



# **Student and Family Handbook 2017-2018**

Acknowledgements:

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Baton Rouge  
College Preparatory  
Charter School



August 7, 2017

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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## Chapter 1: Our School

### Mission and Vision

Baton Rouge College Preparatory Charter School equips all students in grades five through twelve 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.

### Purpose FIRST 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:** All students listen to and look at the person who is speaking, volunteer to participate, ask smart questions, and make insightful comments.
- **Integrity:** All students are doing the right thing even when no one is looking.
- **Respect:** All students cooperate with each other and treat all with respect.
- **Self-Determination:** All students make good choices throughout class, both academically and behaviorally.
- **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.

### Responsibility and Accountability

Baton Rouge College Prep holds members of the school community—students, families, and staff—to the highest standards. To provide the very best education for Baton Rouge College Prep students, all of us must work together to create an atmosphere conducive to academic excellence. To create this environment, we must collectively and consistently ensure that all Baton Rouge College Prep constituents meet the expectations outlined in PURPOSE.

## Chapter 2: Attendance

### Baton Rouge College Prep Attendance Policy

We work tirelessly all day, every day to prepare your student for college. In order for students to achieve excellence in academics and character, they must show up and put forth their best effort at school each and every day. Baton Rouge College Prep students are expected to be at school, on time and ready to learn, every day. Our curriculum is ambitious; every day is essential for students to keep pace with their learning. However, the academic progress of your student also requires your full support. The first step in supporting your student's success is to ensure that he or she is at school all day, every day.

### **Arrival Time – 7:30 AM**

Baton Rouge College Prep officially opens its doors at 7:30 a.m. each day. Unless students and families have made an appointment with individual teachers or other staff beforehand, **students and families must remain outside the building until 7:30 a.m.**

Students who arrive close to 7:40 a.m. may not have enough time to finish breakfast, since activities such as Morning Advisory start promptly at 7:45 a.m. **If you wish for your child to eat breakfast at school, your scholar must be in school by 7:35 a.m. to have enough time to eat without feeling rushed.**

### **Late Arrival – 7:46 AM**

The parent/guardian of a late student must (1) provide documentation of an “Acceptable Excuse,” (2) sign the “Late Arrival Log” and (3) obtain a “Late Arrival Pass” for the student to enter the classroom.

Unexcused late arrivals will result in the following consequences:

- **5 times** – Parent/guardian must meet with Assistant Principal
- **8 times** – Parent/guardian must meet with Principal

### **Students who are tardy will not receive breakfast.**

### **Reporting a Child’s Absence**

If a child is going to miss school for any reason, it is the parent’s responsibility to call 225-810-3250 by 8:30 AM to report the absence. In conjunction with the phone call, parents are required to submit a note to the student’s teacher the day the child returns to school.

### **Dismissal Time – 3:00 PM**

The regular school day ends at 3:00 PM. Students should not be removed from school early, unless there is a documented “Acceptable Excuse.”

### **Early Pick Up**

The parent/guardian of a student being picked-up early must (1) provide documentation of an “Acceptable Excuse,” (2) sign the “Early Pick-Up Log” and (3) obtain an “Early Pick-Up Pass” for the student to leave school early. Unexcused early pick-ups will count the same as unexcused late arrivals and will result in the same consequences.

No student will be allowed to leave school with an adult who is not his/her parent/guardian or listed as an emergency contact unless the guardian has submitted a signed, written note to the office in advance which specifies the name, address, and working phone number for the adult as well as specific dates for pick-up.

Families must submit a release form (in August) listing the names and information for any individuals, besides parent/guardian, who regularly are authorized to pick up their student. These individuals are listed as the emergency contacts for the student.



## Consequences for Absences

Unexcused absences will result in the following consequences:

- **3 times** – Parent/guardian receives warning letter of excessive absences
- **5 times** – Parent/guardian must meet with Director of Culture
- **7 times** – Parent/guardian must meet with Principal
- **10 times** – Case may be referred to Truant Officer
- **10 times** – Student becomes “promotion in doubt” and may not advance to next grade level

## Acceptable Excuse

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
Other extreme emergency approved by Principal	Official documentation

Emergency circumstances will be defined by the School Director and will be used to excuse absences on an extremely limited basis. Absences due to weather, transportation issues, parent illness, and family vacation will count as unexcused absences.

Any student who, due to a medically-documented physical or mental impairment, is absent for an extended period will not be disciplined. Such students may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law.

## 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.

## Chapter 3: Dress Code

### Dress Code Philosophy

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 have a dress code that 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. While small exceptions to the dress code may not seem like a problem, ultimately we will not allow deviations from the code. Our staff does not have the time to inspect every item for acceptability of exception. If the policy states that “shoes should be all black,” it means just that. It is important that all students adhere to the same code. If an exception is made for one student, it would have to be made for all students, and then the code has changed. It is in the best interest of all students and families if Baton Rouge College Prep says what it means and means what it says.

Infractions of the dress code will result in consequences. **Warnings will not be given.**

<b>1<sup>st</sup> infraction in a week</b> ( Fixable or unfixable infractions)	<b>2<sup>nd</sup> infraction in a week</b> ( Fixable or unfixable infractions)	<b>3<sup>rd</sup> infraction in a week</b> ( Fixable or unfixable infractions)
Will result in student earning an automatic “Unprofessional”.	Will result in student earning an automatic “Unprofessional” and a lunch/recess detention.	Will result in student earning an automatic “Unprofessional”, lunch/recess detention and after-school detention.

\*continuous disregard for school uniform rules will result in a suspension

**Additionally, families of students who are not in dress code will be contacted and reminded of the uniform expectations.**

**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

Monday Dress for Success items (blazer, cardigan, or sweater vest), PE uniforms, and the BR College Prep t-shirts must be purchased from the school as part of the supply pack. These items must be pre-ordered to ensure arrival prior to the start of the school year. We offer payment via cash, check, or credit card. Families may request payment plans if needed. We also offer uniform assistance. For families in need of uniform assistance, please contact the school for further information.

All other dress code items may be purchased from any vendor. BR College Prep collared shirts with logos are available at Fashion Era and Uniform Mart.

## Dress Code Requirements

<b>Monday: Dress For Success Day</b>
<ol style="list-style-type: none"><li><b>1. BR COLLEGE PREP BLAZER, BR COLLEGE PREP CARDIGAN, OR BR COLLEGE PREP SWEATER</b> <b><u>*REQUIRED TO PURCHASE THROUGH BATON ROUGE COLLEGE PREP.</u></b></li><li>2. White Oxford Button Down Shirt</li><li>3. Blue/Gray Bowtie or Neck Tie (optional)</li><li>4. Khaki Pants/Skorts (no shorts)</li><li>5. Dress Shoes (black or brown only)</li><li>6. Belt (black or brown only)</li></ol>

<b>Tuesday – Thursday: Standard Uniform Days</b>
<ol style="list-style-type: none"><li>1. BR College Prep T-Shirt, BR College Prep Collared Shirt, or BR College Prep Sweatshirt</li><li>2. Khaki Pants/Skorts (no shorts)</li><li>3. Shoes (black, white, gray, navy, or combination of these colors)</li><li>4. Belts (black or brown)</li><li><b>5. BR COLLEGE PREP P.E. T-SHIRT AND BR COLLEGE PREP P.E. SHORTS (ON PE DAYS)</b> <b><u>*REQUIRED TO PURCHASE THROUGH BATON ROUGE COLLEGE PREP.</u></b></li></ol>

<b>Friday: College Day</b>
<ol style="list-style-type: none"><li>1. BR College Prep OR College T-Shirt, BR College Prep Collared Shirt, or BR College Prep Sweatshirt</li><li>2. Khaki Pants/Skorts (no shorts)</li><li>3. Shoes (black, white, gray, navy, or combination of these colors)</li><li>4. Belts (black or brown)</li></ol> <p><b>*On Friday, students may wear jeans and their shoes of choice for \$1.00.</b></p>

<b>BR College Prep Uniform Vendors</b>	
<b>Uniform Mart</b> 9535 Airline Hwy Baton Rouge, LA 70815 (225) 925-9552	<b>Fashion Era</b> 7011 Florida Blvd Baton Rouge, LA 70806 (225) 923-8288

**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, dyeing, etc). Skorts and skirts must be knee length or longer 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.

**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. All items may not have any logos other than their school’s logo. These items must be solid **NAVY BLUE, GRAY, or BLACK**. While appropriate items are available through Uniform Mart and 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 are never to be applied anywhere but bathrooms. Wristbands, and 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. 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 through the school. 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
- No flip flops, house shoes, thong sandals or slippers
- No backless, bare shoulders
- No tank tops
- No holes in jeans
- No clothing with obscene language, alcohol, tobacco, skulls, chains, etc.

## Chapter 4: 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 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

Students who do not meet the school community’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Without a firm and consistent discipline policy, none of what we envision for the school can happen. This is the basis of our student Code of Conduct.

Ours is an inherently choice-based system. We believe that all choices come with consequences; sometimes those consequences are good, sometimes they are bad. Our goal is to teach students acceptable behaviors and then to hold them accountable to those behaviors with a balance of positive reinforcement and consistent accountability.

### Whole Class Incentive and Accountability: Purpose FIRST Point Challenge

The Purpose FIRST Point Challenge program is a class-wide, positive-incentive system in the lower middle school. The system uses peer-motivation and inter-class competition to encourage students to meet high expectations for being focused, displaying integrity, respect, self-determination, and working as a team. During every period of the school day, classes are assessed on their performance as a group, earning between zero and five points. The number of points earned is based on the following observable criteria:

Teachers will score a class on five criteria:

1. **Focus:** All students listen to and look at the person who is speaking, volunteer to participate, ask smart questions, and make insightful comments.

2. **Integrity:** All students are doing the right thing even when no one is looking.
3. **Respect:** All students cooperate with each other and treat all with respect.
4. **Self-Determination:** All students make good choices throughout class, both academically and behaviorally.
5. **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.

Teachers record Purpose FIRST point scores at the end of every class and advisors tally scores at the end of every day. A block is earned only if there is 100% compliance. Classes receive rewards for consistently high scores, such as ordering lunch from a restaurant, watching a movie or taking a field trip. Conversely, classes lose privileges for receiving low scores (e.g., silent breaks, silent lunches). When giving the score to the class, teachers use this opportunity to give concrete suggestions for improvement.

### Corrective Discipline

The purpose of disciplinary consequences is to ensure that both individual scholars 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. Scholars 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. While we have stated possible consequences for certain behavioral infractions, Baton Rouge College Prep staff has sole 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.

Scholars are expected to always respond respectfully to the authority and direction of school staff. Responding inappropriately to staff will result in additional consequences being implemented. 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 young adults. To that end, while we will not tolerate disrespect, we do allow for students 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 a framework of progressive discipline. Specifically, 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.

### Professionalism

Teachers use an in-class behavior scale to track behavior and professionalism. If a scholar commits one of the infractions below, the student may receive an “unprofessional” (three “unprofessionals” in one day will result in an after-school detention); an automatic after-school detention which must be served that day or the next school day; the scholar may be sent home for the rest of the day; and/or may lose some or all school privileges. Loss of privileges includes, but is not limited to: eating lunch alone and/or lunch detention, performing extra service for the school, and missing school events, trips, or activities (including dances and assemblies). Furthermore, a meeting between the scholar, his or her parent or guardian, and the scholar’s homeroom teacher, Dean of Students, or Principal may be required in order to address the scholar’s behavior and plan for improvement. Scholars that earn four detentions in one week may earn a one day of out-of-school suspension.

Infractions include, but are not limited to, the following:

- Disrespecting a faculty, staff, or other member of school community;
- Disrespecting a fellow student;
- Destruction of school property;
- Disruption of class;
- Repeatedly speaking out of turn;
- Inappropriate contact;
- Chewing gum;
- Inappropriate language;
- Being unprepared for class;
- Horse-playing in class, school, or during a school-sponsored activity;
- Failing to produce a signed progress report or report card the day after distribution;
- Other behaviors deemed inappropriate by school staff;
- Unauthorized use of staff telephones; or
- Use of headphones, cell phones, or any type of music device.

### In-Class-Separation and Behavioral Referrals

When a scholar makes continued or serious inappropriate choices, he or she will earn a Behavioral Referral. Each Behavioral Referral will result in an In-Class-Separation and a loss of community privileges for 24 hours. During this time, the scholar will be removed him or herself from the rest of the community and will not be allowed to eat lunch, breakfast, or snacks with the rest of the class. The scholar will also not be allowed to attend recess or the next community meeting. Scholars will continue to be on isolation until a parent/guardian comes in for a mandatory observation if necessary.

Upon earning a Behavioral Referral, parents will be informed by phone or email when possible. Additionally, parents will receive written notification in the form of a Behavioral Referral/Student Reflection sheet that will be sent home. A parent is required to sign the Behavioral Referral/Student Reflection sheets that night and return it to school the next day. Unsigned Behavioral Referrals may result in an automatic detention.

Three (3) Behavioral Referrals in a day will result in an automatic one-day out of school suspension. Four detentions in a week will result in an automatic one-day out of school suspension. Suspension will be followed by a mandatory 90 minute parent observation per the Dean of Student Supports and Principal's discretion. Additionally, grossly inappropriate choices such as stealing, disrespecting an adult, cheating, inappropriate contact, and tantrums may result in an immediate out of school suspension.

Behavioral referrals have escalating consequences throughout the trimester. The consequences are as follows:

- The **first behavioral referral of the day** will be accompanied by a phone call home. The teacher may also request a conference with the parent/guardian.
- A **second behavioral referral in a day** or the **4<sup>th</sup> behavioral referral in a trimester** will result in immediate parent/guardian contact. At this point, a parent/guardian may be required to attend a mandatory conference with the teacher.
- If a scholar earns a **6<sup>th</sup> behavioral referral in a trimester**, the parent/guardian will be contacted immediately and be required to attend a mandatory conference with the Dean of Students, teacher, and student.
- If a scholar earns a **7<sup>th</sup> behavioral referral in a trimester**, the parent/guardian will be contacted immediately and be required to spend 90 minutes in class with the scholar when readmitting him or her back to school.
- If a student earns an **8<sup>th</sup> behavioral referral in a trimester**, the parent/guardian, teacher, and Dean of Students will work together to create a plan of action for the scholar.
- Every third behavioral referral after the 7<sup>th</sup> will result in a mandatory 60 minute parent observation.
- **Four behavioral referrals in a week** will result in an automatic one day suspension

***Note: Scholars will remain on in-class-separation until a parent/guardian attends any mandatory meeting***

### After-School Detention

Scholars may earn a detention after receiving their third unprofessional, or after committing a single, detention-worthy offense. Scholars will be notified of their detention after receiving a Behavioral Referral, automatic detention, or three unprofessionals. In the event a detention is issued, it is the responsibility of the scholar's parent or guardian to make alternative transportation arrangements. Scholars will be expected to serve detentions on the day on which their family has been notified, provided that the family receives notification by 3:00 P.M. Scholars who receive a second detention for a given day will be expected to serve extra time on that day. Any time a student fails to attend a detention within this allowed time-frame, he or she may be suspended.

If a student commits a serious infraction of our core values, a student may receive an automatic after-school detention. These serious infractions include but are not limited to, the following:



- Disrespect of an adult, including rolling eyes, sucking teeth, or other such body language, defiance, or rudeness;
- Disrespect of a fellow scholar, such as name-calling, insulting, eye rolling, or excluding;
- Disrespect of the school, such as drawing on a table or book, taking school supplies without permission;
- Unsafe behaviors, including, but not limited to, hitting, kicking, biting, or throwing tantrums;
- Leaving class without permission;
- Disruption of class.

If a student commits a more severe offense of our core values, a student may be sent out of class immediately. These offenses include but are not limited to, the following:

- Using or writing abusive, vulgar, obscene and/or profane language;
- Fighting, including instigating a fight and verbal or physical aggression;
- Stealing personal or school property or attempting to do so;
- Using or possessing tobacco products;
- Earning an additional referral while on in-class-separation;
- Committing sexual, racial, or any form of harassment or intimidation;
- Setting off false alarms;
- Gambling;
- Forgery, plagiarism, or cheating (including forging a parent's signature on school documents or assisting students to cheat); and
- Extreme or repeated dishonesty.

### Suspensions

Suspensions may be served in school or out of school at the sole discretion of the School Director or designee. Infractions that may warrant a suspension include, but are not limited to:

- Gross disrespect of a fellow scholar
- Gross disrespect of faculty, staff, visitor, or school transportation provider
- Fighting, including instigating a fight and verbal or physical aggression
- Bullying of any kind which includes **making verbal or physical threats, empty or otherwise**
- Damaging, destroying, or stealing personal or school property or attempting to do so (including graffiti)
- Using or possessing tobacco products
- Disrupting In-Class-Separation through misbehavior
- Committing sexual, racial, or any form of harassment or intimidation
- Using abusive, vulgar or profane language
- 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 school grounds without permission
- Earning a referral three times in a given week

## Suspension Procedures

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

1. The school must conduct a student conference and school-level investigation within a 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 School Director 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 School Director must give the student an opportunity to present his/her version of the incident and ensure the student’s version is in writing. The School Director or designee may call witnesses requested by the student. The School Director 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 School Director 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 School Director 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 School Director. 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 School Director 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.

\*RSD Policy

\*\* Louisiana State Law

In the case of danger or a risk of substantial disruption, the scholar 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 scholar is assigned a suspension, the scholar's parent/guardian must immediately come to the school, meet with the School Director and/or Dean, and remove the scholar from the school building. If the parent/guardian cannot immediately come to the school building, the scholar 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 scholar 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.
- Scholars 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 School Director.
- The student may have to meet additional conditions as required by Baton Rouge College Prep.

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

Scholars are responsible for completing academic work missed during the suspension. This work will be available in a folder for pick-up by a family member in main office at the school daily between 4:00-5:00pm. The completed work will receive full credit, if submitted by deadlines in accordance with the school make-up policy. If a scholar does not complete this work, the scholar will face the consequences outlined in the school make-up policy.

### Appeal of Suspension

To appeal a suspension upheld by the School Director, the parent must submit a written statement of appeal request within five (5) school days after the beginning date of the suspension to RSD Hearing Office with a copy of the disciplinary action form (Notification of Suspension). After formal notification of the request, the hearing officer will assess the merits of the case. The decision of the Hearing Office shall be final.

### Expulsions

Expulsion is defined as "a removal from all regular school settings for a period of not less than one school semester." Any scholar, after being suspended for committing an expellable offense, may be expelled upon recommendation by the School Director and approval by the RSD Hearing Officer. The School Director may immediately suspend and recommend for expulsion a scholar who is found carrying or possessing:

- a firearm
- a knife, the blade of which equals or exceeds two inches in length (unless that student is eleven years of age in pre-kindergarten through grade five, in which case, suspension is permissible but not required)
- another dangerous instrument
- any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form (including any student who distributes, sells, gives, or loans one of these substances), any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system.

Any scholar who has been suspended on multiple occasions for committing any offenses that threaten the safety and well-being of oneself or others during the same school year, may be recommended for expulsion.

The School Director or designee reserves the right to recommend a scholar 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 contract will be made between the scholar and school once a scholar has been Out-of-School Suspended for six incidents. A scholar's breach of this contract may lead to the recommendation of an expulsion hearing. Examples of specific, severe behavior infractions that may warrant a referral for expulsion include, but are not limited to:

- Physical fighting of any kind, regardless of whether or not the student initiated physical contact; and
- Sexual harassment or assault of a staff member or student.

#### Due Process Procedures for Expulsions

The School Director cannot expel a scholar. The School Director can recommend a scholar for expulsion. If the School Director recommends a scholar for expulsion the scholar will be suspended pending a hearing for a recommendation for expulsion. The scholar 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 School Director 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 School Director 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 School Director 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 School Director may call witnesses requested by the student. The School Director 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 School Director is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.
8. If the School Director chooses to recommend a student for expulsion, the following paperwork will be submitted to the Student Hearing Office within 4 days of the incident, 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

(Failure of a school to submit the paperwork to the RSD within 4 days of the incident could result in allowing the student to return to the school.)

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 RSD Student Hearing Officer within ten (10) days. The principal or teachers as well as the student,\* may be represented by someone of their choice at this hearing. If the parent cannot attend, the hearing may still proceed.
11. After the hearing, the RSD Student Hearing officer or designee then makes a determination of the student's guilt based on the evidence gathered during the school's investigation. If found guilty, the RSD Student Hearing Officer will determine the appropriate length of expulsion according to RSD expulsion guidelines, and the expulsion is effective immediately. If found not guilty, the student will be readmitted to campus and may have additional requirements as determined by the RSD Student Hearing Officer.
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 Student Hearing Office review the findings of the RSD Student Hearing Officer or designee.\* Otherwise the decision shall be final.
13. The Student Hearing Office may uphold, modify or reverse the decision.
14. If the Student Hearing Office upholds the decision of the RSD Student Hearing Officer or the designee, the parent(s)/legal guardians of the student may, within ten (10) days, appeal to the parish court in which the student's school is located. The parish court may reverse the ruling of the local educational governing authority.

\*Louisiana State Law

\*\* Federal Law

## Bullying

Bullying is considered a zero-tolerance offense at Baton Rouge College Prep. Scholars who bully other scholars 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 scholar's academic development; creates an intimidating, hostile, or offensive learning environment; physically harms a scholar; or damages a scholar's property. A scholar 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

Scholar use of social media outlets, including but not limited to, Facebook and Twitter, is not permitted on Baton Rouge College Prep's internet service or during school hours. Scholars with social media accounts may not "friend" school staff or faculty, including coaches or enrichment leaders. Scholars 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 scholars, 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. Scholars 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. Scholars will be given assigned seats. Scholars are expected to sit in and stay in these seats unless given express permission by the driver or school administration to move.
2. Scholars are expected to be silent on the bus. Scholars 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.

*Scholars 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:

- Talking on the bus
- Not following 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 scholar lose bus privileges, that scholar/their family is responsible for arranging alternative bus transportation for the scholar during that period. Unless a scholar is suspended, failure to attend school as a result of lost bus privileges will be considered unexcused absences and the scholar 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 – scholars' or otherwise – is not only unfair but, in the case of plagiarism, can also have legal consequences. If scholars 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 scholars during Student Orientation and continued throughout the year. Scholars who cheat, plagiarize, or copy another person's work may earn a 0 for the assignment and/or may be assigned a 1 day suspension. Scholars 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 scholars, Baton Rouge College Prep staff reserves the right to conduct searches of its scholars and their property when there is reasonable suspicion to do so. If searches are conducted, the school will ensure that the privacy of the scholars is respected to the extent possible, and that scholars and their families are informed of the circumstances surrounding and results of the search. School cubbies and desks, which are assigned to scholars for their use, remain the property of Baton Rouge College Prep, and scholars should, therefore, have no expectation of privacy in these areas.

### Field Trips/End-of-Year 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 scholars 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 scholar 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, scholars 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, scholars with disabilities are afforded extra legal protections when the discipline constitutes a change in placement. If a scholar violates the Code of Conduct, before consequences or punishment are imposed, the School Director must consider whether the scholar has an IDEA or Section 504 disability; or is a scholar who is “thought to have a disability.” While all scholars may be disciplined, the placement of scholars 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).***

#### *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 scholar

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 scholar 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 scholar for more than 10 school days (consecutive or cumulative) for any reason, the scholar 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 scholars removed from school for more than 10 days. A scholar'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 School Director monitors the number of days each scholar with a disability has been suspended. The School Director, in collaboration with the Special Education Coordinator, monitors the number of days each scholar suspected of having a disability and each scholar with a 504 Plan has been suspended. Scholars protected under IDEA and ADA, who have not reached this 10-day threshold, may be suspended under the procedures that apply to all scholars.

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. Scholars sent home from school in the morning because of misconduct are considered to have a full-day suspension. Scholars sent home in the afternoon are considered to have a half-day suspension. These conditions apply unless the scholar's BIP specifically calls for the scholar to receive a shortened school day when certain behaviors are exhibited.

When transportation is an IEP service, a scholar'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 scholar to access educational services.

When transportation is not an IEP service, the scholar's removal from the bus is NOT considered to be a suspension. In this case the scholar/parent have the same obligations for the scholar 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 scholar with an IEP reaches the 10<sup>th</sup> 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.

### **Scholars Without IEPs or Section 504 Plans "Deemed to Have a Disability"**

In some cases, a scholar without a disability will be deemed to have a disability. There are certain circumstances that would indicate a school had knowledge that a scholar 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 scholar has a disability.

1. Evaluation Requested.

The parent requested an evaluation.

2. Written Concern.

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

3. Specific Concerns by Staff about Pattern of Behavior.

The scholar's teacher or other school staff told school supervisory personnel of specific concerns about the scholar's pattern of behavior. Scholars 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 scholar, refused special education and related services for the scholar or the scholar was evaluated and was determined not to have disability.

### **Application of Section 504 and ADA**

Generally, scholars 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 scholars with behavior that is not a manifestation of his/her disabilities. In this case, these scholars are entitled to those services normally available to nondisabled scholars who are suspended or removed pursuant to the school's Code of Conduct. Also, scholars with offenses that relate to an alcohol or drug addiction are not covered under Section 504/ADA, unless the scholar is in a program for rehabilitation.

#### *Physical restraint and mechanical restraint*

Restraint is used only if a scholar 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 scholar 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 scholar's IEP or BIP, as appropriate to the behavior exhibited by the scholar, have been implemented with integrity but were documented to be ineffective.

- If the IEP team of a scholar with an exceptionality determines, based upon the results of a FBA and other relevant information, that an appropriate behavior intervention plan for the scholar should include the use of a physical restraint when other less-restrictive, positive behavior intervention strategies have been implemented but were ineffective and the scholar poses a danger to himself or others, the IEP team includes this information in the scholar's IEP or BIP and any other relevant matter agreed to by the IEP team.
- A scholar with a disability should not be subjected to any form of mechanical restraint.
- No scholar with a disability should be subjected to unreasonable, unsafe, or unwarranted use of physical restraint. A school employee uses physical restraint on a scholar with a disability only if the scholar'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 scholar's size and age and the severity of the scholar's behavior. Scholars shall be released from physical restraint as soon as the reasons justifying the use of physical restraint subside.
- A scholar with a disability is not physically restrained if the scholar 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 scholar 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 scholar 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 scholar, and a copy is placed in the scholar's special education file.

## Complaints about Student Discipline

The primary contact for scholar discipline is the School Director or designee. In the event of a complaint regarding scholar discipline, the parent should schedule a meeting with the School Director 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.

## Chapter 5: Academics

### 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:

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

### Final Grades

The school year is broken into 3 trimesters. At the end of each trimester, students receive a grade in each class. Each trimester, those grades will be comprised of three components weighted as follows:

- **Participation, Organization and Homework Component: 20% of overall grade**  
Grades for participation are given daily. Grades should be assigned on an objective scale. Grades related to organization (such as binder upkeep) are entered in this section as well. The Homework component measures only a student's completion of daily homework assignments – homework is collected and entered for a grade daily.
- **Skill and Content Component: 50% of overall grade**  
The Skill and Content component measures ongoing 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. Specifically, all quizzes, exit tickets and graded homework are entered in this category.

- **Comprehensive Assessment Component: 30% of overall grade**

The Comprehensive Assessment Component measures student mastery on summative assessments. The only items entered in this category are major assessments, end of unit assessments and end of trimester comprehensive assessments.

Students' end-of-year grades are calculated by assigning 33% credit for each quarter's grades. Students must earn at least one quality point ("D" grade or higher) in the 3<sup>rd</sup> trimester 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 "Lifework" Policy

Homework, or lifework, 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. Lifework is one way we ensure that happens.

To ensure that lifework 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 lifework, asking for help in advance, and turning in their work on time. When students fail to meet those expectations, they are given the opportunity to redo the work – but at the cost of recess time.

#### Student Lifework Responsibilities

Students have four daily responsibilities related to lifework:

- Write down all lifework assignments on their agenda;
- Complete all lifework assignments to the high standards set forth by the school;
- Read independently for 20 minutes;
- Show completed lifework assignments to a parent and receive signatures only if the parent feels that the completed lifework meets Baton Rouge College Prep's high standards.
- A parent/guardian signature does not guarantee that the student receives full credit for the lifework.

All lifework assignments are collected each morning at the beginning of the school day. If a student has not satisfactorily completed his or her lifework that is due on a given school day, even if absent, late, or dismissed early the prior day, or tardy (i.e. arriving after lifework submission time), he or she will earn an unprofessional for each missed/incomplete lifework assignment.

#### Family Lifework Responsibilities

Families also have important responsibilities when it comes to student lifework. Lifework is one critical way that the school communicates with families and engages their support in holding students accountable to meet their academic responsibilities.

Each night, we ask that a parent or guardian reviews and signs each sheet of a student's lifework only if it is complete and professional. By signing the lifework, parents are able to see first-hand the content being covered in each class. Additionally, by reviewing the work, families are able to reinforce critical habits like following directions, asking for help, and neatness.

ONLY parents and/or guardians should sign lifework. Students should NEVER sign their own lifework. If they do, it is considered forgery and will earn a 0 on all assignments and a one day suspension. Please never give your student permission to sign their own lifework.

Lifework that is turned in without a parent or guardian's signature is considered unprofessional for the purposes of this policy and receives consequences as outlined below. Because of this, it is critical that families work with students to set clear expectations around when lifework can be signed each day. To be clear, it is the student's responsibility to ensure that they have the tools and materials necessary to complete the work. If a parent or guardian reviews the work and it is incomplete or unprofessional, it should not be signed. Parents have the option to review the work and direct the students on how to complete it, or to refuse to provide their signature, understanding that the consequence will be an unprofessional.

### Makeup Work: Lifework

Students who are not in school miss critical academic assignments and assessments. Our school make-up policy is designed to hold students accountable for all missed assignments and assessments, as well as to ensure timely make-up work such that students do not fall behind academically.

If a student misses a class for any reason (absence, lateness, or early dismissal), the student's missed class and lifework assignments can be found on Google Classroom. If a student is unable to access Google Classroom, it is the student's responsibility to collect their missed class and lifework assignments from the teachers on the day of his/her return. Students who collect their lifework during that window and return it the following day, completed and on time, will be eligible for 100% credit and will not earn an unprofessional. If the work is completed within the guidelines listed below, students will still be eligible for 100% credit.

If a student is absent, late, or dismissed early for any reason, all missed lifework assignments are due:

- The day of the student's return, for purposes of earning/loosing professionalism points.
- The day following the student's return, for the purposes of academic credit. (If a student has been absent for more than one consecutive school day, he/she will have as many school days as absences to submit missed lifework for purposes of academic credit. For example, if a student is absent on Monday and Tuesday, the student has two days to complete the lifework for purposes of academic credit. In this case, the work is due by Friday morning at 7:50am.)

Students who earn unexcused absences may be ineligible for makeup work and may receive a 0 for participation and any in-class assignments. Students who have excused absences from class are eligible to receive makeup lifework and assessments for credit, but they may receive a 0 for participation and any in-class assignments.

### Makeup Work: Assessments

If a student is excused from an absence for any reason (up to five consecutive days), or if a student is late and/or dismissed early, all missed assessments (e.g., tests, quizzes) must be made up within the number of consecutive school days that the student had been absent. For example, if a student had been absent for three consecutive days, he/she would have three school days to take the missed assessment.

If a student is absent for five or more consecutive school days, he/she must meet with their Advisor, the Director of Curriculum and Instruction, or the School Principal to determine a reasonable timeline for making up missed assessments. These plans will be communicated to parents.

### Late/Missing, Incomplete, and Unprofessional Work

All out-of-class work is classified as complete, late, incomplete, or unprofessional.

When an assignment is not turned in on the day it is due, it is considered missing. Students with missing work will earn an unprofessional for each assignment. Missing work is assigned a grade of 0.

Late work is work that is turned in 100% complete and professional, but is turned in after the day it is due. Work that is turned in within 24 hours of the original due date is eligible for 50% credit.

Work that is turned in on time, but is unfinished is considered incomplete. For the purposes of this policy, it is important to understand the strict definition of completeness. Examples of incomplete work include, but are not limited to; failure to follow directions (such as writing in incomplete sentences, or failure to annotate questions) and failure to complete 100% of problems. Each assignment's directions should indicate clear criteria for completion. If any individual component is incomplete, the assignment is incomplete. Students with incomplete work will earn an unprofessional. Incomplete work is assigned a grade of 0. If the assignment is edited and returned within 24 hours of the original due date, it is eligible for 50% credit.

Any work that is turned in on time and complete, but shows a lack of professionalism is considered unprofessional. Examples of unprofessional work include, but are not limited to, assignments that do not have a parent signature or assignments that are dirty or damaged (i.e. torn, have spots/stains, contain doodles or other unprofessional scribbling). Students with such work will earn an unprofessional. If the assignment requires extensive repair, a new copy will be provided to the student. Unprofessional work is assigned a grade of 0. If the assignment is edited and returned within 24 hours of the original due date, it is eligible for 80% credit.

### 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. Students in grades with state-mandated high-stakes tests must also meet promotional requirements on state testing.

## Passing All Classes

Students must pass all classes in order to be considered for promotion. Students must also meet all state attendance requirements. 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.

## Summer School

Students earning a failing final grade in **one or two** classes are required to attend and pass Summer School. Summer School takes place over 15 school days in June from 8:00am – 1:00pm. During this time, students review the subject area(s) in which they struggled and receive targeted interventions. Transportation is provided by the school during Summer School.

Summer School is one final opportunity for students to indicate readiness for the next grade level. Expectations for passing Summer School are rigorous. In order to pass Summer School, students must:

- Enroll on time and attend each day. Students who miss more than 2 days of Summer School will fail Summer School. Tardy and incomplete day rules apply during Summer School.
- Pass all Summer School classes.
- All school rules apply during Summer School.

If a student required to take Summer School fails to enroll in Summer School or to meet any one of the expectations above, that student will be automatically retained.

## 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 are not required to attend Summer Academy.

## School Supplies

School supplies that students will need at Baton Rouge College Prep. School supplies will be provided by the school as part of the supply package. All students should carry a backpack for transporting materials securely to and from school.

## Items to be Checked Every Morning in Advisory

Every day, students are expected to have their required materials out and on their desks before class begins. This includes all school-issued supplies: binder with dividers, pencil case, sharpened pencils, composition book, and AR book. Advisors will perform a supply check at the beginning of each day. Students who are missing any item, will earn an unprofessional and/or a tardy.

**Please note – pencils should be sharpened prior to class with students' personal pencil sharpeners. Sharpeners will not be available for use in class.**

Additionally, pens must be ballpoint and use only black or blue ink. Students are not permitted to use markers, felt tip pens, permanent markers/sharpeners or colored writing utensils. Materials that are not



compliant with this policy will be confiscated and discarded. Students are responsible for having a constant supply of pens, pencils, erasers and highlighters.

### Supplies that Should Stay at Home

These are materials that students should keep at home for use in keeping them organized. This includes pencils and pencil sharpeners for completing Lifework.

**Please DO NOT purchase** folders, additional three-ring binders, colored pens and/or other non-specified supplies for students. During student orientation week, all students will be provided with a lifework/notes binder with accompanying tabs, supply bags, pencils and lifework agendas.

Students should not bring non-essential items of value to school – monetary or otherwise – since they cannot be securely stored. Although Baton Rouge College Prep prides itself on being very safe, the school does not accept responsibility for any missing items of value. Students who bring inappropriate items to school which are seen, including but not limited to toys, iPods, CD players, laser pointers, beepers, pagers and **cell phones**, will have such items confiscated and consequences will be imposed according to the student code of conduct.

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.

### Supplies Provided by the School

Many of the supplies students need will be provided by the school. These supplies, including class binders and supply bags, are required each day. These items go through a lot of wear and tear. As such, they will be replaced at no charge to students at the end of the first semester. Students should take care of these supplies and avoid rough treatment.

If students lose or abuse their supplies and they need to be replaced at any other point in the year, students will receive a replacement and a supply replacement deduction from their paychecks of -\$10. Families should not replace these supplies for students. Supplies that require replacement are those that:

- Are lost or misplaced;
- Are ripped, torn, or otherwise broken;
- Have been written on or defaced in any way.

## Chapter 6: Family Communication

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 advised to notify the office of moves, changes of home or emergency telephone numbers, and/or places of employment.

### Home Visits

Throughout the summer, new scholars and incoming fifth grade scholars may receive a home visit by a member of the leadership team or their teacher. This will allow families to speak directly with school leadership about the upcoming school year and school expectations.

### Visiting Classes

Our school has an open door policy that allows parents to sit in on class during any time after the first few weeks of school. During the beginning of school, it is critical for scholars to transition into their new setting, and parental presence in the classroom can slow this process. After open house, we encourage parents to come into the classroom and see our amazing teachers and scholars at work. When observing in the classroom, parents are asked not to disrupt the education of their child or of other scholars or to attempt to conduct individual conversations with the teacher during instructional time. Parents who are disruptive to the educational process will be asked to leave. Parents must provide identification and sign in at the office before visiting a classroom, receive a visitor pass, and wear the pass at all times while in the school.

### New Student Assessment

To best serve the needs of all scholars, all new scholars will complete a series of assessments upon entering school. These assessments are not entrance exams and will have no academic bearing on the scholar's admission or grades.

### Student Orientation

Prior to the start of school all families will be asked to bring their scholars to Student Orientation sessions. During this time the school will review school information and school-wide expectations. Scholars and families will meet their teachers and tour the school.

### Family Nights

Throughout the year, Baton Rouge College Prep will hold Family Nights and Parent Universities. All parents are invited to attend Baton Rouge College Prep Family Night and Parent University and are asked to bring their children to this event. On the first Baton Rouge College Prep Family Night, staff will explain vital information about school rules and discipline systems, share key school policies, give an overview of the general daily schedule, and answer any general questions that parents have about the school. It will also give parents a chance to meet parents of other scholars in the school. Subsequent Family Nights will alternate opportunities to focus on academics and to build our community of families.

### Parent Conferences

Parent-teacher conferences are a crucial component of our educational program. Parents are expected to attend conferences after each of the first three report cards and at other times as requested by the classroom teacher or School Director. Parent conference days are scheduled for the end of each trimester.

Parents should plan on attending a 30-minute conference during that school day or at a pre-arranged time before or after school during that week.

## Chapter 7: Safety and Security

### Closed Campus

Baton Rouge College Prep is a closed campus. Baton Rouge College Prep's hours are between 7:30 a.m. and 3:00 p.m. Monday through Friday, during which all scholars must remain on the campus as defined by the school unless supervised by a staff member. Scholars who are excused at dismissal time may leave campus if they do not have other obligations. When on campus, scholars must always be in class and under the supervision of an adult.

Scholars 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 scholar out of the school's attendance log before the scholar will be released.

### Visitor Policy

Baton Rouge College Prep welcomes and encourages visits to school programs by parents, other adults, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons, it is necessary to invoke visitor controls. All visitors, including parents and volunteers, must report to the School office upon entering the school building, sign the guest register, show identification and receive a visitor pass. This procedure has been adopted for the safety of our scholars and staff. Children from other schools may not visit during the school day. Exceptions may be made at the School Director's discretion for families who are considering enrollment.

The School Director has the authority to prohibit the entry of any person, including but not limited to parents, other adults and/ or educators, to a program of the school or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the program. If such an individual refuses to leave the school grounds or creates a disturbance, the School Director is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The School Director may implement such administrative guidelines as necessary for the protection of scholars and staff from disruption to the educational program or the efficient conduct of their assigned tasks. This includes setting up an appointment to speak with school personnel or visiting a classroom.

### Student Emergencies

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

### 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 scholar at school, first aid will be administered and the parent(s)/guardian(s) of that scholar will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the scholar'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 scholars 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.

### 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 Office Manager.

### Fire Safety Procedures

In case of an emergency – if a scholar or staff member sees fire or smells smoke—he or she should close the door and pull the nearest fire alarm. Upon hearing the alarm, school staff will assemble scholars in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Scholars should follow the direction of staff members who will lead scholars outside the building to the designated locations, where school staff will line up scholars by class and take attendance.

During the first week of school and frequently throughout the school year, scholars and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. In case of a more serious emergency, should it be necessary to evacuate the school before, during, or after the school day—and it appears that we will be unable to return to the school for an extended period of time—school staff and scholars will evacuate from the school's buildings. A copy of each evacuation plan is available from the Operations Manager upon a family's written request.

### 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 School Director may enact a school-wide lockdown. Scholars will remain in the locked classroom until the School Director 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. Scholars who fail to follow staff instructions during a lockdown pose a serious threat to themselves and school safety and may receive a serious consequence.

## Chapter 8: General School Information

### 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 School Director

Email: [krice@brcollegeprep.org](mailto: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](mailto:OCR.Dallas@ed.gov)

### Bullying, Harassment, and Dating Violence

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 scholars 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 scholar's ability to learn and the School's ability to educate its scholars 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, scholars, 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 scholar or group of scholars has exhibited toward another particular scholar 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 scholar, more than once, by another scholar or group of scholars and occurs, or is received by, a scholar 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 scholar, placing the scholar in reasonable fear of physical harm, damaging a scholar's property, placing the scholar in reasonable fear of damage to the scholar'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 scholar'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 School Director or designee immediately. The School Director 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, scholars may contact the School Director 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 School Director. 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 scholars' off campus behavior that substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a scholar 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 scholar'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 scholars about this policy, such as holding an assembly on harassment, intimidation, dating violence, and bullying for parents and scholars, 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 scholars.



## Sexual Harassment

It is the policy of Baton Rouge College Prep to maintain an academic and work environment free of sexual harassment for scholars, 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 scholars, faculty, and staff must rely on strong bonds of intellectual trust and interdependence. All members of the Baton Rouge College Prep family, including faculty, scholars, 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 scholars, or between faculty or staff members and scholars. 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 discomfited 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.

## Internet Acceptable Use Policy

**The use of technology and computer resources at Baton Rouge College Prep is a revocable privilege. Failure to abide by this policy may render you ineligible to use the computer facilities and may bring additional disciplinary action. Additional information about our Internet Safety Policy is available in Appendix A.**

All users are expected to use the technology available at Baton Rouge College Prep in a manner

appropriate to the school's academic and moral goals. Technology includes, but is not limited to, cellular telephones, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the Baton Rouge College Prep community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

**Failure to adhere to this policy and the guidelines will result in disciplinary action.**

### 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.dcfslouisiana.gov](http://www.dcfslouisiana.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.

# School Calendar

## BATON ROUGE COLLEGE PREP | 2017-2018 CALENDAR

<p><b>JULY 2017</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>17-31</b> Teacher Summer PD</p>	<p><b>1-2</b> Winter Break (No School)  <b>3</b> Teacher PD Day  <b>4</b> Students Return  <b>15</b> MLK Day (No School)</p>	<p><b>JANUARY 2018</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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## 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 scholars to access this information.

## Food Service

Baton Rouge College Prep provides breakfast, lunch, and snack food service for its scholars. 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 scholars. 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 scholars who have particular dietary restrictions should alert the School Director and Director of Operations as early in the school year as possible.**

In order for scholars to engage in the rigorous academic program at Baton Rouge College Prep, it is important that scholars have healthy, balanced meals. As such, families who decide to provide lunch from home must comply with the following guidelines. If your scholar 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

## Transportation

Transportation to Baton Rouge College Prep will be provided subject to eligibility and fee guidelines. Any scholar who lives at least one mile from the school is eligible for transportation. The school bus will pick students up Monday through Friday in time to arrive at school on time. The bus will pick up scholars at the close of the school day to take them home.

During student orientation, families will be asked to complete a transportation plan form to indicate how scholars 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 scholar'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 scholar at the beginning of the

day. The scholar should give that notice to their advisory teacher during homework submission. Second, the family can call the front office. If the family is making a call, that call should be placed before 3:00 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 scholar, in which case, they will proceed with their normal transportation plan.

Scholars must comply with the Student Code of Conduct while traveling on a school bus to and from their homes or school-sponsored activities. If a scholar commits an infraction covered in the Student Code of Conduct on a school bus or at the school bus stop, the school bus driver/monitor will notify the School Director or designee who will complete an investigation and documentation as needed. A copy of the form will be given to the parent/guardian and the scholar. Based on the severity of the consequence, the School Director's or designee's discretion for consequences include regular school-based consequences, as well as bus suspension and/or assigned seating.

If a scholar is suspended from the bus, it is then the parent/guardian's responsibility to ensure that the scholar gets to school on time. If a scholar with special needs receives a bus suspension related to his/her disability, the school is responsible for providing an alternative form of transportation to and from school.

### School Property

Baton Rouge College Prep expects scholars 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 School Director or designee.

### Personal Property

All property brought to school is brought at the owner's risk. Baton Rouge College Prep does not assume responsibility for any property belonging to scholars. Distracting or inappropriate objects will be taken from a scholar and a parent will be required to pick up the item from the school office. Scholars should not bring large sums of money to school.

### Cell Phones and Electronic Devices

While on School property, in a School vehicle, or while attending School-sponsored or School-related activities, whether on or off School property, scholars shall be prohibited from using electronic communication devices, including, but not limited to, cellular phones, beepers, I-Pods, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices or other devices deemed to be distracting. Students may leave the devices in their backpack in the off position.

The first time a scholar 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 scholar 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.

### Student Records

Upon enrollment at the School, the parent/guardian must present the scholar'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 scholar'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 scholar's entry into the school, a school official shall request a scholar's official records from the elementary or secondary school he or she most recently attended. If the school the scholar claims to have most recently attended indicates that it has no records of the scholar's attendance or the records are not received within 14 days of the date of the request, or the scholar does not present a certification of birth or comparable certificate, the school shall notify the law enforcement agency that the scholar may be a missing child.

Baton Rouge College Prep shall require all scholars 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 scholar 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 scholars and clients until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

A scholar 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 scholar has an immunization due after the date school has begun, because the scholar began his/her immunization late, or because the scholar'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 scholar enters a school system within the state.

The School Director, or their designated representative, shall be responsible for checking scholars' 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 School Director is empowered, upon the recommendation of the Office of Public Health, to exclude from attendance unimmunized scholars until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

### Release of Photographs and Other Information

Baton Rouge College Prep will periodically create publications to highlight scholar 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 scholars.

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.

### 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 School Director. Such items may include school posters, brochures, newsletters, murals, etc. All school publications are under the supervision of a teacher, sponsor, and the School Director.

Unless a scholar obtains specific prior approval from the School Director, 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.

### Student Grievances

If ever a scholar feels he or she has not been treated fairly or justly, he or she has the right to talk with someone about the situation or concern. Scholars will first be directed to present any grievance to the teacher involved. If the matter cannot be resolved at that level, the concern will escalate to the School Director level or other appropriate designee. Once this occurs, a meeting will be scheduled in order to provide the appropriate time and space to present the grievance.

### Parental Grievances

If a parent or guardian would like to speak with a Teacher or other staff member for any reason they must contact the Office Manager to schedule an appointment. During the instructional day Teachers are responsible for the learning of up to 30 scholars. Therefore we must honor their time and responsibility to ensure the safety and wellbeing of all scholars. By scheduling an appointment all parties have the opportunity to plan and prepare appropriately in effort to secure positive outcomes for scholars.

We encourage parents to come to us with any concerns that you may have regarding your child's education and any other aspect of the Baton Rouge College Prep experience. We will work diligently to resolve all concerns in a way that preserves the integrity of the Baton Rouge College Prep program and expresses concern for the greater good above the individual.



## Chapter 9: Notifications

### 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 School Director a written request that identifies the record(s) they wish to inspect. The School Director 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 School Director, 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**

## 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 scholars. 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.

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Scholar Name (please print)

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Parent/Guardian Name (please print)

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Parent/ Guardian Signature

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Date