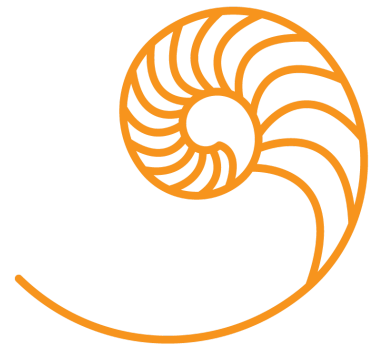


This student handbook provides
students, parents, teachers, and
administrators important
information concerning the
programs, calendar, academic
success and expected standards
of behavior in our school.

2019 - 2020



SCI HIGH

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SCI HIGH NAUTILI



**IMAGINE THE
POSSIBILITIES.**

Welcome Message

Dear Sci High Students and Parents,

Welcome to the 2019-20 school year! I am thrilled to begin our second year together as we work in partnership to fulfill the mission of N.O. Charter Science & Mathematics High School. I'm excited to embark upon another year filled with promise and high expectations! As the Head of School, I couldn't be more proud to be a part of this exceptional school community. Successes of the past have paved the way to a bright and promising future. To say that we are proud of our history of success would be an understatement. But we can't be satisfied with living in the past. We will continue to implement a rigorous curriculum with an emphasis on Science, Technology, Engineering, and Mathematics (STEM), in a supportive environment of learning and respect while customizing our programming to fit the ever changing needs of our students.



Last year's school theme was, "Be Great!" I was tempted to have that theme rollover into our new school year. But after some reflection, I realized that each and every student that walks through the doors of Sci High is already great, because greatness already lives within you! It is our job to help you to pour that greatness into everything that you do -- to harness, to nurture, to mold, and to guide the greatness that already exists within you. Imagine the possibilities!

This coming school year, we will continue to work hard, together. We will challenge you, students, to be your best, lead you on pathways to a rewarding career, and provide hands-on experiences from a remarkably dedicated group of teachers. Why? Because we want our students to be competitive, not only in our local community, but in the 21st century global community.

Let's do this!!

Sincerely,

Dr. Monique G. Cola
Head of School



Sci High's History

The New Orleans Charter Science and Mathematics High School began before current students were even born! From 1993 until Katrina we were on the campus of Delgado Community College. Our building sustained flooding so we moved here to a former elementary building and opened our doors in January 3, 2006.

Our mission has never changed: we will accept any student willing to work hard and learn to think by observing and gathering evidence before making conclusions (aka "the scientific method"). We work hard to prepare students for choices after graduation: 2-4 year college, career, or national service. We focus on math and science because those are the careers fields of the future.

Sci High is one of the most successful high schools in New Orleans boasting a wealth of opportunity for all students: a variety of AP courses open to all students, small class sizes, paid summer internships, partnerships with area colleges, and a caring and supportive faculty.

Mission Statement

New Orleans Charter Science and Mathematics High School is an open-admission public charter school that prepares all students for college admissions and successful careers. Sci High provides a rigorous high school curriculum with an emphasis on science and mathematics in a supportive environment of learning and respect that prepares students to make informed choices about post-secondary pursuits.

PILLARS

The **Sci High Pillars** are
the **values** that **guide**
our school.

Sci High Students will **model**
these values at all times.

ACHIEVEMENT: BE SUCCESSFUL

Show **consistent progress** by setting and meeting
ambitious and measurable goals.

INTEGRITY: DO THE RIGHT THING

Determine **what the “right” thing is** and **adhere to**
this self-honesty in every situation.

PERSEVERANCE: NEVER GIVE UP

Maintain high expectations for your overall success,
and **show commitment** to fulfilling your goals.

CRITICAL THINKING: THINK THINGS THROUGH

Analyze information creatively and generate
effective solutions to challenges.

LEADERSHIP & COMMUNITY: TAKE OWNERSHIP

Collaborate by **seeking to empathize** with others to
build a strong community that **supports individuals.**

Services at Sci High

Our main concern at Sci High is you, the student. Whether you need help with your classes, your health, or your personal life, someone at Sci High can be there for you. You just have to ask!

Clinic (LSU School-Based Health Center)

Nurse Bodet & Nurse Jones

The clinic at Sci High is open five days per week — Mondays through Fridays. The clinic is staffed by a team of dedicated health care professionals and offers services including physical exams, immunizations, health and vision screenings, mental health support, and more.

As a Sci High student, you can use the services at the clinic after first turning in a parent consent form. There is no out-of-pocket cost to you or your family regardless of whether you have insurance.

Counseling and Support

Ms. Lucien

Personal problems can sometimes seem to take over your entire life. Perhaps you are having a conflict at home, or someone you love has passed away, or you are simply feeling depressed and hopeless. Sci High has a social worker who is trained to counsel students through the hardest of times. Her job is to help you and listen, not judge you — so no matter what kind of problem you are having, you can speak to the school social worker about it.

*** If you have had thoughts of harming yourself or others, or if you feel like someone else may harm you, speak to an adult right away.**

5th Block Clubs & Tutoring

Mrs. Thomas-Little

5th Block is an excellent time to learn new skills, refine your skills, get academic support, teach your peers, and get to know teachers in a different way.

Everyone has a 30 minute 5th Block Club/Tutoring period for assigned academic assistance or enrichment clubs Tuesdays and Thursdays.

Student volunteers from Tulane University provide tutoring to Sci High students in all subjects. Some teachers tutoring will also be available during 5th Block.

Conflict Mediation

Ms. Moinet & Ms. McMillian

Sometimes, we have conflicts with others in our community. What matters is how we deal with those situations. The teachers and staff at Sci High are here to help students work out their disagreements with one another without violence or hateful words. This is called a mediation. If you or a friend is involved in a conflict with someone else, don't wait until it blows up. Speak to an adult and arrange a mediation.

Library

Ms. Moinet & Ms. McMillian

The Sci High library opens every day at 7:15 and closes 30 minutes after the dismissal bell. Books are available for checkout to any Sci High student, and computers are available on a first come, first serve basis. During class time, students are not allowed to stay in the library unless they have a pass from their teacher.

College Counseling

Ms. Honore

College admissions can be confusing, but the counselors at Sci High will help you at each step along the way. If you have questions about applying to schools, taking the ACT, qualifying for scholarships such as TOPS, or any other topic, ask a college counselor.

Internships

Ms. T. Smith

Every summer students complete internships in everything from medical research to music production to urban farming. This is the perfect way to learn about a field and gain experience (and maybe make some money, too).

Athletics

Coach K

Sci High offers after school team sports programs. If you and your friends would like to participate in basketball, volleyball, track and field, or cheer/dance sign up for our Athletics Program.

Translation Services

Orleans Parish School Board and Sci High enable effective communication with Limited English Proficient parents and guardians by providing translation (written) and interpretation (oral) services to families free of charge. To request an interpreter of a spoken language or translation of a school document, please contact the main office. School staff will use either site-based resources or the District's Office of Federal Programs will be contacted to provide additional interpretation or translation resources as requested.

Language Access

Sci High offers language assistance services in person and over the phone. Please fill out and return to the office the Home Language Survey (located in the front office). For more information, please contact (504) 324-7061.

English as a Second Language (ESL)

Ms. Palacios

Students whose primary language is not English will receive support services from an ESL teacher. The ESL teacher will service the students on a regular basis and work on current class work. The regular education teacher is expected to work together with the ESL teacher to provide support for the student.

Federal Family Educational Rights and Privacy Act (FERPA)

Ms. Madison

According to the Federal Family Educational Rights and Privacy Act (FERPA), parents and eligible students have the right to: 1. Inspect and review the student's education records; 2. Seek amendment of the student's education records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; 3. Consent to the disclosures of personally identifiable information, except to the extent that FERPA and the School Board authorize disclosure without consent; and File with the United States Department of Education.

*<http://www2.ed.gov/policy/gen/guid/fpco/index.htm>

School Calendar

<div>15-19 New Teacher Orientation</div> <div>22-26 Freshman Transition Camp</div> <div>26 Student and Parent Orientation- 9th</div> <div>29 Teachers Return</div>	<div>JULY 2019</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											<div>JANUARY 2020</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									<div>(17 Instructional Days)</div> <div>1-3 Holiday Break</div> <div>6 PD / Work Day</div> <div>16 Report Card Pickup/Senior Parent Info. Night</div> <div>20 M.L. King Day- No School</div> <div>31 PD Day- No School</div>
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Daily Bell Schedule

Be on time to your classes. Walking into class late is disruptive to the learning environment.

MONDAY / WEDNESDAY / FRIDAY

TIME	PERIOD
7:15 AM - 7:35 AM	BREAKFAST
7:40 AM - 8:00 AM	HOMEROOM
8:05 AM - 9:35 AM	1
9:40 AM - 11:10 AM	2
11:15 AM - 11:45 AM	1ST LUNCH
11:50 AM - 1:20 PM	3.1
11:15 AM - 12:45 PM	3.2
12:50 PM - 1:20 PM	2ND LUNCH
1:25 PM - 2:55 PM	4
2:55 PM	DISMISSAL
3:05 PM	BUSSES DEPART

TUESDAY / THURSDAY

TIME	PERIOD
7:15 AM - 7:35 AM	BREAKFAST
7:40 AM - 8:00 AM	HOMEROOM
8:05 AM - 9:35 AM	1
9:40 AM - 11:10 AM	2
11:15 AM - 11:45 AM	1ST LUNCH
11:50 AM - 1:20 PM	3.1
11:15 AM - 12:45 PM	3.2
12:50 PM - 1:20 PM	2ND LUNCH
1:25 PM - 2:55 PM	4
3:00 PM - 3:30 PM	5
3:30	DISMISSAL
3:40	BUSSES DEPART

Attendance Policies

The State of Louisiana requires all children to attend a public or private school from their 7th to their 18th birthday, or until the child graduates from high school. Parents are responsible for ensuring that their children attend school daily during school hours. Parents who violate this law (LRS 17:233) may be fined up to \$250 or imprisoned up to 30 days, or both.

The New Orleans Charter Science and Math High School expects students to be in attendance every scheduled student-activity day. To be eligible to receive grades for the fall 2019 semester, New Orleans Charter Science and Math High School students may not accumulate more than 2 absences. To be eligible to receive grades in the spring 2020 semester, high school students may not accumulate more than 2 absences. Missing (three) or more days per semester in any class without an official excuse will result in a failing grade in that class. Students who are excessively tardy or absent will be reported to the City Truancy Department.

A student is considered to be in attendance when he or she is physically present and officially documented by school personnel at a school site, or is participating in an authorized school activity and is under the supervision of authorized school personnel.

Absences and Truancy

If a student has one or more instances of tardiness or unexcused absences, the parent/guardian can expect the school to take one or more of the following actions:

- Phone call or letter to parent/guardian
- Parent/guardian conference at the school
- Parent/guardian conference or home visit with the school social worker and the Assistant Head of School or designee.

A student may be considered truant and referred to the Municipal Court by the school social worker when the student has had five (5) or more instances of tardiness or unexcused absences in one semester, and the school has made all reasonable efforts to correct the student's attendance problem.

Types of Absences

There are several types of absences that may affect a student differently for the purpose of receiving grades, earning credit, or being counted as truant (habitually tardy or absent).

1. These types of absences will not be counted against a student for the purposes of receiving grades and earning credit for work completed, or truancy. The New Orleans Charter Science and Math High School must receive official documentation to excuse an absence, such as a doctor's note. A note written by a parent will not excuse a student's absence, although the student will be allowed to make up work missed in his or her classes. We can only accept medical excuse notes written by a medical doctor on Dr's office/hospital letterhead and must be submitted within 3 school days. We can accept only the following reasons as officially excused absences. Students with these types of absences have a right to receive makeup work from the school for the days and classes missed:
 - travel for education that is approved in advance;
 - death in the immediate family
(not to exceed one week);
 - natural catastrophe and/or disaster;
 - religious holidays of the student's own faith;
 - extended physical or emotional illness, hospital stay, recuperation from an accident, or contagious disease that has been verified by a doctor, nurse practitioner, or dentist; or
 - visiting a parent (for five days or less) who is a member of the US Armed Forces or National Guard and has been called to duty or is on a leave of absence from overseas deployment to a combat zone or combat support posting
2. These types of absences will not be counted against the student for the purposes of truancy, but will be counted against the student for the purposes of receiving grades and earning credit. The school is not required to give students with these types of absences makeup work for the days and classes missed, but may do so.
 - student illness, with a doctor or parent/guardian note
 - serious illness in the family, with a doctor or parent/guardian note
3. Students who are suspended out of school will be counted as absent, but these absences will not be counted against the student for the purposes of truancy or receiving grades or credit for work completed. A student on suspension has the right to receive schoolwork from the school for the days the student was suspended. In-School Solutions is not considered an absence of any kind.
4. Any other kind of absence will be counted as an "unexcused absence." These types of absences may be counted against a student for the purposes of truancy, and receiving grades or credit. The school is not required to give students with these types of absences makeup work for the days and classes missed, but may do so. Absences to work on any job that is not part of an approved instructional program even in a student's own home or for a student's parents, will be counted as an unexcused absence.

If the student is absent for any special circumstances other than those listed above that the parent/guardian believes should not be counted against the student for the purposes of truancy, or receiving grades or credit for work completed, the student's parents/guardians should bring their concern to the school social worker or principal.

Tardiness and Early Sign-Out

Students must report to school by 7:40 AM and be in class when the tardy bell rings at 7:45. Tardies will not be excused unless there are extenuating circumstances verified by Sci High. Students who report to school with less than 20 minutes remaining in class, the student will be marked TAB (Tardy Absent) for the class period.

No student may leave campus unless a parent or other approved person signs out the student in the main office. A parent may give another adult permission to check out their child as a part of the enrollment packet contact information submitted to the registrar during orientation or notify the front office via phone call prior to the student being checked out. The adult must present an ID to check out the student. Students who leave the school without permission are cutting class and will face immediate consequences.

Students 18 and over may check out of school with permission from a parent or guardian. The parent or guardian must be notified and the parent or guardian must give permission to the front office staff before the student may check out of school.

Tardiness

1. A student may be considered tardy if he or she:
 - Arrives late to class; or
 - Leaves or checks out of school unexcused before the end of the school day; or
 - Arrives late to class when coming from off-campus.
2. A student MAY NOT be considered tardy if he or she:
 - Is physically inside of the classroom when the tardy bell rings
 - Reports late to class because a teacher or other school staff members held the student in another class or conference, causing them to arrive late.

The New Orleans Charter Science and Math High School designated staff may determine whether an instance of tardiness is excused or unexcused, depending on the school's own tardiness policy, and the individual circumstances of each instance of tardiness. Three unexcused tardies to school or to any class will result in a detention.

A parent/guardian may not be referred to the Municipal Court for truancy of his or her child based on instances of tardiness that are solely the responsibility of the student (for example: multiple instances of tardiness for arriving late to class when transferring from another class).

Academic Policies

Academic Integrity

The New Orleans Charter Science and Mathematics High School expects all students to abide by ethical and academic standards. New Orleans Charter Science and Mathematics High School Academic Integrity Policy is designed to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences. The Academic Integrity policy applies to all assignments, including classwork, homework, projects, and tests.

The following are examples of breaches of academic integrity:

- Plagiarism
- Cheating or copying the work of another
- Permitting another student to copy work
- Using technology for illicit purposes,
- Unauthorized communication between students for the purpose of gaining advantage during an examination
- Breaches of the testing environment (e.g. talking, taking out papers or a cell phone)
- Changing grades in a teacher's gradebook

The Academic Integrity Council is made up of teachers and administrators who volunteer their time to help students struggling with academic integrity. The council meets regularly to review cases of academic dishonesty and to assign tasks so that students can learn from their mistakes. Some examples of tasks might include:

- Writing a reflection about why they made the choice to cheat and how they will avoid that choice in the future
- Completing a community service project related to academic integrity
- Researching the consequences of academic dishonesty in college and career

The consequences for academic integrity are typically determined by how many times a student has committed a breach, however an especially egregious first or second offense may result in more significant consequences. For example, a student who finds and distributes the answers for a test would likely be referred to the academic council even if it was their first offense.

Academic Integrity: Consequences

Below is the typical progression of consequences.

First Offense	<ul style="list-style-type: none">• Zero given for the assignment• Teacher calls or emails parent to explain what cheating occurred• Teacher logs incident and parent contact in Kickboard• Student receives the school-approved contract and is counseled by teacher
Second Offense	<ul style="list-style-type: none">• Zero given for the assignment• Teacher calls or emails parent to explain what cheating occurred• Teacher logs incident and parent contact in Kickboard• Student is ineligible for honor roll for remainder of semester• Student is counseled by Academic Integrity Council and completes task assigned by Academic Integrity Council
Third Offense (or failure to complete consequences for Second Offense)	<ul style="list-style-type: none">• Zero given for the assignment• Parent conference with student, teacher, and administrator• Administrator logs incident and parent conference in Kickboard• Student is ineligible for honor roll for remainder of year• Student is counseled by Academic Integrity Council and completes task assigned by Academic Integrity Council• Student receives a one-day, In-School Solutions
Fourth Offense (or failure to complete consequences for Third Offense)	<ul style="list-style-type: none">• Zero given for the assignment• Parent conference with student, teacher, and administrator• Administrator logs incident and parent conference in Kickboard• Student is ineligible for honor roll for remainder of year• Academic dishonesty incidents noted in applications for internships, colleges, and scholarships• Student is counseled by Academic Integrity Council and completes task assigned by Academic Integrity Council• Student receives a two-day, In-School Solutions

Diploma Types

The New Orleans Charter Science and Mathematics High School offers two different diploma types, the TOPS University Diploma and the Jump Start TOPS Tech Diploma. The TOPS University Diploma prepares students to pursue a four year college degree. The Jump Start Diploma prepares students to enter the workforce or to complete a two year degree in a specific career field. Students work with their counselors, advisors, and families to determine the best route for them. Below are Sci High's course requirements for each diploma type:

TOPS University		Jump Start TOPS Tech	
English	English I English II English III English IV	English	English I English II English III English IV
Social Studies	World Geography World History US History Civics	Social Studies	World Geography* World History* US History Civics
Science	Physical Science Chemistry Biology Science Elective	Science	Physical Science* Chemistry* Biology Science Elective
Mathematics	Algebra Geometry Algebra II Advanced Math	Mathematics	Algebra 3 additional math units
Foreign Language	Spanish I Spanish II	Foreign Language	Spanish I* Spanish II*
PE/Health	½ Unit Health 1 ½ Unit PE	PE/Health	½ Unit Health 1 ½ Unit PE
Fine Arts	1 Unit	Jump Start Career Courses	9 units
Electives	3 Units	Successful completion of credentials required for pathway.	

Grade Promotion

Grade promotion at New Orleans Charter Science and Mathematics High School is determined by both accumulated credits and completed core academic classes. A student's grade level is assessed at the beginning of each semester based on their accumulated credits and classes completed.

Classification	Total Credits Earned	Classes Completed
Freshman	0-5.5	N/A
Sophomore	6-11.5	Earned at least two of the following credits: English I, Algebra I, World Geography, Physical Science (other core academic requirements may be substituted)
Junior	12-17.5	Earned at least six of the following credits: English I, English II, Algebra I, Geometry, World Geography, World History, Physical Science, Chemistry (other core academic requirements may be substituted)
Senior	18 or More	Earned at least ten of the following credits: English I, English II, English III, Algebra I, Geometry, Algebra II, World Geography, World History, US History, Physical Science, Chemistry, Biology (other core academic requirements may be substituted)

Grading

Grades at New Orleans Charter Science and Mathematics High School are determined both by students' engagement in classwork and their mastery of the material. The typical breakdown is as follows:

50% Assignments: Classwork & Homework

50% Assessments: Projects, Quizzes, Tests, Final Exam 15%

A student's GPA is cumulative, which means that grades earned each semester impact their overall average. Students may opt to retake a class in order to earn a higher grade and to improve their GPA. In order to be recognized for honor roll, a student's GPA must meet the following requirements:

Letter and Grading Scale

% Grade	Letter Grade	GPA Points by Class Type	
		Regular	AP and Some Honor
93-100	A	4.0	5.0
85-92	B	3.0	4.0
75-84	C	2.0	3.0
67-74	D	1.0	2.0
0-66	F	0.0	0.0

Honor Roll GPA Requirements

Honor	High Honor	Principal's Honor
3.0-3.49 GPA	3.5-3.99 GPA	4.00+ GPA

Each teacher creates their own grading policies, so students and families should contact teachers directly regarding questions about issues like late work or extra credit. It is the student's responsibility to meet with their teachers in the case of missed work or tests, even in the case of an excused absence. Students cannot miss one class in order to make up work in another. If a student is aware that they will be absent for one or more classes, they should contact their teachers ahead of time to make arrangements for completing assignments and tests.

Schedule Changes

Student schedules are developed based on multiple factors, including:

- Graduation requirements
- Academic support needs
- Class availability
- Student preference

Students may request a schedule change during the first week of classes. Schedule change requests will be accommodated if possible, however a request does not guarantee a schedule change.

Requests to move in to or out of Advanced Placement (AP) classes may be made during the first week of classes. Students who fail to complete the terms of the AP contract, including the completion of summer reading assignments, will be removed from the AP class.

Students who wish to move out of an Advanced Placement class at the end of the first marking period must demonstrate that they have made use of multiple forms of extra support and help before the request will be considered. Requests to move into an Advanced Placement class after the start of the semester requires the consent of the teacher.

All schedule change requests must be submitted in writing using forms designated by the Academic Guidance department.

Advanced Placement (AP) Courses

AP Courses are a great way to challenge yourself academically, earn college credit and make yourself stand out when applying to universities. Sci High recognizes that AP courses involve more commitment, longer hours and greater effort to do well, and as a result they are graded on a weighted scale to reward dedicated students who do well. In order to earn a grade on the AP weighted scale, AP students must take the AP test or complete an alternative portfolio. The student must determine this option in October of a full-year course or February of a semester course (per test ordering deadlines of college board).

Teacher Assistant (TA) Policy

Teacher assistants support learning at New Orleans Charter Science and Mathematics High School in a variety of ways, including organizing materials, setting up labs, grading papers, and tutoring students. Seniors may apply to be a TA if the following requirements are met:

- Earned the credits necessary to provide room in their schedule.
- Established a track record of responsible behavior and academic leadership.
- Skills and interests that align with the tasks a teacher would assign.

Applications to be a teacher assistant must be made either before or during the first week of the semester.

*Teacher Assistants must wear a Teacher Assistants' ID.

Accelerated Routes to Graduation

The New Orleans Charter Science and Mathematics High School considers the time in high school to be invaluable for both academic and social development, and does not encourage students to accelerate their path through high school for an early graduation. The New Orleans Charter Science and Mathematics High School will recognize credits earned at other accredited venues. Students who wish to qualify for AP courses earlier do have the option to double up on science and math coursework if they qualify academically.

Credit Recovery

Credit recovery is a service provided by Sci High in order to prevent high school drop-out and to promote on-time graduation. Students' participation in credit recovery is prioritized based on students' needs. Credit recovery enrollment is based on the following priorities:

1. Seniors needing credit recovery
2. Juniors needing credit recovery
3. Seniors needing grade enhancement
4. Juniors needing grade enhancement
5. Sophomores needing credit recovery
6. Freshmen needing credit recovery

Sci High recognizes that enrollment in a live course with an expert instructor is likely to result in more learning than course taken online. In light of that, under the following circumstances, students will typically be scheduled in face-to-face courses rather than online credit recovery:

- First time the student is taking the course
- LEAP 2025 courses
- Subject area where student has previously shown an academic need
- Retaking the entire year

Students will typically be encouraged to complete online credit recovery under the following circumstances:

- Recovering only one semester of the course
- Recovering an entire year and the student is recommended for online credit recovery by the lead teacher
- Non-academic courses for students in unusual enrollment situations (e.g. late transfers, NOCCA students, etc.)

Sci High sometimes includes time for monitored, supported work on online credit recovery in a student's schedule. Monitored credit recovery is a service provided to students at the discretion of Sci High, and students can be removed from monitored credit recovery if it is clear that their participation is not benefiting them or it is detrimental to other enrolled students. Students will be removed from credit recovery under the following circumstances:

- Disruptive behavior
- Failure to progress due to lack of effort
- Any other behaviors that prevent the progress of the student or their peers

Early Release

All requests for early release must be submitted before the beginning of the semester. Requests will not be considered without complete documentation.

Seniors qualify for early release if they meet the following requirements:

- 2.5 GPA according to STS, completed all required credits for an on-time graduation, and provided documentation of sustained employment of at least 10 hours a week.
- Students document employment by obtaining a manager's signature on a Work Release Form and producing a paystub.
- Seniors or Juniors qualify for dual/concurrent enrollment if they have:
- Met the dual/concurrent enrollment qualifications set by the state and post-secondary institution
- Earned a C or above in all courses during the semester when application is made and
- Earned the credits necessary to provide room in their schedule.
- Students who have dual enrollment or early release must leave campus at the completion of their supervised activities. Students who violate this policy may lose their early release privileges.
- Early Release students may not linger in the front lobby area, library or cafeteria of the school.

Credit Reconsideration

Credit Reconsideration is an opportunity for students to earn a credit that they have lost solely due to unexcused absences. It will enable participants to make up the hours required to receive credit for a course.

Student must apply for Credit Reconsideration by the specified deadline for each semester. All applications will be reviewed by a committee of staff members and students will either be approved or disapproved for Credit Reconsideration.

If approved:

1. Families must pay for Credit Reconsideration sessions in the Sci High front office before a student can be scheduled in a session. There is a cost of \$20 per 1-day session. All payments must be made during regular school hours and prior to each Credit Reconsideration session.
2. Students must sign a contract agreeing to adhere to the rules and guidelines set forth therein.
3. Credit Reconsideration will be held before the end of the semester that the student is applying for. Each session will be held from 8:00 am to 4:00 pm. Students will be able to recover a maximum of 8 hours per session day. Students **MUST** report on time (8:00am), on the first day of Credit Reconsideration to be eligible for reconsideration. Students who have less than 8 hours to serve must be present on the first day. Students will receive an individualized schedule of dates they must attend Credit Reconsideration based upon the number of hours they must serve.
4. Students are required to remain in the session throughout their required hours. It is the student's responsibility to bring textbooks, reading materials and/or other study necessities for the duration of each session. Students without study materials will not be admitted. Library books will be acceptable.
5. Credit Reconsideration staff members have the right to dismiss a student at any time, when deemed necessary due to lack of materials, behavioral problems, etc. Upon dismissal, no hours will be made up for that day. If a student is dismissed from a session before it is over, they will not receive credit for their time served. There will be no appeals to the principal.
6. The student and family are responsible for transportation to and from Credit Reconsideration sessions.

Field Trips

Field trips are taken to enrich the curriculum. Classes periodically visit educational destinations. Permission slips are sent home prior to each trip indicating date, amount, and special information. All due dates and timelines will be strictly enforced. Students not adhering to the timelines – or the student code of conduct – will not be permitted to participate in the field trip. If a student's behavior causes them to lose their privilege to attend the field trip, money cannot be refunded since prices are based on the total number of students participating. An alternative plan will be made for the student to remain at the school site. A parent choosing to chaperone a field trip is expected to have a current background check (performed by an accredited law enforcement agency) on record with the office, refrain from taking and/or posting photos of students, remain with the group at all times, and follow the guidelines set forth by the coordinating school administrator or teacher. Siblings or other children are not permitted to attend class field trips.

Responsibilities

School Leader

- Provide appropriate training and resources as needed to implement PBIS and non-violent Crisis Prevention Intervention (CPI) at New Orleans Charter Science and Mathematics High School
- Require New Orleans Charter Science and Mathematics High School to have a crisis team trained in the CPI procedures
- Assist parents/legal guardians who are unable to resolve issues at the school-level
- Review and revise (if needed) the Student Code of Conduct annually
- Review attendance and discipline data

School Administrators

- Distribute the Student Code of Conduct to students, parents/legal guardians, and all school personnel
- Implement the Student Code of Conduct in a fair and consistent manner
- Based on school data, identify appropriate training and resources as needed to implement PBIS
- Require a team of at least three (3) staff be trained in CPI procedures. These team-members are the only personnel permitted to use the full continuum of CPI nonviolent Crisis Intervention procedures in situations that warrant the use of physical restraint.
- Use research-based practices to prevent minor incidents from becoming major challenges
- Ensure accurate and timely entry of discipline referrals into the Student Information System (SIS) and maintain compliance (e.g. students with disabilities and qualified 504 students ten (10) day removal rule)
- Review discipline referrals and determine appropriate intervention(s) or consequence(s)
- Enforce corrective strategies which are grade level and age appropriate.

Teachers

- Use appropriate classroom management strategies to maintain a learning environment that supports academic success
- Teach and positively reinforce the Student Code of Conduct
- Address infractions through a variety of interventions such as PBIS and Response to Intervention (RTI), including restorative approaches
- Provide corrective instruction to students who demonstrate challenging behavior
- Use professional judgment to prevent minor incidents from becoming major challenges
- Request additional professional staff development and/or training as needed

Students

- Be in attendance EVERY school day scheduled by the OPSB
- Treat yourself, fellow students, faculty and staff with respect
- Follow the Student Code of Conduct
- Follow the school's expectations and rules
- Follow the school's dress code
- Respect school property and the property of others
- Work hard and do your best
- Ask teachers, school social workers, professional school counselors, parents/legal guardians, school administrators, and other adults for help to solve problems
- Be accountable for your classwork and behavior
- Report bullying, cyber-bullying and sexting

Communication

Teacher Bill of Rights

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation, adheres to the law or regulation and does not result in overly cumbersome interpretations of that law or regulation.

Student Bill of Rights

1. All students have the right to an affordable and equitable education.
2. All students have the right to engage with their community and expect their schools to treat them with the rights of citizens.
3. All students have the right to shape decisions and institutions that will affect their future.
4. All students have the right to an education tailored to their individual needs and that prepares them for life beyond high school.
5. All students have the right to learn in an environment that doesn't discriminate against them and reflects the variety of backgrounds in the student body.
6. All students have the right to understand existing rules in their school and the opportunity to address unfair treatment.
7. All students have the right to express themselves within an educational context.
8. All students have the right to access modern technology to use for their education.
9. All students have the right to feel mentally, physically, and emotionally safe in school. R.S. 17:416.9 and 416.16.

General Policies

Visitation Policy

For the safety and security of the educational environment all visitors must first stop in the front lobby at the Security Desk to sign in and scan ID. There he/she will receive a Visitor's Badge, which must be worn while in the building. However, Sci High reserves the legal right to limit or prohibit individuals on campus who harass, threaten, harm, or disrupt the safety and peace of the education environment.

Visitors without an ID will not be allowed to enter the school building. Individuals who harass, threaten, harm, or disrupt the safety and peace of the education environment will be forbidden to go into or upon the building and the land that comprises Sci High at 5625 Loyola Avenue, New Orleans, Louisiana.

Complaint Policy

Parents or guardians should contact the New Orleans Charter Science and Mathematics High School if they wish to get information or have an issue related to the following:

- Disagreement with a teacher or staff member at the school
- Student records, except if the school is no longer open
- Discipline decisions, except if it could involve expulsion or special education
- Issues with another student at the school
- Student has been expelled or there are other serious discipline issues
- Student isn't receiving needed special education services
- Student is in danger and the school has not responded
- Any other serious legal, safety, or special education issues that the school has not addressed

If Sci High – through its Title I Programming – is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with the Louisiana Handbook for School Administrators, which is available online at: <http://www.doe.louisiana.gov/osr/lac/28v115/28v115.doc>. Parents may also request a copy of this bulletin by calling the department's toll free number at 1-877-453-2721.

Directory Information

Directory information includes a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. According to FERPA, directory information can be disclosed without the formal consent of parent/legal guardian. If you choose your student's directory information NOT be disclosed, please notify Sci High in writing by September 30 of the current school year.

Transfer of Personally Identifiable Student Information

Due to the increasing awareness and concern about the commercial and criminal use of student information, the Louisiana Legislature now requires both the state Department of Education and Orleans Parish School Board to provide accurate information of various transfers of student information.

Please visit <https://www.louisianabelieves.com/resources/library/data-center/protecting-student-privacy> for more information. To determine what constitutes personally identifiable student information, please see La. R.S. 17:3914(B)(1)(a-c).

Expectations of Conduct

Sci High students are expected to behave according to the values of the Sci High Pillars at all times. This includes:

- Treating Sci High faculty and staff with respect at all times.
- Treating all fellow students and guests of the school with respect.
- Treating property with respect.

Purpose of the Student Code of Conduct

- Create a consistent set of expectations for student behavior
- Reinforce positive behavior and provide students with opportunities to develop appropriate social skills
- Outline the interventions and consequences for students who engage in inappropriate behavior
- Explain the rights and responsibilities of all members of the school community relative to student behavior
- Engage students in a safe, positive, and supportive learning environment.

School Bus Conduct

A student may be suspended from riding a school bus by the school Principal or Dean of Students for any Level 2 or Level 3 infraction (below). The school Principal or Dean of Students has the exclusive authority to suspend a student from a school bus, and no other school official or employee—including the bus driver—may suspend a student from riding the bus. A student may be suspended from the school bus even though he or she is not suspended from school. In that case, it is the responsibility of the parent/guardian to ensure the student is transported to and from school by some other means of transportation.

Parents/guardians may appeal a school bus suspension according to the process outlined in this book for appeal of suspension from school (in the “Suspension Procedures” section).

Students with transportation documented on their Individual Education Plan (IEP), who are suspended from riding the school bus, must be provided alternative transportation by the school. If transportation is not documented on the IEP, it is the responsibility of the parent/guardian to ensure the student is transported to and from school.

Ordering Food or Other Services

Students and Parents may not have UberEats, Waiter or Similar Food Delivery APP Services deliver food from various restaurants to students. Please know that we will confiscate any food items that are delivered to campus for students. Please do not order lunch for your child(ren) via UberEats, Waiter or similar food delivery services or allow your child to order food for delivery. Students are allowed to bring lunch or eat lunch from our cafeteria. Thank you for your understanding and support.

Student Birthday Celebrations

We know that your student's birthday is a special day. We strive to maximize our instructional time in the classroom; therefore, we need to clarify how we recognize students' birthdays. Although we want to acknowledge your child's special day, we encourage you to please bring only one of the following: store bought cookies, cupcakes, or donuts to share with your child's homeroom. You can reserve the grander events for your private time at home and after school. Please refrain from bringing items during lunch break, taking pictures, bringing in balloons, flowers, pizza, juice, cake, etc. Thank you very much for your cooperation in this matter.

Search and Seizure

1. The Dean of Students', school security guard, school safety and intervention support or Principal/Head of School or designee may search any building, desk, locker, area, or school grounds for evidence that the law, a school rule, or parish or city school board policy has been violated.
2. The Dean of Students', school security guard, school safety and intervention support or Principal/Head of School or designee(s) may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:416.3.

Leaving Campus

Once students are transported to school via bus transportation services and/or parent or guardian drop-off, students must enter the school building. Students may not leave campus and wander through the community or neighborhood and reenter the school campus. Any student who leaves the school building and school grounds without permission and attempts to return to campus is subject to Sci High's search and seizure policy. Any student who leaves the school campus or school grounds without permission and does not return to campus will receive consequences for his/her actions as listed in the Behavior Expectations Code of Conduct.

Locker Policy

Use of New Orleans Charter Science and Math High School ("Sci High") lockers is a privilege. Students who would like to use a locker must visit the student services office during their free time (before school, during lunch or after school) and speak with Ms. Muse in order to be assigned a locker for their use. Students must bring the New Orleans Charter Science & Math High School Locker Use Agreement, signed by themselves and a guardian. Students may purchase their own lock or may purchase one from the school for \$5.00. Students who bring in their own lock will pay a \$5.00 locker use fee.

- Lockers will be provided for students by Sci High during the school year. Lockers not cleaned out by the last day of school each year will be emptied by staff and items inside will be discarded.
- All lockers will remain zip tied until assigned by the Student Services office.
- Each locker requires a durable combination or key lock. Lockers which are assigned must have a lock on them at all times. Lockers without locks will be zip tied and the student who is assigned the locker must report to Student Services, with a lock, before the zip tie will be removed. If a student loses their lock, they may purchase a new one from Student Services.
- Lockers are the property of Sci High. Students should not have an expectation of privacy for their locker. Sci High reserves the right to open, search and inspect lockers without notice to students. In the event of a locker search, if a student is requested to open a locker, and does not do so, the lock will be cut off, and the student will be responsible for obtaining a replacement lock.
- Students are responsible for all contents of the locker and may keep only your personal belongings in the locker. Use of a locker by a person other than to whom it is assigned is forbidden. In the event of a search, any item located in the locker will be considered property of the student to which the locker is assigned.
- Students are responsible for the condition of the locker itself. Lockers must be kept free of graffiti or other damage. No permanent markings are allowed in, or on, lockers (including stickers). The cost of any repairs to damaged and/or permanently marked lockers is the responsibility of the student.
- Students use lockers at their own risk and understand that Sci High is not responsible for any loss of property being kept in the locker.
- The following items cannot be kept in the school locker at any time. The list is not limited to, but includes: drugs, alcohol, stolen property, flammable items, items that can be used as a weapon, items illegal for the student to possess, items deemed by the school or policy to be a danger, other items not allowed on school property, as listed in the student handbook.
- If a Sci High staff member searches a locker and finds any of the items listed above that staff member will confiscate the item(s) to be used as evidence in the school disciplinary process and may be disposed of by school staff if deemed necessary. Additionally, the item(s) may be turned over to law enforcement for possible criminal investigation and charges

*Administrators will conduct unannounced, random locker searches in an effort to ensure a safe and secure campus

Electronics Policy

1. Cell phones, iPods, electronic games, or other personal electronic devices are not to be used, heard, or seen in classrooms during instructional time unless approved by the Head of School and must be written on the daily lesson objective posted in the classroom as to how the device will be used for the specific lesson content and context. Otherwise, NO CELLPHONE USE IN CLASSROOMS.
2. Electronics may be used before the 7:40 am bell and during lunch. Headphones may be used for instructional purposes, inside the classroom with the teacher's permission, but MAY NOT be worn in the ears during transitions. Students must place headphones in their backpacks before leaving the instructional space.
3. Laptop computers and tablets may be used in the school building for academic purposes only. If a teacher requests that a student stop using the laptop or tablet for any reason at any time during the school day, the student must do so or the device may be confiscated. Inappropriate use of laptop computers or tablets will result in confiscation of the device.
4. Inappropriate use of cell phones and devices is prohibited at Sci High. Ringing cell phones are disruptive during class time. Camera phones and text messaging are used to cheat on quizzes and tests. Phones are stolen, loaned to other students, may be lost or broken and have exacerbated crisis situations. The inappropriate use of cell phones at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems. Therefore, when phones and devices are used inappropriately, they will be confiscated.
5. Confiscated phones may be picked up in the Student Services office at dismissal each day.
6. Failing to turn in a phone or electronic device to a faculty or staff member when the student has inappropriately used the cell phone or electronic will result in consequences for violating the electronics policy.
7. Due to the enormous time spent on stolen cell phones, the school will NOT investigate stolen cell phones. Their security is the sole responsibility of the student.
8. Confiscated phones will be labeled with the student's name and kept in the Dean of Students' office until the student, parent or guardian takes possession.
9. Should it be determined that a student's cell phone, computer, or other electronic device contains material subject to criminal laws, then Sci High School shall confiscate the phone and notify law enforcement.

Electronic Communication Education

In addition, Sci High will provide age and grade appropriate classroom instruction regarding Internet and cell phone safety. This instruction shall include, but is not limited to: (1) safe and responsible use of social networking websites, chat rooms, electronic mail, bulletin boards, instant messaging, and other means of electronic communication; (2) risk of transmitting private personal information; (3) recognizing, avoiding, and reporting solicitations by sexual predator; (4) recognizing and reporting illegal activities and communications; (5) recognizing and reporting harassment and cyberbullying; (6) recognizing and avoiding unsolicited or deceptive communications; and (7) copyright laws on written materials, photographs, music, and video.

Dress Code

Dress code policies support a positive school culture by identifying attire that promotes school safety and student health. The New Orleans Charter Science and Math High School has a uniform policy. School staff will inform students, parents/guardians, and the school community of the uniform policy. All students and parents/guardians are expected to follow the written policy. Questions about the school's uniform policy should be referred to the school Principal or Dean of Students.

Principals and staff will not send a student home for inappropriate attire or for not having an identification card. Staff will direct students to correct inappropriate attire that can be immediately corrected. Parents or guardians will be contacted to bring students the appropriate school uniform.

*Students/Families who have been identified as having residential hardships may receive necessary uniform assistance through the recommendations or referrals from the Principal, Social Worker or designee.

Uniform Policy

Students are expected to maintain a clean, well-groomed appearance and wear the complete uniform every day. Students and parents/guardians are responsible for purchasing uniforms and coming to school in uniform. The administration at Sci High shall determine if clothing or accessories are inappropriate. Uniforms may not be cut, written on, or altered in an inappropriate manner.

Students/Families who have been identified as experiencing residential hardships may receive uniform assistance through the recommendations or referrals from the Principal, Social Worker or designee.

Students who report to school out of uniform will remain in the Student Services Office for In-School Solutions until a parent or guardian brings a school uniform for the student (this includes inappropriate school shoes).

Uniform Policy Details

Shirts	<ul style="list-style-type: none"> ○ Solid royal blue polo, white polo knit shirt or white oxford shirt with a collar and approved school logo or Sci High Spirit shirt with school logo. ○ Seniors may wear the school-approved senior T-shirt or sweatshirt from their current year as part of their daily uniform.
ID's	<ul style="list-style-type: none"> ○ IDs are part of each student's school uniform and must be worn at all times. ○ School IDs must be worn at all times. ○ Replacement IDs are \$5.
Pants	<ul style="list-style-type: none"> ○ Correctly sized khaki, non cargo style pants OR school approved plaid pants. ○ Skirts, shorts, cargo pants, leggings or jeggings are not allowed. ○ Sagging is not allowed: Students must wear their pants correctly on their waists and not expose their undergarments.
Belts	<ul style="list-style-type: none"> ○ Solid black, brown, or white belts may be worn with pants.
Shoes	<ul style="list-style-type: none"> ○ Closed toe shoes of any color ,flat shoes, with backs (Sneakers or dress shoes that cover the foot) ○ Shoes with spikes, boots (knee-high, calf or ankle), sandals, crocs slippers, slippers, athletic slippers or flip-flops) are not allowed. ○ SLIPPERS and FLIP FLOPS are NOT ALLOWED
Outerwear	<ul style="list-style-type: none"> ○ Students may wear solid blue (royal/navy), black or gray outerwear with or without the school logo. ○ Jean jackets are not allowed ○ Outerwear that is not one of the school colors listed above are not allowed. ○ Students are required to remove all non-Sci High jackets, sweaters and coats before entering the school building and place them in their lockers when entering the school building. ○ If a student is wearing or carrying a non-Sci High jacket in the building at any time it will be confiscated and placed in the student services office. ○ Blankets or Lab Coats are not allowed to be worn as outerwear.
Undershirts	<ul style="list-style-type: none"> ○ Long-sleeved solid black, white, or gray undershirts may be worn under school uniform shirts.
Headwear	<ul style="list-style-type: none"> ○ Bandanas, bandana headbands, head scarves, do-rags, shower caps, rollers, caps, satin caps, hats, and hoodies MAY NOT be worn indoors at any time. ○ Religious head coverings and African Hair Wraps that are solid blue, solid white, solid black, or solid gray may be worn. ○ Sci High headbands and headbands that do not resemble bandana designs may be worn.
Accessories	<ul style="list-style-type: none"> ○ Accessories that are distracting to learning (as determined by the teacher or administrative staff) must be removed. Alcohol/Drug/Obscene Paraphernalia will be confiscated.
Dress Down	<ul style="list-style-type: none"> ○ Must have school ID. ○ No Holes in clothing, rips in jeans of any kind, or revealing clothing allowed. ○ Students may not wear ripped jeans with tights under the jeans. ○ No high heel shoes, cropped shirts, Drug/Alcohol paraphernalia or obscene graphics, words or pictures. ○ Shirts that are not long enough to be tucked into the pants and that expose the mid-area are not allowed ○ \$2 if student is dressed in dress down day designated theme; ○ \$3 if student is not dressed down for designated theme. ○ Slippers/slides are not allowed.

Bullying Act No.861

Definition, Behavior Constituting Bullying, and the Effect of Bullying on Others

Bullying is a pattern of any one or more of the following:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
- electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, computer, or other electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities; and
- where the pattern of behavior as provided above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or school transportation, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

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

Reporting an Act of Bullying

Procedure for students and parents:

1. Report bullying incidents to the Dean of Students.
2. The Dean of Students will then complete the LDE Bullying Report Form.
3. An investigation of complaints and reports will be completed (see "Investigating an Act of Bullying").

The Dean of Students/designee is responsible for receiving complaints alleging violations of the bullying policy. All school employees and parents chaperoning or supervising school-sponsored functions and events are required to report alleged violations of this policy to the Dean of Students or the Principal's designee. A verbal report must be reported on the same day as the employee or parents witnessed or otherwise learned of the incident and a written report must be filed no later than two days thereafter. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Retaliation and False Reports

Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint, or who otherwise participates in an investigation or inquiry concerning an allegation of bullying is prohibited conduct and is subject to disciplinary consequences. Deliberately making false reports about bullying to school officials is prohibited and will result in appropriate disciplinary consequences.

Investigating an Act of Bullying

- The Dean of Students of the school must initiate the investigation the next business day during which school is in session after the report is received by a school official.
- The investigation must be completed no later than ten school days after the date the written report was submitted.
- The investigation must include an interview of the reporter, victim, the alleged bully, and any witnesses, and include obtaining copies or photographs of any evidence.
- The Dean of Students must notify the parent or legal guardian of a student under the age of eighteen of the allegation of bullying before the student can be interviewed and inform them of the right to attend the interview with the student.
- Documented interviews of the victim, alleged offender, and witnesses must be conducted privately, separately, and confidentially. At no time will the alleged offender and victim be interviewed together.
- The investigator will collect and evaluate the facts using the form developed by the LDE.
- The Dean of Students may (in accordance with Act 861 of 2012) file a complaint with the court of juvenile jurisdiction pursuant to Children's Code Article 730(8) and 731(1), or Children's Code Article 730(1), if the parent or legal guardian refuses to attend a conference or meeting regarding the student's behavior.

The highest level of confidentiality possible must be upheld regarding the submission of a complaint or a report of bullying and the investigative procedures that follow.

Meetings with Parent or Legal Guardian of the Victim and Alleged Offender

- Meetings with the parents or legal guardians of the victim and meetings with the parents or legal guardians of the alleged offender must be separate.
- Parents or legal guardians of the victim and alleged offender must be informed of all of the available potential consequences, penalties, and counseling options at the initial meeting with school officials.

Notification to Parents/Legal Guardians of an Act of Bullying

The Dean of Students will promptly notify the parents/legal guardians of all students involved of any incident of bullying as defined by this policy. Notification of the parent/legal guardian of all students involved must be made on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Resolution of Investigation/Disciplinary and Criminal Consequences of Bullying

The Dean of Students shall compose a written document containing the findings of the bullying investigation, including input from the students' parents/legal guardians, and the decision of the school or school system official. The document will be placed in the record of both students. The Principal/designee shall promptly notify the complainant of the finding of the investigation and the remedial action taken, if the release of the information does not violate the law.

If the school has determined that the discipline code has been violated, the school official should take prompt and appropriate disciplinary action pursuant to LA R.S. 17:416 and 17:416.1 and report criminal conduct to law enforcement, if appropriate.

The results of the investigation will determine the level of infraction for the bullying/cyber bullying incident(s).

Procedure for Appeal in Cases of Bullying

Failure to Act

A student, parent/legal guardian, or school employee may report a bullying incident to the LEA (city, parish, or local school board or local school governing authority) if the school official does not take timely and effective action to address the incident. The LEA or governing authority must begin an investigation of any complaint of bullying that is properly reported the next business day in which school is in session. If the governing authority does not take timely and effective action, the student, parent, or other school employee may report the bullying incident to the Louisiana Department of Education.

Parental Relief (Parents/Legal Guardians of a Victim of Bullying)

The parent/legal guardian of a bullied student may request a transfer to another school if a parent, legal guardian, teacher, or other school official has made four or more reports of separate instances of bullying and no investigation has occurred.

If applicable, the LEA must make space available for the student at another public elementary or secondary school under its jurisdiction within ten school days of the transfer request. If no other school that serves the bullied student's grade level is available within fifteen days of the transfer request, the superintendent or head of the LEA must facilitate the student's enrollment in a statewide virtual school or offer the student placement in a full-time virtual program or virtual school. The LEA may enter into a memorandum of understanding with another LEA to secure placement and transfer for the bullied student; however, the LEA has no authority to force another LEA to accept the student. If none of the options above are made available to the student within thirty days after the transfer request is made, the parent or legal guardian may request a hearing with the school's governing authority. The hearing must be granted for the next scheduled meeting or within sixty calendar days, whichever is sooner.

The parent/legal guardian may request at the end of any school year that the student be transferred back to the school in which the student was enrolled when at least three of the bullying reports were made. The district must make space available for the student at the school where the student was originally enrolled. No other school will qualify for the transfer back.

Behavior Consequences

Our policy is that we use *Restorative Practices* when dealing with any student behaviour issues. Our procedure is to involve any, and all, students and staff who may have been involved in an issue, or affected by the issue; taking part in discussions so as to determine what actually happened, who has been affected and how, and how each participant will work to correct the problem and make it right, and what they may do differently the next time. Consequences, if necessary, will be fair, progressive and natural to the situation, and may be determined by the group.

Behaviors Warranting Detention

- Uniform violation
- Violation of noise level/overly social/talkative during instruction
- Physical distractions
- Willful disobedience
- Tardy
- Disrespecting property
- Disrespectful gestures or language
- Verbal altercation
- Pass misuse
- Disrespectful to peer/teacher/faculty/staff or substitute teacher

Detention

Students are assigned detention based upon their continued behaviors after students are given opportunities to correct the problem and make it right. Student behavior is documented by teachers and staff daily. As the following behaviors are committed, the student accumulates detention time. The total time accumulated is calculated and parents may access the Kickboard Behavior Report online via the KickBoard Parent Portal

Serving Detention

Detentions will be served during 5th Block on Tuesday/Thursday in the auditorium or before/after school.

Teachers will notify students when they have received a detention and will inform the student if the detention will be served before school, after school or during 5th block. A call will go home to parents via school messenger concerning detention on Monday and Wednesday evening if students will be serving detention during 5th block.

Students will receive a detention notification from their teacher if the detention will be held before or after school and the teacher will notify the parent concerning the detention. Students who fail to serve detentions will receive the following consequences:

Failing To Serve Detentions

Infraction	Consequence
1st	Restorative student conference and parent notification documented in Powerschool by Dean of Students
2nd	Restorative parent and student conference with Dean of Students and Behavior Contract Signed. Documented in PowerSchool.
3rd	Violation of the Behavior Contract; Consequences based on the agreement of the Behavior Contract and Implement a Behavior Intervention Plan. Documented in PowerSchool.

Behavior Infractions

Students who do not follow the school's rules and expectations will receive consequences appropriate to the severity of their infractions. The following pages list examples of infractions and appropriate responses for school officials to take. Discipline incidents will be classified as Level 1, Level 2, and Level 3 Infractions.

Level One Infractions

Non-Suspendable Offenses

Discipline incidents that can be handled by the teacher and do not warrant a discipline referral to the Principal or Dean of Students. Any behavior that is of low level intensity, passive in nature and/or of a non-threatening manner is a Level 1 Infraction.

- 1.1 Boarding and de-boarding school transportation at incorrect stop
- 1.2 Horseplay
- 1.3 Entering an off-limits or restricted area
- 1.4 Habitual tardiness and/or absenteeism
- 1.5 Eating/drinking during prohibited times
- 1.6 Skipping class/school
- 1.7 Dress code violation
- 1.8 Not having proper materials or supplies for class
- 1.9 Not participating in class
- 1.10 Not wearing required clothing for physical education class
- 1.11 Littering
- 1.12 Failing to do or complete homework
- 1.13 ID violation (if applicable)
- 1.14 Making an unfounded charge against authority
- 1.15 Using profanity and/or obscene language
- 1.16 Refusing to sit in assigned seat
- 1.17 Engaging in inappropriate public displays of affection (holding hands, kissing, hugging, etc.)
- 1.18 Talking in class at inappropriate times
- 1.19 Any other infraction that the principal or designee deems similar in severity to other level 1 infractions

Corrective Strategies

Multiple corrective strategies may be used to address problematic behavior before a suspension, depending on the individual student's needs. For some students, including those with disabilities, this may include conducting or revising the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP).

Corrective strategies for Level 1 infractions may include but are not limited to:

- Creation of a Behavior Improvement Plan (BIP)
- Contact and/or conference with parent/guardian
- Check-In/Check-Out Process
- Personalized Behavior contract that includes expected student behavior, incentives for demonstrating expected behavior, and consequences for infractions
- Positive Behavior Intervention Support (PBIS) Systems
- After-school detention
- In-School Suspension
- Loss of privileges
- Referral to the Response to Intervention (RTI) team
- Referral to school social worker or school counselor
- Intensive academic support
- Intensive social skills teaching
- Self-management program
- School bus suspension (if applicable)
- Multi-agency collaboration

Level Two Infractions

Suspendable Offenses

Discipline incidents that interfere with anyone's safety and learning, are of a threatening or harmful nature, legal violations and warrant administrative interventions. Such behaviors should be considered Level 2 Infractions. A Principal or Dean of Students may also suspend a student for some Level 3 infractions if the school believes a suspension would be more appropriate than an expulsion. Some drug and weapon related offenses require an expulsion; these offenses are noted on the following pages.

- 2.1 Intentionally or habitually failing to attend detention or in-school suspension
- 2.2 Possessing or using tobacco and/or possession of a lighter
- 2.3 Using or possessing alcohol
- 2.4 Leaving school bus without permission
- 2.5 Using objects dangerously or inappropriately to harm others or damage property
- 2.6 Vandalism to school property or school bus
- 2.7 Leaving school and/or classroom without permission
- 2.8 Gambling
- 2.9 Extortion (blackmail, etc.)
- 2.10 Willful disobedience to authority figures that substantially interferes with the learning of others or threatens the safety of others
- 2.11 Instigating or participating in fights (1-on-1 or groups)
- 2.12 Bullying as defined in this handbook.
- 2.13 Causing a false fire alarm
- 2.14 Intentionally causing a major, unnecessary disturbance in classroom/school campus
- 2.15 Improper use of a cell phone
- 2.16 Inappropriate bodily contact or harassment
- 2.17 Improper use of computer: Viewing obscene, pornographic, violent, or sexually harassing material; or information on manufacturing of weapons
- 2.18 Forging a signature on documentation required by the school, cheating, or lying to school personnel about academic matters
- 2.19 Habitual level 1 behaviors
- 2.20 Any other infraction that the principal deems to be similar in severity to other level 2 infractions

Level Three Infractions

Expellable Offenses and Interventions

Discipline incidents that severely interfere with anyone's safety and learning, are of a threatening or harmful nature, are legal violations and warrant immediate response from administration, crisis team, entire staff, and/or community support are Level 3 Infractions. Please note that there are three tiers of Level 3 Infractions, as detailed in the Level 3 section.

Because every behavior infraction cannot be listed in advance, school principals may decide if an unlisted infraction is a Level 1 or Level 2 offense. Students may only be expelled for infractions that are described in Level 3.

Expellable offenses are incidents that occur on school property or grounds, on school transportation, or at school activities that severely interfere with anyone's safety and learning, are of a threatening or harmful nature, and/or are legal violations. All expulsion recommendations are at the discretion of the school. As noted by the asterisks (*) below, there are several offenses that require an expulsion in certain circumstances. Students cannot, under any circumstances, be recommended for expulsion for disrespect or willful disobedience, uniform violations, or repeated suspensions for violations not listed in expellable offenses.

* Tier Two and Tier Three Offenses may be submitted to the Student Hearing Office at each school's discretion.

Tier II Offenses - Expellable for up to One Semester

- Possessing 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.
- 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 of which the school has jurisdiction
- Unauthorized entry of school property, or any space which the school has jurisdiction, with evidence of theft or vandalism.
- Engage in consensual sexual acts on school property or at any activity of which the school has jurisdiction

Tier II Interventions

The duration of each expulsion will be determined by the Student Hearing Office at the conclusion of the hearing, in accordance with the facts at hand, district policy, all relevant laws and regulations, and the guidelines below. For a student who commits a Tier Two offense or a second Tier Three offense and is found guilty, the consequences range as follows:

- Removal to an alternative school or program for one semester, plus the remainder of the current semester
- Homebound services or virtual option provided by the sending school for a length of time agreed upon at the hearing
- Probation at the sending school for up to one semester plus the remainder of the current semester
- A principal-to-principal transfer for the student
- Referral to an outside program (i.e. substance abuse counseling) where the student can be sent to an alternative school by failing to comply with the terms of the referral
- A Disciplinary Conference held with the Student Hearing Office
- Commission of a second Tier Two offense makes a student eligible for the range of Tier One interventions

Level Three Infractions

Tier III: Offenses and Interventions

Tier Two and Tier Three Offenses may be submitted to the Student Hearing Office at each school's discretion.

Expellable for up to One Semester

- Well-documented and on-going commission of serious acts that threaten the safety of others
- Well-documented and on-going behaviors that threaten, intimidate, or bully another individual, including the use of any electronic device to threaten, intimidate, or bully
- Sharing sexually explicit material, including through the use of an electronic device
- Theft of school property or the personal property of individuals on school property or at any activity of which the school has jurisdiction
- Being under the influence of 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

Tier III: Interventions

For a student who commits a Tier Three offense and is found guilty, the consequences range as follows:

- A Disciplinary Conference held with the Student Hearing Office
- Referral to an outside program (i.e. substance abuse counseling)
- Commission of a second Tier Three offense makes a student eligible for the range of Tier Two interventions

*Students age 16 or older – required expulsion of at least four semesters for some substances. See La. R.S. 17:416(C)(2)(a)(ii).

Students younger than age 16 in grades 6-12 – required expulsion of at least two school semesters for some substances. See La. R.S. 17:416(C)(2)(b)(ii). Students in grades K-5 – expulsion not required. See La. R.S. 17:416(C)(2)(c)(ii)

** Students age 16 or older – required expulsion of at least four semesters; shorter expulsion allowed on a case-by-case basis. See La. R.S. 17:416(C)(2)(a)(i). Students younger than age 16 in grades 6-12 – required expulsion of at least four semesters; shorter expulsion allowed on a case-by-case basis. See La. R.S. 17:416(C)(2)(b)(i). However, Students in grades K-5 – required expulsion of at least two semesters; shorter expulsion allowed on a case-by-case basis. See La. R.S. 17:416(C)(2)(c)(i)

*** Students in grade PK-5 younger than age 11 – expulsion not required. See La. R.S. 17:416(B)(1)(b)(ii)(cc) Students age 11 or older – expulsion required. See La. R.S. 17:416(B)(1)(b)(ii)(cc).

Suspension Procedures

An out-of-school suspension, in which the student is not allowed to attend school for a designated period of time, is a consequence which The New Orleans Charter Science and Math High School may utilize if a student commits a Level 2 or Level 3 infraction. For a student to be suspended, the following procedures must be followed:

1. First, the Principal, Dean of Students or designee will meet with the student. At this student meeting, the student will be advised of the behavior infraction and given the opportunity to explain his or her version of the facts.
2. If after the student meeting, the Principal, Dean of Students, or designee still chooses to suspend the student, the Principal, Dean of Students or designee will contact the student's parent/guardian by phone, email, or mail. The Principal, Dean of Students or designee will give notice of the suspension, the length of the suspension, the reason for the suspension, the appeals process, and the date of the readmission conference. The Principal, Dean of Students or designee must attempt to give this information to the parent/guardian in writing.
3. If a minor, the student shall remain in ISS until released into the care of his/her parent/guardian. However, if the student poses a danger to himself/herself or others, the Principal, Dean of Students or designee may remove the student from the school immediately. After the student's removal, the school will follow the regular suspension process as soon as is practicable. No student shall be sent home without the school properly documenting the reason for the suspension.
4. Students suspended three (3) or more consecutive days shall be provided schoolwork during their suspension, which must be picked up by the parent/guardian at the school or may be provided through email correspondence. A student suspended less than three (3) consecutive days will receive the assignments on return from suspension.
5. Before a minor student returns to school, the parent/guardian (or their predetermined adult designee) must participate in the scheduled readmission conference. This conference can be held in person or by phone. If a parent refuses to respond, the Principal or Dean of Students may choose not to readmit the student until the parent, guardian, or other adult designee responds, and the school social worker may refer the student to Municipal Court for truancy. If it is the student's first suspension of the school year, the Principal or Dean of Students may readmit the student if it is in the best interest of the student, even if the parent does not attend the readmit conference.

Suspension Appeals

Any parent or guardian of a student or a non-minor student given an out-of-school suspension at a The New Orleans Charter Science and Mathematics High School has the right to appeal the suspension to the Principal. The parent may appeal the reason for the suspension or the length of the suspension.

To appeal a suspension:

1. The parent must submit a written request to appeal to the Principal. The request must be made no later than five (5) school days after the start date of the suspension. Include a copy of the suspension documentation provided to the student, parent, or guardian.
2. Appeals are conducted in person with the student, school representative, parent/guardian and an additional representative of the student, parent/guardian's choice. School representatives may participate in person or by telephone.
3. The Principal will assess the merits of the case and make a final determination. The decision of the Principal shall be final. The Principal may uphold, modify, or reverse the decision of the school.

*NOTE: The New Orleans Charter Science and Mathematics High School will follow its own established procedures for suspensions and suspension appeals.

Suspension of Students from Programs, Events and Activities

Participation in school sponsored trips, events, activities, athletics and other programs is a privilege, not a right. Sponsors and coaches have the authority to recommend that students are suspended or lose privileges to participate from programs for serious violations of the program rules, contracts, school rules, and/or school district rules, on any school sponsored program, event or activity. Once students have been suspended from a program they may not return to that program without the written approval of the Head of School or his/her designee and the program coach or sponsor. Senior students who violate the senior contract will be subject to the consequences outlined in the Senior contract. Failure to sign the contract does not remove accountability or consequences.

Disciplinary Conference Procedures

Disciplinary Conferences are held with students through the Student Hearing Office in order to address significant behavioral concerns, including both expellable and non-expellable offenses. Disciplinary Conferences are used to supplement prior interventions at the school-level that have not resulted in changed behavior. The purpose of the conference is to deter future incidents that could lead to expulsion. Student Disciplinary Conferences cannot directly result in an expulsion. The following procedures must be followed:

1. The Disciplinary Conference process begins when a student commits an offense or a repeated problematic behavior. Parents should be notified in writing by the school about the incident or behavior and should be asked to sign the written document.
2. The Principal or Dean of Students conducts a school-level investigation within three (3) days after the incident, if applicable. The student will be advised of the behavior infraction and given the opportunity to explain his or her version of the facts. Depending on the school and the nature of the behavior or incident, the student may be suspended until the Disciplinary Conference is held. (Refer to Suspension Procedures for more information.)
3. If the Principal or Dean of Students chooses to recommend the student for a Disciplinary Conference, the principal will submit a Recommendation for Disciplinary Action to the Student Hearing Office. If the recommendation is as a result of a specific incident, the form must be submitted within one (1) school day of the incident or within one (1) school day after completion of the investigation. On this form, the principal will describe the incident or behaviors that precipitated this recommendation, the due process for the student, and request an intervention for the student's offense. A Disciplinary Conference cannot result in expulsion. The school must notify the parent/guardian of minors of the misbehavior and recommendation for a Disciplinary Conference.
4. When the Student Hearing Office receives the paperwork, the documentation will be reviewed for compliance with the law, and the Student Code of Conduct, and Student Hearing Office policies. If the recommendation is deemed compliant, a Disciplinary Conference will be scheduled within (5) days of the Student Hearing Office receiving it. The Student Hearing Office will contact parents and schools to inform them of the date and time of the Conference. If the recommendation is incomplete, the form will be sent back to schools and schools will be given one (1) school day to complete the paperwork and resubmit it to the SHO.
5. The following persons have a right to attend the Disciplinary Conference:
 - a. The student
 - b. The student's parents/guardians
 - c. An additional person of the student's/parents'/guardians' choosing to represent the student
 - d. The student's Principal or Dean of Students (may include teacher or school staff witnessing the incident)
 - e. Person victimized by the student (school must inform victim(s) and/or parents of the victim(s) of hearing time and place)
 - f. Any other person the Student Hearing Officer determines is necessary.
6. At the Disciplinary Conference, the student, parent/guardian, school representative, and Student Hearing Officer will collaboratively develop ways to improve behavior in order to avoid future disciplinary action. Students cannot be expelled at a Disciplinary Conference.

Level III Infractions

Expulsion Procedures

In an expulsion, the student is officially removed from his or her school for a set period of time. This corrective strategy will only be used if a student commits a Level 3 infraction that is a Tier One, Tier Two or repeat Tier Three offense. For a student to be expelled, the following procedures must be followed:

1. The expulsion process begins with the student committing a Level 3 infraction that is a Tier One, Tier Two or repeat Tier Three offense. The student's parent/guardian should be notified about the incident in writing and should be asked to sign the written document. From this point on, the student may not transfer to another school until the expulsion process is concluded.
2. Anytime the student commits a Level 3 infraction, the Principal or Dean of Students must conduct a student conference and school-level investigation within three (3) school days of the incident, if applicable.
3. During the investigation and expulsion hearing process, the student may be suspended. For students with disabilities, at no point may the student's suspension exceed the maximum number of days allowed by law. The school is responsible for the continual provision of a Free Appropriate Public Education (FAPE) for students with disabilities throughout this time.
4. After the student conference and Principal or Dean of Students' investigation, if the Principal or Dean of Students chooses to recommend the student for expulsion, the principal will submit required paperwork to the Student Hearing Office within one (1) school day of the incident or within one (1) school day after completion of the investigation.
 - a. If the paperwork is not submitted to the Student Hearing Office within this period, the student will be allowed to return to school (excluding special circumstances).
 - b. If the Principal or Dean of Students chooses not to recommend the student for expulsion, the principal will send written notification to the Student Hearing Office formally waiving the right to recommend the student for expulsion.
5. The school must ensure due process for the student. This includes:
 - a. notifying the parent/guardian of minors of the misbehavior and recommendation for expulsion;
 - b. allowing the student to tell his or her side of the story; and
 - c. mailing a copy of the incident report home to the parent/guardian of minors.
6. When the SHO receives the paperwork, the Principal or Dean of Students recommendation for expulsion will be reviewed for compliance with the law, the Student Code of Conduct, and SHO policies. If the recommendation for expulsion is deemed compliant, an Expulsion Hearing will be scheduled within (5) days of the Student Hearing Office receiving it. The SHO will contact parents and schools to inform them of the date and time of the Hearing.
 - a. If the recommendation is incomplete, the form will be sent back to schools and schools will be given one (1) school-day to complete the paperwork and resubmit it to the SHO.
 - b. If the recommendation for expulsion is not in compliance with the law and the Student Code of Conduct, the Student Hearing Office will contact the school and the parent. The recommended student will then be referred back to the sending school.
7. The following persons have a right to attend the expulsion hearing:
 - a. The student
 - b. The student's parents/guardians
 - c. An additional person of the student's/parents'/guardians' choosing to represent the student
 - d. The student's principal or designee (may include teacher or school staff witnessing the incident)
 - e. Person victimized by the student (school must inform victim(s) and/or parents of the victim(s) of hearing time and place)
 - f. Any other person the Student Hearing Officer determines is necessary.
8. If the student or parent/guardian chooses not to attend the hearing, the hearing can and will be conducted in their absence.
9. All expulsion hearings will be tape-recorded and kept on file with the Student Hearing Office. At the hearing, the school and student will provide testimony and evidence related to the incident under consideration.
10. After the hearing, the Student Hearing Officer will make a determination of the student's guilt based on the evidence gathered during the school's investigation and any additional evidence or testimony presented during the hearing. The determination will be given, in writing, to the school, the student, and/or the minor student's parents/guardians. The Student Hearing Officer will determine the appropriate length of the expulsion according to the guidelines on expulsion length above, and the expulsion will begin immediately. The Student Hearing Office will make arrangements for the student to attend the alternative education facility, if applicable, after the hearing.
 - a. If the student is found guilty, the expulsion will begin immediately.
 - b. If the student is found not guilty, the student may return to school the following day.
11. After the student has completed their full expulsion term at the alternative education facility to which the student is assigned, the student has the right to return to the school from which he or she was expelled.
 - a. If the student was found guilty of violence against another person, and the victim of that offense is still a student or staff member at the school, the student may be required to attend a different school at the completion of their expulsion term.
 - b. At the hearing, the Hearing Officer, in concert with the sending school, will determine the student's eligibility
 - c. to return to the expelling school.

Expulsion Appeals

Any non-minor student, or the student's parent/guardian, has the right to appeal the Student Hearing Officer's determination to the Orleans Parish School Board Hearing Office. To appeal an expulsion, the parent/guardian of the student may, within five (5) schools days after the decision to expel the student has been made, request that the OPSB Hearing Office review the findings of the Student Hearing Officer. The parent/guardian or non-minor student must complete the Request for an Expulsion Appeal Form and submit it to the Student Hearing Office. The OPSB Hearing Office, in reviewing the case, may uphold, modify, or reverse the decision. Otherwise the determination of the Student Hearing Officer shall be final.

If the OPSB Superintendent or his/her designee upholds the decision of the Student Hearing Officer, the non-minor student or student's parent/guardian may appeal the expulsion to the Municipal Court in which the student's school is located within ten (10) days of the OPSB Superintendent's decision. The parish court may uphold, modify, or reverse the decision of the OPSB.

Throughout the appeal process, the student must report to their designated alternative educational placement.

Student Placement

At the conclusion of the hearing, students found guilty will be given one of four designations that determine whether and when the student will be allowed to return to the expelling school.

Right to Return

Students found guilty and placed at an alternative education setting will be returned to their sending school at the conclusion of their expulsion term unless the Student Hearing Officer determines that there are compelling reasons that the sending school is not the best placement for the student.

No Right to Return

At the conclusion of their expulsion term, students guilty of offenses against identified victims at the sending school may be ineligible to return to the school. Certain other offences, depending on the facts, may qualify for this ineligibility for return to the sending school. Decisions about a student's right to return will be made by the Student Hearing Officer in consultation with the principal of the expelling school and based on all evidence available as of the time of the hearing.

Tier One Early Return

Students found guilty of Tier One offenses and placed at an alternative education setting may have the right to return to the expelling school prior to the conclusion of their expulsion term. A student's eligibility for early return will be determined by the expelling school at the conclusion of the hearing.

Written criteria for early return will be established by the expelling school and Student Hearing Officer at the conclusion of the hearing in consultation with the receiving school. Students eligible for early return will receive a review of their performance after being enrolled at the alternative education setting for the length of time established at the conclusion of the hearing, but not before completion of the remainder of the current semester and one additional semester. Students may only return to their sending schools under the early return policy at semester breaks.

This review will determine whether and when the student will return to the expelling school. The review for early return will be conducted by the Student Hearing Officer and expelling school and based on data provided by the alternative education placement. Students that are allowed to return to their expelling school based on their eligibility for early return may be subject to probationary conditions.

Probation

Students found guilty may have the right to early return to the expelling school prior to the conclusion of their expulsion term on a probationary basis. A student's eligibility for probation will be determined by the expelling school at the conclusion of the hearing.

Written criteria for probation will be established by the expelling school and Student Hearing Officer at the conclusion of the hearing and agreed upon in writing by the school leader and the student.

A student that is eligible for probation and who violates the terms of that probation will be eligible for placement at an alternative education setting for the remainder of the expulsion term.

Discipline for Students with Disabilities

Students with disabilities are subject to the same discipline rules and procedures as other students, but with limitations. The federal laws providing protection to disabled students, the “Individuals with Disabilities Education Act” (IDEA) and Section 504 of the “Rehabilitation Act of 1973” are very complex and detailed, and require different protections and procedures based on a number of factors. The information in this document merely provides a brief overview of some of the most important procedures and protections. New Orleans Charter Science and Math High School Exceptional Children’s Services and the special education teacher(s) will ensure that all procedures and protections required by law for special education students are followed and will be able to provide more detailed information on all the protections and services to which your individual child is entitled. In addition, there are numerous community groups and non-profit organizations dedicated to ensuring that students with disabilities are being provided the procedural and educational opportunities to which they are entitled. If you have questions about the treatment of your individual student in regard to special education while at school, we encourage you to reach out to your child’s special education teacher and/or Exceptional Children’s Services.

Suspensions and Expulsions for Students with Disabilities

If a student with an IEP (Individualized Education Program) or a 504 plan is expelled or suspended for more than ten (10) school days, consecutively or cumulatively, the school must conduct a Manifestation Determination Review (MDR) within ten (10) days of the decision to suspend or expel the student.

The School’s Manifestation Determination Review (MDR) Committee must determine whether the behavior is related or not related to the student’s disability. At least one person on the committee must know the student and one other must be knowledgeable of the student’s disability. The parents/guardians must be notified of the review and at least three (3) documented attempts to reach the parents/guardians must have been made by the school to include them in the meeting. If the parents/guardians do not respond or participate, documentation of their absence must be included.

If the Behavior is a Manifestation of the Student’s Disability

- If the MDR Committee determines that the behavior is a manifestation of the student’s disability or the direct result of the OPSB or school’s failure to implement the IEP, that student may not be suspended further or expelled for the particular incident(s) under review. Instead, the school must reconvene the School’s IEP or 504 committee to revise the student’s IEP or 504 plan to address the behaviors at issue. Such revisions may include a change of placement if the student’s parents/guardians agree to the change of placement as part of the modification of the behavior intervention plan. In addition, for students with an IEP, the school must complete a Functional Behavioral Assessment and complete or revise a Behavior Intervention Plan.
- Please note that for certain offenses related to drugs, weapons, or inflicting serious bodily injury upon another person, the Student Hearing Office may place the student in an alternative school or other alternative educational placement for up to 45 school days, even if the MDR Committee determines that the behavior is a manifestation of the student’s disability and the parents/guardians do not agree to the transfer of the temporary transfer of the student to the alternative school or other alternative educational placement.

If the Behavior is NOT a Manifestation of the Student’s Disability

- If the MDR Committee determines that the behavior is not a manifestation of the student’s disability, the student may be suspended or expelled from school. For students with IEPs who are expelled or suspended for more than ten (10) school days in a school year, consecutively or cumulatively, the school must provide the student with a Free and Appropriate Public Education (FAPE) beginning on the eleventh (11th) school day that the child is out of school. For these students, the IEP committee must be convened to determine what services will be provided to the student during his or her suspension or expulsion in order to provide the student with FAPE and continue to achieve the student’s IEP goals. The IEP committee may determine that the student be assigned to an alternative school or other alternative education placement.

Please contact the Student Hearing Office if you have questions about a suspension or expulsion for your child if your child has a 504 Plan or an IEP. Parents/guardians have the right to request a due process hearing from the Louisiana Department of Education to appeal any manifestation determination. While the New Orleans Charter Science and Mathematics High School does not participate in these hearings, the Student Hearing Office will provide parents with the information necessary to request a hearing. The parents/guardians may be represented by counsel at the due process hearing. Parents/guardians have the right to request that their child’s school perform an IEP evaluation or re-evaluation for their student at any time, verbally or in writing.

NOTE: Students who exit the system immediately following their expulsion, and attempt to re-enter after the expulsion has expired, will be required to serve the full length of their expulsion after re-entry. Re-entry to school is processed through the Student Hearing Office at (504) 450-3919.

Sign & Return

Student Code of Conduct

Sci High students are expected to behave according to the values of the Sci High Pillars at all times. The Student Code of Conduct was created based upon the collective recommendations of school leaders, educators, students and community partners to ensure that our school maintains a safe and orderly environment that cultivates learning and respect.

Please take time to review this Code of Conduct with your child, and then together sign the acknowledgement below.



The New Orleans Charter Science and Mathematics High School
Student Code of Conduct 2019-2020

Student and Parent(s)/Legal Guardian(s) Acknowledgement

The Student Code of Conduct is in place to help students gain the greatest possible benefit from their educational opportunities. We encourage parents/legal guardians and students to review this Student Code of Conduct together and talk about the importance of being safe, responsible, and respectful at school and in everyday life. Consequences for failing to comply with school disciplinary rules and code including suspension, expulsion, and possible criminal consequences for violent acts, sexting, revenge-cyber-bullying committed on campus, school sponsored events, or in a firearm-free zone.

When you have read this document with your child, please SIGN below and RETURN this page to your child’s school.

() I have received, reviewed, and understand the Student Code of Conduct.

Student’s Full Name (Please Print)	Student Signature	Date
Parent/Legal Guardian Name (Please Print)	Parent/Legal Guardian Signature	Date

NOTE: State law required that the Student Code of Conduct be shared with parents/legal guardians, students, and teachers and be reasonably and consistently enforced.

Sign & Return

Protecting Student Information

At Sci High, we take the protection of student information very seriously. Data from our Student Information System (PowerSchool) is sent to certain classroom applications via managed connections through secure File Transfer Protocol and is encrypted in transit. The educational application sites used in Sci High classrooms have valid SSL certificates. The personally identifiable information used by the majority of these tools is limited to only full name. All of these organizations adhere to the Federal Educational Rights and Privacy Act (FERPA) and most are voluntary signatories of the Student Privacy Pledge. Under FERPA, we provide parents and guardians with an opportunity to inspect and review the education records of their children which are already in existence and maintained. Parents also have the right to request that inaccurate or misleading information in their child's education records be amended.

LA Act 837 permits LEAs (Local Education Agencies) such as Sci High to share student information with the education services with which they are contracted. These include our registration and grading system, food service company, state reporting vendors, and assessment companies. Other tools used at Sci High are for instructional use. For a current list of all vendors and tools used at Sci High, visit [nosihigh.org](https://www.noscihigh.org) > General Information > Protecting Student Data. In accordance with LA Act 677, parents and students can read more about security protocols and view the Privacy Policies of each of the ed tech services used at Sci High on our website at <https://www.noscihigh.org/apps/pages/studentPII>.

Opting Out: signing this document indicates that you do not want your student to use classroom tools that require any identifiable information, such as full name. This may limit their ability to access classroom resources such as student email and personalized learning tools. Under LA Act 837, services with which Sci High or the Louisiana Department of Education is contracted will still receive student data. If you do not wish to Opt Out, leave this form blank.

[] **I DO NOT consent to Sci High disclosing the above information for the purposes described here.**

_____	_____	_____
Student's Full Name (Please Print)	Student Signature	Date
_____	_____	_____
Parent/Legal Guardian Name (Please Print)	Parent/Legal Guardian Signature	Date

Contact Directory

NOCSMHS Front Office

5625 Loyola Ave New Orleans, Louisiana 70115

Phone: 504-324-7061

Fax: 504-309-4178

www.noscihigh.org

OPSB Student Hearing Office

(Former Mahalia Jackson Elementary School)

2405 Jackson Avenue, Building A – 2nd Floor

New Orleans, LA 70113

Phone: (504) 450-3919

Administrators at Sci High

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Dean of Students

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Assistant Head of School

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Advocates for Science and Mathematics Education Board Members

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