



Student and Family Handbook 2018-2019

Acknowledgements:

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Baton Rouge
College Preparatory
Charter School



July 30, 2018

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Dear **Baton Rouge College Prep** Students and Families:

Hello! We are honored to welcome you to Baton Rouge College Preparatory Charter School. The following pages will help you become familiar with school procedures, policies, and practices and should serve as a resource for students and parents from the first day of school through the last. We strongly encourage families to read through the handbook very carefully.

While we cannot say this handbook will answer all of your questions, we do know there is a lot of valuable information in here. In fact, read it twice or even three times. We're sure that your success as a BRCP student will be that much greater as you become more and more familiar with the school.

In this handbook, you'll learn a lot of different things about Baton Rouge College Preparatory Charter School; most importantly, your responsibilities as students. We expect a lot from you. In turn, you can expect a lot from us. As BRCP is in its early years, you have the opportunity to contribute to the growth, development, and culture of the school. That's exciting. We know you'll make the most of it.

Remember, if you ever have any questions, or feel unsure about what to do or where to go, ask any teacher or staff member. We're sure they'll have the answer. We hope you enjoy learning about your school and look forward to a wonderful year with you.

Sincerely,

The Faculty and Staff
Baton Rouge College Preparatory Charter School

Please note that additions and changes to school policies and this Handbook may be made during the year through correspondence with students and/or families.

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Mission, Beliefs, and Values

The Home and School Partnership

At Baton Rouge College Prep, we do everything we can to ensure that your student succeeds academically and socially. We know that success is not possible without the dedication and support of our students' parents, guardians, family, and friends. All of us must work together to provide the very best education for Baton Rouge College Prep students. Home is a child's first classroom and a parent is a child's first teacher. When our students see how dedicated you are to our school and its values, they will be inspired to model that same level of dedication and commitment to our shared values. To model them yourself, you need to know what our mission and values are.

Mission and Vision

Baton Rouge College Preparatory Charter School equips all students with the knowledge, skills, and character necessary to excel in college and in life.

At Baton Rouge College Prep, all of our students are on the path to and through college. Everything in our program is designed to ensure this reality, starting with setting each student on the path to enter and excel in a high performing high school.

Core Values

Our **Purpose FIRST** core values form the center of our school culture at Baton Rouge College Prep, helping us to ensure that all students are prepared for success in college and beyond. Purpose FIRST outlines these values, but the acronym, FIRST, also explains how students can set ambitious goals and work hard to reach them. Purpose, by definition, is something that drives us toward excellence. We want our students to be ready to face any challenge that comes their way. We know by working hard and showing Purpose FIRST, they will be prepared to tackle any challenge that might cross their path. These values are integrated into all aspects of the school design and create a shared community of success.

- **Focus:** We keep our eye on what is most important: learning and growth. We put our time and energy toward the things that help us grow.
- **Integrity:** We do the right thing, even when no one is looking or when it is hard. We do our best in every endeavor.
- **Respect:** We treat ourselves, others, and our environment with respect and care. We seek to understand.
- **Self-Determination:** We take responsibility for our actions and their impact. We persevere through challenges.
- **Teamwork:** We are supportive of each other's learning, loyal to one another, and care for each other. We collaborate inside and outside of the classroom to maximize our shared knowledge and bring greater value to one another.

School Policies and Procedures

Hours of Operation

The Baton Rouge College Prep school day is extended to permit your student math, literacy, advisory, and extra help every day, as well as science, social studies, and a range of elective courses multiple times per week. Monday, Tuesday, Thursday, and Friday, the regular school day is from 7:45 a.m. -- 3:30 p.m. On Wednesdays, the regular school day is from 7:45 a.m. -- 1:30 p.m.

The school building is open to students at 7:30 a.m. Monday through Friday. We serve breakfast to students between 7:30-7:45 a.m. Students are tardy if they are not inside the doors of the school at 7:45 a.m. The school building closes to all students who are not in a Baton Rouge College Prep after-school activity 15 minutes after 3:30 p.m. on Monday, Tuesday, Thursday, and Friday, and 15 minutes after 1:30 p.m. on Wednesdays.

Communication Between Families and the School

Communication is one of the most valuable tools we have in supporting our students' success. We will communicate with you frequently and in detail about your student's school life and academic progress.

Communication is a two-way street. We need to hear from you early and often about your student. We expect a call if your student is out for the day. We expect a call if you or your student is concerned about his or her academic performance. We expect a call if something happens at home that would be helpful for a student's teacher or advisor or the school leadership to know.

It is vitally important that the school have methods of contacting parents or other family members at all times. This is of critical importance in case of emergency, illness, or behavior requiring immediate family contact. Parents are encouraged to notify the office of moves, changes of home or emergency telephone numbers, and/or places of employment.

What you can expect from us:

Weekly Newsletters and Prep Statements:

- Each week, families will receive a newsletter and student Prep Statement. The newsletter will include announcements and updates. The Prep Statement will include current paycheck amounts, attendance updates, and current grades. If you do not receive a weekly newsletter, please ask your student and, if he or she has not received it, please reach out to the school. To ensure that you receive this critical information each week, we ask that you sign each Prep Statement. We explain to students that it is their responsibility to ensure that you get this information, why it is important, and that we hold them accountable for getting the information to you.
- If you do not receive a Prep Statement, please first discuss with your student, then call the school.
- It is our goal that families should not be surprised by students' performance in school. If you have questions or concerns about anything, please contact the school immediately.

Access to Student Grades, Attendance, Behavior, and Classwork

- We will send you log-in information for the following platforms:
 - PowerSchool. PowerSchool will allow you to see student grades in real time.
 - DeansList. DeansList will allow you to see student attendance and behavior in real time.

- Google Classroom. Google Classroom will allow you to see classwork and homework postings from teachers.
- If you lose your log-in information, please contact the main office so we can provide you with the information.

Regular Communications

- The School, grade level teams, advisors, coaches, and classroom teachers will use the Remind communication system for two-way communication of reminders, announcements, positive and concerning trends via text, email, and phone call.
- One of our goals is to ensure that all parents are being contacted by teachers with a frequency that is both sustainable and relevant. Ideally, families should receive personal contact, on average, once a month.

Quarterly Report Card Pick Up

- Quarterly, the school will produce a report card which outlines students' performance over the past 6-8 weeks in grades, attendance, homework, behavior, and standardized tests.
- In order to ensure communication about this performance, the following will happen each quarter:
 - The school will send home the report card with the student.
 - The student's advisor will meet individually with them to discuss progress toward goals.
 - You will be invited to the school for an in-person conference with teachers.

Parent/Family Nights

- Baton Rouge College Prep holds regular family events where all students and their families are welcomed, but not required to attend.
- These events are a great opportunity to come have fun with the whole family and get to know teachers and fellow families a bit better.
- Examples of family night themes include: Math Night, International Night, Movie Night, Christmas Cookie Decorating Party, Thanksgiving Potluck, Literacy Night, etc.
- All families are invited to serve as part of the Parent Teacher Advisory. This team meets monthly to provide guidance and support for the school.

Additional Communication

In addition to the standard communication expectations outlined above, families should feel comfortable reaching out to staff whenever they have questions or concerns. Schools will distribute contact information for teachers and leadership at the beginning of each year. If you are ever confused about whom to speak to, please contact the main office and they will be happy to connect you to the appropriate person. Our internal commitment is that all non-emergency calls and emails are responded to within 48 hours of receipt.

School Closings

In the event of inclement weather, Baton Rouge College Prep will follow East Baton Rouge Parish School System's decision to close school. If EBR Schools are closed due to inclement weather, then Baton Rouge College Prep is closed. School closings for Baton Rouge College Prep are announced via the school's

website, robocalls and texts, and on both the local news channels and local radio stations. It is the responsibility of parents/guardians and students to access this information.

Attendance Policy

In order to achieve our ambitious goals, students at Baton Rouge College Prep must be in school, ready to learn every single day. Regular attendance is mandatory and poor attendance will not be tolerated. Preparing for college takes a substantial amount of time and hard work. As such, every single day counts at Baton Rouge College Prep.

Our students can only be successful if they are present at school and ready to learn. Our goals are ambitious, our work is rigorous and cumulative, and every day is essential for students to keep pace. Missing school does not only impact the time missed; it also impacts students' ability to catch up once they return. Regular attendance at school is therefore mandatory and vital for every student.

If a student is absent for the first ten days of school, or at least ten consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that student may lose his or her seat and be considered un-enrolled from the school.

According to Louisiana law, all students under 17 are expected to be in school. If a student has one or more unexcused absences, the parent/guardian can expect the school to take one or more of the following actions:

- Phone call or letter to parent/guardian
- Parent/guardian conference at the school
- Parent/guardian conference or home visit with the school truancy officer

A student may be considered truant and referred to the Child Welfare and Attendance Personnel by the school truancy officer when the student has had five (5) unexcused absences in one semester, and the school has made all reasonable efforts to correct the student's attendance problem.

Students who miss more than 10 days of school in a school year will be considered "promotion in doubt" and may not advance to the next grade level, according to the Louisiana compulsory attendance law.

Communication of Absences

Families should communicate with the school about any attendance issues in advance, including sickness. This enables the school to plan and prepare for the student's absence. For any student not in school as of 8:00 a.m., families will receive an attendance phone call.

Families can receive regular communication regarding attendance on all paychecks, progress reports, and report cards. Real-time attendance data is also available on DeansList.

Students who are absent or have an incomplete day from school cannot attend school events, dances, or other school-sponsored activities on the day of the absence, unless the school has given advance permission. For weekend events, students must be present at the school on Friday to be eligible to attend.

Tardies

Students are expected to be inside the doors of the school, in full uniform, at or before 7:45 a.m. Students arriving after 7:45 a.m. are marked tardy. Excessive tardies may result in a truancy referral. Tardies due to traffic, family emergencies, etc., are not excused.

Coming Late to School or Leaving Early

Students who arrive to school after advisory begins and/or miss up to two full class periods are considered as having an Incomplete Day. This policy applies to both late arrivals and early dismissals. Two incomplete days are counted on a student's record as one absence.

Parents/guardians should contact the school in advance and provide a signed note to the school explaining the situation in order for a student to be dismissed early from school. In addition, the parent or guardian must sign the student out from the Main Office before removing the student from school grounds. Students will not be dismissed unless the parent or guardian has physically come to the Main Office. Notification regarding early dismissals should be made as far in advance as possible. Early dismissal requests for pickup after 2:30 p.m. will not be granted.

For their own safety, students must be picked up by a parent, guardian, or designated emergency contact person in order to be dismissed prior to 2:30 p.m. A note or phone call requesting that a student be dismissed on his/her own is insufficient and will not be honored. This policy applies to all early dismissals, including those for appointments and illness.

Likewise, if a student needs to be sent home due to a behavioral infraction or illness, a parent/guardian must come to the school, meet with the principal and/or dean if necessary, and remove the student from school grounds. Incomplete Day consequences apply in these cases.

Excused Absences

Absences, late arrivals and early pick-ups will not be excused, except for the following situations as required by Louisiana state attendance laws.

Acceptable Excuse	Documentation Required
Illness	Note from doctor (required for absences of more than 2 days)
Religious observance	Official letter from religious organization
Court subpoena	Appropriate documentation
Extreme family emergency (death or medical emergency of immediate family member)	Note from doctor
Natural catastrophe and/or disaster	Appropriate documentation
Travel for education that is approved in advance	Appropriate documentation
Other extreme emergency approved by Principal	Official documentation

Written statements from a parent, legal guardian, or physician stating a reason for absences shall be given to proper personnel the day after the student returns to school. The number of parental statements for absences is limited to five (5) each school year.

Absences due to weather, transportation issues, parent illness, and family vacation will count as unexcused absences.

Parents are strongly encouraged to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. Parents are requested to notify the school office in advance.

Students may be temporarily excused from attendance due to the following enumerated extenuating circumstances that are verified by the Truancy Coordinator.

- a. Extended personal physical or emotional illness in which a student is absent for three or more consecutive school days as verified by a physician or nurse practitioner licensed in the state.
- b. Extended hospital stay in which a student is absent for three or more consecutive school days as verified by a physician or dentist.
- c. Extended recuperation from an accident in which a student is absent for three or more consecutive school days as verified by a physician, dentist, or nurse practitioner licensed in the state.
- d. Extended contagious disease within a family in which a student is absent for three or more consecutive days as verified by a physician licensed in the state.
- e. Visit with the parent prior to a parent's military overseas deployment to a combat zone or combat support posting or during parent's leave, not to exceed five school days. See La R.S. 17:226.

Makeup Work

An absence from school, even for several days, does not excuse students from their responsibilities in the classroom. Students granted excused absences for the above reasons shall be allowed to make up any school work which was missed. It is the student's responsibility to request and complete make-up work for days missed due to excused absences. Requests for make-up work should occur on the day the student returns to school. Students will have the same number of days that they were absent to make up missed work.

Unexcused Absences

An unexcused absence is any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to, out of school suspensions and absences due to any job (including agriculture and domestic services, even if in their own homes or for their own parents or tutors) unless it is part of an approved instructional program.

- a. 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 and receiving grades or credit. Students who are suspended out of school have the right to receive school work from the school for the days the student was suspended. The student is responsible for completing the assigned work.
- b. Any other type of absence counted as an "unexcused absence" may be counted against a student for the purpose 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 choose to do so.
- c. If a student is absent for any special circumstance other than the ones listed in this section that the parent/guardian believe 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 principal or his/her designee.

Truancy

The Family and Youth Service Center (FYSC) provides prevention services to children who are at risk of becoming truant or dropouts. A truant is a student, 7 through 17 years of age, who does not attend school. The failure to attend school may occur with or without the permission or knowledge of a parent or legal guardian. A student is considered truant when he or she has no justifiable excuse for being absent from school. Truancy shows a deliberate disregard for the educational program and is considered a serious matter. If a student is truant, (1) a record of the truancy will be entered into the student file; (2) a conference with the parents/guardian will be held; (3) the student will be reported to the Family and Youth Service Center.

The Family and Youth Services Center is located at 1120 Government St. Truants can be reported by calling (225) 226-7690 between the hours of 7:00 a.m. and 3:30 p.m.

Truancy Referrals: Parent/guardian and the public are encouraged to call Baton Rouge College Prep to report any Baton Rouge College Prep student suspected as student. If the school has knowledge of a student being truant, we may report the information to the Family and Youth Service Center at (225) 226-7690. A police officer on duty may pick up students who are found on the street during school hours.

Truancy Penalties: Students who refuse to attend school on a regular basis without a legal excuse will be referred to the Family and Youth Service Center. If the student's attendance does not improve, his/her case could be brought before a juvenile court judge for further review. A student can be referred to the juvenile court system for non-attendance. **As few as five (5) unexcused absences or five (5) unexcused tardies could result in the ruling of habitual truancy.**

It is a violation of the Louisiana compulsory attendance law for a parent/guardian to allow his/her children to miss school without a valid excuse. A parent/guardian who violates the compulsory school attendance law may be fined up to \$250.00 and/or sentenced to thirty (30) days in jail. The court shall impose a minimum condition of probation which may include the parent, tutor, or other person having control or charge of the child participate in forty (40) hours of school or community service activities, or a combination of service and attendance in parenting classes or family counseling or suspension of any state issued recreational license (e.g., hunting, fishing).

Habitual Truancy: According to state law R.S. 17:233(B)(1), a student is considered habitually absent or tardy if, despite all reasonable efforts, a student has 5 unexcused absences or 5 unexcused tardies within any school semester. Once a student is considered habitually absent or tardy, they will be referred to municipal court for further action.

Transportation Plans

During registration, families will be asked to complete a transportation plan form to indicate how students will get to and from school each day. It is critically important that if there are changes to

this plan, families communicate with the school as soon as possible.

Specifically, if a permanent change is being made to a student's transportation plan, families should call the main office or send a written notice of the changes with at least 24 hours' notice.

If families are making a modification to a single day's transportation, they can communicate that in one of two ways. First, they can send a written, signed note with the student at the beginning of the day. The student should give that notice to their advisory teacher in the morning. Second, the family can call the front office. If the family is making a call, that call should be placed before 2:30 p.m. on regular dismissal days and before 12:30 p.m. on early dismissal days to ensure that ample time is provided to communicate changes to transportation. The school cannot ensure that calls received after these timeframes will be communicated to the student, in which case, they will proceed with their normal transportation plan.

Leaving Campus

Students are not permitted to leave campus once they are inside the building. Leaving the campus (school) without authorization is considered skipping or cutting class and may result, at a minimum, in a suspension.

Food Service

Baton Rouge College Prep provides breakfast, lunch, and snack food service for its students. The school participates in the National School Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible students. At the beginning of the school year, each family will receive a letter describing eligibility and an application to participate in the program. As a part of the enrollment process families are REQUIRED to complete and return this form – regardless of whether or not they participate in the food program. Should family circumstances change during the school year, please contact the school to reapply.

Families of students who have particular dietary restrictions should alert the Principal and Director of Operations as early in the school year as possible.

In order for students to engage in the rigorous academic program at Baton Rouge College Prep, it is important that students have healthy, balanced meals. As such, families who decide to provide lunch from home must comply with the following guidelines. If your student is out of compliance with these requirements, inappropriate food items will be confiscated.

Suggested items for a nutritiously packed lunch:

- Water, juice boxes/bags (including Capri sun or similar), 100% juice
- A sandwich, soup or other main dish
- Crackers or 100 calorie pack snack
- Sun chips, pretzels, or baked chip varieties
- Fruit and/or vegetables

School Supplies

The school supply list indicating what students will need at Baton Rouge College Prep is provided to families at the beginning of the school year. Some school supplies will be provided by the school as part of our basic organizational systems. All students should carry a backpack for transporting materials securely to and from school.

Non-Essential Items

Baton Rouge College Prep seeks to establish and maintain an environment focused on learning. Students should not bring non-essential, distracting, or inappropriate items to school. Although Baton Rouge College Prep prides itself on being very safe, the school does not accept responsibility for any missing items of value, including but not limited to toys, iPods, cell phones, etc. Students who bring inappropriate items to school which are seen will have such items confiscated and consequences will be imposed according to the student code of conduct. Examples include:

- Pointed hair care items, including but not limited to rat-tail combs, hair sponges, metal picks.
- Scented products, including but not limited to perfume, cologne, body spray, and scented lotion.
- Personal grooming products, including but not limited to hairspray, nail polish, or cosmetic makeup.
- Non-essential items, including but not limited to lasers, compasses, scissors, rubber bands, toys, or electronics of any kind.
- Food and beverage items, including but not limited to snacks, gum, cold drinks, sports drinks, sunflower seeds, or candy. Students may bring a water bottle to remain hydrated in class and students may bring their own lunch.

The school reserves the right to add to this list as concerns or problems arise. The determination of which items are non-essential, distracting, or inappropriate shall be made by the principal or his/her designee.

School Property

Baton Rouge College Prep expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment including all technology, books and any other material possessions of Baton Rouge College Prep. Intentional actions to damage or harm school property may lead to a suspension or an expulsion hearing. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or completing community service determined at the discretion of Baton Rouge College Prep and the Principal or designee.

Cell Phones and Electronic Devices

Many parents wish to have their students bring cell phones with them to school so that they can contact them after dismissal. Students may bring cell phones to school; however, students should put cell phones in an internal pouch in their backpacks and ensure they are turned off or batteries have been removed. Students who have cell phones on their person or whose cell phones go off during school time, will have them confiscated and consequences will be imposed according to the student code of conduct. Baton Rouge College Prep does not accept responsibility for any missing items of value, including cell phones.

The first time a student is found with an electronic device in his or her possession or the electronic device goes off during the school day, the device will be taken, the parent/guardian will be notified of the infraction, and the parent/guardian will be required to come to school to retain possession of the device.

The second time a student is found with an electronic device in his or her possession or the electronic device goes off during the school day, the parent/guardian will be notified of the infraction, and the device will be returned to the last day of the current school year. Baton Rouge College Prep is not responsible for any electronic devices possessed by a student.

Distribution of Published Materials or Documents

Publications prepared by and for the school may be posted or distributed to the greater community, with prior approval by the Principal. Such items may include school posters, brochures, newsletters, murals, etc. All school publications are under the supervision of a teacher, sponsor, and the Principal.

Unless a student obtains specific prior approval from the Principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus. Materials displayed without this approval will be removed.

Academics and Grading

Academic Standards

As a college-preparatory secondary school, Baton Rouge College Prep has the highest academic standards for all students. It is expected that students will take challenging classes, complete high-quality work promptly both at school and at home, study for and perform well on exams, and receive excellent support from the teaching staff through tutoring and summer school if necessary. The highest effort from students, teachers, and parents/guardians is necessary to reach this goal.

Grading Policy

Grades are an important tool in communicating a student's current levels of performance, and in determining readiness for promotion to the next grade level.

Grading Scale

Grades that fall at or above 67% are considered passing. Grades that fall below 67% are considered failing. The grading scale is as follows:

A	93-100%
B	85-92%
C	75-84%
D	67-74%
F	<67%

Grading Policy

The school year is broken into 4 quarters. At the end of each quarter, students receive a grade in each class. Each quarter, those grades will be comprised of three categories:

- **Habits of Work: 20% of overall grade**
Habits of Work are assessed by students and monitored by teachers. These habits encompass the essential qualities of learners: punctuality, preparedness, participation, focus, quality work, and diligent completion of homework.
- **Formative Assessments: 40-60% of overall grade**
The formative assessment category measures ongoing progress toward student mastery of a subject's skill and content standards, as determined by performance on ongoing assessments as well as objective-specific class work or homework. Examples of formative assessments include quizzes, exit tickets and graded homework are entered in this category.
- **Summative Assessments: 20-40% of overall grade**
The summative assessment category measures student mastery on summative assessments. The only items entered in this category are mid-unit assessments, end of unit assessments, and final projects.

Students' end-of-year grades are calculated by quarters, the final grade being an average of all four quarters. A grade of F for two quarters may result in the need to repeat the course or attend summer school for that class. Students must earn a D or higher in the 4th quarter to pass a class. Please see the Baton Rouge College Prep Pupil Progression Plan for further information.

Extra Credit

It is the policy of Baton Rouge College Prep that no extra credit assignments may be given at any time.

Homework Policy

Homework is an essential component of Baton Rouge College Prep's academic program. While teachers and students work hard during school time, it is critical that students practice independently so that they continue to build stamina and mastery. Homework is one way we ensure that happens.

To ensure that homework is done consistently and accurately, there are several systems in place to set students up for success. Our goal is to teach students how to be successful in organizing homework, asking for help in advance, and turning in their work on time.

Please ensure that your child is completing his or her homework each night. We recommend setting aside a quiet, distraction-free (no television, no video games) area in your home for your student to work in. Your student should have all homework assignments listed on their agenda inside their school binder. Once a student has completed his or her homework, you should look through it to ensure that the student followed directions, did their best work, and completed all required exercises as listed on the agenda.

Parents should sign off on all student homework in order for the student to receive credit.

Please do not complete your student's homework for him or her. Homework is an opportunity for your student to practice what he or she learned in class, reinforce core skills, or prepare for an upcoming class.

If well-meaning parents or guardians complete a student's work for them, the student loses the opportunity to practice and learn.

Independent Reading

In addition to reviewing a student's homework, we expect parents to ensure that students read every night and record their reading in the assigned reading log or dialectical journal. Completing the reading log should be a pleasant experience for you and your student, because reading is fun and enjoyable. We track how many books our students read and encourage students and families to go above and beyond, reading as many books as possible.

We expect students to read a minimum of 20 minutes per evening. Students who read more do better in school and in life. Parents should sign on the reading log or dialectical journal each night. Teachers check the reading logs and journals on a regular basis for grades and trends in student reading habits.

Promotion Policy

Promotion to the next grade is earned at Baton Rouge College Prep as outlined in the Pupil Progression Plan. Students must take and pass all classes and meet attendance requirements in order to be considered for promotion to the next grade level. If students attend fewer than 167 school days in a single school year, students have failed attendance. In all academic classes, any grade lower than a 67% is considered a failing grade.

The Baton Rouge College Prep School Building Level Committee (SBLC) will review records of students in grades 6 and 7 who do not meet the promotional guidelines. The team will prescribe additional interventions in the summer, such as, but not limited to, extended year programs, individual tutoring, and/or group tutoring. By the first day of school for students, the team will determine if the student successfully completed the prescribed plan and is eligible for promotion.

Students in 8th grade have state-mandated high-stakes tests and must meet standards for passing classes and meeting attendance requirements. They must also meet all promotional requirements related to state testing.

Automatic Retention

Students who earn a failing final grade in **more than two** classes will be automatically retained. Specific provisions of an Individual Education Plan (IEP) may amend promotion or retention criteria, on a case-by-case basis. Students who qualify for Automatic Retention will repeat the grade.

Dress Code

Baton Rouge College Prep believes that the way we dress impacts the way we feel; as such, we have a dress code that allows students to demonstrate professionalism, school spirit, and a college-going mindset. The dress code applies during all school days and during all school-sponsored events (unless otherwise stated in writing by the school).

The dress code has been adopted to improve the educational environment for all students. Specifically, we have instituted a dress code to prepare students to act and dress as students, to foster a sense of school identity and community, to eliminate unnecessary energy spent on brand name clothing and image, to increase security and safety in the building, and to reduce the cost of clothing families need to purchase each school year.

Enforcement of the Dress Code

It is the goal of the school to develop student responsibility, professionalism, and a strong self-image and personal pride. Our dress code also makes things easier for parents and students. We have made every effort to be clear about this policy and to be consistent in its enforcement. Families who have questions or concerns should contact the school immediately for clarification.

The dress code – like all school policies – is strictly enforced. Students are held accountable by school staff to maintain the dress code. Teachers and leaders partner with families to ensure every student is in full uniform each day.

Infractions of the dress code will result in consequences. Students must be in full, correct uniform to attend class. Students who are out of dress code in the morning in an unfixable way (e.g., wrong shirt, inappropriately sized clothing, missing a belt) will be allowed to report to class after the uniform violation is fixed. The parent will be required to bring the appropriate item before the student reports to class. Some items may be available, on a limited basis, for student “rental”.

Fixable infractions (e.g. untucked shirt) will be addressed using redirection and the code of conduct. Inappropriate items (e.g. oversize earrings, wrong layering item) will be confiscated.

Some exceptions may be made for religious beliefs or medical conditions, but in either case, parents must make arrangements for such exceptions with school administrators in advance.

Purchase of Clothing

All shirts, layering items, and PE uniforms for the Baton Rouge College Prep uniform are available for purchase at Fashion Era, 7011 Florida Blvd. These items must be pre-purchased to ensure arrival before the start of the school year. We offer payment via cash, check, or credit card. Families may do layaway at Fashion Era if needed. Families may purchase uniform bottoms from the store of choice. We also offer uniform assistance. For families in need of uniform assistance, please contact the school for further information.

Dress Code Requirements

Monday – Thursday Overview:

- School logo collared shirts with appropriate school uniform bottoms
- Optional acceptable layering item for inside buildings and classrooms
- Socks and closed-toe shoes suitable for athletic activity

Friday Overview:

- School logo collared shirts, BR College Prep t-shirt, or college t-shirt with appropriate school uniform bottoms
- Optional acceptable layering item for inside buildings and classrooms
- Students may wear jeans (no visible rips above knee) for \$1
- Socks and closed-toe shoes suitable for athletic activity

Uniform Top Options	Uniform Bottom Options	PE Uniform
<p><i>Collared Shirt (M-F)</i></p> <ul style="list-style-type: none"> • Navy with white stitched logo • Gray with navy stitched logo <p><i>Optional Layering Items (M-F)</i></p> <ul style="list-style-type: none"> • Navy or gray sweater vest with logo • Navy or gray cardigan with logo • Navy or gray crewneck sweatshirt with logo • Navy or gray zip-up (no hood) lightweight jacket with embroidered logo • Plain navy or gray crewneck sweatshirt, fleece, or cardigan (no hoods) <p><i>Optional T-shirts (Friday ONLY)</i></p> <ul style="list-style-type: none"> • Shirt representing college of student’s choice • Dark gray #CollegeBound logo shirt • All students will receive 1 free school t-shirt at beginning of the year with school theme 	<p><i>Uniform Bottoms (M-F)</i></p> <ul style="list-style-type: none"> • Khaki uniform pants, capris, skorts, or shorts • Navy uniform pants, capris, skorts, or shorts • All bottoms with belt loops must be paired with a neutral belt • All skorts, skirts, and shorts should be appropriate length – neither too short nor too long <p><i>Optional Jeans (Friday ONLY)</i></p> <ul style="list-style-type: none"> • Jeans may be worn on Fridays for \$1 • Appropriate fit • No rips above knee • Denim only – no sweatpants, joggers, or leggings 	<p><i>PE Uniform (M-F)</i></p> <ul style="list-style-type: none"> • BRCP “Property Of” gray t-shirt and navy shorts • Students may wear BRCP Ram logo gray shirt and navy shorts from prior year • <u>Only</u> to be worn during PE class

General Clothing Expectations:

- Clothing must be sized appropriately. What is too big or too small will be determined in the sole discretion of the staff.
- Students may not wear clothing with logos, unless it is the school’s logo.
- Students may not alter their clothing in any way (ie: writing, drawing, cutting, fraying, dying, etc).
- Skorts, shorts, and skirts must be appropriate length and no slit may come too high. What is considered “too high” will be determined in the sole discretion of the staff.
- Students may not wear khaki pants that are low-rise, flare, bell-bottom, cargo (more than two front pockets and two back pockets), carpenter, wide-legged, overly tight or baggy, or made of denim or corduroy.
- Belt buckles must be solid color metal (silver, gold, etc.). Buckles may not be oversized or in distracting shapes or designs (i.e. glittered, heart-shaped, etc.). What is considered over-sized or distracting will be determined in the sole discretion of the staff.
- Clothing with significant rips or stains should be replaced.

Sweatshirts/Coats/Jackets:

- While students are not required to wear these items during the school day, we do recommend that each student own a crewneck, fleece, or cardigan to ensure they are comfortable in class, as temperatures can fluctuate slightly.
- Students may wear crewneck, fleece or cardigan sweatshirts with or without the school's logo. Branded items (e.g. Nike, Columbia, Aeropostale) may have a small logo on one side.
- Items with a large logo on chest (e.g. Gap) may not be worn. All layering items must be solid **NAVY BLUE or GRAY**.
- Hoods on layering items worn inside the building are not allowed.
- Outside jackets may not be worn inside the building.
- While appropriate items are available at Fashion Era, students may purchase these items from any vendor so long as they are in compliance with this policy.

Accessories and Makeup:

- Girls only may wear earrings only in the lower ear lobes. Earrings must be professional stud earrings and smaller than the size of a US quarter.
- Visible body piercings, facial piercings or tongue piercings or Band-Aids covering piercings are not permitted. All necklaces must be tucked inside the shirt.
- No makeup is permitted. Perfume, lotion or any other cosmetics do not belong in classrooms.
- Wristbands, multiple or distracting wrist wear are prohibited.
- Other distracting accessories are not permitted. What is over-sized or distracting is determined in the sole discretion of staff.
- No hats or other head coverings are permitted, including scarves, hairnets, athletic sweatbands, and bandanas anywhere inside a building at any time, except where mandated by legitimate religious requirements.
- Hair can be colored or highlighted only in a natural human hair color. Headbands are permitted but may not be worn across forehead.
- Visible (permanent or non-permanent) tattoos or body markings of any kind are not permitted.

Physical Education Requirements

All students (boys and girls enrolled in a physical education program) will be required to dress in a full physical education uniform available at Fashion Era. Physical Education uniforms include a BRCP PE t-shirt and navy shorts.

Free Dress Day Requirements

At the school administration discretion, students will be awarded free dress day. Students will be issued a free dress pass to be worn the day that student is using privilege. Free dress requirements are as follows:

- No shorts
- No skirts with lengths more than 2 inches above the knee
- No pajama pants
- No sweat pants, joggers, or leggings
- No flip flops, house shoes, thong sandals or slippers
- No backless, bare shoulders or tank tops
- No holes in jeans
- No clothing with obscene language, alcohol, tobacco, skulls, chains, etc.

Conduct

Baton Rouge College Prep has created a Code of Conduct in order to:

- ensure that our school is a respectful space for learning,
- allow students to focus on their learning, and
- prepare students to become responsible, engaged citizens who follow rules set by our communities.

The Code of Conduct describes behaviors that Baton Rouge College Prep considers inappropriate or unacceptable (which we will call “behavioral infractions”) and the consequences of those behaviors.

Conduct Philosophy

Learning is sacred at Baton Rouge College Prep. The level of rigor that is placed in front of students requires a learning environment that is safe and free from distraction. The ability to complete college-level work alone is not enough to succeed in college or life. Students must also demonstrate the ability to make sound choices when faced with adversity. As such, Baton Rouge College Prep maintains equally high standards for conduct as it does for academics.

In order to create the positive environment that leads to learning, we spend multiple days teaching expectations for students at the beginning of the year. We reinforce this teaching throughout the year through lessons on culture and character education, coaching of students, and the paycheck system. Students learn and use the Habits of Work to assume responsibility for and reflect on their classroom habits that promote learning. The school tracks positive and negative behaviors using a “paycheck” that gets sent home to families each week. Students can use the money on their paycheck to purchase items from the school store, gain entry to school celebrations, and participate in special bid events. Families get an update on student behavior with a weekly printed copy of the paycheck. For excellent behavior, the school offers additional incentives and privileges depending on the behavior and the grade level of the student.

The school is responsible for teaching and holding students accountable to these rigorous standards for character development. Specific rules and procedures for character are outlined at Back to School Night for parents, and are communicated to families through school-based communication throughout the school year.

Core Values

At Baton Rouge College Prep, we operate according to five Purpose FIRST core values. These values broadly describe who we are as a school and how we will operate.

Our Purpose is to equip every student with the knowledge, skills, and character necessary to excel in a top-performing high school, college, and life. To achieve this Purpose, all students and staff at Baton Rouge College Prep operate according to our FIRST values.

- **Focus:** We keep our eye on what is most important: learning and growth. We put our time and energy toward the things that help us grow.
- **Integrity:** We do the right thing, even when no one is looking or when it is hard. We do our best in every endeavor.

- **Respect:** We treat ourselves, others, and our environment with respect and care. We seek to understand.
- **Self-Determination:** We take responsibility for our actions and their impact. We persevere through challenges.
- **Teamwork:** We are supportive of each other's learning, loyal to one another, and care for each other. We collaborate inside and outside of the classroom to maximize our shared knowledge and bring greater value to one another.

Habits of Work

All Baton Rouge College Prep students are capable of excellence and significant growth. To achieve our shared purpose and promote learning, students will exhibit strong Habits of Work. We believe that middle school students are highly capable and should be continuously growing their personal responsibility.

Students will use the Habits of Work in every class to set goals for themselves, monitor their actions, and develop the responsible habits necessary for academic and personal excellence. The Habits of Work will also be used as part of the grade in every class, including the daily Advisory class. See **Appendix** for the full Habits of Work rubrics.

Paycheck System

Baton Rouge College Prep has developed a student Paycheck system to provide students, families, and teachers with a frequent, comprehensive report of student performance. A student's weekly Paycheck total is impacted by his/her fulfillment of Behavioral, Academic, and Attendance expectations.

All students receive a Paycheck each Friday. At the beginning of each week, a student's paycheck starts at \$100. Students may increase their Paycheck by exceeding expectations aligned with our core values during a given week, earning professionalism deposits. Students may decrease their Paycheck when they fail to meet expectations by:

- Failing to meet behavioral expectations (e.g., earning unprofessional deductions, detentions, referrals, etc.)
- Failing to meet attendance expectations (e.g., absent)
- Failing to meet academic expectations (e.g., not completing work or homework)

At the end of each week, each student's Paycheck is transferred into the student's Savings Account. Students may use accumulated points from their Paychecks to spend on prizes at the school store or school auctions (e.g., school supplies, lunch or activity with staff, gift certificates, etc.). Over time, the average weekly Paycheck can be used to redeem rewards and participate in school celebrations.

Students with low Paycheck averages lose privileges and receive other consequences such as non-participation in the school store or inability to participate in extra-curricular activities and celebrations.

Celebrating Success

We believe that the greatest reward for students is learning and growth. We also know that students benefit from reinforcement of positive behaviors. We celebrate and reinforce success for our students, large and small.

Examples of successes we celebrate include:

- Attendance – perfect attendance, exemplary attendance
- Academics – grades, performance on assessments, significant improvement
- Behavior – maintaining \$100 or more each week, no referrals
- Growth – significant improvements to academics, attendance, or behavior

Examples of school celebrations of success include, but not limited to:

- Participation in school events (e.g., Wednesday Celebrations, monthly behavior bash, special field trip, school store)
- Additional privileges or treats (e.g. VIP pass, gift certificates, treats)
- Special school swag / uniform upgrades (e.g., t-shirt day, hat day, jacket day)
- Recognition ceremonies (e.g., honor roll breakfast, quarterly recognitions)

Corrective Discipline

The purpose of disciplinary consequences is to ensure that both individual students and the school community maintain complete focus on learning and growth. Inappropriate student behavior not only impacts the individual, but also exacts a cost on the larger school community. Students must understand that they are a part of a larger whole and are accountable to their peers for adhering to the values and expectations of the community. Prompt resolution of problems and student/family solutions to inappropriate behavior is expected.

The following list of behavioral infractions is not comprehensive; it offers examples of inappropriate or unacceptable behaviors. Baton Rouge College Prep has discretion to determine the consequence of behavioral infractions.

A school-related behavioral infraction refers to a violation of this code:

- while the student is on school grounds or school-related transportation,
- during school-sponsored activities and trips,
- during all other school-related events, or
- off of school grounds that results in substantial disruption to the learning environment.

We operate on a fundamental principle of shared mutual respect. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, “smacking” of the teeth, making inappropriate remarks or sounds in response to a request, or questioning a staff person’s action or authority in a disrespectful manner. Ignoring or failing to respond to an adult is also considered disrespectful.

At Baton Rouge College Prep we seek to help students become mature, responsible young adults. To that end, while we will not tolerate disrespect, we do allow for students and staff to express disagreement in a respectful manner. The school has developed routines and procedures that enable students to easily express such disagreement with respect for all involved. Failure to disagree respectfully will result in further consequences.

Enforcement of Baton Rouge College Prep’s Code of Conduct is based upon our focus on learning, respect for the dignity of every member of the school community, and a framework of logical consequences and progressive discipline. We understand that our students are still learning and will make mistakes that need to be addressed. Logical consequences teach students to make amends,

support students' problem-solving skills, and help students develop alternative, more appropriate ways to approach their circumstances. Progressive discipline means that minor infractions result in less severe consequences while larger infractions result in more severe consequences. Furthermore, first-time infractions result in less severe consequences while repeated infractions result in more severe consequences.

Baton Rouge College Prep staff use a variety of consequences to address student misbehavior; we strive to remain consistent to our discipline principles while taking into account the individual situation and individual student. Certain misbehaviors, e.g. actions that disrupt the learning environment, safety violations, legal infractions, or repeated violations will result in an office referral and additional consequences.

Behavioral Consequences

Baton Rouge College Prep may use a range of corrective strategies and consequences to address behavior infractions. These include, but are not limited to:

- Paycheck deduction
- Reflective activity
- Loss of privilege
- Team time-out
- Contact and/or conference with parent/guardian
- Intensive social skills teaching
- Community service
- Supervised work assignment
- Restorative practice
- In-Class Separation (ICS)
- Class, lunch, enrichment, recess, after school, or weekend detention
- Referral to the advisor or grade level team
- Referral to the school counselor and/or social worker
- Check In / Check Out program (CICO)
- Personalized behavior contracts including expected behavior, incentives, and consequences
- School bus suspension (if applicable)
- Parental suspension (parent shadows student on campus)
- Suspension pending parent conference
- In-school suspension
- Out of school suspension (1-10 days)

Suspensions

Infractions that may warrant an Out of School Suspension include, but are not limited to:

- Gross disrespect of a fellow student
- Multiple referrals from class
- Gross disrespect of faculty, staff, visitor, or school transportation provider
- Bullying of any kind, which includes making verbal or physical threats, empty or otherwise
- Fighting or instigating a fight, including verbal aggression or physical contact, even if a fight does not occur
- Damaging, destroying, or stealing personal or school property or attempting to do so (including graffiti)
- Using or possessing tobacco products
- Disrupting In-School Suspension or the dean's office through misbehavior
- Causing a campus disruption
- Committing sexual, racial, or any form of harassment or intimidation
- Using abusive, vulgar, or profane language, gestures, or images

- Setting off false alarms
- Gambling
- Forgery, plagiarism, or cheating (including forging a parent’s signature on school documents or assisting students to cheat)
- Extreme or repeated dishonesty
- Leaving area or school grounds without permission
- The school reserves the right to administer a suspension for any other egregious offense at the Principal’s discretion.

Suspension Procedures

Suspensions may be served in school or out of school at the sole discretion of the Principal or designee. All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion. For Student Code of Conduct infractions that may warrant a suspension or recommendation for expulsion:

1. The school will make every effort to conduct a student conference and thorough school-level investigation within a 24 hour period. Investigation includes taking written statements (or helping with the writing of a statement) from teachers and other students who were witnesses to the incident.
2. Prior to any suspension or recommendation for expulsion, the Principal or designee must inform the student of the “particular” misconduct of which he/she is accused and the basis for the accusation.
3. Prior to any suspension or recommendation for expulsion, the Principal must give the student an opportunity to present his/her version of the incident and ensure the student’s version is in writing. The Principal or designee may call witnesses requested by the student. The Principal shall make a reasonable effort to reach a fair determination of the incident before making any disposition.
4. The school must contact the parent/guardian by telephone on the day of the incident and no later than the following day or send a certified letter giving notice of the suspension, the reason for the suspension, and the date and time of a conference to be conducted within 5 days with the Principal required for the readmission of the student.
5. The school must give the parent/guardian notice in writing of the suspension and the reason for the suspension. The written notification must include information about the parent’s right to review any evidence that will be presented at the Hearing.
6. The student shall remain in school until the end of the school day unless released into the care of a parent/ guardian. No student should be sent home without proper documentation of the particular misconduct and reason for suspension.
7. In extraordinary circumstances, the Principal is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.
8. Any parent/guardian of a suspended student shall have the right to appeal a suspension to the Principal. Please see the section below on Appeal of Suspension for details regarding the process.
9. The school must hold a school-level conference conducted with the Principal and parent/guardian within a reasonable time. All students have the right to fair and reasonable treatment during disciplinary proceedings and the opportunity to present evidence and defend his/her actions. Your child has a right to bring a representative of his/her choice to all disciplinary proceedings. If

a parent encounters a problem with discipline procedures and/or fair student treatment, the parent may contact the Board of Directors.

In the case of danger or a risk of substantial disruption, the student will be removed from the school building and provided notice and the opportunity to present his/her version of the relevant facts as soon as possible.

In the case that a student is assigned a suspension, the student's parent/guardian must immediately come to the school, meet with the Principal and/or Dean, and remove the student from the school building. If the parent/guardian cannot immediately come to the school building, the student will wait in a designated area until the parent/guardian arrives. Written notice will be sent home designating the length of suspension.

Re-Entry from Suspension

In order for a student to re-enter the Baton Rouge College Prep community following a Suspension the following may occur:

- An administrator may contact the parent/guardian to schedule a required re-entry meeting.
- Students who are suspended two or more times may be asked to submit a reasonable and genuine plan for improvement to a member of the administrative team, in addition to an apology to his or her teachers, school staff, and/or Principal.
- The student may have to meet additional conditions as required by Baton Rouge College Prep.

Once the above conditions are met, the student will be welcomed back into the community. If a student has not met the above requirements, he or she may earn an additional consequence.

Students are responsible for completing academic work missed during the suspension. The completed work will receive full credit, if submitted by deadlines in accordance with the school make-up policy. If a student does not complete this work, the student will face the consequences outlined in the school make-up policy.

Appeal of Suspension

To appeal a suspension upheld by the Principal, the parent must submit a written statement of appeal request within five (5) school days after the beginning date of the suspension to the Board of Directors. After formal notification of the request, the Board of Directors or designated subcommittee will assess the merits of the case. The decision of the Board of Directors shall be final.

Expellable Offenses

Expulsion is defined as "a removal from all regular school settings for a period of not less than one school semester." Any student, after being suspended for committing an expellable offense, may be expelled upon recommendation by the Principal and approval by the Hearing Officer.

Expellable offenses, classified as Level 4 infractions, are incidents that occur on school property or grounds, on school transportation, or at school activities that severely threaten or interfere with anyone's safety and learning, are of threatening or harmful nature, and/or are legal violations. Students may be expelled for the following Level 4 infractions. As noted by the asterisks (*) below, there are several offenses that require an expulsion in certain circumstances.

Level 4 Infractions Part I – Expellable for Two or More Semesters

Level 4 Part I infractions include, **but are not limited to:**

- Drugs: Possessing, distributing, selling, giving, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system (Students younger than age 16 in grades 6-12: required expulsion of at least two school semesters. See La. R.S. 17:416(C)(2)(a)(ii).)
- Weapons: Carrying or possessing a firearm (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).)
- Weapons: Carrying or possessing a knife, the blade of which equals or exceeds two inches in length (Students age 11 or older: expulsion required. See La. R.S. 17:416(B)(1)(b)(ii)(cc).)
- Weapons: Carrying or possessing any instrument the purpose of which is lethal force
- Battery on another individual that causes serious injury
- Battery on school staff
- Battery on another person that involves use of a weapon or other dangerous implement
- Sexual assault

Level 4 Part II – Expellable for Up to Two Semesters

Level 4 Part II infractions include, **but are not limited to:**

- Burglary of school, staff, or student property with forced entry
- Theft of goods or money from a person or place on school property or at an official school activity valued at \$500 or more
- Well-documented and/or ongoing commission of acts that threaten the safety or well-being of oneself or others
- Conviction of a felony or conviction of an offense which, had it been committed by an adult, would have constituted a felony
- Well-documented and/or ongoing use of electronic devices to repeatedly threaten, intimidate, or bully another student or to share sexually explicit material
- Any other infraction that the principal or designee deems similar in severity to other Level 4 infractions

The principal or designee reserves the right to recommend a student for expulsion for a specific, severe behavioral infraction or for repeated disregard of school policies and procedures. Specifically, regarding the latter, a family meeting will be required once a student has been Out-of-School Suspended for four incidents. A student's infractions after a fourth suspension may lead to the recommendation of an expulsion hearing.

A principal may also suspend a student for Level 4 infractions (if expulsion is not mandated by law) if the school believes an out of school suspension would be more appropriate than an expulsion.

Length of Expulsion Terms: The duration of each expulsion will be determined by the Baton Rouge College Prep Student Hearing Officer at the conclusion of the hearing, in accordance with the facts at hand, Baton Rouge College Prep policy, all relevant laws and regulations, and guidelines below.

- Students found guilty of Level 4 Part 1 offenses will receive expulsions of between 90 and 360 school days. Students will only receive expulsion terms longer than 180 days for offenses listed above that have a longer term required by law.

- Students found guilty of a Level 4 Part 1 offense during the first semester will be eligible to return from their alternative placement no earlier than the end of that school year.
- Students found guilty of a Level 4 Part 1 offense during the second semester will be eligible to return from their alternative placement no earlier than the end of the first semester of the next academic year.
- Students found guilty of Level 4 Part 2 offenses will receive expulsions of between 90 and 180 school days.
- Students found guilty of a Level 4 Part 2 offense during the first semester will be eligible to return from their alternative placement at the end of that school year.
- Students found guilty of a Level 4 Part 1 offense during the second semester will be eligible to return from their alternative placement at the end of the first semester of the next academic year.

Due Process Procedures for Expulsions

The Principal cannot expel a student. The Principal can recommend a student for expulsion. If the Principal recommends a student for expulsion the student will be suspended pending a hearing for a recommendation for expulsion. The student will then have an expulsion hearing, in which the RSD Student Hearing officer will determine if the recommendation for expulsion is upheld, reversed, or modified.

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

1. The process begins with the commission of an offense that could be grounds for expulsion. From this point, the student will not be permitted to voluntarily transfer to a new school until they are either cleared of the accusation, serve an expulsion or the incident is reported to the hearing office as waiving the school's right to recommend for expulsion.
2. The school is responsible for the continual provision of FAPE**. During the investigation and hearing process, the student may remain on suspension, but the suspension may not exceed the maximum number of days allowed by law. If a student poses a risk to the welfare of others, the student may serve in-school suspension or receive homebound instruction.
3. The Principal conducts a student conference and school-level investigation within three (3) school days.* Investigation includes collecting written statements from staff and student witnesses.
4. Prior to any long-term suspension or recommendation for expulsion, the Principal must inform the student of the "particular misconduct of which he/she is accused" and the basis for the accusation. **
5. Prior to any long-term suspension or recommendation for expulsion, the Principal must give the student an opportunity to present his/her version of the incident. The student's version must be written or summarized and signed by the student. The Principal may call witnesses requested by the student. The Principal shall make a reasonable effort to reach a fair determination of the incident before making any disposition. **
6. The parent must be notified by phone, in person or by certified letter of the incident, immediate suspension, possible recommendation for expulsion, and a proposed time to meet within five days on the day of the incident and no later than the following day.
7. The student shall remain in school until the end of the school day unless released into the care of a parent/ guardian. No student should be sent home without proper documentation of the particular misconduct and reason for suspension. In extraordinary circumstances, the Principal is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.

8. If the Principal chooses to recommend a student for expulsion, the following paperwork will be submitted to the designated Hearing Officer within 24 hours of completing the investigation, including but not limited to:
 - Student Incident form
 - Witness Statements
 - Police Report
 - Expulsion Recommendation form (474)
 - LDOE Behavior Report Form
 - Expulsion Recommendation checklist
 - Notification of expulsion and right to appeal
9. Within 24 hours after completing the investigation, the parent must be provided with written notification of the recommendation for expulsion, the reason for the recommendation for expulsion, information about the hearing to determine whether the student is expelled, and the parent's rights. The student remains on suspension from school and school activities until the hearing takes place.
10. A hearing will be conducted by the hearing officer or designee within three (3) days. The principal or teachers as well as the student,* may be represented by someone of their choice at this hearing. If the student decides that a hearing will not be conducted, the school may appeal that decision per the Baton Rouge College Prep Board procedures.
11. After the hearing, the hearing officer or designee then makes a determination of the student's guilt based on the evidence gathered during the school's investigation. If found guilty, the Hearing Officer will determine the appropriate length of expulsion according to expulsion guidelines, and the expulsion is effective immediately.
12. The parent(s)/legal guardian(s) of the student may, within five (5) school days after the decision to expel a student has been made, request in writing that the Baton Rouge College Prep governing board review the findings of the Hearing Officer or designee.* Otherwise the decision shall be final.
13. The Baton Rouge College Prep board may uphold, modify or reverse the decision.
14. If the Baton Rouge College Prep board upholds the decision of the Hearing Officer or the designee, the parent(s)/legal guardians of the student may, within ten (10) days, appeal to the parish court in which the student's school is located. The parish court may reverse the ruling of the local educational governing authority.

*Louisiana State Law

** Federal Law

Bullying

Bullying is considered a zero-tolerance offense at Baton Rouge College Prep. Students who bully other students or teachers receive, at a minimum, a suspension and may be recommended for expulsion. A student may not exhibit conduct that has the purpose or effect of unreasonably interfering with another student's academic development; creates an intimidating, hostile, or offensive learning environment; physically harms a student; or damages a student's property. A student may not bully, coerce, harass or attempt to bully, coerce or harass any person for the purposes of hazing, initiation into, or affiliation with any organization. It is important to note that the State of Louisiana requires administrators to formally report all instances of bullying to their behavior database. For more information visit <http://www.stopbullying.gov/>

Social Media

Student use of social media outlets, including but not limited to, Facebook, Instagram, Snapchat, and Twitter, is not permitted on Baton Rouge College Prep's internet service or during school hours. Students with social media accounts may not "friend" school staff or faculty, including coaches or enrichment leaders. Students are, however, permitted to "like" Baton Rouge College Prep's pages and/or follow them on Facebook or Twitter. Gossip, slander, etc. of Baton Rouge College Prep's students, faculty, and staff on social media outlets are unacceptable and will not be tolerated. Cyber bullying is treated in the same manner as in-person bullying, resulting in suspension or other consequences depending on the severity of the infraction.

Bus Behavior

Participation in bus transportation is a privilege. All behavioral expectations outlined in the Baton Rouge College Prep Code of Conduct apply on school bus transportation. Students who take the school bus are expected to act responsibly and respectfully at all times.

All school rules apply on the bus and at the bus stop. The following additional rules will apply to the bus and the bus stops:

1. Students will be given assigned seats. Students are expected to sit in and stay in these seats unless given express permission by the driver or school administration to move.
2. Students are expected to be silent on the bus. Students may choose to read or sleep.
3. A school official will meet the bus every day. No child may exit the bus before the administrator checks with the driver as to behavior.

Students who violate these rules will lose bus privileges.

- Three low level infractions = One major infraction
- One major infraction = loss of bus privileges for a week.
- Two major infractions = loss of bus privileges for a month.
- Three major infractions = loss of bus privileges for the year.

Infractions, if serious enough, can warrant immediate loss of bus privileges for the year. Other consequences (e.g., demerits, detentions, suspensions) apply as well.

Examples of behaviors that qualify as minor bus infractions:

- Loud talking on the bus
- Failure to follow directions on the bus
- Doing homework on the bus
- Eating food on the bus
- Using electronics on the bus
- Leaving trash on the bus

Examples of behaviors that qualify as major bus infractions:

- Moving seats during the route or sitting in the incorrect seat
- Failure to correct any minor behavior after being redirected once
- Disrespect or talking back to a driver
- Foul language

- Horseplay on the bus
- Throwing anything inside or outside of the bus
- Anything that compromises the immediate safety of anyone on or around the bus
- Defacing the bus

Families are strongly encouraged to reinforce the importance of proper bus behavior and the potential consequences for bad behavior. Should a student lose bus privileges, that student/their family is responsible for arranging alternative bus transportation for the student during that period. Unless a student is suspended, failure to attend school as a result of lost bus privileges will be considered unexcused absences and the student will receive consequences accordingly.

Cheating, Plagiarism, and Copying Other's Work

Cheating on homework or exams, using resources inappropriately, and copying other people's work – students' or otherwise – is not only unfair but, in the case of plagiarism, can also have legal consequences. If students are unsure about an assignment or unsure about a test question or testing procedure, they should go to their teacher and ask for direction. Specific guidelines regarding cheating and plagiarism will be reviewed with students during Student Orientation and continued throughout the year. Students who cheat, plagiarize, or copy another person's work may earn a 0 for the assignment and/or may be assigned further consequences up to and including suspension from school. Students who knowingly allow others to copy or cheat off their work receive the same consequences.

Student Searches

In order to maintain the security of all its students, Baton Rouge College Prep staff reserves the right to conduct searches of its students and their property when there is reasonable suspicion to do so. If searches are conducted, the school will ensure that the privacy of the students is respected to the extent possible, and that students and their families are informed of the circumstances surrounding and results of the search. School cubbies and desks, which are assigned to students for their use, remain the property of Baton Rouge College Prep, and students should, therefore, have no expectation of privacy in these areas.

Field Trips and Off-Campus Events

Baton Rouge College Prep's curriculum may sometimes require outside learning experiences or special school events. During these activities, it is important for all students to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds.

The school will attempt to notify all parents and guardians before each school-sponsored trip and will send home trip-specific permission slips. For trips that are not school-sponsored (e.g., voluntary trips), a permission slip will be sent home prior to the trip/event, and must be signed by a parent or guardian.

A student may be considered ineligible for a trip for reasons including but not limited to: not returning the school-sponsored trip permission form, involvement in a disciplinary incident, poor school attendance, misbehavior or severe lack of academic effort in the days prior to the trip, etc.

If parents or other volunteers assist with such trips or events, students must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when

attending school-sponsored events, and riding on school-provided transportation. Past inappropriate behavior, or disciplinary incidents and/or suspensions, may result in loss of privileges in attending or participating in class trips and events, end-of-year or otherwise.

Corporal Punishment and Student Restraint

All teachers, administrators, non-licensed School employees and School bus drivers are prohibited from inflicting or causing to be inflicted corporal punishment as a means of discipline upon a pupil attending the School. However, staff who have been trained and annually certified in Nonviolent Crisis Intervention may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property.

Discipline for Students with Special Needs

In disciplinary actions, students with disabilities are afforded extra legal protections when the discipline constitutes a change in placement. If a student violates the Code of Conduct, before consequences or punishment are imposed, the Principal must consider whether the student has an IDEA or Section 504 disability; or is a student who is “thought to have a disability.” While all students may be disciplined, the placement of students with disabilities cannot be “changed” when the offense is directly related to his/her disability or when the IEP or Section 504 plan is not properly implemented, **except in the case of emergency and zero-tolerance circumstances (drugs, weapons, significant bodily injury)**. Baton Rouge College Prep administers discipline for students with special needs in accordance with all federal and state regulations. For a complete description of procedures, see the Appendix.

Suspensions

Baton Rouge College Prep is proactive in addressing any behavior and socio-emotional concerns of students with disabilities.

After the first suspension the school will:

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

After the second suspension, the school will:

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

A student with a disability may not be out of school for more than a total of 10 days per school year as a result of disciplinary action. After the removal of a special education student for more than 10 school days (consecutive or cumulative) for any reason, the student must be provided with procedural safeguards.

Procedural safeguards are a set of technical state and federal laws that override all other state laws to the contrary.

Determining Change in Placement

A change in placement is a legal term that applies to special education students removed from school for more than 10 days. A student's school suspension that occurred in an LA local education agency (LEA) during the same school year of transfer into another LA LEA "counts" and is added to any additional suspensions in the new school.

1. More than 10 Consecutive Days of Suspension in One School Year.

Any suspension that is for more than 10 consecutive days is considered to be a change in placement.

2. More than 10 Total Accumulated Days of Suspension in One School Year.

A series of suspensions with days that total more than 10 total school days in a school year is a change in placement. The Principal monitors the number of days each student with a disability has been suspended. The Principal, in collaboration with the Special Education Coordinator, monitors the number of days each student suspected of having a disability and each student with a 504 Plan has been suspended. Students protected under IDEA and ADA, who have not reached this 10-day threshold, may be suspended under the procedures that apply to all students.

3. Additional Considerations. The following considerations apply to a suspension or removal for a portion of the school day; and for suspensions from transportation.

- a. In-school Suspension. An in-school suspension will not be considered as a suspension for the above purposes as long as a student is given the opportunity to continue to: appropriately participate in the general curriculum; receive IEP specified services; and participate with nondisabled children to the extent (s)he would have in the current placement. Any in-school suspension that does not meet this standard must be considered as a suspension for purposes of these procedures.
- b. Suspension/Removal for Portion of School Day. Students sent home from school in the morning because of misconduct are considered to have a full-day suspension. Students sent home in the afternoon are considered to have a half-day suspension. These conditions apply unless the student's BIP specifically calls for the student to receive a shortened school day when certain behaviors are exhibited.

When transportation is an IEP service, a student's removal from the bus is considered to be a suspension **unless** transportation is provided by the school in some other way. In this case, transportation has been determined to be necessary for the student to access educational services.

When transportation is not an IEP service, the student's removal from the bus is NOT considered to be a suspension. In this case the student/parent have the same obligations for the student to get to and from school as any nondisabled peers suspended from the bus. However, school officials should consider whether the bus behavior is similar to classroom behavior that is

addressed in an IEP and whether the bus behavior should be addressed in the IEP or through a BIP.

When a student with an IEP reaches the 10th day of suspension, a Manifestation Determination Review will be held in accordance with the policies and procedures laid out in the Baton Rouge College Prep Special Education Handbook.

Students Without IEPs or Section 504 Plans “Deemed to Have a Disability”

In some cases, a student without a disability will be deemed to have a disability. There are certain circumstances that would indicate a school had knowledge that a student might (or is thought to) have a disability prior to the violation of the disciplinary violation. If any of the following three factors above are present, then school officials consider disciplinary action as if the student has a disability.

1. Evaluation Requested.

The parent requested an evaluation.

2. Written Concern.

The parent expressed concern in writing to the student’s teacher or school administration about the student’s need for special education and related services

3. Specific Concerns by Staff about Pattern of Behavior.

The student’s teacher or other school staff told school supervisory personnel of specific concerns about the student’s pattern of behavior. Students referred to the School Building Level Committee and who are receiving RTI for behavior management strategies are protected.

This provision does not apply if the parent did not consent to an initial evaluation of the student, refused special education and related services for the student or the student was evaluated and was determined not to have disability.

Application of Section 504 and ADA

Generally, students with disabilities eligible for services only under Section 504/ADA (i.e., need related and supplementary aids and services only) are entitled to the procedural safeguards specified in this section. An exception to this general rule applies to students with behavior that is not a manifestation of his/her disabilities. In this case, these students are entitled to those services normally available to nondisabled students who are suspended or removed pursuant to the school’s Code of Conduct. Also, students with offenses that relate to an alcohol or drug addiction are not covered under Section 504/ADA, unless the student is in a program for rehabilitation.

Physical restraint and mechanical restraint

Restraint is used only if a student presents a threat of imminent risk of harm to self or others and *only* as a last resort to protect the safety of all involved. Unless the behavior of a student with an exceptionality presents an imminent risk of harm, physical restraint should be used only if there is evidence that other less-restrictive, positive behavior intervention strategies specified in the student’s IEP or BIP, as appropriate to the behavior exhibited by the student, have been implemented with integrity but were documented to be ineffective.

- If the IEP team of a student with an exceptionality determines, based upon the results of a FBA and other relevant information, that an appropriate behavior intervention plan for the student should include the use of a physical restraint when other less-restrictive, positive behavior intervention strategies have been implemented but were ineffective and the student poses a danger to himself or others, the IEP team includes this information in the student's IEP or BIP and any other relevant matter agreed to by the IEP team.
- A student with a disability should not be subjected to any form of mechanical restraint.
- No student with a disability should be subjected to unreasonable, unsafe, or unwarranted use of physical restraint. A school employee uses physical restraint on a student with a disability only if the student's behavior presents an imminent risk of harm.
- Each school employee applying physical restraint uses a method of physical restraint in which the employee has received training and applies the physical restraint in a manner that is proportionate to the circumstances and to the student's size and age and the severity of the student's behavior. Students shall be released from physical restraint as soon as the reasons justifying the use of physical restraint subside.
- A student with a disability is not physically restrained if the student is known to have any medical or psychological condition that a licensed health care provider has indicated, in a written statement that is provided to the school and that is on file with the school, precludes this action.

Notification: If a student is physically restrained, the parent must be notified in writing within 24 hours along with the reason for using physical restraint and the length of time the student was physically restrained.

Documentation

As soon as possible after use of the seclusion room or physical restraint, the school employee who used the seclusion room or physical restraint, or an employee who witnessed its use, documents the use of the seclusion room or the physical restraint. This documentation is completed no later than the school day following the day on which the seclusion room or physical restraint is used, and a copy of the documentation provided to the parent of the student, and a copy is placed in the student's special education file.

Complaints about Student Discipline

The primary contact for student discipline is the Principal or designee. In the event of a complaint regarding student discipline, the parent should schedule a meeting with the Principal or designee. If an individual believes that the school has violated any applicable laws or regulations, or if he or she is unsatisfied with the results of the above process, he or she may file a formal, written complaint with the Board of Directors. After receiving the complaint, the Board will respond in writing to the individual within 30 days.

General School Information

Visitors

Parents are welcome and encouraged to visit Baton Rouge College Prep at any time during the school year. All visitors are required to report to the Main Office upon entering the building. Any visitor who does not report to the office or is found in the building without authorization will be asked to leave immediately.

While visitors are always welcome, they are encouraged to take great care not to disturb the teaching and learning process. Guests should not talk to or interact with students and/or staff during class unless they receive permission from the teacher in the classroom. Parents who are disruptive to the learning process will be asked to leave.

In the case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms or attempt to withdraw students from the building on personal cell phones without notifying and receiving permission from staff members in the main office.

Grievance Procedure

Any student, parent, or employee who believes that Baton Rouge College Prep has acted in violation of the law or its charter may file a complaint with the Principal. This could include any act of harassment or discrimination because of race, color, origin, sex, disability, or sexual orientation. If the Principal is the person who is alleged to have caused the violation, the complaint may be filed with the Chair of the Board of Directors. The party responsible for investigating the complaint (the Principal or the Board Chair) will be referred to moving forward as the "Grievance Administrator".

Student Records

Upon enrollment at the School, the parent/guardian must present the student's birth certificate or may substitute any of the following documents for a birth certificate: 1) a passport or attested transcript showing the date and place of birth of the child; 2) an attested transcript of a birth certificate; 3) an attested transcript of a baptism certificate or other religious record showing the date and place of birth of the child; 4) an attested transcript of a hospital record showing date and place of birth, or 5) a birth affidavit.

In addition to a birth certificate or comparable certificate, the parent/guardian must also present proof of residency, the student's immunization record, and the records given to him or her by the elementary or secondary school he or she most recently attended. Within 24 hours of the student's entry into the school, a school official shall request a student's official records from the elementary or secondary school he or she most recently attended. If the school the student claims to have most recently attended indicates that it has no records of the student's attendance or the records are not received within 14 days of the date of the request, or the student does not present a certification of birth or comparable certificate, the school shall notify the law enforcement agency that the student may be a missing child.

Baton Rouge College Prep shall require all students entering any school for the first time and upon entering the sixth grade to present satisfactory evidence of immunization against vaccine-preventable diseases according to state law and a schedule approved by the state office of public health, or shall present evidence of an immunization program in progress. In addition, a student who is eleven (11) years

old and entering a grade other than the sixth grade shall provide satisfactory evidence of current immunization against meningococcal disease. The School may require immunizations or proof of immunity upon the recommendation of the office of public health in the event of an outbreak of a vaccine-preventable disease at the location of the school site and exclude from attendance unimmunized students and clients until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

A student transferring from another school system in or out of the state, shall submit either a certificate of immunization or a letter from his/her personal physician indicating immunization against the diseases mentioned above and/or any others which may be required, and certificate or statement indicating that the tests required have been performed, or a statement that such immunizations and tests are in progress. *In progress* shall mean that the student has an immunization due after the date school has begun, because the student began his/her immunization late, or because the student's pediatrician has provided written orders for the child to receive an immunization after a certain date.

If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the student enters a school system within the state.

The Principal, or their designated representative, shall be responsible for checking students' records to see that the provisions of this policy are enforced.

No child seeking to enter Baton Rouge College Prep shall be required to comply with the provisions of this written policy if the child or his/her parent or guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the parents is presented and notarized. Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations against meningococcal disease.

In the event of an outbreak of a vaccine-preventable disease at the location of a school, the Principal is empowered, upon the recommendation of the Office of Public Health, to exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

Medication Policy

To protect your child's safety, school administrators will adhere to the following medication policy. It is required that a parent and physician's signature is on file before any prescription or non-prescription medication is administered. This includes all medications including such over-the-counter products as Tylenol, Advil, Dimetapp, etc. Medications will be disbursed through the school.

Although this may cause some inconvenience, we feel that this policy is best for the continued protection of your child, and must be followed. **If we do not have your written permission and the written permission of your physician, the medication will not be given.** Permission forms can be obtained by contacting the Main Office.

Health and Illness

The school requests that children do not come to school if they are ill. If school staff believes that a child needs to see a doctor, is contagious, increases the risk of illness to other children, or requires prolonged individual staff attention that interferes with the safety and regular functioning of the classroom, the school will contact families and ask them to pick up and take their child home.

Parents will be contacted if a child has a moderate-to-high fever; is experiencing vomiting or diarrhea; shows signs of any contagious disease; and/or has an illness that prevents the child from participating in activities.

Accident or Medical Emergency

Baton Rouge College Prep will provide school nursing services through the school-based health clinic. The clinic will be staffed with a licensed nurse practitioner. If a medical emergency occurs to a student at school, first aid will be administered and the parent(s)/guardian(s) of that student will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the student's health form (or emergency contact card) or the family physician will be contacted. If the situation warrants, the school will call Emergency Medical Services (911). If there is a serious accident at school, parent(s)/guardian(s) of the affected students will be notified immediately. In the event that the parent(s)/guardian(s) cannot be reached, the family physician or persons indicated on health forms will be contacted. First Aid will be administered as needed.

Release of Photographs and Other Information

Baton Rouge College Prep will periodically create publications to highlight student achievement, school life and school events and will maintain a regular website with this information. These publications and websites will be developed for the purposes of admissions, public relations, fundraising, and other uses that promote the school. From time to time, the school may also get media requests to highlight the school and its students.

During the registration process, each parent/guardian will be provided with a Student Photo/Information Release form. The school will honor these forms, such that student photographs will be included in publications only if the parent/guardian has granted permission.

Student Privacy and Personally Identifiable Information

Baton Rouge College Prep will operate in compliance with Act 837 and Act 677, which provide guidelines and limitations on sharing personally identifiable information about students with external entities. Our data sharing procedures will meet the laws' limited exceptions:

- The parent has given written consent to share that information
- A person authorized by the state to audit processes, including student enrollment counts
- A contract for student and other education services that include specific terms outlined in the law.

During the registration process, each parent/guardian will be provided with a directory release form for this release of information. The school will honor these forms, such that student information will be released to entities only under the above limited exceptions to the law. Only authorized individuals will have access to student information as provided by law.

Campus Safety and Security of Students

Students are not to be in the building or on the school grounds after the regular school day unless under the direct supervision of a Baton Rouge College Prep staff member.

When on campus, students must always be in class and under the supervision of an adult. Students who are excused at dismissal time must leave campus. Students who are staying for after school practices must remain under supervision of an adult and are responsible for having a timely ride home from the activity.

Students who need to leave campus early must be picked up by a parent/guardian or authorized individual. Authorized individuals are the emergency contacts listed in the enrollment packet at the beginning of the year. The parent must sign the student out of the school's attendance log before the student will be released.

Personal Safety Outside of the Building

To maximize personal safety outside the building, it is recommended that students stay in groups if possible and do not wear headphones/talk on cell phones/count money while walking down the street. Also, do not engage in conversation, tough talk, or taunting with individuals. If you are threatened, go to a business or public area as quickly as possible. Ask to call the police.

Emergency Drills and Protocol

In case of an emergency – a map detailing the relevant evacuation and emergency protocol is posted in every room. Students must follow their teacher according to that map and stay with their class. In the event of a fire drill or fire, students must not stop at bathrooms. They must go directly to their designated outside location until given further instruction. Any student violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension. There is no talking during a drill or emergency procedure. Talking during a drill or emergency procedure will result in a student receiving an automatic detention.

Crisis Plan

Baton Rouge College Prep has a comprehensive Crisis Plan. If there is an immediate threat to the school due to an emergency outside of the building, an intruder or threat of violence within the building, the Principal may enact a school-wide lockdown. Students will remain in the locked classroom until the Principal or law enforcement personnel has announced that the lockdown has ended due to the threat being removed, or until the school can be safely evacuated. During this time, parents will not be able to enter the school building and may not be able to contact their child. Students who fail to follow staff instructions during a lockdown pose a serious threat to themselves and school safety and may receive a serious consequence.

General Policies

Non-Discrimination

It is the policy of Baton Rouge College Prep to provide equality of opportunity in its programs and activities. Applicants for admission, students, parents and guardians of students are hereby notified that Baton Rouge College Prep does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual preference, disability, need for special education services, marital status, sickle cell trait, or use of public assistance in its programs or activities. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents. Baton Rouge College Prep has established procedures to address concerns regarding the school's non-discrimination policies. The following individual has been designated to respond to inquiries and to coordinate Baton Rouge College Prep's efforts to comply with the laws and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act.

Kathryn Rice, Founder and Principal

Email: krice@brcollegeprep.org

Any person who is unable to resolve concerns under the non-discrimination policies and procedures established by Baton Rouge College Prep may contact:

Office of Civil Rights (Dallas Office)

U.S. Department of Education

1999 Bryan Street, Suite 1620

Dallas, Texas 75201-6810

Telephone: 214.661.9600

Fax: 214.661.9587; TDD: 877.521.2172

Email: OCR.Dallas@ed.gov

Mandatory Abuse Reporting

Pursuant to LA. CH. C. ART. 603; LA. CH.C. ART. 609; and LA. CH.C. ART. 610 any of the following individuals performing their occupational duties are considered mandated reporters in Louisiana:

- Teaching or child care providers;
- Health practitioners;
- Police officers or law enforcement officials;
- Mental health/social service practitioners;
- Members of the clergy;
- Court appointed mediators; and
- Any person having reasonable cause to suspect a child's physical or mental health is endangered as a result of abuse or neglect.

All Baton Rouge College Prep employees who have cause to believe that a child's physical or mental welfare is endangered as a result of abuse or neglect are required to immediately report such abuse to their supervisor, the local child protection unit of the Louisiana Department of Children and Family Services, and a local or state law enforcement agency. *Reporting to your supervisor does not relieve the*

employee of the requirement to report the suspected abuse or neglect to the Louisiana Department of Children and Family Services. Reports can be filed orally, but must be filed in writing within 5 days of the initial oral report. Report forms are available on the Department of Children and Family Services website, www.dcf.louisiana.gov. The failure to report suspicion of child neglect or abuse can subject the person who fails to report to criminal proceedings. Additionally, Baton Rouge College Prep reserves the right to terminate employees who fail to report suspected abuse or neglect if they become aware of the failure to report.

FERPA

The Family Educational Rights and Privacy Act (FERPA) governs the privacy rights and protections applicable to a student's educational records. The administration, faculty, staff, and contractees of Baton Rouge College Prep take seriously their collective responsibility to protect the privacy of each student's personally identifiable educational record maintained by Baton Rouge College Prep

Such rights to privacy are not unlimited, however, and Baton Rouge College Prep reserves its authority to disclose personally identifiable student information in accordance with the exceptions provided under FERPA, as more fully described below:

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days of the written request. Parents/guardians or eligible students should submit to the Baton Rouge College Prep Principal a written request that identifies the record(s) they wish to inspect. The Principal will arrange for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Parents/guardians or eligible students may ask Baton Rouge College Prep to amend a record that they believe is inaccurate or misleading. They shall write to the Principal, clearly identify the part of the record they want changed, and specify why they believe the record should be changed. If Baton Rouge College Prep decides not to amend the record as requested by the parent/guardian or eligible student, Baton Rouge College Prep will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Baton Rouge College Prep as administrator, supervisor, instructor, or support staff member (including health

or medical staff and law enforcement unit personnel); a person serving on the Baton Rouge College Prep Board of Directors; a person or company with whom Baton Rouge College Prep has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary, admissions, or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, Baton Rouge College Prep discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Baton Rouge College Prep to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Internet Acceptable Use Policy

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Baton Rouge College Prep offers Internet access to its students and staff. The primary purpose of providing access to the Internet is to support the educational mission of Baton Rouge College Prep. Baton Rouge College Prep expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Baton Rouge College Prep makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the Baton Rouge College Prep Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Baton Rouge College Prep has installed special filtering software in an effort to block access to material that is not appropriate for children.

Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive, but illustrates unacceptable uses of the Baton Rouge College Prep Internet Service.

- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;

- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Principal;
- plagiarizing material obtained from the Internet (Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources.);
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Principal; and
- overriding the Internet filtering software.

Safety

Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the Principal if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the Principal.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Baton Rouge College Prep reserves the right to examine all data stored on diskettes involved in the user's use of Baton Rouge College Prep's Internet service.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to RePublic Schools' Internet service is a privilege not a right. Baton Rouge College Prep reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (scholars), or dismissal (staff) for violations of this policy. Each

school will advise appropriate law enforcement agencies of any illegal activities conducted through Baton Rouge College Prep's Internet service. The school will also cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Bullying, Harassment, and Dating Violence Policy

Baton Rouge College Prep is committed to creating and maintaining an environment free of harassment, intimidation, bullying, dating violence, and retaliation. A safe and civil environment in the school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, dating violence, and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Baton Rouge College Prep strictly prohibits acts, in any form, that may be regarded as harassment, intimidation, dating violence, bullying (including cyber-bullying), or retaliation by its employees, students, contractors, agents of the school, and anyone participating in school-sponsored activities. Such behavior will not be tolerated under any circumstances. Once a report is filed, or a grievance is made, a formal investigation will follow which will lead to the appropriate disciplinary action(s).

Harassment, bullying, intimidation, and dating violence, is defined as the following:

- Any intentional, written, verbal, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once that a reasonable person of sound mind should know will have the effect of harming the recipient
- Damaging the recipient's property
- Placing the recipient in reasonable fear of harm to life or person
- Violence within a dating relationship

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

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

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

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

interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

If bullying is observed by, or reported to, a Baton Rouge College Prep staff member it is the staff member's responsibility to report the occurrence to the Principal or designee immediately. The Principal and/or designee will launch an investigation to determine if the accusation is valid. If the investigation determines that the alleged perpetrator is indeed bullying then disciplinary action will be taken according to the Code of Conduct.

Harassment may also occur under Section 504 and Title II of the Americans with Disabilities Act when an individual or group of individuals is treated so adversely through intimidation, bullying, or other abusive behavior based on race, color, religion, sex, national origin, age, disability, sexual orientation, or other protected category, that a hostile environment is created, thereby interfering with or denying the individual's participation in, or receipt of, benefits, services, or opportunities in the Baton Rouge College Prep environment.

Sexual harassment includes unwelcome conduct of a sexual nature that is made either explicitly or implicitly a condition of an individual's education, employment, or other participation in a Baton Rouge College Prep program or activity, or a factor in decisions about the individual's education, employment, or other participation in a school activities based on the individual's submission to, or rejection of, such unwelcome conduct.

Harassing conduct may take many forms, including verbal acts and name-calling as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. The definition of harassment, intimidation, or bullying also includes written, verbal, or visual depictions of the above-described acts that are electronically generated, stored or transmitted.

Retaliation is an adverse action taken against an individual for opposing conduct that violates laws and regulations or Baton Rouge College Prep policies; filing a complaint about such conduct; or testifying, assisting, or participating in any manner in an investigation or other proceeding related to a complaint of harassment or discrimination. Taking adverse action to deter an individual from filing a complaint or providing information to school officials or other authorities about harassment, bullying, intimidation, or any other violations of Baton Rouge College Prep policies or of federal, state, or local laws and regulations is strictly prohibited.

An individual who believes that he or she has been subjected to harassment, bullying, intimidation, or retaliation in violation of this policy should report any such incident immediately. To report an incident or to file a grievance regarding harassing behavior, bullying, intimidation, or retaliation, students may contact the Principal or designee. To report an incident or to file a grievance regarding harassment, intimidation, or retaliation, Baton Rouge College Prep employees, contractors, and other partners should contact the Principal. Additional information regarding a person's rights and protections under this policy may be obtained by contacting the appropriate school official listed herein above.

The School reserves the right to discipline students' off campus behavior that substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a student or staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the

educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a student's or staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, dating violence, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, dating violence, bullying or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, dating violence, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed.

The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation, dating violence, and bullying for parents and students, to raise the level of awareness and help prevent the prohibited conduct. The School may also provide training, workshops, or courses on this policy to staff and volunteers who have direct contact with students.

Sexual Harassment Policy

It is the policy of Baton Rouge College Prep to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the Baton Rouge College Prep community and is strictly prohibited. It diminishes individual dignity, impedes educational opportunities, and equal access to freedom of academic inquiry.

Sexual harassment in any context is reprehensible and is a matter of particular concern to our academic community in which students, faculty, and staff must rely on strong bonds of intellectual trust and interdependence. All members of the Baton Rouge College Prep family, including faculty, students, and support staff, share in the duty to eliminate sexual harassment in whatever form and wherever it exists.

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:
 - a. submission is explicitly or implicitly a condition of employment, education, or participation in any program or event at Baton Rouge College Prep; or
 - b. submission is a basis for decisions affecting employment, education, grade, or status at Baton Rouge College Prep; or
 - c. such conduct to a reasonable harassed person has the purpose or effect of interfering with an individual's academic, professional, or work performance; or
 - d. such conduct to a reasonable harassed person has the purpose or effect of creating an intimidating, hostile, or offensive employment, or educational environment.
2. Sexual harassment can take the form of oral, written, or electronic communication (e.g., comments, propositions, sexual jokes, innuendoes, insults, or threats), non-verbal communication (e.g., suggestive sounds or gestures), or physical actions (e.g., touching, rubbing, leering, fondling, or coerced sexual relationships).

3. Sexual harassment may occur between faculty and staff members, between students, or between faculty or staff members and students. Sexual harassment may occur between persons of the opposite or the same sex. Sexual harassment may occur between persons of the same or dissimilar positions of power or authority. In any event, all sexual harassment is reprehensible and subject to disciplinary measures.
4. A necessary element of sexual harassment is intent. If a person through inadvertent words or actions of a sexual nature intended to be limited by this policy discomfits another, after being advised that these words or actions are offensive, continues the objectionable behavior; he or she may be found guilty of sexual harassment. Inadvertence must be judged by the standards of a reasonable person in the same or similar circumstances, and nothing in this section shall be construed as requiring prior notice on the part of the complainant of sexual harassment before a grievance can be filed.

Statement of Understanding

Signing this form acknowledges that the parent/guardian has received a copy of Baton Rouge College Prep's Student and Family Handbook, has had the opportunity to discuss the policies and have questions answered, and understands all of the provisions in the handbook. Although it reflects Baton Rouge College Prep's current policies, it may be necessary to make changes from time-to-time to best serve the needs of our students. However, any changes deemed necessary will be made in writing and the modified policy will be shared with every family.

By my signature below, I acknowledge that I have received a copy of the Student and Family Handbook of Baton Rouge College Prep. I understand that it is my obligation to read, understand, comply with, and convey the importance of these procedures and policies to my son/daughter.

Student Name (please print)

Parent/Guardian Name (please print)

Student Grade

Parent/ Guardian Signature

Date