



Student & Parent Handbook 2017 – 2018

Dr. La Tonia Harris, Principal
Tonya Ryder, Principal-in-Training
Dionne Pickens, Assistant Principal
John Hawkins, Administrative Dean

1700 E. McNeese Street
Lake Charles, LA 70607
(337) 475-7910
(337) 475-7911 (Fax)
www.swlouisianacharter.org



Dear Parents,

Welcome to a new and exciting year! From the very first day of school until they don their caps and gowns, students go through the most enriching growth period of their lives. The Charter Schools USA family of schools is proud to offer you and your family the opportunity to choose a great educational experience. As an alternative to traditional public schools and private schools, without the typical added cost of tuition, our schools offer a rigorous academic curriculum, a safe learning environment, a community atmosphere and so much more.

Educational success for all students cannot be complete without parent partnerships. You are the most essential part of your child's education and it is important that we build a strong relationship in order to best serve your child's educational needs.

Please use this handbook as a guide. If you cannot find the information you need, please contact school staff members as indicated in the following pages. We look forward to a successful year and are committed to providing our students with quality educational opportunities that will help them become productive citizens in the 21st century.

Charter Schools USA's Mission

Charter Schools USA creates and operative high quality schools with an unwavering dedication to student achievement. We have an unyielding commitment to ethical and sound business practices and provide choice for communities, parents, students, and professionals that foster educational excellence in America.

Charter Schools USA's Vision

We provide premier educational services, drive academic excellence in the Charter Schools Management Industry, build a powerful platform for profound educational reform in the United States and create sustainable long-term value for investors and stakeholders.

Southwest Louisiana Charter Academy's Mission

Southwest Louisiana Charter Academy will provide a quality education of choice for all students through a rigorous science, technology, engineering, and mathematics curriculum. Thereby, developing successful student leaders who are valued citizens within our community.

Southwest Louisiana Charter Academy's Vision

Southwest Louisiana Charter Academy is the premier school of choice maximizing the performance of all students.

Southwest Louisiana Charter Academy's Moral Creed

*Bulldogs will succeed with **Integrity**, inspire with **Grit**, learn with a **Passion**, & sHOW our **Purpose***



Dear Students and Parents,

Welcome to the opening of the 2017 - 2018 school year at Southwest Louisiana Charter Academy. I am both honored and thrilled to be your Principal. There is no greater investment than the education of our children and together we will create a powerful and unifying learning environment for everyone. It is our mission at Southwest Louisiana Charter Academy to provide a quality educational choice for all students through a rigorous science, technology, engineering, and mathematics curriculum. Thereby, developing successful student leaders who are valued citizens within our community.

As we begin the 2017 - 2018 school year, I want to share with you our primary priorities as we accomplish our mission. The theme for the 2017 - 2018 school year is "Mission Possible" which encompasses our ultimate goal of inspiring our community of scholars through a rigorous learning environment that focus on the whole child. It is our goal at Southwest Louisiana Charter Academy to create and sustain a powerful and cohesive commitment to and from each of our students through these priorities:

- Foster high expectations within our school culture through B.A.R.K.:
 - B – Best Effort
 - A – Attitude for Success
 - R – Responsible for Self and Others
 - K – Knowledge is Power
- Foster increased student autonomy, engagement and achievement through use of rigorous and higher order thinking learning activities; and,
- Focus on student learning through targeted group instruction.

Please know that serving as the Principal of SWLCA is a great honor, and I value the trust and responsibility that comes with this position. You are invited to join the Southwest Louisiana Charter Academy family and I in making this a great school year for our students through support of your time and talents. Nothing motivates children more than when learning is valued and encouraged by our school, our families, and our community.

Together, we will ensure a quality education for each and every child, each and every day.

Sincerely,

Dr. La Tonia Harris
Principal



School Calendar 2017 - 2018

July 27 – August 1	New Teacher Institute (NTI)
July 27 – 31	Professional Development
August 1 – 14	Returning Teacher Orientation (RTO)
August 2	CSUSA Regional Summit
August 15	1st Day for Students (K – 8)/Quarter 1 Begins
August 17	1st Day of Students (Pre-K)
September 4	Labor Day Holiday - School Closed
September 14	<i>Professional Development - Early Release Day @ 11:30 am</i>
October 9	<i>Professional Development Day (School Closed for Students)</i>
October 13	Quarter 1 Ends (42 Days)
October 16	Quarter 2 Begins
November 10	Veterans Day – School Closed
November 20 – 24	Thanksgiving Break – School Closed
December 20 – January 2	Winter Break – School Closed
January 3	<i>Professional Development Day (School Closed for Students)</i>
January 4	Classes Resume
January 5	Quarter 2 Ends (43 Days)

End of First Semester (85 Days)

January 8	Quarter 3 Begins
January 15	Martin Luther King, Jr. Holiday – School Closed
February 8	<i>Professional Development Day – Early Release @ 11:30 am</i>
February 12 – 14	Mardi Gras Break – School Closed
March 12	<i>Professional Development Day (School Closed for Students)</i>
March 14	Quarter 3 Ends (43 Days)
March 15	Quarter 4 Begins
March 30 – April 6	Spring Break – School Closed for Students & Teachers
April 9 – May 4	LEAP 2025 (ELA, Math, Social Studies)
TBD	Science Field Test
May 24	Last Day of School for Students (45 Days)
	Report Cards Distributed
May 25	<i>Professional Development Day (Inclement Weather Make-up Day)</i>

End of Second Semester (88 Days)

In case of inclement weather school closings, additional instructional days will be added as needed.

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Agenda Books:

Each student needs to purchase an agenda book from the school. The agenda book will be used on a daily basis by teachers for communication to parents. Students will use the book to log in their home learning assignments. The agenda book may be purchased at the open house at the beginning of the school year or from the school's office. The agenda book must be **signed each night** by a parent to ensure that all communication has been seen. If a student misplaces an agenda book, he/she will need to purchase another one from the main office in the morning. No other agenda books will be accepted, as the school has ordered books with specific items.

Arrival:

Students are expected to be on time for school daily. **ALL** students should be in class by 07:45 am ready for the start of instruction. All students must use the school's car loop lanes to be dropped off, unless they are in Before School Care (BSC). Drop off begins daily at 6:45 am. There is no supervision for students not enrolled in BSC before 06:45 am. If students are dropped off prior to 06:45 am, they will be placed in BSC and the parent will be assessed a \$25.00 registration fee as well as the drop-in rate of \$10.00 per student.

Student Drop Off

Traffic will loop around the school and students will be dropped off in the designated lanes. The safety of all students is our first priority, therefore; we ask that students are dropped off only in the designated lanes. Please refrain from conferences with your child's teacher during these times. Unattended vehicles, cell phones, loud music, and smoking are not permitted in the drop off lanes.

Attendance Policy:

Attendance Expectations:

In compliance with Louisiana's Compulsory School Attendance Law (R.S. 17:221), all students between the ages of seven and eighteen are required to attend a public or private day school unless the child graduates from high school prior to his/her eighteenth birthday. Any child below the age of seven who legally enrolls in school is also subject to the compulsory attendance law.

It is important that your child is present at school each day. Good attendance is one of the keys to achieving your child's full potential in the learning process. Missing school results in your child losing out on learning that is not easily made up.

Elementary students shall be in attendance a minimum of 167 six-hour days or 60,120 minutes a school year and may not miss more than ten (10) days per school year in order to be eligible for promotion. Undocumented absences will be unexcused. Students must have proper documentation for every absence. The procedures for abiding state law are as follows:

- Parents will be contacted on the 3rd unexcused day of absence for a meeting at school.
- Student names will be referred to the school's assigned School Building Level Committee (SBLC) upon the 5th unexcused day of absence as parents are ultimately responsible for their child's school attendance.
- A student shall be considered habitually absent when the condition continues to exist after all reasonable efforts by the teacher and administration of the school have failed to correct the condition upon the occasion of the fifth (5th) unexcused occurrence of being absent within a semester. The student's Principal/designee, with the aid of the teachers, shall file a written report showing dates of absence or tardiness, dates and results of school contacts with the home, and such other information as may be needed by government authorities addressing truancy.

Students have 48 hours to submit an excuse for their absence. A student should not miss school unless they are able to provide acceptable documentation to verify the reason for the absence. Absences will be excused following reasons:

- School-sponsored trips
- Extended personal physical or emotional illness as verified by a physician or nurse practitioner.
- Extended hospital stay as verified by a physician or dentist.
- Extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner.
- Extended contagious disease within a family as verified by a physician or dentist.

- Observance of special and recognized holidays or the student's own faith.
- Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year.
- Absences for Legal Commitments: Court ordered subpoenas or other legal business documentation are required.
- Death in the Family: Documentation regarding the death of a family member, i.e., death certificate, obituary. (Maximum of five days).
- Catastrophic: Documentation regarding catastrophic personal-social occurrences, i.e., flood fire, domestic violence, family illness in the student's home, etc.
- Chronic Medical Conditions: Require a letter from a licensed health care provider that states the condition and how it contributes to absences from school. This letter must be submitted to the school principal by the end of the first three (3) weeks of the session or immediately after the medical condition has been diagnosed. The student's medical situation should be discussed with the teacher and/or principal. Each time a student is absent due to the chronic illness, the parent must send a note stating that the absence was due to the diagnosed chronic medical condition.
- Head Lice: Absence requires appropriate documentation from the school nurse or physician (maximum three-day absence).
- Prior school system-approved travel for education (College Visitation, University Testing).

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal with administration. The parent should request and complete a *Formal Appeal for Absences Due to Extenuation Circumstances* form and submit it to the office within 48 hours of the absence for review.

Excused absences at the elementary school level means the student is counted as absent, but it falls under one of the legal reasons for an absence. All other absences are considered unexcused. An excused absence, unexcused absence, tardy, or early departure will count against perfect attendance.

PLANNED EXTENDED ABSENCES:

Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. **However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out.** With the permission of the Principal, make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

Students exceeding 20 unexcused absences may be discharged from the school's enrollment in accordance with Louisiana's truancy laws.

TARDIES:

A student is considered tardy when he/she is not in their classroom seated by 7:45 am. All late students must enter the Front Office and be issued a tardy pass. Students are also considered tardy if he/she checks out of school prior to the regularly scheduled dismissal time. **If you need to check out your student before the end of the school day, they must be signed out in the Front Office before 02:00 pm.** Only persons that are authorized and can provide proper identification are allowed to check out a student.

Excused Tardiness:

A student is considered excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason and proper documentation for the tardy. Reasons for excused tardies are as follows:

- Doctor's appointments with notes from the physician.
- Extreme emergencies approved by administration.

Excused tardies will not count toward the student's tardy record.

Unexcused Tardiness:

A student will be considered unexcused for alarm clock failures, "parent's fault", car trouble, traffic issues, and inclement weather conditions. By law, unexcused tardies will count toward determining truancy. The procedures for abiding by state law are as follows:

- At three (3) unexcused tardies the Attendance Clerk will double check for medical excuses for tardies turned in and recorded. **Please note that it is the responsibility of the parents to ensure that your email address is up to date at all times.**
- At three (3) unexcused tardies the Attendance Clerk will contact the parent regarding excessive tardies, or early dismissals, via phone conference, email, teacher/parent conference or letter.
- After five (5) tardies the student's name will be given to administration with supporting documentation of parent contact and non-medical tardies stapled to the referral.
- A student shall be considered habitually tardy when the condition continues to exist after all reasonable efforts by the teacher and administration of the school have failed to correct the condition upon the occasion of the fifth (5th) unexcused occurrence of being tardy within a semester. The student's Principal/designee, with the aid of the teachers, shall file a written report showing dates of absence or tardiness, dates and results of school contacts with the home, and such other information as may be needed by government authorities addressing truancy.

Before School Care and After School Care:

Before School Care (BSC) and After School Care (ASC) is a service the school provides for all parents for an additional monthly fee. BSC will begin at 06:30 am and the ASC begins immediately following school until 06:00 pm.

Students that attend the BSC program are expected to report directly to the Multipurpose Room upon arrival, and parents must sign in their child on a daily basis. Students in BSC will have time to review the previous day's assignment. Breakfast will be served from 06:45 am – 07:15 am for an additional fee (please see payment schedule on the school web site, www.swlouisianacharter.org). No students will be permitted to enter the building prior to 06:30 am for BSC.

Students that attend the ASC program are expected to report directly to their assigned location immediately following the 03:00 pm dismissal time. Student will be provided a snack and a drink. During the first hour of ASC, students are to work on their homework and read a book. After homework time is over, students have time for recess, games, and a variety of structured activities. Please see our web site, www.swlouisianacharter.org for payment procedures and policies. Students may not be picked up from ASC during dismissal time (03:00 pm – 3:30 pm). ASC students will not be dismissed until after 03:30 pm.

Book Bags/Folders/Personal Items:

Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflect negatively on CSUSA. Failure to comply will constitute a uniform violation and be subject to detention and parental notification. Book bags on wheels are not permitted on campus.

Bus Transportation:

Southwest Louisiana Charter Academy does provide bus transportation. Please contact Ms. Del Black for additional information. Therefore, parents are encouraged to car pool and make sure that students are dropped-off and picked-up during the posted school hours.

Cafeteria:

An approved vendor provides all breakfast and lunches for Southwest Louisiana Charter Academy. A standard menu will be used and the monthly menu can be picked up or viewed on-line. Breakfast and lunch will be served in the cafeteria. Students who bring lunch from home are able to purchase milk.

NO LUNCH CHARGES can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas or energy drinks to school. **Parents are not allowed to drop off fast food meals (Sonic, McDonald's, etc.) during lunch time. This is against federal regulations.** If a lunch needs to be dropped off, it should be in a brown bag or a lunchbox/bag.

Cafeteria Behavior:

Each student is required to show good manners, courtesy, and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food, keep communication noise levels low, and remain seated at all times. Containers are provided for the disposal of trash and each student is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over. No student is allowed to leave the cafeteria during the lunch without permission.

A student is not allowed to leave the school grounds during the lunch period. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREA AT ANYTIME. The cafeteria expectations are posted and all students are expected to follow them at all times.

Free/Reduced Price Lunches:

Breakfast and lunch service will be available to all students. Breakfast costs \$1.50 and lunch costs \$2.85. Reduced breakfast costs \$0.30 and reduced lunch costs \$0.40. (Prices are subject to change prior to the start of the school year). Southwest Louisiana Charter Academy will participate in the National School Lunch Program and free or reduced pricing will be available to those students who meet the guidelines.

Payment:

Payments may be made in cash. Days missed due to fieldtrips are **NOT** credited. A special fieldtrip lunch will be provided. Milk can be purchased every day.

Applications for Free or Reduced Priced meals are available in the school office and cafeteria. Parents must apply for this benefit yearly. Applications should be completed and returned by **Friday, August 25, 2017**, for students starting school at the beginning of the school year. Students who enroll after the school year has begun must return their free/reduced lunch applications with their registration packets. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for free/reduced lunch will be sent promptly. **Parents are responsible for providing lunch for their children until the application is approved; however, prior year lunch status is valid for the first two weeks of school only.**

Care of School Property:

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious offense leading to disciplinary action. Any student who damages/vandalizes school property will be required to make full restitution for damages. **Chewing gum in the school building is forbidden.** All food must be consumed in the cafeteria or area designated by the administration. Students are not permitted to play in the bathrooms. Any student who disregards rules pertaining to care of school property may be subject to disciplinary action.

Cell Phone and Electronic Device Policy:

No student, unless authorized by the school Principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone system, intercom, electro-mechanical paging device, MP3, iPod, or gaming device in the school building, or on the grounds during the instructional day, during a school-sponsored activity, or in any bus used to transport students.

Cell phones and all other telecommunication devices must be turned off, stowed away out of sight, and not used during the instructional day or during a school-sponsored event. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning until the time they are officially dismissed in the afternoon. While on field trips, telecommunication devices may be possessed/used at the discretion of the Principal/designee.

The school is not responsible for lost or stolen cell phones nor any other electronic equipment and strongly recommends that these items are left at home.

Use of cell phones by a student shall result in the confiscation of the cell phone and a parent phone call. School personnel have the option of using other corrective strategies for repeat offenders.

“Use/Turned On” shall result in:

First Offense:

- Confiscation of the cellular phone/electronic device – student receives the cellular at the end of the day
- One day detention

Second Offense:

- Confiscation of the cellular phone/electronic device – parent must pick up the cellular phone **after** dismissal
- Two day suspension – failure to comply with school rules/policies

Third Offense:

- Confiscation of the cellular phone/electronic device
- Three day suspension – failure to comply with school rules/policies

Fourth Offense:

- Confiscation of the cellular phone
- Recommendation for expulsion hearing

“Visible Possession” shall result in:

First Offense:

- Confiscation of the cellular phone – student receives the cellular at the end of the day
- One day detention

Second Offense:

- Confiscation of the cellular phone – parent must pick up the cellular phone after dismissal
- One day suspension –failure to comply with school rules/policies

Third Offense:

- Confiscation of the cellular phone
- Two-day suspension – failure to comply with school rules/policies

Fourth Offense:

- Confiscation of the cellular phone
- Recommendation for expulsion hearing

Visible possession refers to when a cellular phone or electronic device is in the possession of the student or another student and not located in their bookbag nor stored in the possession of the teacher.

Character/Citizenship

Students are expected to demonstrate superior character and citizenship. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Follow the golden rule: “Do unto others, as you would have them do unto you.” Lend a helping hand whenever possible, always make good choices and act responsibly.

Child Abuse:

State law requires that teachers, administrators and other school personnel must report suspected cases of abuse, abandonment, or neglect to the DCFS Hotline at 1-855- 4LA-KIDS or 1-855-452-5437.

Communicable Diseases:

Southwest Louisiana Charter Academy recognizes its responsibility in the control and spread of communicable disease. Healthy children perform at their best. After any illness, your child should be fever free (temp < 100) for twenty-four (24) hours before returning to school. Not all contagious illnesses are accompanied by fever; therefore, the child must also be symptom free for twenty-four (24) hours before returning to school in order to protect others from infection. Symptom free would include fever, vomiting, and diarrhea free for twenty-four (24) hours. We encourage parents to communicate their child's illness or diagnosis with the school nurse so that he/she can track the rate of incidence of any of the following conditions in his/her building. As the school nurse observes an increase in the incidence of a particular condition (those listed below or others), the school nurse will communicate this information to parents.

- **Chickenpox-** Symptoms: Slight fever, body aches, and red round spots becoming blisters and finally scabbing. Initially the lesion looks like a dew drop on a rose bud. Incubation period after exposure to chicken pox is 10 to 21 days. The period of communicability for chicken pox is from forty-eight (48) hours prior to the rash appearing to six (6) days after the onset of the rash. Students with chicken pox will need to remain at home during the six (6) day period after the onset of the rash, or longer if vesicles have not formed scabs or crusts.
- **Fifths Disease-**Symptoms: appearance of three distinctive rashes: rash on cheeks which give appearance that the person has been slapped; raised red rash on forearms and legs; and lacy rash on forearms and trunk of body. Incubation period is four (4) to twenty-one (21) days. The period of communicability is prior to the outbreak of rash.
- **Impetigo (Indian fire)-**Symptoms: lesion is characterized by small yellow blistered area that soon becomes crusted. The lesion is usually caused by a strep or staph infection. Spread can occur through direct contact with drainage. The student should be seen by a physician and may return to school with the doctor's authorization after treatment has begun.
- **Conjunctivitis (Pink Eye)-**Symptoms: Pink Eye usually begins with tearing, irritation and redness of the eye and the inner eyelids. Children may awaken with sticky "matter" in the eye and the eyelashes may stick together. As the condition progresses, the eyelids may swell and the eye may be sensitive to light. If your child exhibits symptoms, please contact your physician. Pink eye is contagious. The student will be excluded from school until 24 hours of antibiotic treatment by a physician has begun or until symptom free.
- **Strep Throat—**Symptoms: Red, painful throat; headache; stomach ache; fever (not always); swollen and tender enlargement of tonsil beds and lymph nodes (this may cause pain the child misperceives as ear ache); and presence of fine, slightly raised rash. Incubation period is one (1) to three (3) days. While not every sore throat is caused by a streptococcal infection, it is recommended that a child with any of the above symptoms be checked by a physician. A simple throat culture is done in the doctor's office to diagnose strep throat. Once the diagnosis of strep is confirmed by the culture, the infected child is considered contagious until he/she has received an antibiotic for twenty-four (24) hours. To protect others from infection, a child with strep throat should not return to school until he/she is fever free, and has been on an antibiotic for twenty-four (24) hours. It is important to complete the full course of antibiotic therapy to prevent reoccurrence.
- **Scabies-**Symptoms: itching, particularly at night, and blister-like sores in the burrows of the skin. Scabies is a skin infestation caused by the burrowing itch mite. These sores are found in the webs of the fingers, heels of the palms, wrists, armpits, buttocks, genitalia, and elbows. Scabies is transmitted by close contact with an infected individual. Students must remain out of school for forty-eight (48) hours after treatment by a doctor.

- **Head Lice**-Symptoms: itching, especially of the scalp. White nits, or eggs of the louse insect, attach to the hair shaft most frequently at the nape of the neck and behind the ears. The eggs cement to the hair shaft close to the scalp. A shampoo treatment with an insecticide shampoo will generally kill most head lice. A second treatment is necessary ten (10) days later with some brands of insecticide shampoo. Manual nit removal and environmental cleanup of the home by the parent is the key to successful head lice treatment. We strongly encourage parents to communicate that his/her child has head lice to any close contacts that may have recently been exposed after being in your home (i.e. – a sleep over or slumber party). While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality of the student's identity, verify the presence of an active infestation, and bring it to the attention of the child's parent/guardian. Students with head lice are excluded from school until treated and ALL NITS ARE REMOVED. For readmission to school, the student must be cleared by the school nurse by scheduling an appointment. The school nurse will issue a readmission slip if there are no lice or nits present. Your child can be treated and a clearance obtained in a day, but he/she must not miss more than three (3) days because of this condition.
- **Staph Infections and/or MRSA**—Symptoms: red, swollen, warm, and painful pimple, boil, or blistered areas: especially pus or other drainage from a lesion. Skin infection caused by a staph or resistant-type staph (MRSA) infection. Staph and MRSA infections are treated using antibiotics, draining the abscess or boil, or a combination of both of these treatments. Ways to prevent these infections are to practice good hygiene which includes: washing hands thoroughly, keeping cuts and scrapes clean and covered until healed, avoiding contact with other people's wounds or bandages, and avoiding sharing personal items such as towels or razors. Unless directed by a health care provider, students with MRSA and/or staph infections will not be excluded from attending school if they are under medical treatment and they are able to keep their lesions clean and covered. However, students must be excluded from school, including athletic practice and competitions, if they have lesions that cannot be covered or if the student cannot maintain good personal hygiene.

Communication between Home and School:

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents at all times. Teachers will communicate with parents on behavior and academics daily through the agenda/folder **and email**. However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff in their folder. **Please note that it is the responsibility of the parent/guardian to ensure that their email address is up to date at all times.**

In addition to the report cards and conferences, work will be sent home in a folder. The parent/guardian will be asked to sign and return the folder by the following day. Progress Reports will be sent home once during the middle of each grading period. Parents may also view their child's current academic status through our student information system, Power Schools. Username and passwords will be sent home at the beginning of the school year or you can call the front office.

Parents can communicate with teachers by calling the office to leave a message or through email. **Parents are encouraged to have a functional email as this is a primary form of communication between the school and parents.** Please allow at least 48 hours for teachers to return a phone call and 24 hours to return an email.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parents and student, and every teacher welcomes a conference with any parent. We do require, however, that such visits are arranged by scheduling an appointment with the teacher. Parents are asked not to meet with a teacher unless a conference has been scheduled. Impromptu conferences with teachers at the classroom door before or after school are not permitted. This distracts the teacher from supervision of the students during a crucial time of movement.

An End of the Year Survey will be conducted annually. Your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

In addition to the forms of communication listed above, phone calls may also go home through the automated ParentLink system. This system informs parents of severe weather or other emergency events and school functions.

Discipline Policy:

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a true desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines.

The following list is not all-inclusive:

- Students are expected to respect the authority of school personnel which includes but is not limited to: administration, teachers, staff, and substitutes.
- Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
- Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on the school grounds.
- Items such as water pistols, matches, iPods, skateboards, hand held game devices, toys, weapons of any sort, etc. are not permitted at school.
- No items will be permitted that carry pictures or slogans referring to the drug culture or alcohol. No profane, abusive or slang language is to be used.
- There is zero tolerance for aggression, drugs and alcohol at school. Students that push, hit, bite, kick, harass, bully or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school, and/or referral to law enforcement.

Student Code of Conduct and Discipline Guidelines:

Every teacher in the public-school system shall endeavor to hold each pupil to a strict accountability for any disorderly conduct in school, in school sponsored activities, on the playgrounds of the school, on the street, while going to or returning from school and during intermission or recess. To assist the teacher, the administrators of Southwest Louisiana Charter Academy has established regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Louisiana Revised Statute 17:416 provides the foundation for addressing the discipline of students within the school setting and at school sponsored events or activities. The school's Master Discipline Plan, including the PBIS system, are all included as **Appendix A**.

Positive Behavioral Interventions and Supports (PBIS):

In compliance with the Juvenile Justice Education Partnership Act of 2003 and the Board of Elementary and Secondary Education's Model Master Plan for Discipline, all schools shall establish a school-wide system of discipline which utilizes positive behavioral supports. Schools shall establish, post, and provide direct instruction on school-wide behavioral expectations to each student at the beginning of each school year and reinforce expectations throughout the school year. School personnel shall provide yearly training to all school staff on positive behavioral supports and the school-wide discipline plan. Each school shall establish a school leadership team which meets regularly to review behavioral and related data and guide the positive behavior process.

Role of PBIS – A well-managed classroom and school is the most proactive approach to maintaining appropriate student behavior in any school. Clearly established rules must be taught to students, reinforced frequently, and enforced consistently by all administration, faculty, and staff. Consequences for violations of the rules should be assigned to students quickly, fairly, and consistently to have the greatest impact on changing the behavior of students. Positive reinforcement of correct behaviors exhibited by students also serves to impact the behaviors of all students.

Authority of School Principals:

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any pupil(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom

or other parts of the school. Depending on the severity of the offense committed by the student, the principal retains the right and the responsibility to use any appropriate form of discipline available including suspension, recommending expulsion, and/or law enforcement. However, no pupil shall be disciplined in any manner by Southwest Louisiana Charter Academy school principal, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probable than not was committed solely for the purpose of preventing a forcible offense against the pupil or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A pupil who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself.

Authority of School Teachers:

A. Teaching Behavioral Expectations and Remediation of Deficits

Each teacher shall in the beginning of each school year and periodically throughout the school year provide his or her students with the rules of the school and how those apply in their particular classroom. The teacher should teach the behavioral expectation and provide a system to acknowledge appropriate behavior and remediate behavioral deficits.

B. In-School Alternatives and Preservation of Instructional Time

Since academic achievement is associated with the amount of instructional time received by a student, the use of alternatives (re-teaching, remediation, brief time-out in classroom, calls to parents, notes home, behavior plans) to removal from class is encouraged. In addition, counseling alternatives (school counselors and/or other appropriate mental health professionals employed by the district or a contracted outside agency) are encouraged.

C. Each teacher may take disciplinary action (no state form required) to correct a pupil who disrupts a normal classroom activity, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the school's Minor Infraction Policy and in accordance with Southwest Louisiana Charter Academy policy.

Teacher and Staff Interventions:

A. Each school is required to have a documented Minor Infraction Policy in accordance with their School Wide Positive Behavior Support Implementation Plan.

B. The following classroom interventions may be utilized to correct student behavior.

- Restating of desired behavior and verbal reminder
- Re-teaching desired behavior; student-teacher conference
- Verbal warning
- Written warning, phone call/note home to parent
- Behavioral Contract
- Individual Behavior Management plan
- Referral to Student Services
- Denial of special privileges/work assignments
- Assignment of special extra duties
- Time Out
- Assignment of reasonable written or oral work
- Referral for a counseling session
- Peer mediation/conflict resolution
- Parent conference
- Detention

Minor Infractions:

A record of minor infractions for violation of classroom or school rules will be kept by the classroom teacher. Consequences for minor infractions should adhere to the following guidelines:

1st Infraction - Conference with student, documentation of infraction, and parental contact made by teacher

2nd Infraction - Conference with student, documentation of infraction, and parental contact made by teacher

3rd Infraction - Conference with student, documentation of infraction, school specific intervention(s) and parental contact made by teacher

4th Infraction - Teacher completes major referral form for repeated rule violation.

Student Removal from the Classroom:

A pupil may be immediately removed from a classroom by the teacher and placed in custody of the administrator or designee if the pupil's behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of pupils or the teacher, or when a pupil exhibits disrespectful or threatening behavior toward a teacher. If removed, the student shall receive credit for school work missed when it is completed by the student based on its accuracy. Students who are not preventing instruction may be referred to the office but do not warrant immediate removal.

Follow the Consequences to Behavior Policy

Upon the pupil being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the pupil shall be given an opportunity to explain his version of the facts. The principal shall conduct a counseling session with the pupil to discuss the particular misconduct and establish a course of action. If the principal determines that the removal of the student from class was warranted, the pupil shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:

- Detention – After school and/or Saturday
- Suspension- Requiring the completion of all assigned school and homework which would have been assigned and completed by the pupil during the period of suspension.
- Any other disciplinary measure authorized by the principal with the concurrence of the teacher.

When a pupil has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the pupil to have a conference with the teacher in the presence of the principal or his or her designee before the pupil is readmitted. Upon the pupil's third removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and contemplated disciplinary measures to be taken before the principal implements such measures. If appropriate, a referral of the matter may be made to the Health and Wellness Team. In addition, a conference between the teacher or other appropriate school employee and the pupil's parent, tutor or legal guardian shall be required prior to the pupil being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the pupil into another setting.

Whenever a teacher is struck by a pupil, the pupil, in addition to any other discipline given, may be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the Health and Wellness Team, finds the striking incident to be entirely inadvertent.

Students who are suspended and/or expelled from school may not be on any school campus, school bus, or school event during the term of the suspension and/or expulsion.

Discipline assignments take precedence over all school activities (athletic events, band practice, field trips, etc.) Students suspended and/or expelled may not attend, participate or represent the school in any school activity during the terms of that exclusion or removal. Students returned to campus after a recommended expulsion may continue to be prohibited from extracurricular activities.

If a student exits to another school or enters from another school discipline reports will be requested and reviewed.

Administrative Interventions and Definitions:

The following chart provides a written description of the disciplinary interventions (consequences) that may be assigned to a student that commits a behavior infraction.

After School and/or Saturday Detention: held at the school site. A staff member monitors the Detention activities. The child does not miss class time.

Behavior Plan: a student specific plan that is aimed at improving problem behavior. Parents, students and school staff work together to develop and implement this plan.

Confiscation: of cell phones and electronics: (Refer to Policy)
For all other items (i.e. toys, games): at the principal's discretion

Loss of Privileges: revocation of the right to participate in social and/or extracurricular activities.

Suspension: a suspension from campus for a specified length of time not to exceed 10 days. The student is marked absent. The student must complete assignments and shall receive full credit for such work if it is completed satisfactorily and timely. No student will be readmitted to school without a parent conference.

Parent Contact/Conference: phone calls, notes home, letters, meetings with parents, automated calls, emails.

Expulsion

Students may be recommended for expulsion on the 4th offense that results in suspension and must be recommended for removal prior to the 11th day of out of school suspension and only after a health and wellness team meeting. This may be a result of habitual violations of school rules, or for other serious one-time infractions (drugs, weapons, and other serious offenses). A parent may waive their right to a due process hearing after meeting with a representative team from the school to discuss the problem behavior and select placement at an alternate school. If agreement between the parent and school cannot be reached, a due process hearing will be conducted by the Regional Director who reviews the students discipline record, allows testimony from the student and school staff and makes a determination if the student is removed from school or if other disciplinary action is taken. The Principal may recommend to the Southwest Louisiana Charter Academy Foundation, Inc. Board of Trustees and Charter Schools USA's Regional Director of Education after the due process hearing to expel a student for any of the following in accordance with the Code of Conduct:

Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct. Offenses include but are not limited to the following:

- Fighting or other dangerous and/or disruptive behavior (hitting, kicking, harassing, pushing or biting)
- Possession or use of illegally-obtained drugs and tobacco
- Being under the influence or having alcoholic beverages on school grounds.
- Defacing or vandalism of school property
- Igniting any flammable substance
- Continual disruption of class
- Emotional outburst
- Profanity
- Insubordination
- Disrespect
- Peer Conflict

Referral to Student Services or Mental Health Professional: school based counseling or mental health services aimed at improving student behavior. Students will receive conflict management counseling, self-control tips, effective communication training, anger management counseling and other counseling as needed. Written parental consent is required for mental health services.

Restitution or Repair: payment or repair for damages to personal or school property.

School Specific Interventions: interventions that vary from school to school that are used for certain behavior infractions.

Threat Assessment: multidisciplinary assessment used to validate a verbal, nonverbal or written threat by a student. Student and parent interviews are conducted if necessary.

Instigating a Fight (may include but are not limited to):

- Use of language
- Exchange of profane language
- Inviting someone to fight
- Cyber Bullying
- Texting/Messaging
- Delivering messages between people
- Using a person’s phone to send text/messages

Time out: a disciplinary action that allows the student time to reflect and refocus. The child is given time to sit quietly, to calm down and to refocus on the expected behaviors before returning to group instruction. It can be given in the classroom, in the office or in another classroom. Middle school students may be assigned a consequence that is more age-appropriate.

Due Process in Disciplinary Procedures:

Every student must be afforded due process in disciplinary procedures. Procedural due process is essentially based on the concept of "fundamental fairness". It includes an individual's right to be adequately notified of charges or proceedings, and the opportunity to be heard at these proceedings. When a student has been written up and presents to the office the following must occur:

1. The student must be told what he is accused of and by whom (faculty member)
2. The student must be given an opportunity to state, verbally and in writing, his/her version of the facts
3. Student must be allowed to provide any witnesses to the event
4. The student must be informed of the administrator’s action on the infraction (consequence)
5. Parents must be notified by personal phone call at the numbers provided if the disposition is one of the following: Detention, Out of School Suspension (a letter must be mailed to home address on file).
6. Parents are not present during the principal’s investigation or interviewing of the student.

The seriousness of the offense, academic placement, attitude, age, pattern of misconduct, and degree of cooperation of the student, and any other aggravating or mitigating circumstances will be considered in determining which actions should be taken. The process is intended to be instructional and corrective, not punitive.

Levels of Disciplinary Action

Southwest Louisiana Charter Academy works diligently to provide an optimal learning environment for all students. Nonetheless, at times students may become disruptive, talkative, disrespectful, etc. To better deal with these types of behaviors, teachers and administrators will work collaboratively to implement a **Progressive Discipline Plan** and continue to implement the following alternatives to suspensions using the Calcasieu Parish School Board Code of Student Conduct. The seriousness of the offense, academic placement, attitude, age, pattern of misconduct, and degree of cooperation of the student, and any other circumstances will be considered in determining which actions should be taken.

Please note that for any suspension, parents are required to attend a parent conference with administration prior to the return to school.

Level 1 Infractions: These discipline incidents should be managed by the teacher and do not warrant a discipline referral or administrative assistance. Any behavior that is of low level intensity, passive in nature and/or of a non-threatening manner is a Level 1 behavior. Infractions in this category will be addressed with corrective strategies that will NOT include removal from instruction.

Infraction	Definition of Infraction	Corrective Strategies
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Bus Violation	Student fails to follow bus rules, and/or fails to follow the explicit directions of the bus driver while riding on the school bus.	<p>Multiple strategies may be used depending on individual student's needs.</p> <p>This is not meant to be an exhaustive list.</p> <p>1st Infraction:</p> <ul style="list-style-type: none"> • Reteach behavioral expectations • Provide a reflective activity (<i>Thinking Maps, Reflective Writing, etc.</i>) • Letter of warning (<i>Minor Infraction Forms, etc.</i>) <p>Repeated Infractions:</p> <ul style="list-style-type: none"> • Parent Contact and/or Conference* • Implement a home/school communication system • Student Conference • Loss of Privilege • Seat Change • Short-term behavior Progress Report • Student Services Referral • School-Based Leadership Committee Referral • After School Detention • Short-Term Removal from class <p>After more than three (3) level one infractions (not occurring within the same school day), mandatory referral to an administrator to make an assessment and determine appropriate intervention. The student's teacher will also present documented corrective strategies to school administrator.</p>
No Hall Pass	Student is observed by an adult and/or administrator about being out of class and/or assigned area during instructional time without an approved hall pass.	
Throwing Objects	Tossing item(s) without intent to harm, i.e. throwing paper, spitballs, etc.	
Compute Abuse/Non AUP Violations (Off Task)	Student engages in inappropriate use of computer that does not violate AUP. Example: accessing sites not assigned by teacher.	
(43) Improper Dress /Dress Code Violation	Student wears clothing and/or dresses in a manner that is not consistent with the policy practiced by the school district.	
Violation of Classroom Rules/Noncompliance	Student fails to follow classroom rules or fails to follow explicit directions in the classroom. Example: student engages in passive/noncompliance or refuses to participate in a non-confrontational manner.	
Disrespect of Authority	After being redirect by an adult, student continues to engage in minor disrespectful behavior such as "eye-rolling," sighing, etc.	
Profanity (Not direct at)	Language used in conversation or in relation to frustration but is not used as a form of intentional disrespect toward school personnel and/or peers.	
Inappropriate Communication	Demeaning conversation about a person or their family.	
Inappropriate Physical Contact	Student engages in mild, physical contact that does not result in serious bodily harm. Example: pushing, shoving, tripping, etc.	
Level 2 Infractions: Discipline incidents that should be managed by the teacher with the possible assistance from an administrator. These infractions will be addressed with corrective strategies that will NOT include removal from school (out of school suspension).		
Infraction	Definition of Infraction	Corrective Strategies
Bus disturbance	Performs any behavior that interrupts the daily routine(s) of school bus operations that compromises minimally the safety of others. Examples: Throwing objects or any behavior that affects the driver's ability to maintain control.	<p>Multiple strategies may be used depending on individual student's needs.</p> <p>This is not meant to be an exhaustive list.</p> <ol style="list-style-type: none"> 1. Student Conference 2. Parent Contact
Campus Disturbance	Performs any behavior that disturbs or interrupts the daily routine(s) of school operations that interrupts more than the students in a single classroom. Examples: loud noises, actions that draw a crowd, etc.	<p>If the Principal or designee determines that discipline action is warranted:</p> <p>Implement appropriate corrective strategies:</p> <ul style="list-style-type: none"> • Home/School Communication system • Short-term Behavioral Reports • Re-teach the behavior expectations
Traffic Violations	Violates any state or federal regulation as it relates to traffic laws.	
(16) Initiating or Instigating a Fight	Prompting, encouraging or attempting to bring about a fight (but the fight does not occur) through one's words or actions.	
Being in an Unauthorized Area	Observed by an adult to be in an area on	

	school property that is designated by administration as being off limits due to safety concerns or possible disruption to academic the school day.	<ul style="list-style-type: none"> • <i>Meaningful reflective activity</i> • <i>Written apology</i> • <i>Loss of privileges</i> • <i>Mentoring</i> • <i>Restitution</i> • <i>Behavior Contract or Implementation Plan</i> • <i>Check In/Check Out</i> • <i>Referral to Outside Counseling Agency</i> • <i>Conflict Resolution</i> • <i>Communication and Social Skills</i> • <i>Student Services Referral</i> • <i>After School Detention</i> • <i>Supervised Work</i> • <i>Temporary Removal from Class</i> • <i>Schedule Adjustment</i> <p>Any student receiving his/her fourth full day of OSS during any given semester shall be referred by the school administrator to the school's Response to Intervention Team to determine whether supplemental and/or intensive intervention strategies and supports are necessary to address student's behavior.</p> <p>Note: In the event a student receives a THIRD Level 2 Infraction referral, the school administrator will ensure that Level 2 corrective strategies were utilized for the first two Level 2 infractions before treating the third Infraction as a Level 3 Infraction.</p>
Possession of Tobacco/Lighter/Electronic Smoking Device	Possesses tobacco products on school grounds, at school-sponsored events, and/or when using school transportation. **Administrators may move this violation to a Level 3 Infraction if the safety of others is compromised.	
Any undefined infraction that the administrator deems to be similar in severity to other Level 2 Infractions.		
Computer Abuse (Account/Access Issues)	Engages in inappropriate use of computer that violates AUP. Example: used accounts and downloading issues	
Electronic Telecommunication Device – Visible	Any electronic device in visible possession but not being used during the instructional day.	
Cutting Class	Failure to attend regular scheduled class without an excuse on days when present at school.	
Defacing Property while at School	Commits any act that causes destruction, damage, or defacement of public or private property that would require repair and/or replacement of property. Accidents or acts that are self-reported to the property owner and/or administration are excluded from this definition. Examples: writing or carving on desk, throwing toilet paper in commode, defacing textbooks.	
Excessive Tardies	Habitual failure to be present at the beginning of the school day and/or at the beginning of the class period prior to sounding of the tardy bell.	
(18) Leaving Class without Permission	Leave the classroom without permission from the instructor and not deemed an emergency.	
(46) Missing Assigned Detention	Failure to report to assigned discipline without written permission from administration.	
Skipping School/Truancy	Failure to attend school on regular school day(s) without a valid excuse and written permission from administration.	
(38) Forgery	To use, make, or reproduce another's signature without permission.	
Aggressive Inappropriate Physical Contact	Engages in aggressive physical contact.	
Indecent behavior	Performs, writes, and/or draws pictures/images that are considered indecent, offensive, disgusting and/or disturbing according to local community social norms (i.e. note with profanity, pictures of inappropriate things, etc.)	
Harassing or Intimidating Communications	Repeated use of words, gestures, photographs, drawings, or any other form of communication to intimidate or harass another student.	
Engaging in Mutual Displays of Affection (PDA)	Engage in inappropriate actions on the school campus such as kissing and other unacceptable behaviors.	
Disobeying or Refusing to Comply with any Reasonable	Failure to follow adult directions or directives after more than three (3) documented	

Request	attempts by the adult to use PBIS methods, such as redirecting, re-teaching and modeling behavior to gain the compliance of the student.	
Repetitive Profane/Obscene Communication (Not Directed Act)	Continuous use of inappropriate language in conversation or in relation to frustration but is not used as a form of intentional disrespect toward school personnel and/or peers.	
Profane/Obscene Communication (Directed Act)	Use of inappropriate language as a form of intentional disrespect toward peers.	
Class Disturbance/Prevent Orderly Instruction	Displays behaviors that cause continued interruptions to instruction. Includes, but is not limited to, sustained loud talking, yelling, or screaming, making noises, throwing objects, and/or sustained out of seat behavior. Continuous violation of classroom rules after committing more than three (3) Level 1 Infractions that have been proactively addressed by the classroom faculty member using proactive PBIS strategies.	
Disrespect of Authority	After being redirected by an adult, continued refusal to follow adult directives.	
Threatening	Delivers disrespectful messages to peers with no intent to follow through . Example: getting mad and threatening to hurt peer, etc.	

Level 3A & 3B Infractions: Discipline incidents that significantly interfere with others' safety and learning, are of a threatening or harmful nature, and/or are legal violations and warrant administrative interventions. Committing a Level 3A infraction does NOT result in an out of school removal on the first violation as school administrators shall attempt to utilize other corrective actions as deemed appropriate on a case by case basis and committing a Level 3B infraction does NOT necessarily result in an out of school removal but could result in an Out of School Suspension if administration deems appropriate.

Infraction	Definition of Infraction	Corrective Strategies
Bus Disturbance [3A]	Any behavior that compromises the safety of others. Examples: throwing objects that hit bus driver or any behavior that affects the driver's ability to maintain control and could require the driver to stop the bus.	Multiple strategies may be used depending on individual student's needs. This is not meant to be an exhaustive list.
(08) Uses, Distributes, or Sells tobacco products, lighter or electronic devices [3A]	The possession, use, purchase, intent to distribution, concealment or sale of tobacco products, e-cigarette or lighters on school grounds, school-sponsored events, and/or when using school transportation.	For Level 3A infractions, the following steps must be implemented: 1. MANDATORY investigation of infraction. 2. MANDATORY parent contact to inform of accusation and status of investigation. Parent provided option to attend the student conference after investigation is concluded.
Possessing or Using Nonprescription or Non-Controlled Substance [3A]	Possession of or using a substance (i.e. over the counter medications, unidentifiable substances, or other chemical substances) or engaging in	

	conduct related to sniffing/huffing of substances.	<p>3. MANDATORY student conference.</p> <p>If the principal determines that discipline action is warranted:</p> <p>Implement appropriate corrective strategies:</p> <ul style="list-style-type: none"> • Home/school communication system • Reteach behavior expectations • Meaningful reflective activity • Loss of privilege • Behavior contract or behavior intervention plan • Check In/Check Out • Referral to Outside Counseling Agency • Mentoring • Temporary Removal from Classroom • Detention • Temporary Classroom change • Schedule adjustment <p>Level 3A will only warrant an Out of School suspension if the infraction is repeated or if the principal deems it necessary due to the seriousness or extreme circumstance based on the results of the school-level investigation. An administrator must be present documented prevention and intervention strategies that have been implemented after each infraction following the discipline matrix.</p> <p>Multiple strategies may be used depending on individual student's needs.</p> <p>This is not meant to be an exhaustive list.</p> <p>For Level 3A & 3B infractions, the following steps must be implemented:</p> <ol style="list-style-type: none"> 1. MANDATORY investigation of infraction. 2. MANDATORY parent contact to inform of accusation and status of investigation. Parent provided option to attend the student conference after investigation is concluded. 3. MANDATORY student conference. <p>If the principal determines that discipline action is warranted:</p> <p>Implement appropriate corrective strategies:</p> <ul style="list-style-type: none"> • Home/school communication system • Reteach behavior expectations • Meaningful reflective activity • Loss of privilege
Any undefined infraction that the administrator deems to be similar in severity to other Level 3A Infractions		
Computer Abuse (Illegal Accessing Activity) [3A]	Engages in inappropriate use of computer that violates AUP. Example: user uses school's domain to attempt to access inappropriate sites, materials, etc.	
Stealing [3A]	Possession of, having passed on, and/or to be responsible for removing someone else's property without the property owner's permission. Administrations should require restitution in remediation for stealing. If student or parent refuses, then additional actions may be taken by the administrator.	
(11) Vandalism [3A]	Damage, destruction, or defacement of property belonging to the school and/or personal property on school grounds and/or school-sponsored events. Administration should require restitution in remediation for vandalizing. If student or parent refuses, then additional actions may be taken by the administrator.	
Leaving Campus without Permission [3A]	Leaving the school campus on a regular school day without permission from an administrator.	
(35) Harassment [3A]	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture. This includes any act above done through the use of technology (cyber bullying) which can occur on or off school property.	
Continued Open Defiance towards Authority [3A]	Continuous refusal to follow directives and/or openly defiant towards authority. Continued refusal will result in additional actions by administrator.	
(04) Repetitive profane or obscene communication (Directed At) [3A]	Vulgar verbal messages, words or gestures that include swearing or name calling used to another.	
Campus Disturbance [3B]	Performs any behavior that interrupts the daily routines of school operations that compromises the safety of others and interrupts more than the students in a single classroom. Example: false fire alarm, making bomb threats, igniting stink/smoke bombs, etc.	
Initiating or Instigating a Fight [3B]	Physical altercation occurred as a result of words or actions.	
Fighting (ZERO TOLERANCE) [3B]	Involvement in acts involving serious physical contact where injury may occur (i.e. hitting, punching, slapping, biting, hair pulling, hitting with foreign object, kicking, etc.)	
(49) Illegal Activity [3B]	Performing any unlawful acts under State or Federal law not otherwise described in the Discipline Matrix.	
Object Used as a Weapon [3B]	Use of any foreign object as a weapon toward others with the intent of causing bodily harm or injury	
(06) Is guilty of conduct or habit injurious to his associates	Any intentional but not malicious act that causes injury, damage or pain to another	

– Throwing Objects [3B]	(includes the throwing of objects).	<ul style="list-style-type: none"> • Behavior contract or behavior intervention plan • Check In/Check Out • Referral to Outside Counseling Agency • Mentoring • Temporary Removal from Classroom • Detention • Temporary Classroom change • Schedule adjustment • Suspension for Level 3B at the discretion of the principal taking into consideration the results of the school level investigation. <p>An administrator must be present documented prevention and intervention strategies that have been implemented after each infraction following the discipline matrix.</p>
Participation in Gangs/Cults [3B]	Participates in activities related to gangs/cults on school campus or school-sponsored activities.	
(05) Is guilty of immoral or vicious practices (with intent) [3B]	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component. Act that is dangerous, aggressive or would be perceived as disturbing and not conforming to approved standard of social behavior.	
Any undefined infraction that the administrator deems to be similar in severity to other Level 3B Infractions		
Computer Abuse (Illegal Activity) [3B]	Engages in inappropriate use of computer that violates AUP. Example: Uses SWLCA’s domain to engage in illegal activity.	
Cell Phone/Electronic Devices (Use/On Mode) [3B]	Engages in unauthorized use of cell phone, pager, music/video players, camera, and/or other electronic devices without permission from an administrator.	
Bullying [3B] *If bullying is suspected, a bullying form must be completed and turned in to administration to conduct an investigation. See procedures for Bullying investigation below.	Bullying is defined as a pattern of obscene gestures; written electronic or verbal communications that threaten or harm; taunting; malicious teasing; physical acts, not limited to, hitting kicking, pushing, or damaging personal property; repeatedly shunning or excluding students from activities and may include coercion or extortion.	
Habitually Violates School Rules [3B]	Continuous violation of school rules after receiving greater than three (3) written referrals for other Level 2 Infractions.	
Inflict Bodily Injury [3B]	Involvement in any form of physical aggression that results in bodily harm or injury to another person.	
Sexual Harassment [3B]	Engages in unwanted or unwelcomed verbal, written or physical conduct of a sexual nature that results in the creation of a hostile educational environment that impedes the ability of others to participate in or benefit from the educational program. Examples: spreading sexual rumors, repeatedly pressuring others for dates or unwanted sexual activity, repeated teasing of a sexual nature, repeated unwanted sexual remarks or jokes, and/or repeated unwelcomed touching or grabbing.	
Threatening/Intimidation [3B]	Delivery of disrespectful and/or intimidating messages (verbal, gestural, or written) that convey an explicit or implied threat and/or harm directed toward others and which convey the intent to carry out such or threat or harm as well as the knowledge and capacity to do so.	
Harassment (other than sexual)/Intimidation or Inappropriate Communication to an Adult [3B]	Unwanted and repeated written, verbal communication made to an adult. Sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal/family matters or messages used to harass or intimidate an adult.	

(03) Makes and unfounded charge against authority [3B]	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statement or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or group by demeaning them or deterring others from associating or dealing with them.	
Profanity in Communication with Staff [3B]	Profanity in direct communication with staff but is not directly threatening or intimidating staff.	
Engaging in Retaliation Against School Personnel [3B]	Engages in retaliation act(s) against any school employee (on or off campus).	

Level 4 Infractions: Discipline incidents that require immediate response from administration, crisis team, its entire staff, and/or community support.

Infraction	Definition of Infraction	Corrective Strategies
Uses or possesses alcoholic beverages.	The possession, use, purchase, intent to distribute, concealment, distribution, sale or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.	Multiple strategies may be used depending on individual student's needs. This is not meant to be an exhaustive list.
Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form.	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, purchase or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled substance or any paraphernalia linked to above on school grounds, at school-sponsored events or on school transportation vehicles.	For Level 4 infractions, the following steps must be implemented: <u>First Offense:</u> 1. MANDATORY investigation 2. MANDATORY parent contact to inform parent of accusation and status of investigation. Parent will be provided the option to attend the student conference after the investigation is complete. 3. MANDATORY student conference
Group and/or Gang Fights	Participation in a two or more on one fight with another student or groups of students in a fight.	
Participation in Gang-Related Activity	Participation in activities related to gangs/cults on school campus or school-sponsored activities.	
Any undefined infraction that the administrator deems to be similar in severity to other Level 4 Infractions		
Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code	Possessing weapon(s) designed to expel a projectile by action of an explosive.	
Explosives/Incendiary Device	Possession of substances/objects that are readily capable of causing bodily harm or injury.	
Possesses Firearms (not prohibited by federal law), knives, or other implements which may be used to inflict harm or injury.	Possesses firearms, knives or blades, which may be used to inflict bodily injury or damage to property. This includes any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space.	
Serious Bodily Injury	Infliction of serious bodily harm on another person that requires law enforcement and/or medical intervention.	
Battery of School Personnel	Severe and unprovoked act of physical aggression against school personnel with a reasonable intent to harm.	
Assault of School Personnel	Attempt to commit battery or the intentional placing of reasonable apprehension of receiving	

If the principal determines that discipline action is warranted:

- **MANDATORY** school level conference with student, parent principal or designee and staff member(s) involved
- **MANDATORY referral to law enforcement in cases of alcohol, drugs, guns, and/or explosives.**

Implement other appropriate corrective strategies:

- Re-teach the behavior expectations
- Loss of privilege
- Create a behavior contract or behavior intervention plan that includes expected student behavior, incentives for demonstrating expected behavior and consequences for infractions
- Social Skills group – if appropriate/available
- Referral to Outside Counseling Agency

	battery or making statements threatening physical harm to or against school personnel to include use of profane or obscene language to an adult with intent to directly threaten or intimidate	Suspension and/or recommendation for expulsion at the discretion of the principal taking into consideration the results of the school level investigation and any other unique circumstances.
(40) Public indecency, Lewdness, or Exposure	Exposure of body parts in public view with the intent to shock or intimidate others that results in a hostile educational environment that impedes the ability of others to participate in or benefit from the educational program.	Some Level 4 Infractions require administration to request an expulsion hearing.
Sexual Acts on Campus	Engages or attempts to engage in behavior of a sexual nature on campus or at school-sponsored or related activities including school transportation.	Assault & Battery Offenses require: 1. Immediate removal of student from the school premises without compliance to suspension procedures; 2. Immediate suspension from school. Note: after suspension, follow the usual notifications and procedures "as soon as is practicable."
Continuous Sexual Harassment	Continued engagement, in spite of previous attempts to stop behavior, in unwanted or unwelcomed verbal, written, or physical conduct of a sexual nature that results in the creation of a hostile educational environment that impedes the ability of others to participate in or benefit from the educational program.	
Commits any other serious offense	Any other serious offense not covered by any other of these codes resulting in need for law enforcement intervention.	<i>Referral to Law Enforcement Recommendation for Expulsion</i>

Administration may replace any consequence on the Levels of Discipline chart at their discretion to include Corrective Strategies such as Saturday School, In-school suspension, etc.

Prohibition Against Bullying Policy

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

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

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each

complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Assignment to an alternative school

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.

The procedures for intervening in bullying behavior include but are not limited to the following:

- All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses or experience bullying is encouraged to report the incident to a school official.

The following actions will be taken when bullying is reported:

1. Investigation

Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later the next business day in which the school is in session after the report is received by the school official.

The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available. 2.

2. Notification

Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the accused student will be charged with bullying and will

receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.

4. Follow Up

Complainants will be promptly notified of the findings of the investigation and the remedial action taken.

5. Documentation

Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school.

Procedures for reporting suspected incidents of bullying:

The definition of Bullying: (As provided in Act 861 of 2012)

A pattern of one or more of the following:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumor;
- electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities;

where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

The principal/designee is responsible for receiving complaints alleging violations of the bullying policy. All school employees and parents chaperoning or supervising school-sponsored functions and events are required to report alleged violations of this policy to the principal or the principal's designee. A verbal report must be reported to the principal/designee on the same day as the employee or parents witnessed or otherwise learned of the incident and a written report must be filed no later than two days thereafter. The written report must be obtained from the principal/designee. The principal/designee will initiate an investigation into the bullying incident no later than the next business day that school is in session.

The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Dismissal:

Please avoid calling the front office during dismissal (02:30 pm through 03:30 pm) as all school personnel are assisting with the safe release of students. All students must leave the school grounds immediately and no later than 03:30 pm. The only exception are those students enrolled in the After-School Care Program or Enrichment Programs. Parents must wait for their children outside the school in the car rider lane. Please note that the pick-up lanes will close promptly at 03:15 pm daily. **Parents that arrive after 03:15 pm, will be required to park in the designated area, report to the office present their car hang tag or government issued identification. Please note that any student that is not picked up by 3:30 pm, will be placed**

in the After-School program and assessed a one-time registration fee of \$25 per student and a \$10 drop-in rate per child per day.

After School Care students, will not be dismissed during regular dismissal. After School Care students, may be picked up after 03:30 pm.

Students will be dismissed in the following order:

- 1). Bus Riders
- 2). Parent pickup from car loop
- 3). After Care Program (includes students not picked prior to 03:20 pm).

Only individuals listed on the **EMERGENCY CONTACT CARD** will be allowed to pick-up students from the school. Please update information whenever changes occur. Valid photo identification will be required of all individuals' picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student **will not** be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents that indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate being permitted to pick up a child. Friends, family, and strangers will be denied access to a student in the absence of verified parental consent.

Students not picked up on time will be placed in the After-Care Program and be charged according to the Late Fee Schedule below as the drop-in rate of \$10.00 per child in addition to a one time registration fee of \$25.00 per child.

****Any child picked up after 06:00 pm will be charged the late fee of \$15.00 per child.***

If making changes in your child's dismissal plan, please fax the information with a copy of your Louisiana Driver's License and signature to the school before 02:00 pm and follow-up with a call to ensure that the fax has been received by the front office.

Examples of changes to child's dismissal plan:

- An After-School Care Student going home in "parent-pick-up" instead of going to the After-School Care Program.
- Requesting that a student is placed in After School Care for the day instead of going to "parent-pick-up".

Please make sure that if you need to sign your child out early for an appointment that it is done before 02:00 pm. Early dismissals/sign-outs will be permitted prior to 02:00 pm.

Student Pick-Up

Car Loop: For the 2017 - 2018 school year, pick up for students will occur in lanes 1 and 3 ensuring that lane 2 is left free. The 2017 – 2018 car hang tag must be displayed on the rear-view mirror or left side of the front window at dismissal. When signaled, slowly pull your vehicle forward until indicated to stop. Place your car in "PARK" and take your foot off of the brake. Before students are allowed to safely get in cars, **all vehicles must be placed in park**. Staff members will escort all students to their correct lane. Once all students are loaded into their respective cars, parents will receive a signal to move forward indicating a release of cars. Please follow the directions of school personnel to ensure the safety of students and school personnel.

Please remember the following:

- **Students are not permitted to walk through the parking lot or pick-up lanes unescorted;**
- **Please refrain from conferences with your child's teacher during pick-up;**

- **Unattended vehicles, cell phones, loud music, and smoking are not permitted in the drop off lanes.**

Please follow our procedures for dismissal to ensure the safety of students and to demonstrate positive citizenship in our school's neighborhood.

In the event the placard is not available, lost, etc., parents must park in the designated "Visitor's Spaces" and report to the office for verification of authorization to pick-up student. ***For the verification process, all individuals must have a government issued photo identification and are listed on the Emergency Contact Card under the section, "Authorized/Release Contact."*** At which time, you will be directed to the appropriate location for pick-up. Students will not be released until after the car loop area is cleared. Please note that this includes changes to dismissal plan, forgotten or lost placards, etc.

In the event that a student who is a bus rider changes to a car rider, the parent/guardian has two options:

1. Purchase a car placard and pick up student(s) through the car rider lanes.
2. Park in the visitor spaces provided, come into the building, and pick up student(s) after 3:15pm.

Dress Code Policy:

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student. Southwest Louisiana Charter Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines.

HAIR and MAKE UP:

Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, bright green, etc. Extreme hairstyles (i.e. symbols and words) and hair that is distracting to the educational setting will not be allowed. This is left to the administration's discretion. No hats, hoodies, headbands larger than ½ inch, scarves, or bandanas may be worn. Students are not permitted to wear make in Kindergarten through grade 5. If a student in one of these grades wears make-up to school, they will be asked to remove it in the front office. Light make-up that is not distracting, will be allowed for middle school students.

SHOES:

Students must wear closed shoes, closed toe and back, (sneakers or flat dress shoes are strongly recommended) at all times. The following shoes are not permitted at Southwest Louisiana Charter Academy: heavy military type boots, shoes with metal tips, stacked or pumped shoes, "Heelys" (wheeled sneakers), bedroom/other slippers, pointed/cowboy boots, boots that are worn on the outside of the pant leg, nor shoes with lights.

SOCKS:

Socks (white or navy) must be worn daily. The following are not permitted: fishnet stockings, tights, or other inappropriate leg wear.

SHIRTS:

All polo shirts with the Southwest Louisiana Charter Academy logo must be worn on a daily basis tucked into bottoms and purchased from the approved vendor. Exception: Official Southwest Louisiana Charter Academy Spirit Shirts on pre-identified days. One solid white t-shirt may be worn underneath the uniform shirt. T-shirts may not be visible below the shirt hem or cuff. During winter months, students may wear one white long sleeved t-shirt underneath the uniform shirt.

PANTS:

All pants should be navy or khaki, and purchased from an approved vendor with the CSUSA logo. **Cargo pants are not approved uniform pants.** Pants are to be worn outside of all shoes.

BELTS:

A black or brown belt must be worn at all times with any article of clothing as belt loops are essential. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts cannot have jewels, dangling items, large buckles, or logo/written items.

OUTERWEAR:

All outerwear must have the Southwest Louisiana Charter Academy logo **without hoods**. Parents may purchase the approved outerwear from the approved vendor. Students may have their first initial and last name embroidered on the outside of their jacket or sweatshirt.

JEWELRY:

Boys and girls may not wear body piercing other than girls may wear earrings in the ear lobe. One earring per ear may be worn. Either a stud or a tiny hoop earring can be worn for safety purposes. (Tiny hoops can be no larger than an adult pinky finger.) Limited jewelry can be worn such as a watch, small bracelet, and thin necklace/chain. Necklace/chain should be worn inside of school uniform, NOT on top for safety purposes. Bracelets need to be limited to one per wrist to eliminate unnecessary noise and distractions.

GENERAL:

At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. **ALL CLOTHING SHOULD BE LABELED WITH THE STUDENT'S NAME**. Parents of students in Kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in the classroom throughout the year for emergencies. Navy blue school authorized jackets and school authorized zippered sweatshirts **without hoods are** the only outerwear permitted at Southwest Louisiana Charter Academy. Parents may purchase the school's navy blue sweater or sweatshirt from All Uniform Wear, approved vendor. Absolutely no jeans will be allowed on any day (no matter the temperature) unless the student chooses to participate with Jeans Day and pay the \$1 fee. Jeans must be blue denim without any holes or slits.

Pre-Kindergarten Students

- Southwest Louisiana Charter Academy **Aqua** polo (short or long-sleeved) shirt
- CSUSA Khaki bottoms (shorts, slacks, skorts)
- **White** socks
- Closed toe and closed heel shoes
- **Navy** approved outerwear with Southwest Louisiana Charter Academy logo (w/o hoods)

K – 4th Grade Students

- Southwest Louisiana Charter Academy **Red** polo (short or long-sleeved) shirts
- CSUSA **Khaki** or **Navy** bottoms (shorts, slacks, skorts)
- Belt (**Black** or **Brown**)
- **White** or **Navy** socks
- Closed-toe and closed heel shoes
- **Navy** approved outerwear with Southwest Louisiana Charter Academy logo (w/o hoods)

STUDENTS IN GRADES 5-8

- Southwest Louisiana Charter Academy **Navy** or **White** polo (short or long-sleeved)
- CSUSA **Khaki** or **Navy** bottoms (shorts, slacks, skorts)
- Belt (**Black** or **Brown**)
- **White** or **Navy** socks
- Closed toe and closed heel shoes
- **Navy** jacket, sweater, or sweatshirt with Southwest Louisiana Charter Academy logo (w/o hoods)

Uniform Violations

1st Violation - Verbal warning

2nd Violation - School sends home a uniform violation form.

3rd Violation - Student will call parent from office to obtain correct uniform. Student will wait in the office for parent to bring correct uniform.

Early Dismissal:

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record.

Excused early dismissals are given for doctor's appointments with notes from the doctor. To receive an excused early dismissal, a doctor's note must be brought to school within 48 hours of dismissal.

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child.

Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their student to come to the main office.

Early dismissals will be permitted from 10:00 am until 02:00 pm.

Emergencies:

Illness: The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 99 degrees or above. In order for a child to return to school, he/she must be fever-free, diarrhea-free, and vomit-free for a minimum of 24 hours. If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted for immediate pick-up. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency. Please update Emergency Contact Information as changes occur. **All parents are reminded that it is your responsibility to maintain current contact information.**

Students will not be permitted to take calls from parents to see how they are feeling. The school will contact you if your child is not feeling well.

Emergency Evacuation

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. Monthly fire drills, quarterly lockdowns, and extreme weather procedures will be held to prepare us for the possibility. Under extreme circumstances should we need to evacuate the building, the local police will assist in determining the location the students would be held. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. For information during such an emergency you may contact CSUSA at 954-202-3500 or our school web page. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well.

Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home and in cell phone numbers.

Family Rights and Privacy Act:

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

Field Trips:

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. Parents accompanying students on overnight field trips must be fingerprinted and background checked per the Jessica Lunsford Act, in effect since September 2005.

Participation in field trips is a **privilege**. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to attendance, behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and also while at the site. Students who fail to follow instructions will be given an appropriate consequence upon return to school. If a student is suspended

during the first semester, they may be excluded from participating in any field trips during the first semester. If a student is suspended during the second semester, they may be excluded from participating in any field trips or dances during the second semester.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Student participation is permitted providing that all money and permission slips are submitted via the established deadline in instructions. Students are to wear their uniform on field trips for security reasons (unless authorized otherwise by administration). All open balances owed to the school **must be remitted prior** to the student attending the field trip i.e., before/after care, lost books, volunteer hours.

Early dismissal from a field trip site is not permitted.

- All field trip money will be collected by the classroom teacher.
- Field trips must be paid in cash only.
- Money will not be accepted at the front office.

Grading Scale:

Kindergarten through 1st Grade

Scale: E, S, N, U

E = Excellent (90-100)

S = Satisfactory (75-90)

N = Needs Improvement (65-74)

U = Unacceptable (0-64)

Grades 2 – 8

Scale: A, B, C, D, F

A = 93-100

B = 85-92

C = 75-84

D = 67-74

F = 0-66

Grievance Procedure:

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and be sure you have ALL the FACTS;
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher/staff member, if applicable, through appointment;
4. If you believe the problem is not resolved, meet with school administration.
5. If left unresolved, you should contact CSUSA School Support at (954) 202-3500.
6. If still unresolved, you should contact the Southwest Louisiana Charter Academy Foundation, Inc. Board of Directors. Please call the school for contact information.

Hallway Behavior:

Students should travel through the hallways quietly to avoid interrupting ongoing classes. Students should always arrive to class on time. Students are NOT allowed to show "Public Displays of Affection". For safety reasons students, should walk on the right side of the hallway and keep their hands, feet and other objects off the corridor walls.

Homework Policy:

The purpose of homework is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand his/her assignment after trying to do it at home, please send a note to the teacher indicating the problem.

Teachers use the time schedule described below under the Pupil Progression Plan section as a guide when assigning home learning.

The times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. Some days' homework assignments may take less time or may take slightly more time on any given day. A child who does not complete class work in class may have to complete class work in addition to home learning. Reading Log

requirements will be sent home by the teacher.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. If a child consistently fails to complete home learning, there may be consequences in the classroom. It is important to note that home learning is the student's responsibility.

All students will be required to write their assignments in their school agenda. Parents are required to sign the agenda each night to ensure effective communication. **Parents not signing the agenda may result in that student receiving a disciplinary warning or corrective action.**

The parent's responsibility is to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

Students, including those in the aftercare/ extended day programs, will not be permitted to return to a classroom after dismissal to get home learning assignments and projects. Assignments will not be accepted at the office from parents.

Honor Roll Requirement:

QUARTERLY AWARDS

Principal's List - All As or equivalent in academic subjects

Assistant Principal's Honor Roll - All A's and B's or equivalent in academic subjects

END OF YEAR AWARDS

A variety of awards will be given covering numerous academic and nonacademic areas at the end of the school year.

Injury

An accident report will be completed and filed for everyday accidents.

The procedures listed below will be followed for an injured student:

- Teachers will send the student to the office if the injury is minor.
- Teachers will notify the office if the student is unable to be moved.
- School personnel will administer basic first aid.
- The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.
- The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

Instructional Books, Equipment, Materials, and Supplies:

All textbooks needed by students for school and homework assignments are furnished by the school. The school is also able to provide the materials and equipment requested by teachers for classroom instruction.

Students need to realize that books and materials are expensive and that they should be cared for properly. **Students are required to cover all books that are issued in their care.** A brown grocery bag makes an excellent book cover. At the beginning

of the school year, some businesses offer free book covers to the students. Students should print their names and room number on the front of each book cover. Books must not be written in or on. Charges will be made for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.

Students must turn in the textbooks when notified at the end of the school year. Failure to return assigned textbooks will result in a Lost Textbook Fine.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last-minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

Labels:

Please have your child's name on all personal property such as: lunch boxes, sweaters, raincoats, etc.

Lost and Found:

Throughout the school year, items which have been lost are turned into the front office. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go to the "Lost and Found" in the office to claim either before or after school as they are not permitted to search during instructional hours. There are many items lost and never claimed each year. These items are donated at the end of each semester to various charitable institutions. Therefore, please label your child's personal belongings.

Medication:

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of the school without specific written authorization by the physician & parents of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent must come to the school to administer medication personally. A Physician's Form may be obtained from the school office. The medication will be kept in the office and will be administered by office personnel. Students are not allowed to have any medication (not even over the counter medication) in their possession. Parents must pick up and drop off medicine in the office. Students are responsible to come to the office at the appropriate time to ask for their medication. **It is not the responsibility of the office staff to remind the student.** Please inform your child's teacher of any medication procedures.

Parent Teacher Cooperative (PTC):

The goal of the volunteer Parent-Teacher Cooperative is to provide a closer relationship between home and school in order to enrich the school experience of each child. A great portion of each child's day is spent at school; therefore, his/her growth and development becomes a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the Parent Teacher Cooperative (PTC).

The faculty, staff and administration hope that all of the parents will become active members supporting the school and organization.

The PTC will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase items to support the school. According to the parent contract, you are highly encouraged to participate in one school activity.

Parent-Teacher Conferences:

All parents of elementary and middle school students will meet with their child's teacher at least once during the school year. We encourage you to have conferences more often, as effective communication is one of the cornerstones of education. Conferences are scheduled after the 1st quarter.

Parent Volunteer Hours:

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available throughout the school year events. Other opportunities are announced throughout the school year.

Parents are expected to volunteer a minimum of 20 service hours for one child, or 30 service hours for two or more children per family each school year (or prorated to two hours a month for students enrolling after the school year has begun). Opportunities for volunteerism will be provided that are individualized to meet the needs, demands, and capabilities of the individual student/family. Ten service hours should be completed before winter break. Students whose parents have not completed these hours by the start of the second semester should meet with the principal to discuss their situation. Students whose parents have not completed all of their respective hours prior to the last day of school should meet with the principal to discuss their situation.

To volunteer in classrooms please make prior arrangement with the teacher so that instructional time is not lost.

No parent may grade or file student work.

It is suggested that a minimum of 2 hours of volunteer service be spent working on school fundraisers and special activities.

Parents will receive volunteer time for attending workshops, general parent meetings, and school events.

Please be sure to log in your own volunteer hours in our student information system on the Internet at www.swlouisianacharter.org with your user name and password so that your hours can be accounted for each quarter.

Payments:

All payments and fees must be made in cash or money order. Checks will not be accepted.

Pupil Progression Plan:

It is the school's priority to ensure that our students are meeting expectations with regard to growth and achievement for each school year. As such, we will utilize a Pupil Progression Plan aligned with state laws to guide our staff and inform our parents of the policies in place to guarantee proper progression from one grade to the next. As a charter school, we provide unique opportunities for students go above and beyond the norm with regard to their advancement through school. The complete Pupil Progression Plan can be obtained from the administration. It includes the following provisions:

- **Grading Scale**-The School's grading scale for overall academic grades and citizenship is stated above. Parents and students will be well-informed of the grading policy at the school through Parent Orientations and parent/teacher conferences.
- **Homework Policy**-The purpose of home learning is to provide practice and reinforcement of the concepts learned in school and is the responsibility of the student to complete. It is not considered part of the student's academic grade, but it is understood that students who complete their homework with fidelity will have much better success in school in attaining mastery. The scale teachers will follow is below:

Home learning		Reading and Log	
Grade K	10 minutes		10 minutes
Grade 1	20 minutes		10 minutes
Grade 2	20 minutes		20 minutes
Grade 3	30 minutes		30 minutes
Grade 4	45 minutes		30 minutes
Grade 5	45 minutes		30 minutes
Grade 6-8	60 minutes		30 minutes

- **Transitional Classes**-It is major priorities of the school to make sure students who need remediation have the opportunity to catch up to grade level standards, yet do not miss instruction in the current grade level. In order to prevent any gaps in instruction, the school will not provide transitional classes. Students who are promoted will remain with their peers in their core subjects, but will receive additional instruction after school, through special area subjects, and any other time deemed necessary to help the student attain catch-up growth. This is conducted through push-in/pull-out support, tutoring, and small group instruction and other interventions.

- **Makeup Work** – When students are absent from school it is imperative that they still be afforded the opportunity to make up any work they missed while they are out, as it is the school’s intent to make sure all students achieve a level of mastery of the content. Students granted an excused absence have the right to make-up all course work based upon the number of days absent. For example, if absent for three days, the student will have three days, from the date of return, in which to complete and submit the missed assignments. After successful completion of all make-up assignments, the student cannot be penalized for that absence.

Upon the request of the student or parent/guardian, make-up assignments will be provided within two days by the teacher for the excused absence(s). Please note that failure to make-up all assignments will result in the student earning a lower academic grade.

- **Reteach/Retest Procedure** – All students are expected to master the assessed grade level specific standards. Please note that mastery is defined as achieving a score of 75 percent or higher. When a student achieves a score below 75 percent, opportunities will be provided for him/her to receive additional instruction or remediation activities. These activities are designed to provide additional practice and learning opportunities on the not mastered standards. Upon completion of the assigned learning tasks, students will have the opportunity to retake an alternate assessment on the specific standard(s).

Report Card Distribution:

Report cards will be sent home with the student for Quarters 1, 2, and 3 (see the school calendar for report card issue dates). Report cards for Quarter 4 will be sent home with students on the last day of school or parents may pick up from the main office.

School Hours:

School instructional hours are from 07:45 am until 03:00 pm (Kindergarten – 8th Grade).

Before School Care	06:30 am – 07:25 am
Student Arrival	07:00 am – 07:30 am
Student Dismissal	03:00 pm
After School Care	03:00 - 06:00 pm (Kindergarten – 8 th Grade)

School-Sponsored Activities Behavior – On and Off Campus

Each student that is participating in and/or is a spectator at ANY school-sponsored activity is required to show good manners, courtesy, and consideration of other students and adults at during these activities. Students are to enter and exit all school-sponsored activities in an orderly fashion. Students will follow Southwest Louisiana Charter Academy’s B.A.R.K. Expectations at ALL times. Any student that does not follow the Southwest Louisiana Charter Academy’s B.A.R.K. Expectations will be removed from the school-sponsored activity and consequences will be issued in accordance with Southwest Louisiana Charter Academy’s behavior matrix.

Screenings:

During the school year or within 30 days after the admission of any students enrolling late in the session, the school will test the sight, including color screening, for all first-grade students, and hearing of all students except those students whose parent or legal guardian objects to such examination. Such testing shall be conducted by appropriately trained personnel, and shall be completed in accordance with the schedule established by the American Academy of Pediatrics.

Severe Weather Information:

In the event of school closing due to severe weather conditions, parents will be notified through the automated ParentLink system and email. The ParentLink system informs parents of weather or other emergency events and school functions.

PowerSchool – Parent Access:

All parents will have access to our PowerSchool – Parent Access via any internet computer. User names and passwords are available through the Front Office. Parents can view current grades, attendance, and tardy records. Our student information system will also give you access to view the school calendar, and to see how your student is progressing with the Louisiana Common Core State Standards in each class. It is very important that you keep phone numbers, addresses, and contact information updated in our as well as provided in the office on the Emergency Contact Card(s).

Students' Rights:

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time out, exclusion from participation in class activities, detention, suspension or expulsion or other disciplinary action.

Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the Administration. At no time, may parents approach the student or their parent directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated. Police will be called when necessary.

Telephone:

The school has a telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone without permission and only for emergencies. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.

Visitors:

Visitors, INCLUDING PARENTS, are *NOT* permitted to go into their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid state issued Driver's License which will be processed through the *Raptor Screening System*. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students. For assistance with lesson concepts, please contact your child's teacher to schedule a meeting or telephone conference.



**PARENT CONTRACT
2017 – 2018**

I (We) the parent(s)/guardian(s) of _____, grade____ agree that:

WHEREAS, in order to provide my (our) child with a unique education opportunity;

WHEREAS, by choosing to enroll my (our) child at the Southwest Louisiana Charter Academy is a decision of my (our) personal choice and not a privilege;

WHEREAS, my (our) desire to enroll my (our) child at the Southwest Louisiana Charter Academy is premised upon my (our) desire to become an active partner in the education of my (our) child;

NOW THEREFORE, in consideration of the foregoing:

1. As a parent of a student at the Southwest Louisiana Charter Academy, my (our) commitment is to abide by the following resolutions:
 - A. To recognize and embrace my role as the primary educator of my child.
 - B. To log in to PowerSchool to check my child's academic progress, attendance, and message boards.
 - C. To attend all conferences and parenting workshops scheduled with any member of the Southwest Louisiana Charter Academy staff.
 - D. To participate in the Parent/Guardian Volunteer Program; Parents/Guardians are expected to complete 20 hours for the first child and 30 hours for two or more children per school year. Recording of the volunteer hours will be done in our data management system by the front office staff for credit. One half (1/2) of the hours must be completed before Winter Break and the balance by May 15th.
 - E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, Southwest Louisiana Charter Academy is not responsible for my child's safety. If my child is continually tardy or picked up late, I understand that for the benefit of my child's education, the appropriate authorities may be contacted.
 - F. To purchase uniforms for my child from the Southwest Louisiana Charter Academy approved supplier and ensure that my child is wearing the approved uniform daily.
 - G. To supply a lunch, either packed from home or purchased from Southwest Louisiana Charter Academy approved vendor, each school day for my child.
 - H. To be responsible for timely payment of any fees accrued to my account at the school.
 - I. To participate in at least one of the many parent groups i.e. PTC, School's Improvement Committee, Fundraising Committee, etc.
 - J. To purchase an Agenda Book and Weekly Folder from the approved supplier and sign book nightly.
2. To do the following things to enhance my (our) child's academic growth I (we) agree to do the following:
 - A. To read and use information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
 - B. To provide a suitable time and place within the home for homework.
 - C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for at least 60 minutes of homework daily.
 - D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
 - E. To check my child's homework nightly.

I (we) understand that these are the parental expectations for Southwest Louisiana Charter Academy and that if I (we) have any difficulties in fulfilling this obligation, that I (we) may contact the school administration for assistance.

I certify that I am legally responsible for the child for whom an application was submitted and have the legal right to apply, on behalf of the child, for admissions and to register the child if placement is offered. I have responded to all sections of the application and certify that all the information contained therein is true to the best of my knowledge. I understand that falsification of any part of my application will render the entire application and attached documentation null and void and any placement offered will thereby be revoked.

Parent/Guardian Signature

Date



Student & Parent Handbook Acknowledgement 2017 – 2018

Dear Parent,

Please complete and return this page to your child's homeroom teacher by Thursday, August 17, 2017.

Thank you,

Dr. La Tonia Harris
Principal

Student's Name: _____ Grade: _____

Homeroom Teacher: _____

Parent's Name (Print): _____

I acknowledge that my child and I have read the 2017 – 2018 Southwest Louisiana Charter Academy Student and Parent Handbook. Our signature below denotes our agreement to comply with the policies set forth in this handbook.

Parent/Guardian Signature

Date

Student Signature

Date



Digital Device Agreement 2017 – 2018

Security and Safety

Security and safety is a priority when using CSUSA-owned devices. It is important to note the specific security/safety and acceptable use concerns that could exist and how those situations will be handled since the device is being accessed both at home and at school.

Southwest Louisiana Charter Academy provides students with a secure, filtered and monitored environment while students are in school and within the CSUSA computer network. However, we do not have control over what is accessed or loaded onto a device once at home. Monitoring Internet use off-campus is the responsibility of the student and parent or guardian. Any inappropriate content downloaded on the CSUSA-owned device at home and then brought to school, will be handled in accordance with our discipline guidelines that are published in the school handbook.

Theft or Loss

If the device is lost or stolen on school property, report it immediately to the teacher and the principal. For theft or loss off-campus, a report should also be reported to the local police department.

Software Licensing

The CSUSA-owned device will be configured with a standard-suite of applications and programs that are appropriate for student use. Software or applications for personal use, such as entertainment and games, **may not be installed on a CSUSA-owned device.**

Responsibility

It is the duty of school personnel and the student's parent or guardian to educate the student about his/her responsibilities for usage of CSUSA-owned devices. It is the responsibility of students and their parents/guardians to take all appropriate precautions to prevent damage to, or loss/theft of CSUSA-owned devices in their care. As it states in the Equipment Borrower Responsibility Form, "In the event of loss or damage of any kind to any item of equipment, you shall pay the cost to place the same in good repair, condition, and working order; or, if Charter Schools USA determines the equipment to be lost, stolen, destroyed, or damaged beyond repair, you shall pay Charter Schools USA the book value of the equipment".

In addition, there are battery requirements when utilizing Kindles in the classrooms. The opportunity to charge the device during the school day will be limited; therefore, it is a requirement that the student charge their device nightly and bring the device fully charged each school day. The charger is included under the term "equipment", and students and their parents/guardians are financially responsible for the cost if the charger is lost or damaged at home.

Consequences of Misuse and/or Violation of the Provision of the Agreement

Inappropriate use of CSUSA-owned devices on or around school property, in school vehicles and buses, and at school-sponsored activities may result in disciplinary action. Students and their parent/guardians should understand that the use of CSUSA-owned devices extends outside of school itself and into off-campus locations, such as homes. Southwest Louisiana Charter Academy's jurisdiction to enforce student behavior and discipline policies shall apply whether the inappropriate use or violation is at school or away from school, as long as the CSUSA-owned technology resources are not being used appropriately.

Limitation of Liability

Southwest Louisiana Charter Academy shall not be responsible for, and shall not hold Southwest Louisiana Charter Academy harmless from, any damages suffered by the student, including those arising from service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of the digital device and accessing the Internet or communication technologies with this device is done at the Parent/Guardian/student's own risk. Southwest

Louisiana Charter Academy specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Compliance with Children's Internet Protection Act 2001 (CIPA)

In accordance with the Children's Internet Protection Act (CIPA, updated 2011) we will need parent permission for students under 13 to use some of the online tools, including Google Drive and Edmodo. Both programs will be used for educational purposes only and all data will remain private. Students may be using Edmodo for turning in assignments, taking formative assessments and participating in class discussions. Students may be using Google Drive to create and collaborate on documents, spreadsheets, and presentations.

Edmodo Privacy Policy: <https://www.edmodo.com/corporate/privacy-policy>

Google Privacy Policy: <http://www.google.com/edu/trust/>

Terms of use for CSUSA-owned devices are as follows:

1. The device is the property of CSUSA. The device shall only be used to access educational information and to promote learning activities both at school and at home. Additionally, students shall not transmit or knowingly post their own or other's personal information such as telephone numbers, home addresses, last name, email addresses, photos, or other personal identifying information using CSUSA-owned devices. **The CSUSA-owned device is only for the use of the student to whom it is assigned.**
2. The device will be issued to each student towards the beginning of the school year and students will return their CSUSA-owned device during extended school holidays and at the end of the school year, or when the student is withdrawn from the school.
3. The device must be at school during regularly scheduled school days in order to be utilized by the student. The student will be responsible to transport the device to and from school in a secure and safe manner.
4. Physical and virtual vandalism will not be tolerated. Any intentional act by a student that damages or interferes with the appearance or performance of the CSUSA-owned device will be considered vandalism and will be subject to school discipline and /or appropriate criminal or civil action. Students will be responsible for keeping their devices clear of stickers or other items that might deface or damage the devices finish, screen, or other necessary components.
5. Cyber bullying is specifically prohibited. Students agree not to access, submit, send, publish, display, or print inappropriate material, including any impolite, abusive, defamatory, obscene, profane, abusive, threatening, offensive, sexually oriented, or illegal material over the internet or CSUSA network. Any recipient of cyber bullying should report the incident immediately to their teacher or other staff member.
6. No attempt to load and/or use additional software on the device will be made without permission. Any attempt to modify the software image loaded on the CSUSA-owned device is also strictly prohibited.
7. CSUSA does not filter or block access to harmful material accessed from a CSUSA-owned device that is being used outside of the CSUSA network. It is the responsibility of the student and parent/guardian to monitor the appropriate use and content being viewed on the device once outside of the CSUSA network.
8. The use of CSUSA-owned devices is not private; students should not expect that files stored on or transmitted via this device will be confidential. All digital transmissions are subject to inspecting and /or monitoring by Southwest Louisiana Charter Academy employees and other officials.
9. This device has been set up specifically to be used on the CSUSA wireless network. Do not change the CSUSA wireless configuration while at home, as it will render it unable to connect back to the school's network.
10. Students and their parent/guardians are financially responsible for the device in case of loss, theft or damage while it is has been checked out and in their possession. Students shall immediately report all malfunctions, damage, or loss of a device to a classroom teacher or school administrator at the school.



Please enter the information requested below and sign acknowledging that you have read and understand the terms of this Digital Device Agreement.

Homeroom Teacher: _____

Grade: _____

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Acceptable Internet Use Policy

Student 's Last Name

First Name

Homeroom Teacher

Grade

Introduction

The Internet links thousands of computer networks around the world, giving Southwest Louisiana Charter Academy students access to a wide variety of computer and information resources.

Southwest Louisiana Charter Academy does not have control of the information on the internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-8 setting. Southwest Louisiana Charter Academy and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges along with consequences defined under the Progressive Discipline Policy.

Southwest Louisiana Charter Academy specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Your child will learn Internet communication skills including the following; email safety, downloading, files, www, keyword searches, etc.

Student Guidelines

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of Southwest Louisiana Charter Academy facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Southwest Louisiana Charter Academy network.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use Internet at Southwest Louisiana Charter Academy or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.

4. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

Violating the Acceptance Use Policy may result in:

- Restricted network access
- Loss of Network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Student Access Contract

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, Southwest Louisiana Charter Academy, the Lafayette Parish School District and Charter Schools USA.

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at Southwest Louisiana Charter Academy.

Student's Signature

Date

Parent Agreement

A parent must also read and sign this agreement.

We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed this policy with your son/daughter.

If you would like more information about Southwest Louisiana Charter Academy Internet accounts, please phone (337)475-7910

As the parent of this student I have read the Acceptable Use Policy for the Internet for Southwest Louisiana Charter Academy, I hereby give my permission for my child to use the Internet through classroom curriculum projects.

Parent's Name (Printed)

Contact Phone Number

Parent's Signature

Date



**DRESS CODE
2017 – 2018**

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student. Southwest Louisiana Charter Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines.

HAIR and MAKE UP:

Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, bright green, etc. Extreme hairstyles (i.e. symbols and words) and hair that is distracting to the educational setting will not be allowed. This is left to the administration's discretion. No hats, hoodies, headbands larger than ½ inch, scarves, or bandanas may be worn. Students are not permitted to wear make in Kindergarten through grade 5. If a student in one of these grades wears make-up to school, they will be asked to remove it in the front office. Light make-up that is not distracting, will be allowed for middle school students.

SHOES:

Students must wear closed shoes (sneakers or flat dress shoes are strongly recommended) at all times. The following shoes are not permitted at Southwest Louisiana Charter Academy: heavy military type boots, shoes with metal tips, stacked or pumped shoes, "Heelys" (wheeled sneakers), bedroom/other slippers, pointed/cowboy boots, boots that are worn on the outside of the pant leg, nor shoes with lights.

SOCKS:

Socks (white or navy) must be worn daily. The following are not permitted: fishnet stockings, tights, or other inappropriate leg wear.

SHIRTS:

All polo shirts with the Southwest Louisiana Charter Academy logo must be worn on a daily basis tucked into bottoms and purchased from the approved vendor. Exception: Official Southwest Louisiana Charter Academy Spirit Shirts. One solid white t-shirt may be worn underneath the uniform shirt. T-shirts may not be visible below the shirt hem or cuff. During winter months, students may wear one white long sleeved t-shirt underneath the uniform shirt.

PANTS:

All pants should be navy or khaki, and purchased from an approved vendor with the CSUSA logo. **Cargo pants are not approved uniform pants.** Pants are to be worn outside of all shoes.

BELTS:

A black or brown belt must be worn at all times with any article of clothing as belt loops are essential. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts cannot have jewels, dangling items, large buckles, or logo/written items.

OUTERWEAR:

All outerwear must have the Southwest Louisiana Charter Academy logo. Approved outerwear includes: navy blue school authorized jackets, sweaters and/or zippered sweatshirts **without hoods.** Parents may purchase the navy-blue jacket, sweater or sweatshirt from the approved vendor.

JEWELRY:

Boys and girls may not wear body piercing other than girls may wear earrings in the ear lobe. One earring per ear may be worn. Either a stud or a tiny hoop earring can be worn for safety purposes. (Tiny hoops can be no larger than an adult pinky finger.) Limited jewelry can be worn such as a watch, small bracelet, and thin necklace/chain. Necklace/chain should be worn inside of school uniform, NOT on top for safety purposes. Bracelets need to be limited to one per wrist to eliminate unnecessary noise and distractions.

GENERAL:

At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. **ALL CLOTHING SHOULD BE LABELED WITH THE STUDENT'S NAME; it is recommended that the student's name is embroidered on the inside (near or on the label) of the jacket, sweater, or sweatshirt.** Parents of students in Kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in the classroom throughout the year for emergencies.

Student's Name (Print): _____

Grade: _____

Parent/Guardian Acknowledgement: _____

Date: _____

Student's Acknowledgement: _____

Date: _____



**SOUTHWEST LOUISIANA
CHARTER ACADEMY**

MASTER PLAN FOR DISCIPLINE

Positive Behavior Support

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, Southwest Louisiana Charter Academy will identify data-driven academic, career and technical, discipline/behavioral performance results in the School Improvement Plan (SIP). Southwest Louisiana Charter Academy will establish and use a school-based leadership team to meet on a regularly scheduled basis to review data and guide the positive behavior process. This leadership team shall, to the extent possible, include representatives of the school administration, both regular and special education teachers, parents, guidance counselors, and school bus operators (It may also include other groups, e.g., food services workers).

The leadership team will collect and monitor discipline data on a regular basis. This process will provide regular and efficient monitoring and evaluation of the effectiveness of the implementation of a school-wide discipline. School data collection will include average referrals per day, referrals per month, referrals by problem behavior, referrals by location, referrals by time, referrals by student, referrals by staff, individual student report by month and by year, and referrals by grade level. Analysis of this data will allow the leadership team to make decisions concerning school systems, structures, and schedules that impact discipline.

Leadership Team is fully implementing the requirements of R.S. 17:252(D), as required by the provisions of Act 136 enacted by the 2010 Regular Session of the Louisiana Legislature (as contained in its Master Plan for Discipline Worksheet attached).

Leadership Team is ensuring that the school affords itself the opportunity to have all applicable personnel, including classroom teachers, participate in classroom management courses required by Act 136 (as contained in its Master Plan for Discipline Worksheet attached).

The team will uniformly use the two BESE-approved forms, i.e., "School Behavior Report Form" and "School Bus Behavior Report Form," to report incidents of alleged discipline violations. The referral system will be utilized consistently and appropriately.

The leadership team will review and revise any Zero Tolerance Policy of Southwest Louisiana Charter Academy to ensure that the policy is in compliance with R. S. 17:416.15; the policy does not violate R. S. 17:416 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense; and that inappropriate referrals are not made to agencies serving children.

The leadership team will review and revise its policies and procedures for handling suspensions and expulsions at Southwest Louisiana Charter Academy to ensure that suspension/expulsion policies are consistent with R. S. 17:416; suspension/expulsion policies are consistently and fairly executed; and alternative interventions, consistent with best theory and practice, to suspensions/expulsions are used including, but not be limited to, counseling, conflict resolution, social and family responsibility, peer mediation, and stress and/or anger management.

The leadership team will make referrals, as appropriate, to Alternative Education Programs that are designed to offer variations of traditional instructional programs, as well as strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs, or are disruptive in the traditional school environment, remain in and be successful in school.

The leadership team will review the current Student Handbook of Southwest Louisiana Charter Academy to assure that it is in compliance with R.S.17:416.12, R.S. 17:416.13 and Section 4114 of the No Child Left Behind Act of 2001 (NCLB). They will refine consequences to create a reward/incentives program for positive student and teacher behavior and ensure the delivery of consistent reinforcement. The team will define consequences for rule violations that are clear, reasonable, and consistently enforced and which support maximum time in instruction.

The leadership team will monitor, evaluate and modify the school master plan, as needed, throughout the school year.

Southwest Louisiana Charter Academy adopts the following clearly defined behavioral expectations in these four rules.

- 1) B – Best Effort
- 2) A – Attitude for Success
- 3) R – Responsible for Self and Others
- 4) K – Knowledge is Power

These rules shall be posted in prominent places around the school site, e.g., hallways, cafeterias, gymnasiums, and classrooms. These rules shall be provided to parents and shall be known by all students and school staff.

Each teacher at Southwest Louisiana Charter Academy shall develop lesson plans and teach expectations across each school setting by providing direct instruction on expected behaviors at the beginning of the school year and reinforced throughout the year for all students.

Southwest Louisiana Charter Academy shall design programs for students with special needs so that the students are challenged and engaged in school curriculum, and are appropriately placed so they remain in school rather than being suspended/expelled or becoming drop-outs.

The principal of Southwest Louisiana Charter Academy shall submit annual reports to the district's Discipline Policy Review Committee.

Safe School Planning

Southwest Louisiana Charter Academy has established and shall maintain grade-appropriate programs of alcohol, drug and substance prevention, education, information and counseling as provided in R.S. 17:404.

Southwest Louisiana Charter Academy has established a plan, in accordance with Sec. 4114, of the No Child Left Behind Act of 2001, for keeping the school safe and drug-free that includes appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and/or other drugs; has established security procedures at school and while students are on the way to and from school; has established prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments; has established a crisis management plan for responding to violent or traumatic incidents on school grounds; and has established a Student Handbook (and as also required by R.S. 17:416.12 and R.S. 17:416.13) for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that allows a teacher to communicate effectively with all students in the class; allows all students in the class to learn; allows all students and school employees to be treated respectfully; has consequences that are fair and developmentally appropriate; considers the student and the circumstances of the situation; and, is enforced accordingly.

Parental and Community Involvement

Southwest Louisiana Charter Academy is committed to parental involvement and family strengthening. As set forth in R. S. 17:406.1, effective approaches to involving families more fully as partners in the process of their children's learning require the participation and coordination of numerous state and local, public and private agencies shall be encouraged. Southwest Louisiana Charter Academy shall seek to make connections through a variety of local and culturally sensitive methods to facilitate parents/family members/access to local/regional family strengthening programs available in the community

Southwest Louisiana Charter Academy shall seek training to facilitate mutual understanding of research-based practices promoting positive relationships between parents, school personnel and community service providers.

Southwest Louisiana Charter Academy shall seek to identify the mental health needs of its students and match those needs with available local resources including public, nonpublic and/or volunteer organizations.

Inter-Agency Cooperation

Southwest Louisiana Charter Academy shall seek to improve communication, coordination and collaboration between schools and agencies serving children; shall foster cooperation regarding the sharing of data about children, youth and families involved agencies serving children; and shall work in cooperation with other schools/districts/communities/regional planning boards to facilitate the successful re-entry and transition of youth formerly in state custody into their diverse school/community settings in order to encourage the continuation of education and their access to other needed services in order to prevent recidivism.

Student Records

Southwest Louisiana Charter Academy shall provide for the transfer of student education records upon written request of any authorized person on behalf of an education facility operated within any correctional or health facility or, for children in the custody of the state, an education facility operated within any other state approved facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. The transfer of such records, whether by mail or otherwise, shall occur not later than 10 business days from the date of receipt of the written request. If the student has been expelled, the transferred records shall include the dates of the expulsion and the reason(s) for which the student was expelled.

A student or his or her parent(s) may inspect the education record of that in accordance with the federal Family Education Rights and Privacy Act.

Any student seeking admission to Southwest Louisiana Charter Academy who has been suspended or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide information on the dates of any suspensions or expulsions and the reason or reasons for which the student was suspended or expelled.

Visiting Teacher/ Child Welfare and Attendance Supervisor/Families in Need of Services (FINS) Officer

It is the duty of all staff at Southwest Louisiana Charter Academy to cooperate fully with the visiting teachers, or supervisors of child welfare and attendance. Southwest Louisiana Charter Academy shall make available to visiting teachers, or supervisors of child welfare and attendance, FINS officers, and Truancy Assessment and Service Centers such information as will assist them in promoting the regular attendance and school adjustment of these children.

Visiting teachers, or supervisors of child welfare and attendance (pursuant to R. S. 17:235), and FINS officers, shall cooperate fully with the state departments of social services, labor, and health and hospitals, and with other state and local agencies, including interchange of confidential and privileged information; cooperate fully with juvenile and family court authorities, training and correctional schools, law enforcement officers; and make such referrals and conduct such investigations as seem necessary for the enforcement of school attendance laws, including interchange of confidential and privileged information.

Statements of compliance

Each homeroom teacher of students in grades 4-12 shall, on the first day of school each school year, provide information to and answer any questions from students relative to the statement of compliance as provided by Louisiana Board of Elementary and Secondary Education.

Each parent/guardian of each student in grades 4-12 shall sign a statement of compliance committing to do all of the following: ensure that his child attends school daily, except for school absences; ensure that his child arrives at school on time each day; ensure that his child completes all required homework assignments; and attend all required parent and teacher or parent and principal conferences.

Signatures:

Principal

Leadership Team Member

Leadership Team Member

Leadership Team Member

Leadership Team Member

Leadership Team Member

Leadership Team Member

Leadership Team Member

Southwest Louisiana Charter Academy
Master Plan for Discipline Worksheet

This worksheet and accompanying documentation should be kept on file with a copy of the School Master Plan for Discipline and the Student Handbook for purposes of review or monitoring.

A. School-Based Leadership Team Membership: (Complete Chart Below or Attach List)

Member's Name	Member's Title	Member's Phone	Member's E-mail

B. School-Level Data System Requirements:

Requirement	Collection Tool Exists (Yes/No)	If Yes, List.	If No, Suggestion(s)
Average Referrals per Day per Month	Yes	PowerSchool/SIS	
Referrals By Problem Behavior	Yes	PowerSchool/SIS	
Referrals by Location	Yes	PowerSchool/SIS	
Referrals by Time	Yes	PowerSchool/SIS	
Referrals by Student	Yes	PowerSchool/SIS	
Referrals by Staff	Yes	PowerSchool/SIS	
Individual Student Report by Month and by Year	Yes	PowerSchool/SIS	
Referrals by Grade Level	Yes	PowerSchool/SIS	
Other:			
Other:			

C. Type "Yes" or "No" in the box as applicable to the following.

1. School consistently and uniformly utilizes the two BESE-approved forms.

If no, explain:

2. School has addendum to two BESE-approved forms to assist with data collection.

If yes, attach a copy of the addendum with worksheet.

3. School has a Zero Tolerance Policy. If Yes, go to #4. If no, go to # 6.

4. Leadership Team has reviewed the Zero Tolerance Policy to ensure compliance with R.S. 17:416.15, including R.S. 17:416 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense.

5. Leadership Team has revised the Zero Tolerance Policy to comply with R.S. 17:416.15.

6. Leadership Team has reviewed policies for handling suspensions and expulsions to ensure compliance with R.S. 17:416.

7. Leadership Team has reviewed procedures for handling suspensions and expulsion to ensure consistent and fair execution and to ensure that alternative interventions are used.

8. Leadership Team has reviewed policies and procedures related to referrals to Alternative Education Programs.

9. Leadership Team has reviewed the current Code of Student Conduct to ensure compliance with R.S. 17:416.12, R.S. 17:416.13 and Section 4114 of the No Child Left Behind Act of 2001.

10. Leadership Team has refined consequences to create a reward/incentives program for positive student and teacher behavior.

11. Leadership Team has created a procedure/protocol to ensure the consistent delivery of the reward/incentives program.

12. Leadership Team has defined consequences for rule violations that are clear and reasonable, that will be consistently enforced, and that will support maximum time in instruction.

13. Leadership Team has identified the clearly, defined behavioral expectations in a small set of school rules (5 or fewer).

14. Leadership Team has worked with teachers to develop lesson plans that teach these expectations across each school setting.

15. Leadership Team has worked with teachers to establish a schedule for direct instruction to be provided at the beginning of the school year and reinforced throughout the school year.

- 16. Leadership Team will work with the principal to develop and submit an annual report to the district's Discipline Policy Review Committee.
- 17. Leadership Team has reviewed programs as required under R.S. 17:404.
- 18. Leadership Team has reviewed the school's Safe and Drug Free Schools and Communities plan and the Crisis Management Plan.
(Attach a copy of the Crisis Management Plan).
- 19. Leadership Team has developed a plan/continues to develop a plan to improve and strengthen parental and community involvement in the school, including the facilitation of partnerships with programs and organizations/agencies.
(Attach a list of programs and organizations/agencies with which the school is working to strengthen family and community involvement).
- 20. Leadership Team has worked/continues to work with counselors, and other mental health professionals to develop a plan to identify the mental health needs of its students and to match those needs with available local resources.
- 21. Leadership Team is working to help improve communication, coordination, and collaboration between the school and agencies that serve children.
- 22. Leadership Team is working with the local youth planning boards to help meet the needs of all children.
- 23. Leadership Team has reviewed existing procedures/established procedures to ensure that records for transfer students are provided not later than 10 business days from the date of the receipt of the written request.
- 24. Leadership Team has reviewed existing procedures/established procedures to ensure that information on the dates and reasons for any suspension or expulsion is included on transferred student records.
- 25. Leadership Team has reviewed existing procedures/established procedures to ensure that all staff within the school cooperates fully with the visiting teachers/supervisor of child welfare and attendance. And Team is working with administration to ensure that all staff is aware of procedures.
- 26. Leadership Team has reviewed student and parent/guardian statements of compliance that must be disseminated and collected at the beginning of school each year.