:
 - Copy of Valid Driver's License
 - Proof of Insurance
 - Make, Model, and License Plate Number
- Students will be assigned a parking spot by the school administration.
- Vehicles, while on school grounds, may be searched if reasonable suspicion exists.
- If contraband is in plain view, contraband will be confiscated and/or law enforcement and discipline team notified.
- Students are expected to operate vehicles safely, abide by all laws, and will not operate their vehicle recklessly.
- Students may lose their parking privileges in the event that students are not abiding by school policy.

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-childrens-services/section-504/>.

The person at the school who is responsible for Section 504/ADA compliance is the building principal. The Network Section 504 Coordinator is ~~Ms. Myeshia Smith.~~

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.

IV: Electronic Communication between Students and Faculty/Staff:

1. When communicating electronically outside of class with faculty or staff, students and faculty members are expected to only use the official Einstein Charter Schools e-mail.
2. Faculty and Staff will not accept requests to become “friends”, or “follow” any student on any Social Media Platform.
3. Students will not solicit faculty or staff to become “friends”, or “followers” of their Social Media accounts.
4. Any communication that occurs outside the official Einstein e-mail system is considered a violation of this policy. Any party involved in such communication is subject to disciplinary action.
5. In the event that students are being solicited by faculty or staff, students are encouraged to report the name of the faculty/staff member to the administrative team as soon as possible.

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: _____

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.

STUDENT PICK UP FORM

Student Name: ==

Grade: ==

Teacher: ==

Pick up time: (circle)

4:00

5:30

Extracurricular 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 after school activities.

Parent Signature: ==

Print Parent Name: ==

Parent/Guardian Contact Phone Number:

1. ==

2. ==

Student Signature: ==

Print Student Name: ==

Date: ==

