Student & Family Handbook

2018-2019 School Year

12000 Hayne Blvd.
New Orleans, LA   70128

Main Office Phone: (504) 367-3307
Email: rseinfo@renewschools.org
Website: rse.renewschools.org
Instagram: www.instagram.com/rserenew (@rserenew)
Facebook: www.facebook.com/renewschaumburg
# Table of Contents

About ReNEW Schools........................................................................................................4

Welcome Letter.........................................................................................................................5

Schaumburg Elementary Mission, Values and Core Beliefs.......................................................6

School Leadership Team........................................................................................................12

Policies & Procedures.............................................................................................................13

Academic Policies..................................................................................................................13

Attendance..............................................................................................................................15

Behavior Systems..................................................................................................................1

Positive Incentive Systems....................................................................................................18

Discipline Systems................................................................................................................20

Enrollment..............................................................................................................................29

Health & Safety Policies.........................................................................................................29
ReNEW Mission Statement
Choice is freedom! At ReNEW, we ensure that students are academically and emotionally prepared to access the full range of life choices that are the fundamental right of every child in the city.

ReNEW Schools Directory

<table>
<thead>
<tr>
<th>ReNEW Dolores T. Aaron Academy</th>
<th>ReNEW SciTech Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grades Served:</strong> PreK – 8th Grade</td>
<td><strong>Grades Served:</strong> PreK – 8th Grade</td>
</tr>
<tr>
<td><strong>Founding Year:</strong> 2011</td>
<td><strong>Founding Year:</strong> 2010</td>
</tr>
<tr>
<td><strong>School Director:</strong> John Gravier</td>
<td><strong>School Director:</strong> Lynn Polk</td>
</tr>
<tr>
<td><strong>Address:</strong> 10200 Curran Boulevard, 70127</td>
<td><strong>Address:</strong> 820 Jackson Avenue, 70130</td>
</tr>
<tr>
<td><strong>Building Name:</strong> Little Woods</td>
<td><strong>Building Name:</strong> Laurel</td>
</tr>
</tbody>
</table>
Welcome Letter from the School Leadership Team

Dear Schaumburg Students, Parents and Families,

We are honored to welcome you to the ninth year of ReNEW Schools, and to our seventh year here at Schaumburg Elementary and Middle School! To our new parents, welcome to our school community; and to our returning parents, welcome back to a new school year! We know that our success as a school depends on the support of our parents and families, and we look forward to continuing our positive partnerships with each of you. We expect a lot from members of our Schaumburg community, and in turn, you can expect a lot from us.
The following pages will help you become familiar with our school procedures, policies, and practices. This Handbook will serve as a resource for students and families from the first day of school through the last. While we cannot say this Handbook will answer all of your questions, we do know there is a lot of valuable information in here, so please take the time to read it carefully. In fact, read it twice or even three times, and then please put it somewhere safe to refer to throughout the school year. In this Handbook, you’ll learn a lot of different things about Schaumburg. You’ll learn about the structure of our school, the policies that we have in place, and our expectations of members of our school community.

If you have any questions, please feel free to ask any teacher or staff member.

Sincerely,

Vasy McCoy  
School Director

Rayven Calloway  
Elementary School Principal

Maurice McMorris  
Middle School Principal

Rene Gettridge  
Dean of Scholars

About Schaumburg Elementary & Middle School

Our Mission

At Schaumburg, we hone sharp minds, big hearts, strong bodies and powerful souls, to empower ourselves and each other to live inspired, purposeful lives!

Our Vision

Every teacher, engaging every student, every day!
Our 4 Pillars of Character

At Schaumburg, we believe that every student must build a strong and well-rounded character to be able to lead their most inspiring and purposeful life. We concentrate, therefore on much more than just building our informational knowledge. We believe that it is also our responsibility to ensure each and every student builds a sharp, critical mind; a big, compassionate heart; a powerful, joyful soul; and a strong, healthy body.
Our Core Values

Our core values and beliefs align directly to our Four Pillars of Character, and are:

- **Sharp Mind:** Excellence & Curiosity
- **Big Heart:** Kindness & Bravery
- **Strong Body:** Health & Mindfulness
- **Powerful Soul:** Identity & Joy

Our Core Beliefs
1. **We believe that kindness is a sign of strength, and that everything can be done with kindness.**

We believe that a hallmark of a thriving community is its commitment to kindness. In contrast to many predominant views of kindness in our culture, we view kindness as a strength, and we seek to build our capacity for it in all contexts. We do not separate high expectations, boundary setting, and structure from kindness. In fact, we believe the force behind a successfully structured relationship or school is the force of immovable kindness. We seek to model for our scholars that kindness is always possible and that when we fall short of this ideal, our very commitment to kindness will lead us to doing the necessary repairing and resolving work. We believe kindness emerges from vulnerability and work to create a community that values the courage it requires to be vulnerable, known, and seen.

> There’s no such things as a small act of kindness. Every act creates a ripple with no logical end.
> Scott Adams

2. **We believe that we all deserve to fulfill our potential, and must consistently display bravery by standing up for that right, and our values.**

We believe every child deserves a full opportunity to succeed in school and in life and that it is our obligation to empower them with the tools they will need to create the lives they imagine for themselves. We believe that everyone, given the right tools and support, can learn at a high level. To this end, our most fundamental roles as educators are to support scholars to uncover their sense of purpose, define and embrace their unique values and strengths, and develop the strong work ethics and habits they will need to propel them to excellence and well-being, and to bravely advocate for themselves. It takes courage to stick to your values in difficult moments, but we believe that our honor, and our values themselves, depend on it. Ultimately, we believe that our job as educators is to empower our scholars to set the course for and set off as the captains of their unique destinies.

> "Be brave. Never bend your head. Always hold it high. Look the world straight in the eye."
> Helen Keller
3. **We believe great schools are made great by bringing joy to each other, and sharing a deep pride in our identity.**

We believe that connecting to our deepest selves and our histories, and finding purpose and meaning in all that we do, leads to a deep and motivating experience of joy. In our school community, we actively seek to nurture a love of learning by connecting our learning directly to our lives and our values. We model this belief by consciously connecting our work to our values and purpose, showing pride in our identity and history, and by bringing joy into our relationships and the world. We believe it is meaning, purpose, identity and joy that motivate us to persevere in our pursuit of excellence. We believe that a joyful school environment is something that can be consciously created and that balancing the work and play of progress is essential to true learning.

I was born by myself but carry the spirit and blood of my father, mother and my ancestral home. So I am really never alone. My identity is through that line.

Ziggy Marley

4. **We enroll families and communities, not just scholars. We believe strong communities and relationships drive a deep pride in our identity.**

We use the word “family” intentionally to honor the wide range of important adults that play key roles in our scholar’s lives. We seek to partner deeply with families and to create a school where family voices are an important part of the shaping of our community and practices. Inside our school, we seek to create a welcoming atmosphere that encourages family members to be an integral part of the learning and community-building process. Outside of the school, we seek to partner with families to “expand the walls of the school” and make lifelong learning a whole family endeavor.

At Schaumburg, we draw inspiration from the South African philosophy of Ubuntu, which is loosely translated as meaning “a person is a person through other people.” In our schools, we seek to model that our success and well-being is tied directly to the success and well-being of the community as a whole. We also recognize and value the power of relationships as the fundamental building blocks of culture, community, and inspired lives and seek to use our school community as a place to practice building and being in healthy, strong, and meaningful relationships.

“I am because we are. My identity is tied to yours. My humanity is tied to yours.”

Zulu proverb
5. We believe excellence is a habit developed through lots and lots of purposeful practice and an intense curiosity for the world.

We believe that those who achieve at the highest level do so because they’ve developed great habits of heart and mind. We seek to create a community where developing habits through repeated practice is the norm. We also believe that not just any type of practice, but planned and purposeful practice, is what leads to excellence. To this end, our community is built around sets of routines and rituals that help to model, teach, and learn the habits of heart and mind that we believe lead to excellence. We hold ourselves to high expectations and believe that through hard work and lots of support we can all achieve greatness together.

“Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit.”

Aristotle

6. We believe excellence in education is the ability to reach the highest levels of empowered self-agency, mindfulness and self-actualization.

We believe it is our basic responsibility to train and become the future leaders of our communities, and citizens who have the power to advocate for themselves and to make a difference. We seek to create a school community that deeply values justice and that holds ourselves to the ideal of ending injustice in all of its forms. Our students deserve the right to live their own truths, bask in their own accomplishments, and create their own realities.

“If one is lucky, a solitary fantasy can totally transform one million realities.”

Maya Angelou
# School Leaders

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vasy McCoy</td>
<td>School Director</td>
<td><a href="mailto:vmccoy@renewschools.org">vmccoy@renewschools.org</a></td>
</tr>
<tr>
<td>Rayven Calloway</td>
<td>Elementary School Principal (PK-4)</td>
<td><a href="mailto:rcalloway@renewschools.org">rcalloway@renewschools.org</a></td>
</tr>
<tr>
<td>Maurice McMorris</td>
<td>Middle School Principal (Grades 5-8)</td>
<td><a href="mailto:mmcmorris@renewschools.org">mmcmorris@renewschools.org</a></td>
</tr>
</tbody>
</table>

# School Leadership Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rene Gettridge</td>
<td>Dean of Scholars</td>
<td><a href="mailto:rgettridge@renewschools.org">rgettridge@renewschools.org</a></td>
</tr>
<tr>
<td>Caroline Dobrez</td>
<td>Assistant Principal of Instruction (PK-4)</td>
<td><a href="mailto:cdobrez@renewschools.org">cdobrez@renewschools.org</a></td>
</tr>
<tr>
<td>Jess Morgen</td>
<td>Assistant Principal of Instruction (5-8)</td>
<td><a href="mailto:jmorgen@renewschools.org">jmorgen@renewschools.org</a></td>
</tr>
<tr>
<td>Latasha Harris</td>
<td>Assistant Principal of Instruction (5-8)</td>
<td><a href="mailto:lharris@renewschools.org">lharris@renewschools.org</a></td>
</tr>
<tr>
<td>Jaime Donahoe</td>
<td>Special Education Coordinator</td>
<td><a href="mailto:jdonahoe@renewschools.org">jdonahoe@renewschools.org</a></td>
</tr>
<tr>
<td>Marcus Alexander</td>
<td>School Counselor</td>
<td><a href="mailto:malexander@renewschools.org">malexander@renewschools.org</a></td>
</tr>
<tr>
<td>Nekira Williams</td>
<td>School Counselor</td>
<td><a href="mailto:nrwilliams@renewschools.org">nrwilliams@renewschools.org</a></td>
</tr>
<tr>
<td>Kimberly Owens</td>
<td>Intervention Coordinator</td>
<td><a href="mailto:kowens@renewschools.org">kowens@renewschools.org</a></td>
</tr>
<tr>
<td>Hashawn Ashford</td>
<td>Director of Operations</td>
<td><a href="mailto:hashford@renewschools.org">hashford@renewschools.org</a></td>
</tr>
<tr>
<td>Kim Walsh</td>
<td>Electives Coach</td>
<td><a href="mailto:kwalsh@renewschools.org">kwalsh@renewschools.org</a></td>
</tr>
</tbody>
</table>
Policies & Procedures

This document contains the most important policies and procedures governing the operations of ReNEW Schools. This document, along with the ReNEW Schools Pupil Progression Plan (PPP) and Code of Conduct are the guiding policy documents for ReNEW Schools.

Student & Family Handbook
This “Student & Family Handbook” explains the rights and responsibilities of all members of the school community in order to provide students a safe, positive, supportive, and achievement-oriented learning environment. The policies in this Handbook apply to actions of students during school, on the way to and from school, while on school property, while traveling in vehicles sponsored by ReNEW Schools, at all school-sponsored events, and on school technology and other internet correspondence.

Pupil Progression Plan
The Pupil Progression Plan (PPP) describes many of the academic policies related to student placement, promotion, and remediation. Many, but not all, of the policies in the Pupil Progression Plan are contained in this document. If you would like to view the full Pupil Progression Plan, it is available in the Main Office at each ReNEW school, or online at www.renewschools.org.

Code of Conduct
The Code of Conduct outlines expectations for student behavior and various interventions and corrective actions that may be utilized to support safe and orderly schools. Many, but not all of the policies in the Code of Conduct are contained in this document. If you would like to view the full Code of Conduct, it is available in the Main Office at each ReNEW school, or on each school’s website.

Academic Policies

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

Homework Policy
Homework is a key part of the Schaumburg Elementary and Middle educational program. It is designed to reinforce skills taught in the classroom, help students develop a deeper understanding of concepts, and promote good study habits. Homework is assigned Monday-Friday for all grade levels and subject areas. It is essential that families show interest in their student’s homework and monitor progress nightly.
Report Cards
Teachers will use Progress Reports and Report Cards to communicate students’ academic and behavioral performance. Report Cards are distributed during Report Card Conferences on the dates outlined below. For the 4th Quarter, Report Cards are distributed during EOY Award Ceremonies. It is mandatory that a parent or family member attend to pick-up their child’s Report Card.

- **1st Quarter**: Wednesday, October 17th; 5:00-7:00pm
- **2nd Quarter**: Wednesday, January 9th, 5:00-7:00pm
- **3rd Quarter**: Wednesday, March 20th, 5:00-7:00pm

Progress Reports
Progress Reports are sent home for “Message Monday” about halfway through each Quarter. The dates are indicated below. It is mandatory that a parent/guardian sign the acknowledgement portion of the Progress Report and return it to your child’s teacher on the next school day.

- **1st Quarter**: Tuesday, September 4th
- **2nd Quarter**: Tuesday, November 13th
- **3rd Quarter**: Tuesday, February 5th
- **4th Quarter**: Tuesday, April 16th

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage of Report Card Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classwork/Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes/Exit Tickets</td>
<td>40%</td>
</tr>
<tr>
<td>Tests/Performance Tasks</td>
<td>50%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>B</td>
<td>85-92%</td>
</tr>
<tr>
<td>C</td>
<td>75-84%</td>
</tr>
<tr>
<td>D</td>
<td>67-74%</td>
</tr>
<tr>
<td>F</td>
<td>Below 66%</td>
</tr>
</tbody>
</table>
Student Records & Privacy

ReNEW Schools takes student data privacy seriously and follows regulations contained in the Family Educational Rights and Privacy Act (FERPA) and Louisiana data privacy laws. Pursuant to ACT 677 and ACT 837, ReNEW Schools posts information regarding the transfer of students’ personally identifiable information (PII) to private entities who provide student and other educational services to them.

Attendance

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

School Start & End Times

<table>
<thead>
<tr>
<th>Morning Carpool Drop-Off</th>
<th>8:10-8:30am</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Start Time</td>
<td>8:30am</td>
</tr>
<tr>
<td>Tardy</td>
<td>8:31am</td>
</tr>
<tr>
<td>No Check-Outs Before</td>
<td>10:00am</td>
</tr>
<tr>
<td>No Check-Outs After</td>
<td>2:00pm</td>
</tr>
<tr>
<td>Afternoon Carpool Pick-Up</td>
<td>4:10-4:30pm</td>
</tr>
<tr>
<td>After School Detention</td>
<td>4:30-5:30pm</td>
</tr>
<tr>
<td>Extended Day</td>
<td>4:10-6:00pm</td>
</tr>
</tbody>
</table>

Types of Absences

Excused Absences are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses), which are not considered for purposes of truancy. Students with excused absences are eligible to make up work and tests and receive credit for work completed on those days. Absences are considered unexcused until the school receives proper documentation of the absence. Absences are excused for the following reasons:

❖ Personal illness (as verified by a written note from a physician, dentist, or nurse practitioner licensed to practice in Louisiana)
❖ Death in immediate family (not to exceed one week, as verified by a written note from the parent)
❖ Natural catastrophe and/or disaster
❖ Participation in school-approved off-site activity
❖ Absence for the observance of recognized holidays of the child’s own faith (as verified by a written note from a religious official)
❖ Any other extenuating circumstance as approved by a School Leader
Unexcused Absences are absences that do not meet the requirements set forth in the Excused Absence definitions above. All absences are considered unexcused until documentation of an excuse is provided to the school. Students are required to make up work missed during Unexcused Absences.

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

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

Truancy
ReNEW reserves the right to refer truant students and their parents to the Office of Child Welfare and Attendance at the Louisiana Department of Education or the OPSB Youth Opportunity Center. These agencies investigate violations of the compulsory attendance laws, and when necessary, provide parents and guardians written notice, either in person or by registered mail, of legal action to be taken and next steps in the adjudication process.

If a student has been absent for 10 days due to medical issues and has a doctor’s excuse to miss school, the student shall be referred for review by the School Building Level Committee to determine need for interventions or supportive services if the student has not previously been identified as a student with a disability.

A School Leader or designee will notify the parent/guardian on or before a student’s third Unexcused Absence to convene a meeting with the parent and student and/or refers the student to the School Building Level Committee for truancy interventions. ReNEW considers arriving late to school four times as the equivalent of one Unexcused Absence. Tardiness also includes leaving or checking out of school unexcused prior to the regularly scheduled Dismissal time.

Per OPSB policy, students absent for 15 consecutive schools days may be dropped from the school’s roster.

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

Students who leave school for any reason must be signed out in the Main Office. Students may only be signed out by a person whose name appears on the student registration packet unless the school receives permission in writing by the parent/guardian in advance. Proper picture identification (Driver’s License) must be presented.

Students will only be allowed to check-out between the hours of 10:00am-2:00pm, unless for a reason approved by a School Leader in advance.
School Assignments During Absences
When a student returns to school after an Excused Absence, the student shall have the opportunity to complete missed assignments. Make-up work will need to be completed for students to not receive a zero on the assignment. Excused absences will allow students one extra day to complete assignments.

A student who is absent five (5) or more days in any quarterly grading period must make up missed work before the end of the grading period or the student shall receive an incomplete grade. The student can make up work during the next grading period, but if he/she fails to do so, the incomplete grade automatically becomes a failing grade. It shall be the responsibility of the teacher to inform the student of the deadline for any make-up work.

Students who are removed from the classroom for disruptive, dangerous, or unruly behavior or who are suspended for 10 days or less shall be assigned school work missed and shall receive either full or partial credit for such work if it is completed satisfactorily and timely as determined by the principal or designee, upon the recommendation of the student’s teacher.

Absences & Retention
Students with more than 15 Unexcused Absences per year may be considered for retention.

Behavior Systems
Over the course of a week, we communicate frequently with a child’s parent/guardian about their academic and behavioral performance. We have separate Behavior Systems for students in Pre-K-4th Grade and 5th-8th Grade.

Grades K-8
The Behavior System that we use for our Kindergarten-8th Grade students is a Behavior paycheck. Students have a Behavior Scorecard that goes home at the end of each week with their academic progress report, and must be signed by a parent/guardian and returned to school the following day.

Parents can also track student behavior scores by logging into their parent account on SchoolRunner, which should be received during Parent Orientation. If you misplace your login information, please reach out to your child’s homeroom teacher to receive the login again.
Positive Incentive Systems

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

“Scholar of the Week”
At the end of each week, our teachers select one student from each Homeroom class who has gone above and beyond to exhibit our Core Values. The “Scholar of the Week” recipient receives a Schaumburg Core Value shirt and is able to wear this shirt on any Friday over the course of the school year, while also being able to dress down their pants and shoes!

“Scholar of the Month”
At the end of each month, our teachers select one student from each grade level who has been a “Role Model” for their peers and exhibited our Core Values inside and outside of the classroom. The “Scholar of the Month” recipient receives a “Schaumburg Scholar of the Month” yard sign for their home, a bumper sticker for their family’s car, and a “Scholar of the Month” shirt that they are able to wear on any Friday over the course of the school year, while also being able to dress down their pants and shoes!

Celebration!!!
Every other week, our students have the opportunity to attend Celebration based on meeting certain criteria aligned to their Behavior System. Once a Quarter, we have a BIG Celebration to recognize students who have met their Behavior Goal over the course of a grading period!

Cub Bucks
In PK-4th grades, students who demonstrate actions aligned to our Core Values will receive “Cub Bucks” from their teachers and administrators, that can be used during designated times in the school store!
## School-Wide Expectations

Remember! A Jag always “ROARS!”

<table>
<thead>
<tr>
<th>Responsible</th>
<th>Classroom</th>
<th>Cafeteria</th>
<th>Restroom</th>
<th>Hallways</th>
<th>Gym/Recess</th>
<th>Chromebooks</th>
<th>Buses</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ears on</td>
<td>- Clean up your eating area</td>
<td>- Go straight to your destination</td>
<td>- Dispose of trash in proper manner</td>
<td>- Respect school property</td>
<td>- Stay seated while the bus is moving</td>
<td>- Keep your body and belongings inside the bus</td>
<td></td>
</tr>
<tr>
<td>- Take Risks</td>
<td>- Stay in designated area</td>
<td>- Pick up litter</td>
<td>- Dispose of trash in appropriate trash can</td>
<td>- Keep all materials in your personal space</td>
<td>- Keep all materials in your personal space</td>
<td>- Be aware of your bus number</td>
<td></td>
</tr>
<tr>
<td>- Try your best</td>
<td>- Be on time</td>
<td>- Carry a valid hall pass</td>
<td>- Use equipment correctly</td>
<td>- Cooperate with others</td>
<td>- Cooperate with others</td>
<td>- Respect space of others</td>
<td></td>
</tr>
<tr>
<td>- Bounce Back</td>
<td>- Dispose of food in proper manner</td>
<td>- Be on time and prepared for activities</td>
<td>- Be on time and prepared for activities</td>
<td>- Treat others the way you want to be treated</td>
<td>- Treat others the way you want to be treated</td>
<td>- Respect space of others</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organized and Prepared</th>
<th>Classroom</th>
<th>Cafeteria</th>
<th>Restroom</th>
<th>Hallways</th>
<th>Gym/Recess</th>
<th>Chromebooks</th>
<th>Buses</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Be in seat before bell rings</td>
<td>- Be in uniform (ex. Shirt tucked in)</td>
<td>- Keep all materials in hand</td>
<td>- Keep your things with you at all times</td>
<td>- Return materials when due</td>
<td>- Return materials when due</td>
<td>- Keep all materials in your personal space</td>
<td></td>
</tr>
<tr>
<td>- Be in uniform</td>
<td>- Be prepared to leave on time</td>
<td>- Be prepared to present hall pass when requested by an adult</td>
<td>- Bring all materials with you (Dismissal)</td>
<td>- Keep your bus number</td>
<td>- Keep your bus number</td>
<td>- Be aware of your bus number</td>
<td></td>
</tr>
<tr>
<td>- Bring all materials to class</td>
<td>- Keep my work space neat</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Keep my work space neat</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accepting of Self and Others</th>
<th>Classroom</th>
<th>Cafeteria</th>
<th>Restroom</th>
<th>Hallways</th>
<th>Gym/Recess</th>
<th>Chromebooks</th>
<th>Buses</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Speak kindly about self and others</td>
<td>- Remain in line</td>
<td>- Respect privacy of others</td>
<td>- Respect property</td>
<td>- Respect others</td>
<td>- Respect others</td>
<td>- Accepting of Self and Others</td>
<td></td>
</tr>
<tr>
<td>- Cooperate with others</td>
<td>- Use good manners</td>
<td>- Respect space of others</td>
<td>- Respect space of others</td>
<td>- Cooperate with others</td>
<td>- Cooperate with others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Congratulate yours and others successes</td>
<td>- Use kind words</td>
<td>- Use manners when walking around others (Excuse me)</td>
<td>- Cooperate with others</td>
<td>- Cooperate with others</td>
<td>- Cooperate with others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Use kind words</td>
<td></td>
<td></td>
<td>- Treat others the way you want to be treated</td>
<td></td>
<td>- Treat others the way you want to be treated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Respectful</th>
<th>Classroom</th>
<th>Cafeteria</th>
<th>Restroom</th>
<th>Hallways</th>
<th>Gym/Recess</th>
<th>Chromebooks</th>
<th>Buses</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Follow directions</td>
<td>- Follow directions</td>
<td>- Respect the privacy of others</td>
<td>- Respect adult directions</td>
<td>- Follow directions</td>
<td>- Follow directions</td>
<td>- Follow directions</td>
<td></td>
</tr>
<tr>
<td>- Raise your hand</td>
<td>- Listen to adults</td>
<td>- Keep the hallways clean</td>
<td>- Use appropriate language</td>
<td>- Raise your hand to be recognized</td>
<td>- Listen to the bus driver</td>
<td>- Listen to the bus driver</td>
<td></td>
</tr>
<tr>
<td>- Use appropriate language</td>
<td>- Exhibit good manners</td>
<td>- Keep hands and feet to yourself</td>
<td>- Obey all safety procedures</td>
<td>- Share seats</td>
<td>- Use appropriate language</td>
<td>- Share seats</td>
<td></td>
</tr>
<tr>
<td>- Use a joyful tone</td>
<td>- Keep food on your plate or in your mouth</td>
<td>- Observe personal space</td>
<td>- Use your inside/quiet voices</td>
<td>- Use appropriate language</td>
<td>- Use your inside/quiet voices</td>
<td>- Use your inside/quiet voices</td>
<td></td>
</tr>
<tr>
<td>- Keep your hands and feet to yourself</td>
<td>- Keep food in cafeteria</td>
<td>- Listen to adults in hallway</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Ask permission to use things</td>
<td></td>
<td>- Use your quiet inside voice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safe and Orderly</th>
<th>Classroom</th>
<th>Cafeteria</th>
<th>Restroom</th>
<th>Hallways</th>
<th>Gym/Recess</th>
<th>Chromebooks</th>
<th>Buses</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Keep your hands and feet to yourself</td>
<td>- Wait in line for your turn</td>
<td>- Report problems, vandalism, etc.</td>
<td>- Use equipment correctly</td>
<td>- Enter and exit in an orderly fashion</td>
<td>- Enter and exit in an orderly fashion</td>
<td>- Enter and exit in an orderly fashion</td>
<td></td>
</tr>
<tr>
<td>- Remain in assigned location</td>
<td>- Listen to announcements</td>
<td>- Wear appropriate shoes at all times</td>
<td>- Keep your hands and feet to yourself</td>
<td>- Stay in your seat</td>
<td>- Stay in your seat</td>
<td>- Stay in your seat</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Report any incidents</td>
<td></td>
<td></td>
<td>- Report any incidents</td>
<td></td>
</tr>
</tbody>
</table>
Discipline Systems

ReNEW Schools is committed to using positive behavior supports and effective tools, strategies and incentives to ensure a safe and orderly school environment and a caring school culture. In accordance with Louisiana’s mandate for the implementation of a School Master Plan for Discipline, school-based Leadership Teams monitor discipline incidents and referrals by month, time, location, student, grade level and type of incident.

Infractions & Corrective Strategies

Discipline incidents will be classified as Level 1, Level 2, and Level 3 infractions. The tables below identify ReNEW’s behavioral expectations, examples of expected behaviors, types of infractions and potential corrective strategies.

In the effort to fully implement Positive Behavior Support and reduce the loss of instructional time due to out-of-school suspension and expulsion, ReNEW utilizes a wide variety of corrective strategies that do not remove children from valuable instructional time when appropriate.

Level 1 Infractions - Productive Personal Environment

Behaviors that occur in the classroom and affect only the misbehaving student.

<table>
<thead>
<tr>
<th>Behavioral Expectations</th>
<th>Be Safe</th>
<th>Be Responsible</th>
<th>Be Respectful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples of Expected Behaviors</td>
<td>Walk in hallways</td>
<td>Arrive to class on time and participate in class</td>
<td>Follow teacher’s directions and use positive language with peers</td>
</tr>
</tbody>
</table>
Level 1 Infractions

1.1 Horseplay or running in the hall/class
1.2 Throwing objects
1.3 Out-of-assigned seat/table/area
1.4 Inappropriate items in class
1.5 Passive non-compliance i.e., sleeping, refusing to participate
1.6 Unexcused tardiness and absenteeism to class
1.7 Cheating or plagiarism
1.8 Profanity/cursing
1.9 Disrespect of an adult
1.10 Disrespect of a peer
1.11 Disruption in class, on school grounds, on school bus or RTA bus
1.12 Any other infraction that the School Leader deems to be similar in severity to other Level 1 infractions
1.13 Ongoing commission of Level 1 infractions

First Infraction
- Re-teach the behavioral expectations
- Have the student apologize and make amends with those affected
- Provide a reflective activity

Corrective Actions
- Paycheck Deduction (K-8)
- Restorative justice
- Seat change
- Loss of privilege
- Implement a home/school communication system
- Utilize check-in/check-out
- Contact and/or conference with parent/guardian
- Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior and consequences for infractions
- Refer to the school social worker
- Refer the student for tiered interventions through the School Building Level Committee
- Detention
- Use of in-school intervention
- Bus suspension
- Referral to School Building Level Committee or IEP team

Level 2 Infractions - Productive Classroom & School Community Environment
Behaviors that occur in the classroom or within the school community that affects a student and threatens to or interfere with the learning or safety of others, and behaviors that are non-compliant with reasonable requests and directions by an adult in the school, despite clear understanding of expectations and an attempt to redirect by an adult.
<table>
<thead>
<tr>
<th>Behavioral Expectations</th>
<th>Be Safe</th>
<th>Be Responsible</th>
<th>Be Respectful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples of Expected Behaviors</td>
<td>Solve problems peacefully</td>
<td>Take care of school property and ask before borrowing other people’s property</td>
<td>Consider other people’s feelings and respect personal space</td>
</tr>
<tr>
<td>Level 2 Infractions</td>
<td>2.1 Fighting or instigating a fight 2.2 Using or possessing alcohol, tobacco products, matches or lighters 2.3 Possession of fireworks 2.4 Coming to school under the influence of drugs or alcohol 2.5 Use of any object to harm, frighten or intimidate others 2.6 Starting a fire. 2.7 Unauthorized display or use of a cell phone or other disallowed electronic property during school hours 2.8 Stealing/possession of stolen property 2.9 Vandalism 2.10 Causing false fire alarms or threats. 2.11 Willful Disobedience 2.12 Making a threat 2.13 Serious disrespect 2.14 Leaving school grounds without permission 2.15 Bullying 2.16 Any other infraction that the principal deems to be similar in severity to other level 2 infractions</td>
<td>For Level 2 Infractions, the following steps must be implemented:  - Parent contact to inform parent of accusation and status of investigation. Parent will be given the option to attend the student conference.  - Student conference and school-level investigation  - Confiscation of disallowed property during school hours  - Opportunity for student to give written statement of events/their perspective</td>
<td></td>
</tr>
<tr>
<td>Possible Correctives Strategies</td>
<td>Corrective Actions</td>
<td>Corrective Actions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>❖ Have the student apologize and make amends with those affected ❖ Contact and/or conference with parent/guardian ❖ Restorative justice ❖ Implement a home/school communication system ❖ Utilize check-in/check-out ❖ Loss of privilege ❖ Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior and consequences for infractions ❖ Refer to the school social worker ❖ Detention ❖ Use of in-school intervention or suspension ❖ Bus suspension ❖ Referral to School Building Level Committee or IEP team ❖ Out of School Suspension ❖ Referral to Student Hearing office for a Disciplinary Conference</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Level 3 - Orderly & Safe Environment

**Behaviors that are extremely harmful to the misbehaving student and/or others and may be illegal, including possession of a dangerous weapon, possession of a controlled substance, and assault.**

<table>
<thead>
<tr>
<th>Behavioral Expectations</th>
<th>Be Safe</th>
<th>Be Responsible</th>
<th>Be Respectful</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examples of Expected Behaviors</strong></td>
<td>Ask for help if you are not safe</td>
<td>Be cooperative in the event of an emergency</td>
<td>Understand when the answer given to you is, “No”</td>
</tr>
<tr>
<td><strong>Level 3 Infractions</strong></td>
<td>3.1 Possession, use, sale or concealment of illegal drugs at school, on school premises, or to or at a school function under the school’s jurisdiction&lt;br&gt;3.2 Possession of a firearm, knife with a blade longer than 2.5 inches or other weapon at school, on school premises, or to or at a school function under the school’s jurisdiction&lt;br&gt;3.3 Assault on a staff member&lt;br&gt;3.4 Sexual Assault&lt;br&gt;3.5 Any other infraction that the principal deems to be similar in severity to other Level 3 infractions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For level 3 Infractions, the following steps must be implemented:

- Parent contact to inform parent of accusation and status of investigation. Parent will be given the option to attend the student conference
- Student conference and school-level investigation.
- Confiscation of disallowed property during school hours
- Opportunity for student to give written statement of events/their perspective

Corrective Actions

- Have the student apologize and make amends with those affected
- Contact and/or conference with parent/guardian
- Restorative justice
- Implement a home/school communication system
- Utilize check-in/check-out
- Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior and consequences for infractions
- Refer to the school social worker
- Detention
- Use of in-school intervention or suspension
- Bus suspension
- Referral to School Building Level Committee or IEP team
- Out of School Suspension
- Referral to Student Hearing office for a Disciplinary Conference
- Recommendation for Expulsion Hearing at the Student Hearing Office
- Referral or Reporting to Law Enforcement

### Lunch Academy

Students can be assigned a Lunch Academy for habitually violating school and cafeteria expectations. Lunch Academy will be held by the teacher. Teachers will assign students to sit at the Lunch Academy table. The teacher must discuss what expectation were not met with the student and allow them to return to the class after eating.

### Recess Academy

Students can be assigned a Recess Academy for habitually violating a school or classroom expectation which will be held by a Culture Team Member. Culture Teams members will teach the appropriate expectation during this time.

### After School Detention

Students can be assigned an After School Detention for committing any school infractions or failing to properly serve an assigned consequence. Families will be notified of the After School Detention during the same school day that the infraction occurred. The After School Detention must be served within two school days, unless rescheduled by a culture team member. Failure to serve an After School Detention will result in additional disciplinary action.(e.g. Parent Conference and additional after school detention days)
During Detention, students will complete a reflection assignment. Once that is turned in and checked by the Detention monitor, students may begin their homework for the following day.

After School Detention is held Monday through Thursday and students must be picked up by 5:30pm.

**In-School & Out-of-School Suspension**

To be determined by the Dean of Scholars and Principal. For all scholars learning while in In School all academic content/services will continue to be provided and will be coordinated by the dean.

**Suspensions**

A suspension, in which the student is not allowed to attend school for a designated period of time, is a serious and formal corrective strategy a school may take if a student commits a Level 2 or 3 Infraction.

All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion. For Student Code of Conduct Infractions that may warrant a suspension or recommendation for expulsion:

❖ The school must conduct a student conference and school-level investigation within a 48 hour period. The investigation includes taking written statements (or help with the writing of a statement) from teachers and other students who were witnesses to the incident.

❖ Prior to any suspension or recommendation for expulsion, the School Leader must inform the student of the specific misconduct of which he/she is accused and the basis for the accusation.

❖ Prior to any suspension or recommendation for expulsion, the School Leader must give the student an opportunity to present his/her version of the incident and ensure the student’s version is in writing. The School Leader may call witnesses requested by the student. the School Leader shall make a reasonable effort to reach a fair determination of the incident before making any disposition.

❖ The school must contact the parent/guardian by telephone on the day of the incident and no later than the following day or send a certified letter giving notice of the suspension, the reason for the suspension, and the date and time of a conference to be conducted within 5 days with the School Leader.

❖ The school must give the parent/guardian notice in writing of the suspension and the reason for the suspension. The written notification must include information about the parent’s right to review any evidence that will be presented at the Hearing (if applicable).

❖ The student shall remain in school until the end of the school day unless released into the care of a parent/guardian. No student should be sent home without proper documentation of the particular misconduct and reason for suspension.

❖ In extraordinary circumstances, the School Leader is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.

❖ Any parent/guardian of a suspended student shall have the right to appeal a suspension to ReNEW’s Chief of Student Services or the CEO. The decision of the Chief of Student Services & CEO is final.

❖ The school must hold a school-level conference conducted with the School Leader, parent/guardian, School Counselor, and Dean. All students have the right to fair and reasonable treatment during disciplinary proceedings and the opportunity to present evidence and defend his/her actions. Your child has a right to bring a representative of his/her choice to all disciplinary proceedings. If a parent encounters a problem with discipline procedures and/or fair student treatment, the parent may contact ReNEW’s Student Support Office.
Appeal of Suspension

Any parent/guardian of a suspended student shall have the right to appeal a suspension to ReNEW’s Chief of Student Services or CEO. The Chief of Student Services (or CEO) will conduct a hearing to review the suspension and make a decision based on the merits of the case. This decision shall be final.

Expulsions

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

❖ Distributing, selling, giving away, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body
❖ Carrying, possessing, or using a firearm, knife with a blade of two inches or longer, or any other instrument of which the purpose is lethal force
❖ Sexual assault and other sexual acts where the ability of one party to consent is compromised by age, intellectual ability, intoxication, or incapacitation
❖ Intentional battery or assault on any individual using a weapon, or which causes serious, documentable injury that necessitates medical care
❖ Engaging in an intentional physical altercation with a member of the school staff
❖ Possession or use of any implement/substance with the ability to seriously harm another person
❖ Robbery of an individual on school property or at any activity over which the school has jurisdiction
❖ Engaging in sexual acts on school property or at any school-sponsored activity
❖ Sharing sexually explicit material, including through the use of an electronic device

No student who has been expelled shall be admitted to any public school in any other parish or city school system in the state except upon the review and approval of the governing authority of the school system to which he seeks admittance.

Due Process Procedures for Expulsions

The School Leader cannot expel a student. The School Leader can recommend a student for expulsion. If a student is recommended for expulsion they will be suspended pending a hearing for a recommendation for expulsion. The student will then have an expulsion hearing, in which the OPSB Student Hearing Office will determine if the recommendation for expulsion is upheld, reversed, or modified. The due process procedures for recommendations for expulsion hearings are as follows:

❖ The process begins with the commission of an offense that could be grounds for expulsion. From this point, the student will not be permitted to voluntarily transfer to a new school until they are either cleared of the accusation, serve an expulsion or the incident is reported to the hearing office as waiving the school’s right to recommend for expulsion.
The school is responsible for the continual provision of FAPE**. During the investigation and hearing process, the student may remain on suspension, but the suspension may not exceed the maximum number of days allowed by law. If a student poses a risk to the welfare of others, the student may serve in-school suspension or receive homebound instruction.

The principal or designee conducts a student conference and school-level investigation within two (2) school days. Investigation includes collecting written statements from staff and student witnesses.

Prior to recommendation for expulsion, the school principal or designee must inform the student of the “particular misconduct of which he/she is accused” and the basis for the accusation.

Prior to any recommendation for expulsion, the principal or designee must give the student an opportunity to present his/her version of the incident. The student’s version must be written or summarized and signed by the student. The principal or designee may call witnesses requested by the student. The principal or designee shall make a reasonable effort to reach a fair determination of the incident before making any disposition.

The parent must be notified by phone, in person or by certified letter of the incident, immediate suspension, and possible recommendation for expulsion.

The student shall remain in school until the end of the school day unless released into the care of a parent/guardian or authorized to leave campus by the parent/guardian. No student should be sent home without proper documentation of the particular misconduct and reason for suspension. In extraordinary circumstances, the principal or designee is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.

If a principal chooses to recommend a student for expulsion, ReNEW Schools’ Chief of School Leadership and Executive Director of Student Support Services must be notified prior to submitting any documentation to the Student Hearing Office. All required paperwork must be reviewed and approved by the Executive Director of Student Support Services or designee prior to submission to the OPSB Hearing Office.

If a principal chooses to recommend a student for expulsion, the appropriate paperwork must be submitted to the Student Hearing Office within 3 school days of completing the investigation, including but not limited to: OPSB Student Incident form, Witness Statements, Police Report, Recommendation for Disciplinary Action, LDOE Behavior Report Form, Expulsion Recommendation checklist.

Within 24 hours after completing the investigation, the parent must be provided with written notification of the recommendation for expulsion, the reason for the recommendation for expulsion, information about the hearing to determine whether the student is expelled, and the parent’s rights. The student remains on suspension from school and school activities until the hearing takes place.

A hearing will be conducted by the OPSB Student Hearing Officer or designee. The principal or teachers as well as the student,* may be represented by someone of their choice at this hearing. If the hearing officer decides that a hearing will not be conducted, the school may appeal that decision to the Deputy Superintendent of Portfolio.

After the hearing, the OPSB Student Hearing officer or designee then makes a determination of the student’s guilt based on the evidence gathered during the school’s investigation. If found guilty, the OPSB Student Hearing Officer will determine the appropriate length of expulsion according to OPSB expulsion guidelines, and the expulsion is effective immediately.

The parent(s)/legal guardian(s) of the student may, within five (5) school days after the decision to expel a student has been made, request in writing that ReNEW Reinventing Education governing board review the findings of the OPSB Student Hearing Officer or designee.* Otherwise the decision shall be final.

The ReNEW board may uphold, modify or reverse the decision.
If the ReNEW board upholds the decision of the OPSB Student Hearing Officer or the designee, the parent(s)/legal guardians of the student may, within ten (10) days, appeal to the parish court in which the student's school is located. The parish court may reverse the ruling of the local educational governing authority.

**Schaumburg Culture Team**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rene’ Gettridge</td>
<td>Dean of School</td>
<td>(504) 442-1848</td>
</tr>
<tr>
<td>Kim Thomas</td>
<td>Asst. Dean Pk-2</td>
<td>(504) 975-8973</td>
</tr>
<tr>
<td>Abriel Sudds</td>
<td>3rd/4th Grade</td>
<td>(504) 952-3227</td>
</tr>
<tr>
<td>Michelle Bailey</td>
<td>5th-8th</td>
<td>(504) 669-1412</td>
</tr>
<tr>
<td>Juan Edwards</td>
<td>5th-8th</td>
<td>(504) 251-9061</td>
</tr>
</tbody>
</table>

**Referral to & Action by Law Enforcement/Judicial Authorities**

ReNEW Schools may refer any student who has committed a Level 3 offense (and some level 2 offenses) to law enforcement officers.

School personnel reporting a crime committed by a student, especially a student with a disability must ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to which the agency reports the crime. Records must be transmitted only to the extent permitted by the Family Educational Rights and Privacy Act.

**Civil Rights, Harassment, & Bullying**

ReNEW Schools defines bullying as aggressive behavior that involves unwanted, negative or discriminatory action; a pattern of behavior repeated over time, and an imbalance of power. ReNEW does not tolerate derogatory comments and name-calling, social exclusion or isolation, physical aggression, lies and false rumors, extortion and stealing of money and property, or forced acts. ReNEW prohibits the harassment, intimidation and bullying of a student by another student in accordance with Louisiana RS 17-416.13.

*Harassment.* It is expected that no forms of mental, physical, sexual and/or verbal abuse and harassment toward another person will take place. If a student observes an incident involving harassment, it is his/her responsibility to report the incident to a staff member. Anyone reporting an incident has the right to have his/her identity remain anonymous. Students may also report an incident of harassment by writing an anonymous letter to the staff.

*Physical Touch.* Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other. Dependent upon the severity, no touch violations can be minor or major violations of the school discipline policy.
**Threats.** It is expected that no student would make threats against individuals, groups, or the school. Threats of any nature will be taken seriously and may be reported to the proper authorities, as required by law. In addition, ReNEW reserves the right to impose a consequence up to and including a recommendation for expulsion from the school when a student has caused a major disruption and emergency situation because of a serious threat.

**Cyber Bullying.** ReNEW students are prohibited from the transmission of any electronic, textual, visual, written or oral communication with the malicious and willful attempt to coerce, abuse, torment, or intimidate a person under the age of 18.

**Discipline for Students with Disabilities**

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

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

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

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

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

**Enrollment**

**Participation in EnrollNOLA System (OneApp)**

All ReNEW Schools follow the calendar and policies of the New Orleans Common Application Systems (referred to as OneApp or EnrollNOLA). There are no admissions requirements to attend ReNEW schools (including prior academic performance, prior behavior record, special education status or language spoken). For more information on the Common Application System, please visit [www.enrollnola.org](http://www.enrollnola.org).
Health & Safety Policies

Immunizations
At the start of each school year the nurse is responsible for review of all vaccination records for entering Kindergarten students, new students and for all updated vaccination records for returning students. The nurse works closely with the State Department of Health, utilizing the Louisiana Immunization Network for Kids Statewide (LINKS) database. Immunization information is entered into the state immunization database and reports are generated that show which immunizations are due. Parents should update immunization records for students as needed.

Medical Information
At the start of each school year, parents are responsible for submitting a health information form for each child. Students with chronic conditions that require medical treatment or adaptations during the course of the school day may sign a release of medical information form to access medical records. Parents who wish the nurse to administer any treatments or medications (including over the counter medications) must submit a medication administration order form signed by their Louisiana physician. All forms can be retrieved from the school nurse.

Illness
Parents will be contacted immediately for any child who is at school with any of the following symptoms: fever, vomiting, diarrhea, uncontrolled asthma, ringworm, unspecified rashes, pinkeye, head lice, infectious disease, moderate trauma. Children with these symptoms must be picked up within a reasonable amount of time and their return to school will require a physician’s release note. Discretion is used to check other students in classes where there is an outbreak. Written notice will be sent home regarding outbreaks.

Students seen by the School Nurse will have an assessment or referral note sent home in their folder. The School Nurse will call parents with health findings and recommendations as needed.

Scrapes and minor bruises will be attended to at school and the child will return to class.

Chronic Illness/Allergies
All students with chronic conditions such as: asthma, allergic reaction, diabetes, respiratory distress, seizure disorder, urinary frequency or incontinence must meet with the School Nurse at the beginning of the school year to discuss a health/emergency care plan which must accompany orders signed by the child’s physician for medication or treatment in school. The School Nurse will communicate with the school administrative team as necessary to implement the plan. The Director of Food Services will be notified in writing of any students with food allergies or intolerance. The front office will be notified of students that may present with medical emergencies so that swift intervention may be implemented.

Emergency Procedure/Severe Injury Policy
A student sustaining severe or life threatening injury or illness at school will be triaged by the School Nurse and transported to an appropriate medical facility. Parents will be notified prior to transfer and the students will be accompanied by trained school personnel if parent is not available immediately. In the event parent is unavailable to ride in ambulance with child, parent is expected to meet staff at the respective hospital.
**Student Medication**

No medication can be administered or consumed at school unless both a doctor and a parent/guardian have completed the appropriate forms. The school strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the main office. The medication needs to be in the original container with the appropriate prescription label (including the name of the student, the name of the medicine, the date, the dosage information, and directions for administering the medication) and the appropriate Student Health Authorization for Administration of Medication Form. ReNEW reserves the right to refuse authorization of medication administration in exceptional circumstances.

We store and administer the medicine in a secure location. Please be aware that the medication cannot travel back and forth to school – once it’s given to us for your child’s use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor’s office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school and it should not be placed in their bookbags. Adults should bring the medication to the nurse. For further information on medication or any health related issues please call us.

**Reporting a Child’s Illness**

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

**Safety Expectations**

*Emergency Closings.* At times, emergencies such as severe weather can disrupt school operations. In extreme cases, these circumstances may require the closing of the facility. In the event that such an emergency occurs during school hours, we will post over local radio and/or television stations. We will also post all school closures on the ReNEW website ([www.renewschools.org](http://www.renewschools.org)).

*Fire Drills.* Instructions for Fire Drills are posted in each classroom and schools conduct fire drills on a regular basis.

*Lockdown:* If there is an immediate threat to the school due to an emergency outside of the building, an intruder or threat of violence within the building, school leaders may enact a school-wide lockdown. During this time, parents will not be able to enter the school building and may not be able to contact their child.

**Property Expectations**

*School Property Expectations*

Students are responsible for respecting and maintaining all school property and equipment. Students are thus expected to keep school property clean and in proper working order. This includes books and other learning materials that are to remain free of writing or damage while in students’ care. If school property or materials are damaged or lost, the student accepts responsibility for paying to repair or replace the items.
Electronics/Cell Phone Policy
Students may bring a cell phone to school, but it must be turned off and kept in the student’s backpack. For students who do not bring a backpack to school, their cell phone will be collected by a staff member upon arrival to school. If a student is seen using their cell phone, the following actions will be taken:

❖ **1st Occurrence**: The cell phone is confiscated by the staff member and returned to the student at the end of the school day. A notification is sent home with the student.
❖ **2nd Occurrence**: The cell phone is confiscated by the staff member and returned to the student at the end of the day on or picked up by a parent. A notification is sent home with the student.
❖ **3rd Occurrence**: The cell phone is confiscated by the staff member and a parent is required to pick it up from school. The student receives a consequence.

Technology & Internet
Use of the ReNEW Schools computer network and other resources is a privilege that will be extended to individuals who observe the expectations of acceptable use as outlined below. All users are expected to:

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

Chromebook Care
At Schaumburg Elementary and Middle School, technology plays an integral role in our educational program. As a community, we do our best to value and keep up with all of our valued resources.

❖ Students are assigned a Chromebook number and this is used for all classes.
❖ NO food or drink is permitted next to a Chromebook.
❖ Chromebooks must remain free of any writing, drawing, stickers, and labels.
❖ Chromebooks should be carried with two hands at all times.
❖ Heavy objects should never be placed on top of a Chromebook.

Student Searches
In order to maintain the security of all its students, ReNEW Schools reserves the right to conduct searches of students and their property. If searches are conducted, the school will ensure that the privacy of the students is respected. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal, threat to safety or against school rules. Student vehicles brought on campus, student book bags, school desks and other school property are subject to inspection and search by school authorities at any time without prior notice to students or parents.

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

**Bus Riders**

In the morning, students riding the bus will arrive at school between 8:10-8:30am. Students will enter the building through their designated Arrival doors beginning at 8:10am. Staff members will be outside with the buses and at the Arrival doors to greet students. In the afternoon, students will begin Bus Dismissal at 4:15pm, exiting the building through their designated Dismissal door.

The contact phone number for Apple Bus Company is (504) 241-4466.

Students are ONLY allowed to board the bus to which they are assigned. Students may not go home with other students, even if they are other family members, friends, etc. Students must be picked from and dropped off at the stop to which they are assigned.

**Car Riders**

Families that opt to bring their child to school must use the Carpool Lane, which is the parking area in front of the Schaumburg main entrance. During Carpool, staff members will be stationed to greet students and help them exit vehicles and safely enter the school building. The Carpool Lane is open in the morning for Arrival between 8:10-8:30am, and in the afternoon for Dismissal between 4:10-4:30pm.

**Walkers**

Students who walk to school in the morning will enter the building through their designated Arrival door between 8:10-8:30am. If students arrive after 8:30am, they must enter the building through the Main Office to receive a Tardy Slip. Students who walk home from school will be dismissed in the afternoon at 4:10pm through their designated Dismissal door.

**School Bus Expectations & Conduct**

ReNEW Schools provides free transportation to all students who live more than one mile from the school site. Students must comply with ReNEW Schools behavior expectations while traveling on a school bus to and from their homes or school-sponsored activities. If a student commits an infraction covered in the Student and Family Handbook on a school bus or at the school bus stop, the school bus driver/monitor will notify the school leader who will complete an investigation and documentation as needed. Based on the severity of the consequence, the principal’s discretion for consequences include regular school-based consequences, as well as bus suspension and/or assigned seating.

If a child is suspended from the bus, it is then the parent/guardian’s responsibility to ensure that the child gets to school on time. If a student with a disability receives a bus suspension, the school is responsible for offering an alternative form of transportation to and from school.

If a student is written up for violating bus behavior expectations, the following consequences will be assigned:
1st Bus Discipline Referral: Student conference with a member of the Culture Team and the parent/guardian will receive a phone call.

2nd Bus Discipline Referral: The student will receive an After School Detention.

3rd Bus Discipline Referral: The student will be suspended from the bus for 1 day and a Parent Conference with the school will be required before the student is allowed back on the bus.

4th Bus Discipline Referral: The student may be suspended from the bus for 3 days and a Parent Conference with the school will be required before the student is allowed back on the bus.

5th Bus Discipline Referral: The student may be suspended from the bus for up to 5 days and a Parent Conference with the school will be required before the student is allowed back on the bus.

6th Bus Discipline Referral: The student may be suspended from the bus for the remainder of the school year, pending a Parent Conference with the School Leader.

*Students with exceptionalities may be offered RTA passes or alternate means of transportation.

Pick-Up & Drop-Off Expectations for Families

Bus times should be viewed as estimates, with a 15-minute window, and not an exact time. Students under 9 years old are not permitted to get off the bus by themselves, unless a family puts in writing otherwise. If an emergency comes up that prevents an adult from being at the bus stop on time, the adult MUST call Apple Bus Company. A parent/guardian is required to be at the bus stop for both pick-up and drop-off.

If Apple Bus Company does not hear from a family and no one is at the stop to meet a student who is under 9 years old, then the student will be brought back to school and a family member will be required to pick-up the student. If the student is not picked up by 6:00pm, then he/she will be taken to the New Orleans Police Station. Here are the set of consequences that will occur:

1st Occurrence: The parent/guardian will receive a phone call.

2nd Occurrence: The student will be suspended from the bus for 1 day and a Parent Conference with the school will be required before the student is allowed back on the bus.

3rd Occurrence: The student will be suspended from the bus for 3 days and a Parent Conference with the school will be required before the student is allowed back on the bus.

4th Occurrence: The student will be suspended from the bus for 5 days and a Parent Conference with the school will be required before the student is allowed back on the bus.

5th Occurrence: The student will be suspended from the bus for the remainder of the school year, pending a Parent Conference with the School Leader.

Bus Stop/Change Requests

Each student is provided one, and only one, bus stop that corresponds with the physical address provided in the registration packet. If the parent/guardian wishes the students to be picked up and dropped off to another location, a bus change request must be made in-person at the Main Office. If the family relocates, a bus change request (with the updated address information) must be made.

Schaumburg Elementary and Middle School and Apple Bus Company work together to accommodate family requests whenever possible, but a request does not guarantee that the change will be made. Please do no contact your child’s teacher for daily transportation changes. This may result in a child staying after school who usually does not, a child being picked up instead of taking the bus, or an adult not listed on the emergency contact form picking up a child.
Permission to Walk Home

Permission for students to walk home without the escort of an adult is a sign of increased responsibility. Students in grades 6-8 will be permitted to walk home with their parents’ written permission; students in grades K-5 will be permitted to walk home with their older siblings and with their parents’ written permission. Written permission forms signed by the student’s parents will be kept on file for the school year. It is a parent/guardian’s responsibility to inform the school of any changes related to walking home. All students who walk from school to home are expected to follow all school expectations during this transition, as they would be on a school bus. Respect for traffic, other pedestrians, and neighborhood homes and businesses en route to and from home is an important expectation of all students.

Student Uniform Code

At Schaumburg, we show respect for our appearance and our cohesion as a community through our uniforms. Our Student Dress Code policy reinforces our disciplined school culture and prevents potential distraction from the academic focus of our students. Students in our community are expected to adhere to the Student Dress Code in order to be admitted to class.

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

| Uniform Polo Shirt w/ Logo (always tucked in) | Grades PK-4: Navy Blue w/ School Logo  
Grades 5-8: Orange w/ School Logo |
|---------------------------------------------|--------------------------------------------------------------------------------------|
| Uniform Pants                               | Navy Blue; no cargo pants  
or  
Schaumburg Plaid Plants                     |
| Uniform Skorts / Jumpers                    | Schaumburg Plaid  
**Plaid Skorts and Pants are for PK-8th, Jumpers may only be worn by PK-4th grade students** |
| Shoes                                       | Closed toe, rubber sole shoes  
No sandals or open-toed shoes  
**Students in Pre-K thru 1st grade must wear shoes with velcro (no laces)** |
| Undershirts                                 | Solid Color; White, Black, Navy Blue  
*Can be long-sleeved as long as there is no writing/design* |
| Sweatshirts/Jackets                         | Solid Color; Navy Blue, White, Black or Orange  
*Hoods may not be worn inside the building* |

**Prohibited**

The following items are prohibited from:
- Boots, high-tops, sandals, moccasins, clogs, shoes with open toes
- Hats, do-rags, bandanas, or other head coverings (unless for medical or religious reasons)
- Earrings larger than a quarter
- Necklaces with pendants larger than a quarter

*All uniform clothing should be purchased at Uniforms by Logo Express at 3141 Gentilly Boulevard.  
or at Schiro’s School Time Uniforms at 5008 W. Esplanade Ave. in Metairie*

**Backpacks**

ALL students must bring a backpack to school each day. This will help students stay organized and keep track of their important learning materials, supplies, and Homework. Schaumburg does not provide backpacks.

**Other School Policies**

**School Supplies**

Students are required to bring in the identified School Supplies for their grade level. Supplies such as pencils, expo markers, kleenex, and hand sanitizer are used as “communal” supplies within the classroom for all students to use. Supplies such as backpack, headphones, and binders are only used by the student who brought in those items.
“Message Friday”
We have designated Friday as the day that we send home communication to our students’ families. Frequently, there are documents that need to be completed and signed by a parent/guardian and then returned to school.

Birthday Celebrations
All Schaumburg students will be celebrated on their birthday. Families wishing to bring a special treat to school on a child’s birthday may do so during the afternoon, but prior arrangements must be made with the classroom teacher and enough treats must be brought to be shared among the student’s class. All serving utensils (plates, cups, napkins, eating utensils) must be provided by the child’s family. The school will not provide any of these items. To ensure student safety, only disposable utensils should be used.

Breakfast/Lunch & Outside Food
Schaumburg Elementary and Middle School offers free breakfast and lunch which is provided by SLA Management. Students may bring a healthy breakfast or lunch if they chose not to eat the school breakfast or lunch. Students may not bring any candy, cold drinks or any other food considered to be unhealthy (typically food with sugar content and/or limited nutritional value.) Students with these foods will be instructed to put the food away and given a healthy school-provided breakfast or lunch option.

Student Food Accommodations
Students with food allergies or dietary restrictions may request alternative breakfast and lunch options. These options include vegetarian, gluten free or dairy free. To request a food service accommodation, please contact the student’s teacher or School Nurse.

Parent-Teacher Organization
Parent involvement in a child’s education like is critical to a child’s success. We encourage family involvement to develop a strong home to school connection. We welcome all parents to participate in our PAWS (Parents Active With Schaumburg) program. You can get involved by reaching out to your child’s teacher, or by signing up during parent orientation.

Jags Athletic Program
At Schaumburg Elementary and Middle School, we offer the following sports: Football, Basketball, Softball and Baseball. Note: Students are required to have physicals one week before trying out for school athletics.

Extended Day Programming
At Schaumburg Elementary and Middle School, we offer an Extended Day program Monday-Friday from 4:30-6:00 pm. Students who participate in Extended Day must be picked up by a parent/guardian. No busses will run for extended day. Students are served supper, participate in tutoring, and participate in the following activities: Marching Band, Dance Team, Majorettes, Intramural Sports, Visual Art, Academic Tutoring, Chess Club.
School Events
Over the course of the school year, Schaumburg Elementary and Middle School hosts several events to showcase our students. Please look out for information coming home on Message Mondays for more information on particular events.

Visitors
We encourage parents and family members to have an active role in their child's learning. Approved visitors are welcome to observe classrooms according to the Visitor Policy below, unless students are testing.

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

Volunteers
Like visitors, volunteers are required to sign-in at the Main Office and sign a form that acknowledges that they understand the policies and volunteer expectations of ReNEW Schools. Volunteers working directly with children require approved Background Checks.
School Supplies Lists

School Supply Lists will be distributed by individual teachers during Parent Orientation. School supplies should be sent with students during the first week of school.