



# **STUDENT HANDBOOK**

## **2018-2019**

The Student Handbook provides for students, parents, teachers, and administrators important information concerning the New Orleans Charter Science and Mathematics High School, programs, calendar, academic success and expected standards of behavior in our school.

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## Head of School's Message

Dear Sci High Students and Parents,

I am honored to have been selected to lead the New Orleans Charter Science and Math High School. I am thrilled to be joining the amazing Sci High family and look forward to getting to know you and learning the rich Nautili tradition.

N.O. Charter Science and Math High School: Over 70 faculty and staff, 500 students, 1000 parents, and 1 focus: To be GREAT. What does great mean? The dictionary defines “great” as, “...considerably above the normal or average”. We often celebrate great moments in our lives, like anniversaries, graduations, birthdays, victories, and other milestones. Schools should look for moments to celebrate greatness with students, faculty, and staff as often as we can in order to create an environment where everyone has a sense of belonging. I look forward to sharing many “great” moments with the Sci High family this year. As the new Head of School, it is my mission to motivate, encourage, and drive each member of our school into a place of greatness.

This coming school year, we will work hard, together, to BE GREAT! Our journey to greatness includes making sure our students receive a well-rounded education with an emphasis on rigorous Science, Technology, Engineering, and Math (STEM) courses. 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.

So let's do this...let's BE GREAT!! Dr. Monique G. Cola

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.

Sci High Pillars The Sci High Pillars are the values that guide our school. Sci High students will model these values at all times.

### ***ACHIEVEMENT***

Show consistent progress through setting and meeting ambitious and measurable goals. Be successful!

### ***INTEGRITY***

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

### ***PERSEVERANCE***

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

***Never give up!***

### ***CRITICAL THINKING***

Analyze information creatively and generate effective solutions to challenges. Think it out!

### ***LEADERSHIP & COMMUNITY***

Collaborate by seeking to empathize with others in order to build a strong community that supports each individual. We are family!

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 three days per week — Mondays and Wednesdays until 4:00 pm and Fridays until 12:00 pm. 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 hurting yourself or others, or if you feel like someone else may hurt you, speak to an adult right away.*

### **Conflict Mediation—Ms. Moinet**

We all have conflicts with others. 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***

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, Scholarships and Internships —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. 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).

### ***Tutoring—Ms. Sundar***

Student volunteers from Tulane University provide tutoring to Sci High students in all subjects. Tutoring will also be available during SMART Lunch

### **After School Program—Coach Batiste**

Sci High offers after school team sports programs and activities for Sci High students, free of charge. If you and your friends would like to participate in basketball, volleyball, track and field, cheer/dance, or softball contact Coach Batiste for information about the After School Sports Program.

### **Translation Services—Mrs. Welsh**

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)**

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.

***FERPA— Ms. Madison***

According to the Federal Family Educational Rights and Privacy Act (FERPA), parents and eligible students have the right to:

- Inspect and review the student’s education records;
- 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;
- 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.html>

## 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](http://nosihigh.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.**

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Signature of Parent/Legal Guardian Parent/Guardian Full Name (please print)

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Date Student's Full Name (please print)

## **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).

### **Visitors**

For the safety and security of the educational environment all visitors must first stop in the office to sign the Visitor's Book 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.

### **Communication with Teachers**

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.

# 2018-2019 School Calendar

## Daily Bell Schedule

**Mondays, Tuesdays & Thursdays Wednesdays & Fridays**

Block 1: 7:45-9:15 Block 1 : 7:45-9:15

Block 2: 9:18-10:48 Block 2 : 9:18-10:48

Advisory: 10:51-11:01

9th & 10th Lunch: 10:51-11:24

9th & 10th Advisory: 11:27-12:07

11th & 12th Advisory: 10:51-11:31

11th & 12th Lunch: 11:34-12:07

9th & 10th Lunch: 11:04-11:34

9th & 10th SMART: 11:37-12:07

11th & 12th SMART: 11:04-11:34

11th & 12th Lunch: 11:37-12:07

Block 3 : 12:10-1:40 Block 3 : 12:10-1:40

Block 4 : 1:43-3:10 Block 4 : 1:43-3:10

**Dismissal 3:10/Buses Depart: 3:25**

**Dismissal 3:10/ Buses Depart: 3:25**

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



Attendance 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 2018 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 2018 semester, high school students may not accumulate more than 2 absences. Missing two 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.

### **Seat Time Recovery**

The New Orleans Charter Science and Mathematics High School will not offer Seat Time Recovery. Please be present and on time in each course daily.

### **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 behavior interventionist and/or school social worker. 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 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 suspension 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 circumstance 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 remain in ISS until the next 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.

### **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:

- Reports late to class because a teacher or other school staff member 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).

## 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.

## Search and Seizure

1. The Vice Principal of Student Affairs', school security guard, school safety and intervention support or Principal/Head of School 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 Vice Principal of Student Affairs', school security guard, school safety and intervention support or Principal/Head of School 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.

## 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 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

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. **NO CELLPHONE USE IN CLASSROOMS.**

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.

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 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, parents will be contacted and will result in the following consequences:

1st offense– confiscation for the remainder of the school day (phone returned to student)

2nd offense– confiscation until dismissal the following school day or \$5 PBIS fee

3rd offense– confiscation for one week or phone picked up by parent

***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 a level 3 consequence for violating the electronics policy (see pg 12)***

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.

We realize that having to pick up a student's phone may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. Confiscated phones will be labeled with the student's name and kept in the Vice Principal of Student Affairs' office until the student or parent takes possession (determined by offense).

\*\*\* 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.

## **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 hardships may receive uniform assistance through the recommendations or referrals from the Principal, Social Worker or designee.

IDs are considered to be a part of each student's school uniform and must be worn at all times (Replacement IDs are \$5).

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

### **Shirts**

#### **IDs**

Solid royal blue polo, white polo knit shirt or white oxford shirt with a collar and approved school logo.\*On Fridays, students may wear a Sci High Spirit T-shirt (a class shirt or a shirt from an official school club)

Seniors may wear the school-approved senior T-shirt or sweatshirt from their current year as part of their daily uniform

School IDs must be worn at all times (Replacement IDs are \$5)

#### **Pants**

#### **Belts**

Correctly sized khaki, non cargo style pants OR school approved plaid pants. (NO skirts, shorts, cargo pants, leggings or jeggings)

NO sagging allowed. Students must wear their pants correctly on their waists and not expose their undergarments.

Solid black, brown, or white belts may be worn with pants.

Shoes Closed toe shoes of any color ,flat shoes, with backs (Sneakers or dress shoes that cover the foot)

**(NO shoes with spikes, boots (knee-high, calf or ankle), sandals, crocs slippers, slippers, athletic slippers or flip-flops)**

Outerwear Gray, Royal Blue or Black pull-over sweatshirt, pull-over V-neck sweater or buttoned-down cardigan, fleece, jacket or coat (with school approved LOGO)

\*Students will be 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. NO Blankets or Lab Coats may be worn as outerwear.

Undershirts Long-sleeved solid black, white, or gray undershirts may be worn under

school uniform shirts.

Headwear 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 Accessories that are distracting to learning (as determined by the

teacher or administrative staff) must be removed.

***\*Alcohol/Drug/Obscene Paraphernalia and will be confiscated.***

### **Dress Down Days**

Must have school ID (Replacement ID \$5). 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. \$2 if student is dressed in dress down day designated theme; \$3 if student is not dressed down for

designated theme.

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## Behavior Consequences

### Detention

Students are assigned detention based upon their behaviors. Behaviors are categorized into 3 levels (see below) 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.

Detentions will be served during Lunch/SMART periods in room 318. Detentions will be held Wednesdays and Fridays during SMART/Lunch. An automated call will go home to parents Tuesday and Thursday evenings via school messenger concerning detention for the next school day. Students who receive three or more detention infractions will be required to serve detentions. Students who fail to serve detentions will receive the following consequences:

#### **Consequences for failing to serve detentions:**

1st infraction failure to serve detentions= partial day ISS, parent notification

2nd infraction failure to serve detentions= full day ISS and Behavior Contract

3rd infraction failure to serve detentions= full day OSS and parent conference

#### **Level 1 Behaviors (= +1)**

*uniform violation*

*drinks, food, gum in class*

*violation of noise level/overly social/talkative during instruction*

*physical distractions*

*willful disobedience*

*tardy (3 unexcused tardies = 1 detention)*

*disrespecting property*

*disrespectful gestures or language*

## **Level 2 Behaviors (= +2 detentions)**

*verbal altercation*

*disrespectful to teacher/faculty/staff or substitute teacher*

*pass misuse/cutting class*

*minor theft*

*cheating*

*bullying*

*skipped SMART lunch class*

*skipped detentions*

## **Level 3 Behaviors (suspension/ expulsion and/ or arrest)**

### *Suspension and Expulsion*

*A suspension, in which the student is not allowed to attend school for a designated period of time, is a corrective strategy that is utilized if a student commits a suspendable or expellable offense.*

### ***Examples of Infractions that Merit Suspension***

*conduct injurious to others*

*using/possessing weapons*

*instigating fights*

*threatening/intimidating others*

*possessing/shooting fireworks*

*leaving school campus*

*habitual violations of rules*

*disrespecting peers*

*physical assault*

*stealing*

*failing to attend using a computer*

*detention without permission*

*using/possessing using/possessing*

*tobacco controlled substances*

*vandalism using/possessing alcohol*

*violating the electronics policy throwing missiles to injure others*

*unauthorized entry grounds/campus fighting*

*bullying/cyberbullying*

*consistent disrespect to authority*

***NOTE: This list is not exhaustive list and students can be suspended for offenses not listed above.***

- *If your child is suspended, you will be notified by phone and/or Form A. Students with excessive suspensions will be recommended for a disciplinary conference at the OPSB Hearing office.*
- *All expulsions will be determined by the OPSB Hearing Office. SciHigh staff will initiate the process by submitting the required software documentationmentationmentationmentationmentationmentationmentationmentati onmen tationmentation. Students will be granted due process.*
- *Please refer to the Sci High \*Student Code of Conduct Section of the Student Handbook for extensive listings of behavior expectations and consequences.*

### ***OPSB Hearing Office***

3520 General DeGaulle Drive Suite 5055 New Orleans, LA 70114 504-304-3520

## **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 schools maintain safe and orderly environments that cultivate 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  
2017-2018**

www.noscihigh.org

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**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.**

---

**Print Student Name Student Signature Date**

**Print**

---

**Parent/Legal Guardian Name 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.

## Non-Discrimination Statement

The New Orleans Charter Science and Mathematics High School prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The Advocates for Science and Mathematics Board also affirms its commitment to providing equal opportunities and equal access to facilities according to local procedures.

## Corporal Punishment in Schools

The New Orleans Charter Science and Mathematics High School prohibits the use of any form of corporal punishment in any school program or activity under its jurisdiction. Thus, neither the principal nor any member of the school staff has the authority or discretion to use any form of corporal punishment against a student.

Corporal punishment refers to intentional application of physical pain as a method of changing behavior. It includes a wide variety of methods such as hitting, slapping, punching, kicking, pinching, shaking, choking, use of various objects (wooden paddles, belts, sticks, pins, or others), painful body postures, use of electric shock, use of excessive exercise drills, withholding meals, or prevention of urine or stool elimination. It also includes use of seclusion, i.e., locked isolation, and inappropriate restraint, i.e., restraint by individuals who are NOT Crisis Prevention Institute (CPI) certified or by those implementing inappropriate CPI protocol.

## 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

## Behavioral Expectations and Responsibilities Responsibilities of 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 Responsibilities of 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 Non-violent Crisis Intervention procedures in situations that warrant 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

#### Responsibilities of Students

- Be in attendance EVERY school day scheduled by the OPSB

- 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

#### ● Report bullying, cyber bullying and sexting Responsibilities of Parents/Legal Guardians

- Read, discuss and support the Student Code of Conduct

- Understand your child's rights and responsibilities

- Teach your child to respect the rights of others

- Make sure your child comes to school every day on time and ready to learn

- Teach your child to respect school property and the property of others

- Recognize that school personnel must enforce the Student Code of Conduct

- Seek available resources to assist and support your child within the school and the community Responsibilities of 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

## **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 Vice Principal of Student Affairs.

2. The Vice Principal of Student Affairs will then complete the LDE Bullying Report Form.

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3. An investigation of complaints and reports will be completed (see “Investigating an Act of Bullying” below).

The Vice Principal of Student Affairs/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 Vice Principal of Student Affairs 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 Vice Principal of Student Affairs 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 Vice Principal of Student Affairs 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 Vice Principal of Student Affairs 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 Vice Principal of Student Affairs 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 Vice Principal of Student Affairs 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**

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## **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.

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 Vice Principal of Student Affairs.

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.

***\*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.***

**School Bus Conduct** A student may be suspended from riding a school bus by the school Principal or Vice Principal of Student Affairs for any Level 2 or Level 3 infraction (below). The school Principal or Vice Principal of Student Affairs 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 suspensions 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.

## **Suspension of Students from Programs**

Participation in athletics and other programs is a privilege, not a right. Coaches and sponsors have the authority to suspend students from their programs for serious violations of the program rules, school rules, and/or school district rules,

particularly on field trips. 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.

## 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.

## 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 1 Infractions: Non-Suspendable Offenses**

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

### **Level 2 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.

### **Level 3 Infractions: Expellable Offenses**

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.

## Level 1 Infractions: Non Suspendable Offenses

Level 1 infractions are incidents that occur in school buildings or grounds, or at school activities, that are the responsibility of the teacher or principal to address through corrective strategies. A student may not be given an out-of-school suspension for Level 1 infractions.

- 1.01 Boarding and de-boarding school transportation at incorrect stop
- 1.02 Horseplay
- 1.03 Entering an off-limits or restricted area
- 1.04 Habitual tardiness and/or absenteeism
- 1.05 Eating/drinking during prohibited times
- 1.06 Skipping class/school
- 1.07 Dress code violation
- 1.08 Not having proper materials or supplies for class
- 1.09 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 for Level 1 Infractions**

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 2 Infractions: Suspendable Offenses

Level 2 infractions are incidents that occur in school buildings or grounds or at school activities that threaten safety or interfere with learning. A student may be given an out- of-school suspension for Level 2 infractions; however, The New Orleans Charter Science and Math High School should use the corrective strategies listed on the previous page whenever possible. A Disciplinary Conference with the Student Hearing Officer is also a possible corrective strategy for Level 2 offenses when prior interventions at the school site have not resulted in positive change. (Refer to Disciplinary Conference Procedures.)

2.01 Intentionally or habitually failing to attend detention or in-school suspension

2.02 Possessing or using tobacco and/or possession of a lighter

2.03 Using or possessing alcohol

2.04 Leaving school bus without permission

2.05 Using objects dangerously or inappropriately to harm others or damage property

2.06 Vandalism to school property or school bus

2.07 Leaving school and/or classroom without permission

2.08 Gambling

2.09 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 (one-on-one or groups)

2.12 Bullying\*

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

**A Principal or Vice Principal of Student Affairs 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.**

\*"Bullying" (see bullying section on page 32)

## Level 3 Infractions: Expellable Offensives and Interventions

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 One Offenses and Interventions:*

#### **Tier One Offenses 2017-18: Expellable for up to Two Semesters**

- Distributing, selling, giving, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous substances Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body\*
- Carrying, possessing, or using a firearm\*\*, knife with a blade of two inches or longer\*\*\*, or any other instrument the purpose of which is lethal force
- Sexual assault and other sexual acts where the ability of one party to consent is compromised by age, intellectual ability, intoxication, or incapacitation
- Intentional battery or assault on any individual using a weapon or which causes serious, documentable injury that necessitates medical care
  - Engaging in an intentional physical altercation with a member of the school staff that does not rise to the level of battery; does not involve using a weapon; and does not result in serious, documentable injury necessitating medical care

#### Tier One Interventions 2017-18:

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 One offense or a second Tier Two offense and is found

guilty, the consequences range as follows:

- Removal to an alternative school or program for up to two semesters 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 two semesters plus the remainder of the current semester where the student can be sent to an alternative school by committing another Tier One or Two offense
- 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 \*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).

### *Tier Two Offenses and Interventions:*

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

#### **Tier Two Offenses 2017-18: 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 Two Interventions 2017-18:
- 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**

### *Tier Three Offenses and Interventions:*

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

#### **Tier Three Offenses 2017-18: 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 Three Interventions 2017-18:  
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**

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, Vice Principal of Student Affairs 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, Vice Principal of Student Affairs, or designee still chooses to suspend the student, the Principal, Vice Principal of Student Affairs or designee will contact the student's parent/guardian by phone, email, or mail. The Principal, Vice Principal of Student Affairs 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, Vice Principal of Student Affairs 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, Vice Principal of Student Affairs 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 pre-determined 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 Vice Principal of Student Affairs 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 Vice Principal of Student Affairs 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.*

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 Vice Principal of Student Affairs 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 Vice Principal of Student Affairs 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:

- The student
- The student's parents/guardians
- An additional person of the student's/parents'/guardians' choosing to represent the student
- The student's Principal or Vice Principal of Student Affairs (may include teacher or school staff witnessing the incident)
- Person victimized by the student (school must inform victim(s) and/or parents of the victim(s) of hearing time and place)
  - 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.



## Expulsion Procedures (Level 3 Infractions)

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 Vice Principal of Student Affairs 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.

- 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).

- If the Principal or Vice Principal of Student Affairs chooses to not 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:

- notifying the parent/guardian of minors of the misbehavior and recommendation for expulsion;

- allowing the student to tell his or her side of the story; and
- mailing a copy of the incident report home to the parent/guardian of minors.

6) When the SHO receives the paperwork, the Principal or Vice Principal of Student Affairs 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.

- 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.

- 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:

- The student
- The student's parents/guardians
- An additional person of the student's/parents'/guardians' choosing to represent the student
- The student's principal or designee (may include teacher or school staff witnessing the incident)
- Person victimized by the student (school must inform victim(s) and/or parents of the victim(s) of hearing time and place)
  - 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.

- If the student is found guilty, the expulsion will begin immediately.
- 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.
- 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.
- At the hearing, the Hearing Officer, in concert with the sending school, will determine the student's eligibility 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) school 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

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- 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 504-373-6200, extension 20041.

## Academic Policies

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 1/2 Unit Health

1 1/2 Unit PE

PE/Health 1/2 Unit Health

1 1/2 Unit PE

Fine Arts 1 Unit Jump Start Career Courses 9 units

Electives 3 Units Successful completion of credentials required for pathway.

\*These courses are not required by the state of Louisiana, however New Orleans Charter Science and Mathematics High School expects students to complete these courses as part of a well-rounded education.

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.

Total Credits Earned

Classes Completed

Freshman 0-5.5

credits

N/A

Sophomore

6-11.5 credits

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

credits

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 credits

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%)





Letter grades and GPA are determined according to the following scale:

#### LETTER AND PERCENT GRADING SCALE

% Grade

Letter Grade

GPA Points (regular classes)

GPA Points (AP and some honors classes)

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

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:

#### HONOR ROLL:

3.0-3.49 gpa Honor Roll

3.5-3.99 GPA High Honor Roll

4.00+ GPA Principal's Honor Roll

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 two weeks 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 two weeks of school. 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 semester 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 Career and Counseling department.

### **Early Release / Dual Enrollment Policy**

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 have:

- 2.5 GPA according to STS and a 20 on the ACT, or
- 2.5 GPA according to STS and documentation of sustained employment of at least 10 hours a week.
- o Students document employment by obtaining a manager's signature on a

Work Release Form and producing a paystub.

Seniors qualify for dual enrollment if they have:

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- 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.

## Study Hall Policy

Seniors may request a study hall period if:

- they are enrolled in two or more AP classes, or
- they have a demonstrable hardship that interferes with their academic responsibilities.

Students who have work release, dual enrollment, a study skills course, or early release generally do not qualify for a study hall.

Requests for a study hall must be made either before or during the first two weeks of the semester.

## 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 they have:

- 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 two weeks of the semester.

## 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.

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.

Below is the typical progression of consequences.

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First Offense • 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 • 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)

- 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 suspension

Fourth Offense (or failure to complete consequences for Third Offense)

- 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 suspension

## Advisory

What is ADVISORY?

Advisory builds our academic achievement.

Advisory is fun and personally rewarding.

Advisory helps us make decisions with integrity.

Advisory is a class and .5 credit can be earned.

Advisory reminds us to persevere in the face of challenges.

Advisory focuses on increased critical thinking.

Advisory makes us leaders in our community.

Advisory meets every day for announcements, detention notifications, rewards, grades, competitions, agenda checks, and much more.

*Advisory is your Sci High family.*

## Smart Lunch

SMART is an excellent time to learn new skills, refine your skills, get academic support, teach your peers, get to know teachers in a different way, and have a fun mid-day break in classroom routine. SMART stands for: Students, Maximizing, Achievement, Relationships, and Time.

- Everyone has a 30 minute SMART period for assigned academic assistance or enrichment clubs Wednesdays and Fridays.
- If you get a failing grade in a class you will be assigned to weekly tutoring in place of an enrichment activity during SMART. If your grade is no longer an F at the end of the 4 week cycle you can go back into the enrichment club - if you are still failing you must stay in tutoring for an additional 4 weeks.

## 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.doa.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.

Contact Directory

**NOCSMHS Front Office**

5625 Loyola Ave New Orleans, Louisiana 70115

Phone: 504-324-7061 Fax: 504-309-4178

[www.noscihigh.org](http://www.noscihigh.org)

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## Advocates for Science and Mathematics Board Members

mkznola@gmail.com

jcaverly@stonepigman.com

deborahaanderson@gmail.com

joe.daschbach@gmail.com

joancoulter68@gmail.com

schniedj@bellsouth.net

jolivergoodwin@gmail.com

jafallon@cox.net

cathysglaser@gmail.com

jeff.clayman@phelps.com

elandry@entergy.com

mkparsons123@cox.net

shannon@fazandeconsulting.com