



Parent/Student Handbook

2018-2019 School Year

“Building a school of Excellence.”

Principal's Message

Greetings Mighty Olympian Family and Friends,

It is a pleasure to serve as your Middle School Principal for the 2018-19 school year. As principal, I vow to work with scholars, teachers, parents/families and faculty and staff to ensure that Einstein Charter Middle is dedicated to education. It is my goal to make sure scholars are prepared to meet the challenges of today's world with perseverance.

As we embark upon a new year, let us remember that we are here to strive for excellence. This school year will provide scholars with rigorous classroom activities and a nurturing environment that is conducive to teaching and learning.

Scholars are encouraged to be creative while learning so they can reach their greatest potential. It is an expectation that scholars excel academically and individually. As we begin the new school year, let us begin with SUCCESS in mind.

Thank you in advance and I look forward to working with you to educate our future leaders.

Educationally,

Andre D. Harris, M.Ed.

Principal

Assistant Principal's Message

Greetings Mighty Olympian Families,

As a new member of Einstein Charter Middle School, I am greatly humbled by the opportunity to serve families in our school community, and consider it a privilege. It is my honor to work with such an incredible staff and administrative team that will ensure the success and continuous growth for our students.

Entering the new year with great expectations, we will strive for excellence. We will educate and equip our scholars to compete in the 21st Century. We will instruct with passion and implement curricula that encourage and promotes critical thinking skills and problem solving skills. These skills are needed to be successful in Science, Technology, Engineering, Arts, and Math. Our scholars and teachers will aggressively use data to drive instruction-ensuring mastery of each standard and success on end-of-the-year state assessments. We will build a strong culture of teaching and learning, climbing to a 'B' school and beyond!

As assistant principal, I pledge to continue working diligently to promote high-academic success and excellence within our school and its culture. I also pledge to honor and celebrate the various cultures of our students represented in the ECM family, while learning the beauty within each culture.

Please know my door is always open, and you are always welcome. Again, I am honored and grateful for this opportunity. Einstein Charter Middle School is making big moves, with great results!

Educationally yours,

Mrs. L. Marshall
Assistant 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 1 Charter School with Orleans Parish School Board as their charter authorizer. 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 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 daily.
- Ensure their child submits homework to the teacher daily.
- Keep themselves knowledgeable about their child's academic and behavior growth.
- 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 and positively with the school's administrators, faculty and staff.
- Ensure their child adheres to the school dress code.
- Volunteer and/or participate in school activities.
- Become an active PTA 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.

- 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 pickup 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 she believes she is 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 at all times.
- Discuss with his/her parent/guardian what transpires during the school day.
- Demonstrate respect and a positive attitude towards faculty, staff and peers.
- 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 student's academic and behavioral progress.
- Provide parents/guardians with the necessary assistance to help students to be successful.
- Treat students as individuals with different learning styles.

- Conduct at least two parent-teacher conferences a year.

<i>Einstein Charter Middle At-a-Glance</i>
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1st Semester

July 2-13, 2018

School Closed

July 16, 2018

First day for Administrators

1st Quarter:

July 23 - 27, 2018

Eighth Grade Academy

August 6-15, 2018

Teachers Professional Development

August 10, 2018

All Paraprofessionals Return

August 16, 2018

First Day for Eighth Graders

August 17, 2018

First Day for Sixth and Seventh Graders

August 27, 2018

LEAP 360 Diagnostics/Achieve Level Set

September 3, 2018

Labor Day (NO School)

September 4, 2018

School Resumes

September 19, 2018

Progress Reports and Half Day for Scholars (11:30)

October 8-10, 2018

First Quarter Exams

October 11-12, 2018

Fall Break (NO School)

October 15, 2018

School Resumes

October 18, 2018

End of First Quarter

2nd Quarter:

October 22, 2018

Second Quarter Begins

October 25, 2018

1st Quarter Report Card Conferences

October 27, 2018

Fall Festival

November 5, 2018

LEAP 360 Interim

November 9, 2018

Special Olympics

November 14, 2018

Progress Reports and Half Day for Scholars (11:30)

November 19-23, 2018

Thanksgiving Holiday (NO School)

November 26, 2018

School Resumes

December 17-21, 2018

Second Quarter Exams/End of Second Quarter

December 24-January 4, 2019

Winter Holiday (NO School)

2nd Semester

3rd Quarter:

January 7, 2019

School Resumes/Third Quarter Begins

January 11, 2019

2nd Quarter Report Card Conferences

January 21, 2019

Martin Luther King, Jr. Holiday (NO School)

January 22, 2019

School Resumes

February 4, 2019
February 6, 2019
February 8, 2019
February 25-March 1, 2019
March 4-8, 2019
March 11, 2019

LEAP 360 Interim II
Progress Reports and Half Day for Scholars (11:30)
Special Olympics
Third Quarter Exams
Mardi Gras Break (**NO School**)
School Resumes

4th Quarter:

March 14, 2019
March 21, 2019
April 1-May 3, 2019
April 17, 2019
April 19-26, 2019
April 29, 2019
May 6 - 10, 2019
May 11, 2019
May 14-20, 2019
May 17, 2019
May 22, 2019
May 23, 2019
May 24, 2019

Fourth Quarter Begins
4th Quarter Report Card Conferences
Computer Based LEAP Testing
Progress Reports
Spring Holiday/Break (**NO School**)
School Resumes
8th Grade Final Exams
8th Grade Formal Social
Fourth Quarter Exams
8th Grade Promotional Exercise
Professional and Summer Prep Day
Last Day for Students
Last Day for Staff

7. Daily Bell Schedule at Einstein Charter Middle School

<i>6th and 7th Grade</i>		
Time:	Period:	Minutes:
7:25am – 7:55am	Breakfast	30
8:00am – 8:07am	Homeroom	7
8:12am – 9:12am	1 st Period	60
9:17am – 10:17am	2 nd Period	60
10:22am – 11:22am	3 rd Period	60
11:27am – 11:57am	Lunch	30
12:02pm – 1:02pm	4 th Period	60
1:07pm – 2:07pm	5 th Period	60
2:12pm – 3:12pm	6 th Period	60
3:17pm – 3:30pm	Academy	13
<i>8th Grade</i>		
Time:	Period:	Minutes:
7:25am – 7:55am	Breakfast	30
8:00am – 8:07am	Homeroom	7
8:12am – 9:12am	1 st Period	60
9:17am – 10:17am	2 nd Period	60
10:22am – 11:22am	3 rd Period	60
11:27am – 12:27pm	4 th Period	60
12:32pm – 1:02pm	Lunch	30
1:07pm – 2:07pm	5 th Period	60
2:12pm – 3:12pm	6 th Period	60
3:17pm – 3:30pm	Academy	13

AFTER SCHOOL CARE: Parents must enroll their child in after school care for them to attend. It is held Monday through Friday from 3:30 - 5:30 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.**

7:25 – 7:55 AM: Middle School students enter the building at the Michoud Blvd main entrance and proceed to the cafeteria.

7:25 – 7:55 AM: Federal Breakfast Program—available to all students. Students must enter the school at the Michoud Blvd main entrance and proceed to the cafeteria.

8:00 AM – 3:30 PM: Required school day for students in grades 6th through 8th

grades. Students may begin arriving at 7:25 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 4:00 PM. Transportation to and from school is provided daily. **The school no longer distributes bus passes or tokens.**

3:30– 5:30 PM: 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. Students who are dismissed at 5:30 PM must be picked up no later than 5:45 P.M.

Parents are to sign a Student Pick Up Form to inform the school when their child is to be picked up at 3:30, who is designated to pick their child up, or will attend after school programs once it begins. Students who remain on the school premises from 3:30-5:30 PM will be held responsible to arrive at their designated class on time. Those students who loiter around the school instead of attending their designated class on time will not be allowed to remain from 3:30-5:30 PM and will be dismissed at 3:30PM. 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 or they can ride school bus. Einstein cannot allow its students to remain at school unsupervised. Supervisory personnel leave their duty posts at 15 minutes past dismissal times.

If an unpreventable circumstance causes you to be late in picking up your child, you are to 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.

Parents who repeatedly fail to pick their child up on time for either the 3:30 PM dismissal or the 5:30 PM dismissal may be reported to the Office of Children Services. Students who are repeatedly picked up late from the after school program 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. 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.**

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

Students are TARDY if they arrive after 8:01 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 two or more times in one week or three times in one month. Failure to attend detentions will result in further disciplinary action.

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.

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

10. CELL PHONE POLICY

Students are allowed to have cell phones but it will be collected daily by the homeroom teacher and returned to the student at the end of the day. If a student needs to contact a parent/guardian they must get permission from the teacher with a hall pass and report to the front office to use the school's phone to call their parent/guardian. Parents who need to get in contact with students during the school day must call the main office at (504) 503-0470.

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. Therefore, the latest a student can be checked out is 3:00 PM.** 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.

12. DISMISSAL PROCEDURE

All students will be dismissed from school at 3:30PM, unless they are in after-school programming. Walkers are to immediately leave the school premises and walk home. Bus riders will board buses in the student parking lot immediately after dismissal.

Students who are picked up by a vehicle, must be picked up on the school grounds and not on Michoud Blvd or any other neighboring streets. This is to provide a safe and orderly dismissal. **Students may also be picked up in the student parking lot.**

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.

1. 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.

14. 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.

15. SCHOOL SOCIAL WORKER 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. PARENT/TEACHER ASSOCIATION (PTA)

Parent and teacher participation is necessary for the establishment of a successful partnership with school officials. PTA 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 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.

22. 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, 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.

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.

MALE UNIFORM	FEMALE UNIFORM
Gray or Black Slacks (No Jeans) Knee length shorts are allowed.	Gray, Black or Plaid Slacks (No Jeans, Tights or Jeggins) Knee length shorts are allowed.
White Button Down Oxford	White Button Down Oxford
Einstein Polo Shirt (White, blue or black)	Einstein Polo Shirt (White, blue or black)
Black or white tennis	Black or white tennis
Navy or black Einstein pullover sweater/jacket or SOLID Black, Gray or Blue sweater or jacket	Navy or black Einstein pullover sweater/jacket or SOLID Black, Gray or Blue sweater or jacket
Black or Brown Belt (ONLY)	Black or Brown Belt (ONLY)

Uniform Shirts can be purchased at the following site:

<http://einstein.eplunoshop.com/>

Einstein Charter Physical Education - Einstein Charter Middle School P.E. shirts, shorts and tennis shoes are required.

1. CAFETERIA PROCEDURE

Students must obey school rules at all times while at school or at any school sponsored activity off campus. Students will pick up their lunch trays and sit at a table in the cafeteria. Students are to remain seated until they are dismissed from the cafeteria. Students are to clean whatever items are theirs and discard them appropriately. Throwing food is not permitted, and consequences will result.

All enrolled students of Einstein Charter Schools are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2017-2018 school year. No further action is required of you. Your child will be able to participate in these meal programs without having to pay a fee or submit a meal application.

2. 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 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.

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

23. 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.**

24. 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 covered by the discipline policy.

25. 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.

26. 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 Charter School 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 and Participation	10%
Formative Assessments	40%

Summative Assessments	20%
Quarterly Exams	30%

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.

Grades 6, 7 and 8 - The pupil shall attain at least a D average in each of the promotional subjects of Language Arts, (oral and written communication, handwriting, and spelling), mathematics, science and social studies based on the required grade level benchmarks. A student who receives a grade of F in English/Language Arts, Reading, or Mathematics at the end of a marking period, or has not met the criteria as outlined in the remediation plan, will be required to participate in mandatory after school or Saturday tutoring sessions. (Refer to the Einstein Charter School Pupil Progression Plan)

The student must attend a minimum of 160 days.

The pupil must pass quarterly exams that will be averaged into the final grade and will count as 30% of the quarterly grade.

***For Grade 8, promotion is also dependent on attainment of the Basic/Approaching Basic Combination in English/Language Arts and Mathematics on LEAP**

HIGH STAKES TESTING GRADES

EIGHTH GRADE STUDENTS WHO ARE RECOMMENDED TO ATTEND AFTER SCHOOL LEAP REMEDIATION CLASSES ARE REQUIRED TO ATTEND.

EIGHTH GRADE STUDENTS MUST ALSO PASS THE LEAP TEST IN ADDITION TO THE ABOVE GRADE AND ATTENDANCE REQUIREMENTS TO BECOME PROMOTED TO THE NEXT GRADE.

STUDENTS IN EIGHTH GRADE WHO DO NOT PASS SPRING LEAP TESTING ARE REQUIRED TO ATTEND LEAP SUMMER SCHOOL.

27. 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 60,120 instructional minutes per school year which is 167 school days are scheduled at Einstein Charter Middle School.

EIGHTH GRADE

English/Language Arts, Mathematics, Social Studies, Physical Education: 60 minutes per day for each subject

Health, Music, Arts, and Crafts: 30 minutes per day

*LUNCH -30 minutes daily for students

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.

28. EXAMINATIONS

Examinations are required during each quarter/marketing period in grades 6th – 8th.

Weekly testing/quizzes are required for all subjects.

29. COMPOSITE QUARTERLY GRADES

The composite quarterly grade for students in grades sixth through eighth is determined by the following method: all work other than quarterly assessment/test counts for 70% of the total grade while the quarterly/assessment test counts for 30% of the total grade.

30. 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.

31. 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. 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.

32. 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.

33. 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.

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 School students. The Principal, Assistant Principal and/or Director of School Culture are responsible for receiving complaints alleging violations of the policy. Accordingly, any acts of bullying should be reported to the Principal, Assistant Principal and/or Director of School Culture. 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.

STUDENT DISCIPLINE

Einstein follows federal and state discipline procedures for students with disabilities and students who have 504 Plans.

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.
- 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, Director of School Culture or Principal.
- The Dean of Students, Assistant Principal 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, Director of School Culture, Assistant Principal, Director of School Culture or Principal will also inform the parent if a referral to Student Assistance Team (SAT) and/or to the social worker will transpire.
- For infractions in which school personnel deem minor, students may receive a conference or lose some privileges for which the parent may not be notified. **An in-school suspension may be assigned** if a student's behavior warrants removal from the scheduled class. In-school suspension involves a student being removed from their regular class. This then allows the

student to meet with the Director of School Culture or designee to discuss the behavioral infractions and completes assigned work.

In the event the student is involved in behaviors such as fighting, or any other activity deemed a serious offense by The Director of School Culture, Assistant Principal 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 rules that govern technology usage.
- 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

Administration has the right to call the police for students who attend school while on a suspension or expulsion.

Any student, after being suspended on three occasions for committing any offense eligible for suspension during the same school session, shall on committing the fourth

offense, be expelled from Einstein until the beginning of the next regular session. The Principal's decisions on suspensions are final.

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.

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.

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.

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. 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 school letter of suspension will be sent home to the parents/guardians 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 unexcused absences. **IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN/STUDENT TO REQUEST MAKE-UP WORK FROM THE TEACHER IN A TIMELY AND APPROPRIATE MANNER.** 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) Students with disabilities MAY NOT be

suspended for more than 10 days per school year.

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, 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 designee where the student will be encouraged to discuss what transpired.
2. The Dean of Students or 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. Students with disabilities MAY NOT be suspended for more than 10 days per school year.

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 School Leadership Team Level 1 will assess the merits of the case. The appellant will be notified of the meeting date and has a right to attend. The School Leadership Team Level 1 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

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.

1. The Principal/designee will conduct an investigation into the alleged disciplinary infraction. The Principal/designee will submit the conclusion of his/her investigation within three (3) days following notice of the infraction. As part of this investigation, 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.
2. 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.
3. 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 not later than eight (8) school days after the infraction on the disciplinary report.
4. 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.

**Students in 6th -8th grade 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 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 Einstein Charter Middle School is located.

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

34. 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 to the SAT Team.
- 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 conducted, the IEP Team, including the parent will convene to discuss the evaluation results and develop an IEP as appropriate.
- 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.

35. 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.

36. 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.

37. BOARD MEETINGS

The Einstein Board meets the second 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.

38. COMPLAINT PROCEDURE

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

1. Call the school at (504) 503-0470 and ask to schedule a conference to resolve the issue with the person that you may have concerns about.

2. If the issue was not resolved with step 1, call the school and request a conference with an administrator.
 - Mr. Andre D. Harris, Principal (504) 228-8613
 - Mrs. Latoya Marshall, Assistant Principal (504) 418-9852
 - Señor Luis H. Martin, Director of School Culture (504) 418-6867

3. If the issue is not resolved, you may schedule a conference with the Einstein Board. Email: board@einsteincharterschools.org.

Intervention Strategies

Positive Behavior Management
 Community Service Student-teacher Conference
 Student/Teacher/Parent Conferences Restorative Practice
 Disciplinary Assignment Referral to Counselor
 Administrator/Parent/Teacher Conference

Einstein Middle School will implement **Restorative Practice** which promotes a positive, orderly, school environment. Students and all members of the school community can learn and practice self-discipline, empathy and community. These practices may include mediation, community circles and other conflict resolution practices.

1.0 General School and Classroom Infractions

1.1 Disobeying school or class rules.

This includes, but not limited to the following: Failure to obey directives, instructions, class procedures or policy, horseplay, rough housing, making fun of others in a malicious manner, forgery, lying, littering, throwing food, being consistently noisy in the halls or lunchroom, mistreating other's belongings, refusal to follow lunchroom procedures, being in unauthorized areas of the school while changing classes, shooting spit wads, flipping rubber bands, throwing spit wads, tossing rocks, passing gas or burping intentionally, making improper noises, writing on desks, leaving class without permission, being out seat without permission, chewing gum or other non-violent misbehaviors which disturb the learning process.

First Offense: Afterschool Detention

Second Offense: 2 days ISS

Third Offense: Parental Conference

Fourth Offense: 3 days OSS

Fifth Offense: Disciplinary Hearing

1.2 Classroom Disturbance

This includes, but not limited to: actions on the part of students that intentionally and repeatedly disturb the teacher and/or other students to the extent that learning is disrupted.

First Offense: 1 day ISS

Second Offense: 2 days ISS

Third Offense: Parental Conference

Fourth Offense: 3 days OSS

Fifth Offense: Disciplinary Hearing

1.3 Leaving school's campus without permission

First Offense: Parental Conference and 1 day ISS

Second Offense: 1 day OSS

Third Offense: Parental Conference

Fourth Offense: 3 days OSS, Disciplinary Hearing

1.4 Cutting class or required activity

First Offense: 1 day ISS for each class cut

Second Offense: 2 days ISS for each class cut

Third Offense: Parental Conference

Fourth Offense: 3 days OSS, Disciplinary Hearing

1.5 Willful and persistent violation of the school's discipline policy

This applies when a student has committed numerous violations of the school discipline and the school administration determines that it has exhausted all reasonable and appropriate discipline procedures available at the school level.

First Offense: Parental Conference

Second Offense: 5 days OSS

Third Offense: Disciplinary Hearing

2.0 Cell Phones/Electronic Devices

All cell phones will be collected by homeroom teachers daily and returned to students at the end of the day.

2.1 Use of cell phone on school premises during school hours.

First Offense: Phone confiscated and returned to the Parent/Guardian ONLY

Second Offense: Phone confiscated and returned to Parent/Guardian at the end of a 40 day period.

2.2 Use of electronic devices on school premises during school hours

This includes but is not limited to MP3 players, iPods, IPADS, portable game systems, portable DVD players, CD players, portable TV's, iPhones, radios, Bluetooth devices, laptops, etc

First Offense: Electronic device confiscated and returned to Parent/Guardian ONLY

Second Offense: Electronic device confiscated and returned to Parent/Guardian at the end of a 40 day period.

2.3 Refusal to comply with cell phone/electronic device policy

First Offense: Parental Conference

Second Offense: 3-5 days OSS

Third Offense: Disciplinary Hearing

3.0 Physical and Verbal Abuse

3.1 Acts of physical violence committed against other students including sexual harassment

This includes, but is not limited to the following: intentionally making physical contact of an insulting nature with the person of another, intentionally making physical contact which causes physical harm to another or is of a sexually violent or offensive nature, a physical attack with the intention of causing bodily harm, a physical attack with a weapon or any object used as a weapon.

First Offense: Parental Conference

Second Offense: 5 days OSS, Disciplinary Hearing

Third Offense: Recommended Expulsion

3.2 Pushing, shoving, kicking, or other physically aggressive behaviors

First Offense: 2 days ISS

Second Offense: Parental Conference

Third Offense: 3-5 days OSS, Disciplinary Hearing

Fourth Offense: Recommended Expulsion

3.3 Endangering the well-being of self and or others through malicious jokes, pranks, tricks, games, etc.

First Offense: 2 days ISS

Second Offense: 1 day OSS, Parental Conference

Third Offense: 3-5 days OSS, Disciplinary Hearing

Fourth Offense: Recommended Expulsion

3.4 Bullying, threatening, hazing

First Offense: Parental Conference

Second Offense: 3-5 days OSS, Disciplinary Hearing

Third Offense: Recommended Expulsion

3.5 Acts of physical violence directed towards a teacher, school bus driver, or other school employee.

First Offense: Disciplinary Hearing

Second Offense: Recommended Expulsion

3.6 Verbal abuse and/or threat towards staff/school employee including vulgar, offensive or profane language

This includes, but is not limited to: addressing a staff member or school employee inappropriately, directing an obscene gesture to the staff member or school employee, making a threat of physical violence to or about the employee or their family, or threatening to damage valuable property of the employee.

First Offense: 3 days OSS, Parental Conference

Second Offense: 5 days OSS, Disciplinary Hearing

Third Offense: Recommended Expulsion

3.7 Disrespect for a staff member/school employee

This includes, but is not limited to: general insolence, back talk, verbal refusal to follow a directive, rule, policy or procedure

First Offense: 3 days ISS

Second Offense: 2 days OSS

Third Offense: Recommended Expulsion

3.8 Verbal or physical abuse of, or disrespectful conduct toward, persons attending school related functions including sexual harassment

First Offense: 3 days ISS

Second Offense: 2 days OSS

Third Offense: Recommended Expulsion

3.9 Expelling of bodily fluids or any kind (mucus, urine, fecal matter, etc.) toward any member of the school

First Offense: Recommended Expulsion

4.0 Insubordination

4.1 Refusal to attend In-School Suspension

First Offense: 2 days ISS and Parental Conference

Second Offense: 3 days OSS

Third Offense: 5 days OSS, Disciplinary Hearing

4.2 Refusal to comply with ISS rules/procedures and the Alternative Coordinator

First Offense: 2 days ISS

Second Offense: 3 days OSS

Third Offense: 5 days OSS, Disciplinary Hearing

4.3 Refusal to correct any uniform infractions

First Offense: 1 day ISS

Second Offense: 2 days of ISS and Parental Conference

Third Offense: 5 days ISS, Disciplinary Hearing

Subsequent uniform infractions: The student will be sent home until the violation is corrected.

5.0 Indecency

5.1 Use of profane, offensive, vulgar or obscene words, gestures, the production of obscene drawings inclusive of technology use

First Offense: 2 days ISS

Second Offense: 1 day OSS and Parental Conference

Third Offense: 3 days OSS

5.2 Possession or distribution of pornographic material, toys, or adult novelties

First Offense: Parental Conference

Second Offense: 1 day OSS

Third Offense: 3 days OSS and Disciplinary Hearing

5.3 Inappropriate public display of affection

First Offense: 2 days ISS

Second Offense: 3 days ISS

Third Offense: 2 days OSS

5.4 Serious Sexual Misconduct (Public Indecency: public exposure of body parts and/or acts)

This offense includes but is not limited to: acts of sexual nature, public indecency and exposure of body parts.

First Offense: 3 days OSS and Parental Conference

Second Offense: 5 days OSS and Disciplinary Hearing

Third Offense: Recommended Expulsion

5.5 Gambling on school property or at a school function

First Offense: 5 days ISS and Parental Conference

Second Offense: 5 days OSS and Disciplinary Hearing

Third Offense: 10 days OSS

6.0 Stealing

6.1 Using property without permission from the owner

First Offense: 3 day OSS and Parental Conference

Second Offense: 5 day OSS

Third Offense: Recommended Expulsion

6.2 Taking property without permission from the owner

First Offense: 3 day OSS and Parental Conference

Second Offense: 5 day OSS

Third Offense: Recommended Expulsion

7.0 Alcohol

7.1 Sale or distribution of alcohol on school property or at a school function

First Offense: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing

7.2 Possession of, use of, or being under the influence of alcohol on school property or at a school function

First Offense: Recommended Expulsion, Parent Contact, Police Action and Disciplinary Hearing

8.0 Drugs

8.1 Sale or distribution of drugs on school property or at a school function

First Offense: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing

8.2 Possession of, use of, or being under the influence of drugs on school property or at a school function

First Offense: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing

8.3 Sale, possession, distribution of counterfeit drugs, inhalant drugs and/or drug paraphernalia

First Offense: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing

8.4 Tobacco use/possession

Use of and/or possession of tobacco by students in any form:

First Offense: 5 days OSS and Parental Conference

Second Offense: 10 days Suspension and Disciplinary Hearing

Third Offense: Recommended Expulsion

8.5 Abuse, misrepresentation, sale, or distribution of over the counter or prescription drugs

First Offense: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing

9.0 Weapons

9.1 Possession of Weapon/Firearm/Mace

First Offense: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing

9.2 Use of Weapon/Firearm/Mace

First Offense: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing

Note: Students may not use any item in a manner intended or likely to cause bodily harm to others. Any item used in a manner to inflict serious bodily damage will be considered a weapon.

9.3 Possession and/or use of fireworks, cigarette lighters, stink bombs, or smoke bombs (pyrotechnics)

First Offense: 5 day OSS, Parent Conference, (possible Police Action) and Disciplinary Hearing

Second Offense: 10 day OSS, Parent Conference, Police Action and Disciplinary Hearing

Note: Use of these items in a manner that may endanger others will require more serious punishment than stated above.

10.0 Field Trips/Off-Campus Events

Any infraction that occurs on a school trip will result in the student being sent home at an additional cost to the parent if applicable. Depending on the severity of the infraction, it may also result in a recommended expulsion.

Dating Violence

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

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.



School Bus Code of Conduct

Einstein Charter Middle School provides school bus transportation for all scholars. The safety of scholars is our number one concern. The “School Bus Code of Conduct” is as follows. Please review the information with your scholar(s).

While at the Bus Stop

- Behave well. No rough housing, ball playing, running, etc.
- Keep noise to a minimum.
- Wait in cars away from the location’s patrons and visitors.
- Do not park at bus stops; cars may be towed at owner’s expense.

While on the Bus

- Respect your driver – always!
- Do not eat or drink on the bus.
- Stay in your seat.
- Keep center aisle clear of backpacks and equipment.
- Dispose of all trash in garbage pails as you exit the bus.
- Do not hang out windows.

The Following Behavior is STRICTLY PROHIBITED

- Violation of safety procedures and excessive mischief
- Destruction of property
- Inappropriate physical contact (fighting, pushing, tripping, etc.) or threats
- Smoking and/or Vaping
- Rude, discourteous and/or bothersome behavior
- Unacceptable and/or offensive language

- Throwing objects out of windows

Misbehavior Consequences

- **First Offense**: Verbal warning from the bus driver
- **Second Offense**: Written warning to primary student contact and school contact
- **Third Offense**: Five day suspension of bus privileges without refund or reimbursement
- **Fourth/Final Offense**: Expulsion of bus privileges for the remainder of the 2018-19 school year

Student Name: _____ Grade: _____ Date: ____/____/____

Student Signature: _____ Parent/Guardian Signature: _____

Teacher 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 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.

B. No LEA shall establish policies that prevent teachers from exercising the rights listed above or in any other provisions included in R.S. 17:416-416.16.

C. The provisions of this policy shall not be construed to supersede any other state law, BESE policy, or LEA policy enacted or adopted relative to the discipline of students.

D. Each LEA shall provide a copy of this policy to all teachers at the beginning of each school year. Each such LEA also shall post a copy of the rights provided in this policy 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 LEA 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 policy.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:416.18.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1268 (June 2005), amended LR 35:1100 (June 2009), LR 39:3259 (December 2013).

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: _____

