

RENEW
SCHOOLS



Student & Family Handbook

2017-2018 School Year

Dolores T. Aaron Academy

10200 Curran Boulevard

New Orleans, LA 70127

(504) 570-6354

www.dtarenew.org



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Welcome Letter from the School Leader

Dear Aaron Academy Parents and Families,

We are honored to welcome you to the eighth year of ReNEW Schools, and to our fifth year here at Dolores T. Aaron Academy! 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 DTA 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 Dolores T. Aaron Academy. 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,

John Gravier
School Director



About ReNEW Schools

Mission & Vision

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

ReNEW Sci Tech Academy

Grades Served: PreK – 8th

Founding Year: 2010

School Director: Emir Davis

Address: 820 Jackson Avenue, 70130

Building Name: Laurel

ReNEW Cultural Arts Academy

Grades Served: PreK – 8th

Founding Year: 2010

School Director: Jared Lamb

Address: 3128 Constance Street, 70115

Building Name: Live Oak

ReNew Schaumburg

Grades Served: PreK – 8th

Founding Year: 2013

School Director: Laci Blondell

Address: 12000 Hayne Boulevard, 70128

Building Name: Gaudet

ReNEW Dolores T. Aaron Academy

Grades Served: PreK – 8th

Founding Year: 2011

School Director: John Gravier

Address: 10200 Curran Boulevard, 70127

Building Name: Little Woods

ReNEW McDonogh City Park Academy

Grades Served: PreK – 8th

Founding Year: 2015

School Director: Jonathan McCarty

Address: 2733 Esplanade Avenue, 70119

Building Name: McDonogh 28

Phone Number: (504) 940-1740

ReNEW Accelerated High School

Grades Served: 9th – 12th

Founding Year: 2011

School Director: Emily Perhamus

Address: 1331 Kerlerec Street, 70116

Building Name: McDonogh 35

ReNEW Early Childhood Center

Grades Served: 3 and 4 year olds

Founding Year: 2015

School Director: Tonya Miller

Address: 1607 S. Carrollton Avenue, 70118

Building Name: McNair

Phone Number: (504) 510-2706

ReNEW Early Childhood Center at RAHS

Grades Served: 6 weeks- 3 years

Founding Year: 2011

Center Director: Monica Supak

Address: 3649 Laurel Street, 70115

Building Name: Baudit

Phone Number: (504) 762-1343



About Dolores T. Aaron Academy

Mission, Vision, & Values

Our Mission

Our Mission at Dolores T. Aaron Academy is to provide a positive learning environment that inspires excellence, fosters integrity, and stimulates critical thinking to support our students as they fulfill their academic and personal potential.

Our Vision

Dolores T. Aaron Academy fosters a positive learning community that provides exceptional academic, cultural, and personal education for all students. In partnership with families and the school community, our students become lifelong learners who are empowered to improve the quality of the world around them.

Our Core Values

- ❖ **COMMUNITY:** *We are powerful as a family because we work to make each other better.*
- ❖ **LEADERSHIP:** *We take charge, solve problems, and inspire others to strengthen our community.*
- ❖ **INTEGRITY:** *We do our best by being honest and doing the right thing even when no one is watching.*
- ❖ **PERSEVERANCE:** *We never give up no matter how hard things get.*
- ❖ **SCHOLARSHIP:** *We have high expectations for our academic success and turn our mistakes into learning opportunities.*



School Administration

John Gravier	School Director	jgravier@renewschools.org
Troy White	Dean of School	twhite@renewschools.org
Heather Harris	Middle School Co-Principal	hharris@renewschools.org
Mashandra Hall	Middle School Co-Principal	mhall@renewschools.org
Amanda Heerema	Grades PK-2 Assistant Principal	aheerema@renewschools.org
Tiffany Brown	Grades 3-5 Assistant Principal	trobins@renewschools.org
Keisha Dominique	Grades 3-8 Assistant Principal	kdomin@renewschools.org
Craig Elzy	Middle School Dean of Students	celzy@renewschools.org
Victoria Rosser	Special Education Coordinator	vrosser@renewschools.org
Joe Robertson	Special Education Coordinator	jrobert@renewschools.org
Joey Waddy	School Counselor	jwaddy@renewschools.org
Katie Schull	Manager of School Data & Interventions	kschull@renewschools.org
Anaeus Missai	School Operations & Technology Manager	amissai@renewschools.org



Policies and 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 and Family Handbook

This Student and 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 front 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 front office at each ReNEW school, or on each school's website.



Academic Policies

Dolores T. Aaron Academy Curriculum Overview

The academic approach at Dolores T. Aaron Academy 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.

Dolores T. Aaron Academy Homework Policy

Homework is a key part of the Dolores T. Aaron Academy 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 -Thursday beginning in Pre-Kindergarten. It is essential that families show interest in their student's homework and monitor progress nightly.

- ❖ **Grades PK-2:** 30 minutes per night for all subjects, including 10-20 minutes of independent reading
- ❖ **Grades 3-4:** 45 minutes per night for all subjects, including 10-20 minutes of independent reading
- ❖ **Grades 5-8:** 60 minutes per night for all subjects, including 10-20 minutes of independent reading

Dolores T. Aaron Academy Report Cards & Grading Scale

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. It is mandatory that a parent or family member attend to pick-up their child's Report Card.

Report Card Conferences Dates

- ❖ **1st Quarter:** Thursday, October 5th; 4:30-7:00pm
- ❖ **2nd Quarter:** Thursday, December 14th; 4:30-7:00pm
- ❖ **3rd Quarter:** Thursday, March 8th; 4:30-7:00pm



Standards-Based Grading System

ReNEW Schools uses a standards-based grading system where grades are calculated based on a student's mastery of the grade level standards that are assessed over the course of the school year.

Grading Scale

Scale	Grade	Rationale
90-100%	Advanced	Students who score in this range are on track to achieve an ADVANCED level of understanding of the standards assessed.
75-89%	Mastery	Students who score in this range are on track to achieve a MASTERY level of understanding of the standards assessed.
60-74%	Basic	Students who score in this range are on track to achieve a BASIC level of understanding of the standards assessed.
45-59%	Approaching Basic	Students who score in this range are on track to achieve an APPROACHING BASIC level of understanding of the standards assessed.
0-44%	Unsatisfactory	Students who score in this range are on track to achieve an UNSATISFACTORY level of understanding of the standards assessed; and their work is incomplete.

Student Records and 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

School Hours: 8:20am-4:20pm

Morning Car Rider Drop-Off: 8:20-8:35am

Start of School Time: 8:35am

Student Dismissal Time: 4:20pm

Afternoon Car Rider Pick-Up: 4:20-4:40pm

Extended Day Program: 4:30-6:00pm

Please refer to the Appendix for the school's annual calendar.

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:

1. Personal illness (as verified by a written note from a physician, dentist, or nurse practitioner licensed to practice in Louisiana)
2. Death in immediate family (not to exceed one week, as verified by a written note from the parent)
3. Natural catastrophe and/or disaster
4. Participation in school-approved off-site activity
5. Absence for the observance of recognized holidays of the child's own faith (as verified by a written note from a religious official)
6. Any other extenuating circumstance as approved by the school leader



Unexcused absences are any absence not meeting the requirements set forth in the excused absence definitions below. 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 RSD/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.

The school leaders or designee will notify the parent or legal 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 RSD policy, students absent for 15 consecutive schools days may be dropped from the school's roster.



Checkouts from School

1. Students who leave school for any reason must sign out through the Main Office.
2. Students may only be signed out by persons whose name(s) appear on the student registration database unless the school receives permission in writing by the parent/guardian in advance.
3. Written permission is to be given by the parent/ guardian or “emergency person” shown on the registration database before each checkout. Picture identification must be presented.
4. Students will not be allowed to check out after **3:30pm** unless for reasons approved by the 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 shall be permitted only when written excuses from parent/guardian have been received in accordance with this policy.

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 nine-week 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 missing school as a result of any suspension shall be counted as absent, considered unexcused, and shall be given failing grades for work missed in compliance with State Statute Bulletin #741. If a suspension is modified or reversed through the suspension appeal process, related absences will be excused and the students will receive make-up work for those excused days.

Absences and Retention

Students with more than 15 unexcused absences per year may be considered for retention.

Discipline and Behavior

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 and 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. Corrective strategies also include referral to and collaboration with outside agencies and with court appointed workers for students involved with the juvenile justice system.

Level 1 Infractions - Productive Personal Environment

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

Behavioral Expectations	Be Safe	Be Responsible	Be Respectful
Examples of Expected Behaviors	Walk in hallways	Arrive to class on time and participate in class	Follow the teacher’s directions and use positive language with peers
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		
Possible Correctives Strategies	First Infraction <ul style="list-style-type: none"> ● Re-teach the behavioral expectations ● Have the student apologize and make amends with those affected ● Provide a reflective activity Corrective Actions: <ul style="list-style-type: none"> ● Restorative justice ● Seat change ● Loss of privilege 		

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	<ul style="list-style-type: none"> • 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
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Level 2 Infractions - Productive Classroom and School Community Environment

Behaviors that occur in the classroom or within the school community that affect a student and threaten 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.

Behavioral Expectations	Be Safe	Be Responsible	Be Respectful
Examples of Expected Behaviors	Solve problems peacefully	Take care of school property and ask before borrowing other people's property	Consider other people's feelings and respect personal space
Level 2 Infractions	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		



	<p>2.15 Bullying 2.16 Any other infraction that the principal deems to be similar in severity to other level 2 infractions</p>
<p>Possible Correctives Strategies</p>	<p>For level 2 Infractions, the following steps must be implemented:</p> <ol style="list-style-type: none"> 1. Parent contact to inform parent of accusation and status of investigation. Parent will be given the option to attend the student conference. 2. Student conference and school-level investigation. 3. Confiscation of disallowed property during school hours 4. Opportunity for student to give written statement of events/their perspective. <p>If the school leader determines that discipline action is warranted the following corrective actions may be utilized:</p> <p>Corrective Actions:</p> <ul style="list-style-type: none"> ● 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

Level 3 - Orderly and 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.

Behavioral Expectations	Be Safe	Be Responsible	Be Respectful
Examples of Expected Behaviors	Ask for help if you are not safe	Be cooperative in the event of an emergency	Understand when the answer given to you is, "No"

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<p>Level 3 Infractions</p>	<p>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.</p> <p>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.</p> <p>3.3 Assault on a staff member</p> <p>3.4 Sexual Assault</p> <p>3.6 Any other infraction that the principal deems to be similar in severity to other Level 3 infractions</p>
<p>Possible Correctives Strategies</p>	<p>For level 3 Infractions, the following steps must be implemented:</p> <ol style="list-style-type: none"> 1. Parent contact to inform parent of accusation and status of investigation. Parent will be given the option to attend the student conference. 2. Student conference and school-level investigation. 3. Confiscation of disallowed property during school hours 4. Opportunity for student to give written statement of events/their perspective. <p>If the school leader determines that disciplinary action is warranted the following corrective actions may be utilized:</p> <p>Corrective Actions:</p> <ul style="list-style-type: none"> ● 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



Dolores T. Aaron Academy Behavior System Description & Process

Being part of the Dolores T. Aaron Academy 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.

Students also have the opportunity to receive an “earned” Value Shirt based on their academic performance and for exhibiting our core values. Students are allowed to wear any of their “earned” shirts on Fridays; or the last day of school for the week. They will still need to wear the appropriate components of our Student Dress Code; pants, shoes, etc.

Fun Friday

- ❖ Fun Friday is an earned incentive that occurs at the end of each week.
- ❖ Students earn Fun Friday by achieving the identified behavior goal for their specific grade level Classroom Management System.
 - **PK-2:** At least 26 points (ClassDojo)
 - **3-8:** At least 85 points (SchoolRunner Paycheck)
- ❖ Activities can include, but are not limited to: Outside time, movie in the classroom, games in the Gym, dance party, snack party, etc.
- ❖ Students who do not achieve their identified behavior goal will participate in an appropriate reflection activity.

Celebration

- ❖ Celebration is an earned incentive that occurs every 4-6 weeks, rotating PK-2, 3-5, and 6-8.
- ❖ Students earn Celebration by achieving the identified behavior goal for their specific grade level Classroom Management System.
- ❖ Students who do not achieve their identified behavior goal will participate in an appropriate reflection activity.

“Scholar of the Week”

- ❖ “Scholar of the Week” is a special recognition that is earned by exemplifying the values of our school inside and outside of the classroom. It occurs at the end of each week.
- ❖ Each Homeroom teacher will nominate one student from their class.
- ❖ Each “Scholar of the Week” winner will receive a positive phone call home by their teacher and a DTA Value Shirt.



“Scholar of the Month”

- ❖ “Scholar of the Month” is a special celebration that is earned by students who exemplify the values of our school inside and outside of the classroom. It occurs at the end of each month.
- ❖ Each Homeroom teacher will nominate one student from their class.
- ❖ Each “Scholar of the Month” winner will receive a positive phone call home by their teacher, lunch with the Principal, a special shirt, and additional recognitions and privileges for the following month.

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:

1. The school must conduct a student conference and school-level investigation within a 48 hour period.* Investigation includes taking written statements (or helping with the writing of a statement) from teachers and other students who were witnesses to the incident.
2. Prior to any suspension or recommendation for expulsion, the principal or designee must inform the student of the specific misconduct of which he/she is accused and the basis for the accusation. **
3. Prior to any suspension or recommendation for expulsion, the principal or designee must give the student an opportunity to present his/her version of the incident and ensure the student’s version is in writing. 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. **
4. 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 principal or his/her designee.**
5. 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).
6. 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.
7. 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.



8. Any parent/guardian of a suspended student shall have the right to appeal a suspension to ReNEW's Chief of School Leadership or designee. The decision of the Chief of School Leadership is final.
9. The school must hold a school-level conference conducted with the principal or designee, parent/guardian, and the school social work specialist or Dean within a reasonable time. 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 School Leadership or designee. The Chief of School Leadership or designee 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 RSD Hearing Officer. The school director may immediately suspend and recommend for expulsion a student who commits one or more of the following expellable offenses:

- o 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
- o 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
- o Sexual assault and other sexual acts where the ability of one party to consent is compromised by age, intellectual ability, intoxication, or incapacitation
- o Intentional battery or assault on any individual using a weapon, or which causes serious, documentable injury that necessitates medical care
- o Engaging in an intentional physical altercation with a member of the school staff
- o Possession or use of any implement/substance with the ability to seriously harm another person



- o Robbery of an individual on school property or at any activity over which the school has jurisdiction
- o Engaging in sexual acts on school property or at any school-sponsored activity
- o 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

A school leader cannot expel a student. A 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 RSD Student Hearing officer will determine if the recommendation for expulsion is upheld, reversed, or modified.

The due process procedures for recommendations for expulsion hearings are as follows:

1. 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.
2. 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.
3. 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.
4. 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. **
5. 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. **
6. The parent must be notified by phone, in person or by certified letter of the incident, immediate suspension, and possible recommendation for expulsion.
7. 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.

8. 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 RSD Hearing Office.
9. 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:
 - RSD Student Incident form
 - Witness Statements
 - Police Report
 - Recommendation for Disciplinary Action
 - LDOE Behavior Report Form
 - Expulsion Recommendation checklist

(Failure of a school to submit the paperwork to the RSD within 3 days of the incident could result in allowing the student to return to the school.)

10. 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.
11. A hearing will be conducted by the RSD 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.
12. After the hearing, the RSD 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 RSD Student Hearing Officer will determine the appropriate length of expulsion according to RSD expulsion guidelines, and the expulsion is effective immediately.
13. 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 RSD Student Hearing Officer or designee.* Otherwise the decision shall be final.

14. The ReNEW board may uphold, modify or reverse the decision.
15. If the ReNEW board upholds the decision of the RSD 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.

Referral to and Action by Law Enforcement and Judicial Authorities

ReNEW Schools may refer any student who has committed a Level 3 offense (and some level 2 offenses) to law enforcement officers, including the reporting of a crime committed by a student with a disability.

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 and 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:

1. Conduct a Functional Behavior Analysis (FBA).
2. Develop and implement an individual Behavior Intervention Plan (BIP) to address the behavior that resulted in suspension.
3. Conduct a conference with parent/guardian.

After the second suspension, the school will:

1. Reconvene the IEP Team to discuss/review the academic, social, and behavioral needs of the student
2. 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.
3. 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

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.



Health and 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. Scrapes and minor bruises will be attended to at school and child will return to class. Children with the above symptoms must be picked up within a reasonable amount of time. Return to school will require a physician's release note.

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

Any student suspected of having any of the above will be excluded from school until satisfactory treatment has been given, included being fever free for 24 hours. Discretion is used to check other students in classes where there is an outbreak. Written notice will be sent home regarding outbreaks.

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 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 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 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 Sickness

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).

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.

Cell Phone Policy

Students may bring cell phones to school but must keep them turned off and out of sight until the end of the school day. Dolores T. Aaron Academy is not responsible for lost, damaged or stolen cell phones.

- **1st Offense:** If a student's phone is confiscated an administrator will review the cell phone policy with the student and return the phone at the end of the school day.
- **2nd Offense:** If a student's phone is confiscated, the phone will be secured by an administrator and returned to the student during designated pick up days (Tuesday & Thursday)
- **3rd Offense:** If a student's phone is confiscated, the student will be assigned an after school detention and the phone will be secured by an administrator and returned to the student during designated pick up days (Tuesday & Thursday)

Technology and 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.



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.

Travel to and From School

Arrival & Dismissal Procedure

Bus Riders

In the morning students riding the bus will arrive at Dolores T. Aaron Academy between 8:20-8:35am. Students will enter the building through their designated Arrival doors beginning at 8:15am. Dolores T. Aaron Academy staff will be at the Arrival Door to greet students. In the afternoon students will begin Bus Dismissal at 4:25pm, exiting the building through their designated Dismissal door.

Walkers

Students who walk to school in the morning will enter the building through their designated Arrival door between 8:20-8:35am. If students arrive after 8:35pm, they must enter the building through the front office to receive a tardy pass. Student who walk home from school will be dismissed in the afternoon at 4:20pm through their designated dismissal door.

Car Riders

Families that opt to bring their child to school must use the carpool lane, which runs along side of the Dolores T. Aaron Academy main parking lot. During carpool, Dolores T. Aaron Academy staff members will be stationed at the end of the carpool lane 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 8:20-8:35am, and in the afternoon for Dismissal between 4:20-4:40pm.

School Bus Expectations and 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 family will receive a phone call.
- **2nd Bus Discipline Referral:** The student will be suspended from the bus for 3 days and the family will receive a phone call.
- **3rd Bus Discipline Referral:** The student will be suspended from the bus for 5 days and a family conference with the school will be required before the student is allowed back on the bus.
- **4th Bus Discipline Referral:** The student will be suspended from the bus for 10 days and a family conference with the school will be required before the student is allowed back on the bus.
- **5th Bus Discipline Referral:** The student will be suspended from the bus for 10 days and a family conference with the school will be required before the student is allowed back on the bus.
- **6th Bus Discipline Referral:** The student will be suspended from the bus for the remainder of the school year.

Pick-Up & Drop-Off Expectations for Families

- Bus times should be viewed as estimates, with a 10-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.
- 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 family will receive a written notice.
 - **2nd Occurrence:** The student will be suspended from the bus for 5 days. A written notice will be sent home and a family 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 10 days. A written notice will be sent home and a family 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 the remainder of the school year.



Stop/Change Requests

- Students are expected to get on and off at the same bus stop every day.
- All bus route/change requests must be in person at the Main Office at Dolores T. Aaron Academy, who will then communicate the student's teacher and Apple Bus Company.
- Dolores T. Aaron Academy and Apple Bus Company work together to accommodate family requests whenever possible, but a request does not guarantee that the change will be made.
- Do not 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, etc.

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.



Other School Policies

Birthday Celebrations

All Dolores T. Aaron Academy students will be celebrated on their birthday or half birthday (in the case of summer birthdays). 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

Dolores T. Aaron Academy 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. Due to food allergies, students must not share or trade food in the cafeteria.

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 nurse.

Student Dress Code

At Dolores T. Aaron Academy, 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 recess or 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 administration to remedy the situation.



REQUIRED

Uniform Polo Shirt (always tucked in)	<p style="text-align: center;"><u>Grades PK-5:</u> Royal Blue w/ School Logo <u>Grades 6-8:</u> Gray w/ School Logo</p>
Uniform Pants	<p style="text-align: center;">Navy Blue; no cargo pants <i>*Shorts/Skirts can only be worn by PK-5 students; and cannot be shorter than extended fingertips</i></p>
Shoes	<p style="text-align: center;">Solid Black; no color permitted</p>
Undershirts	<p style="text-align: center;">Solid Color; White, Black, Navy Blue <i>*Can be long-sleeved as long as there is no writing/design</i></p>
Sweatshirts	<p style="text-align: center;">Solid Color; Navy Blue <i>*Hoods may not be worn inside the building</i></p>

PROHIBITED

- ❖ Boots, high-tops, sandals, moccasins, clogs, shoes with colors other than solid black
- ❖ 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.
Their phone number is (504) 284-3381.***

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. DTA will not provide backpacks.

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 Within Schools) program. You can get involved by reaching out to your child’s teacher.



School Athletic Program (Royal Tigers)

At Dolores T. Aaron Academy, we offer the following sports:

- ❖ Football
- ❖ Basketball (Boys & Girls)
- ❖ Baseball
- ❖ Softball
- ❖ Soccer (Boys & Girls)
- ❖ Dance Team
- ❖ Track

Note: Students are required to have physicals one week before trying out for school athletics.

Extended Day & Extracurricular Activities

- ❖ Band
- ❖ Garden Education
- ❖ Dance Team
- ❖ Majorettes
- ❖ Intramural Sports
- ❖ Art, Music, & Movement
- ❖ Academic Tutoring
- ❖ Chess Club

School 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 scholars are testing.

- All visitors to the school must report to the school office immediately upon arrival, sign in when they arrive, and sign out when they leave.
- Visitors must wear our visitor's tag at all times while they are on campus.
- No materials are to be dispersed on campus without prior approval by school administration.
- 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 in the front office and sign a form that acknowledges that they understand the policies and volunteer expectations of ReNEW Schools. Volunteers working directly with children require background checks.