

# McDonogh 42 Elementary Charter School



## PARENT – STUDENT HANDBOOK AND SCHOOL CALENDAR 2010 – 2011

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# Student Bill of Rights for Conduct and Achievement

- ✍ Students have a right to attend school in a safe, secure and effective learning environment.
- ✍ Students have a right to learn in a school where there are clear discipline codes and fair and consistent enforcement of consequences for misbehavior.
- ✍ Students have a right to be treated with courtesy and respect.
- ✍ Students have a right to discipline with dignity.
- ✍ Students have a right to work in schools that have the instructional materials and books needed to support a rigorous academic program.
- ✍ Students have a right to attend schools where teachers are highly qualified in their subjects.
- ✍ Students have a right to due process and restoration when conflicts arise.
- ✍ Students have a right to be supported by their parents, taught by their teachers, guided by their community, and appreciated for their potential as future leaders by their public officials.

# Tardiness

- Breakfast begins at 7:40 a.m. Students should not be on the school grounds before that time.
- Children are tardy if they are not in the class line by 8:00 a.m. when the Morning Exercise begins.
- Children who are not in line when the class leaves the yard must report to the office accompanied by an adult to check in and to get a tardy slip before they can be admitted to class.
- Punctuality in elementary schools is the responsibility of the parent.
- Students may not be left at school more than 30 minutes after the day has ended.
- The tardy policy is:
  - 1st time – Verbal warning to child
  - 2nd time – Written warning to parent
  - 3rd time – Contact parent by phone
  - 4th time – Documentation by Social Worker
- **Parents of students who are habitually tardy will be reported to Child Protection and Welfare.**

# Absences

- By Louisiana State law, Children must attend school 160 days of the 179-day school year in order to be considered for promotion to the next grade.
- If a child has more than 20 unexcused absences, he/she will be retained, regardless of grades.
- An absence is considered excused when a child's absence is due to his/her illness, an immediate family member's illness, death in the family (not more than a week) and absences due to observance of faith-based holidays.
- Whenever a child is absent, the parent should send a written excuse with him/her upon return to school.
- This excuse can be a physician's statement or a personal handwritten or typed note from parents explaining specific reasons for the absence, the date the child was absent, and the parent's signature.
- This should be done for each absence and must be done within 5 days of the child's absence.

# Operational Rules

## School Hours

The school day begins at 8:00 a.m. and ends at 3:15 p.m. Breakfast is served before school starts from 7:40 a.m. until 8:00 a.m. Students who arrive after 8:00 a.m. should be escorted to the school office by a parent or guardian. Students will be dismissed through the rear playground. Parents are encouraged to wait for their children on the yard, not in the basement where classes must exit.

## Early Dismissal

Parents should make appointments for children after school ends for the day. Students may not be signed out between 2:30 and 3:00 p.m. as teachers prepare for dismissal. The office must be notified if someone is sent to pick up a student. That person must be a designee on the emergency record and present a picture ID for the safety of the child.

## Emergency Dismissal

The decision to close a school during the school day comes only from the Board President. Announcements to parents and to the general public will be on radio and television. Please do not call the school. If parents are not home during regular school hours, arrangements must be made with relatives or neighbors to take care of the children in the event of an emergency early dismissal. The child should be instructed about these plans by parents at the beginning of the school year and then reminded periodically during the year. The school will not be able to allow use of the telephone to get directions during the emergency.

## Disaster Plan

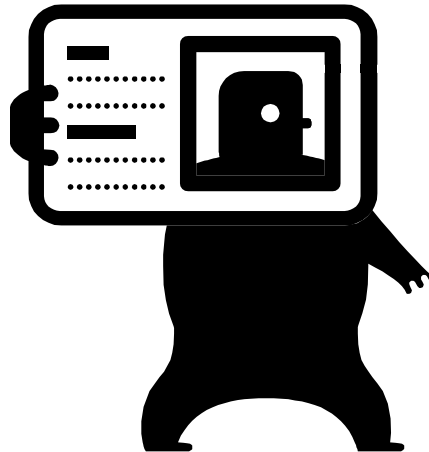
This general information relating to Disaster Preparedness will provide parents with guidelines for holding students in school during emergencies and pupil dismissal during emergencies. Parents should make arrangements to take care of their children if they are unable to pick up the children. Instruct the children about your plans. Unless otherwise notified, students will be dismissed in the usual manner. When an emergency exists in the vicinity of the school, the Principal/Designee will exercise the best judgment of specific steps which should be taken to minimize danger to the students and to the school staff until the danger has ceased. Students will never be put in harm's way.

## Make-Up Work

- At times, make-up work is needed for children who are recovering at home from extended illnesses.
- Parents should call their child's teacher and the front office to make the necessary arrangements for the make-up work.
- The work can be picked up at the end of the school day, from the child's teacher, not the front office.
- Make-up work will be provided for those students with valid excused absences.
- Students will not be allowed to make up work due to suspensions or expulsions.

## Visitors

- For the safety of the students, it is required that all visitors and parents report to the office and sign in. A picture ID must be provided.
- Office personnel will notify the classroom teacher via public address system before a parent goes to the class.
- This is necessary for parents to go to the classrooms.
- When parents sign in they will be issued a badge/pass. If a parent is coming to observe his or her child, read the policy on observations and follow the directions given.



# Bus Regulations for Students

1. Be on time; the bus will not wait.
2. Stand on the sidewalk, not in the street, while waiting for the bus.
3. Cooperate with the driver and the aide; your safety depends on it.
4. Remain quiet; do not distract the driver.
5. Present written permission from your parents, approved by the principal, to your bus driver to get on or off the bus at a stop other than your assigned stop.
6. Remain seated when the bus is in motion. Sit in the seat assigned to you by the bus driver or aide.
7. Keep arms, head or other objects inside the bus, not out of the windows or doors.
8. Never throw objects on the bus or out of the windows or doors.
9. The emergency door may not be opened except for emergencies directed by the driver.
10. Food and drinks are not allowed on the bus.
11. Do not damage the bus in any way.
12. Board the bus at the correct stop.
13. Do not leave the bus without permission.
14. Respect the driver.
15. Follow all school rules while riding the bus.
16. Students who do not follow the Bus Regulations for Students may be suspended from the bus and denied the privilege of riding.



**\*\*If the bus driver determines that a serious safety factor is violated, a discipline report will be submitted and an immediate student-administrator conference will be held. A second report by the driver could result in suspension from riding the bus.**

# DRESS CODE

- The following are dress code requirements:
- Clothing or wearing apparel will be worn that is modest, not revealing, or suggestive; or that is derogatory in nature.
- Shorts, dresses and skirts should be at least fingertip length.
- Students will wear closed shoes that will not slip off their feet. Tennis shoes are acceptable but they may not make noises, have flashing lights, or have roller skates embedded in the soles.
- Pants will be worn at the intended waistline and may not include pants worn inside out, rolled, gym-type shorts (unless required for physical education classes), boxer pants, biker pants, bathing suit-type shorts, any type of cut-off shorts or cut-up pants. If needed, a belt should be worn to make certain that clothing does not sag.
- Clothing should not expose the mid section and/or body below the armpits (cut-offs, tank-tops, cut-up or sleeveless shirts). See through or sheer shirts are not acceptable.
- Hats, caps or head coverings and sunglasses (unless a doctor's permit is on file) are to be removed upon entering the building.
- Shirts and blouses with slogans or pictures must be positive and socially acceptable.
- Jewelry or accessories should be kept to a minimum to prevent loss and distraction.
- Coats, jackets, and gloves are to be removed upon entering the classroom.

## Dress Code Violations

Specific prohibitions in student dress include the following:

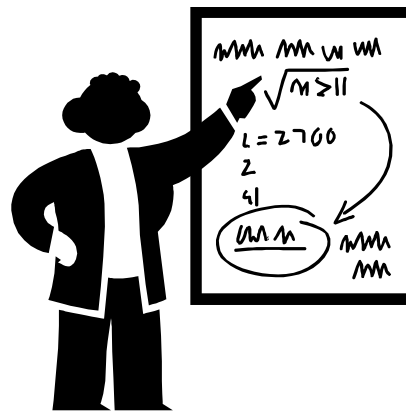
- Exposed undergarments,
- Undergarments worn as outerwear,
- Ornate jewelry/expensive jewelry,
- Hair curlers, or hair implements,
- Hair that is not groomed,
- Jewelry, buttons, patches with words, phrases, symbols, pictures, or signs that are indecent, profane, swear or suggestive words or are drug or alcohol related,
- Pagers/beepers, cell-phones or telecommunication devices worn on clothing, or
- Headbands, bandanas, wristbands (gang related clothing).

# Parent/Teacher Conferences

- If a parent desires a conference with a teacher at any time other than scheduled Report Card Conference days, the parent must call the teacher at school to arrange a time to visit.
- The teacher is not allowed to interrupt instructional time for an unscheduled conference during the school day.

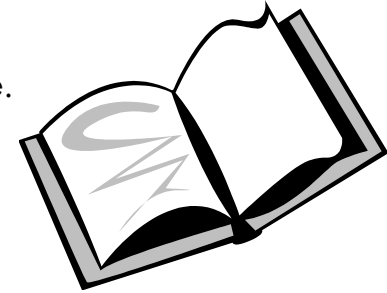
## Grading Scale

Letter Grade	Numerical Grade	Achievement Levels	Rationale
A	100 – 93	Advanced	Student substantially surpasses the standard
B	92 – 85	Mastery	Student exceeds the standard
C	84 – 75	Basic	Student meets the standard
D	74 – 70	Approaching Basic	Student needs improvement to meet the standard
F	69 – 0	Unsatisfactory	Student does not meet the standard



## Textbooks

- Students are accountable for all textbooks issued to them.
- Textbooks are very expensive and should be treated with care at school and home.
- Textbooks should be covered at all times. Contact paper and glue are not to be adhered to the books.
- Students will be required to pay for lost or damaged textbooks before a replacement is issued to them.



## Toys, Games, and Cell Phones

- Students are not permitted to bring radios, MP# players, iPods, tape recorders, toys, games or other personal items to school unless the teacher sends a written request to parents to do so for a special occasion/assignment.
- The school cannot assume responsibility for personal items brought to school; this includes sports equipment.
- If items are broken, stolen, or misplaced, the school will not accept responsibility for replacement or repairs.
- Cell phones, pagers and all other electronic devices which could be used for communication purposes in the possession of students are banned from the school facilities during school hours.
- This band includes buildings, grounds, desks, lockers and other equipment as well as the person of the student.
- Parents may make special requests for cell phones to be held in the school office during the school hours for their children's use after school.

## Parent/Teacher Association (PTA)

- All parents are encouraged to join the PTA and become involved.
- Parents are considered partners in the education of our children.

# School Wide Guidelines

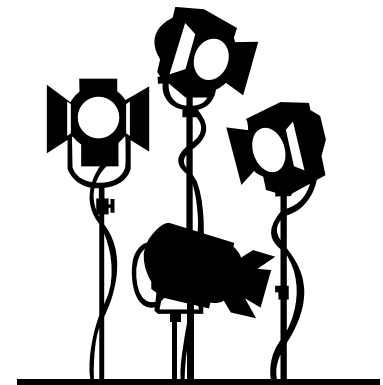
While in school or engaging in school related functions students are expected to:

- Use appropriate language at all times. Cursing is never acceptable.
- Walk when inside and outside the building unless directed otherwise by adults.
- Remain on school property or in assigned areas.
- Show respect for school and other's property by helping to care for desks, chairs and other school equipment.
- Refrain from using high-risk equipment on school grounds (e.g., skateboards, scooters, roller blades) at all times.
- Avoid dangerous weather-related conditions (e.g., puddles).
- Follow established restroom procedures.
- Refrain from chewing gum. Gum is not permitted in school or on the bus.
- Most headwear should not be worn inside the school building. Headwear may be worn inside the building only on designated "hat" days.
- Refrain from borrowing money from peers, giving money away, or selling items to peers.
- Gambling is not permitted in school.
- Leave toys, games, and portable electronic devices at home.

## Assemblies

So that all students and staff may enjoy assemblies, students are expected to:

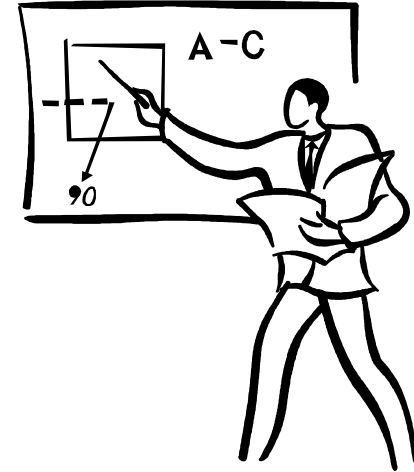
- Enter and exit the assembly in a safe, quiet manner as directed by their teacher.
- Use appropriate audience manners during assemblies.
- Sit in their assigned places in an appropriate manner.
- Remain seated until the entire program has ended.



# Classroom Guidelines

Students are expected to:

- Follow classroom rules, procedures and routines.
- Come to class prepared with books and materials and ready to learn.
- Respect self and others.
- Move with permission.
- Follow directions the first time they are given.



## Hallways

When passing in the hallways students are expected to:

- Walk at all times. Running is unsafe and unacceptable.
- Move quietly. When talking is necessary, keep voices low.
- Walk on the right side of the hallway.
- Have a pass when walking in the halls during class, lunch, and/or recess.
- Keep hands and feet to themselves.



# Cafeteria Guidelines

To ensure a safe and enjoyable experience during lunch, students are expected to:

- Pupils should enter the cafeteria quietly. Pushing, shoving or fighting will not be tolerated.
- Walk at all times.
- Stay seated at their assigned table until directed to clean-up and/or line-up.
- Leave the cafeteria only with permission from an adult.
- Refrain from talking while eating. Limit conversation to the people near them and at their table.
- Display good table manners.
- Raise a hand when assistance is needed.
- Refrain from trading, sharing, or selling food.
- Clean-up their immediate area and table when directed.
- Sit facing the table with feet in front and allow sufficient space between each person.
- No junk food (potato chips, sunflower seeds, cold drinks, candy, pickles etc.) is to be brought into the cafeteria.
- Misbehavior during breakfast could result in suspension from the breakfast program.



# Playground Guidelines

To ensure a safe and enjoyable experience during recess students are expected to:

- Ask an adult for permission to leave the playground to visit the restroom.
- Stop, listen, and respond to staff when spoken to or when a bell is rung.
- Play approved sports and games. Children are not to engage in rough play, karate, wrestling, or use any type of object as a weapon.
- Contact sports or games are not permitted and football is expressly forbidden at elementary recess.
- Remain on school property in assigned areas.
- Refrain from entering the building at any time without supervision. Students caught in the hall before school, during lunch or after school will be subject to disciplinary action from the administration.
- Respect the rights of those in class by staying away from the classroom windows, doors and walls.
- Dress for the weather.
- Use the sports equipment provided at school.
- Leave sticks, rocks, dirt or similar items on the ground.
- Refrain from "play fighting" or other activities that involve contact.
- Line up promptly in assigned area when the bell is rung at the end of recess.
- Leave personal sports equipment or other toys or games at home.



# TREME CHARTER SCHOOL ASSOCIATION

## Student/Parent Contract

### McDonogh 42 Elementary Charter School

I have received and read the Student Code of Conduct and Discipline Management Plan which describes the Treme Charter School Association's discipline policies and Student Dress Code to be followed by students enrolled in the charter school. My child and I have discussed and understand the contents of these policies.

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**Student's Signature**

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**Parent's Signature**

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**Teacher/Room Number**

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**Address**

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**Home Telephone**

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**Work Telephone**

*A copy of this contract must be on file for every child enrolled in the school.*

## STUDENT CODE OF CONDUCT AND DISCIPLINE MANAGEMENT PLAN

### LEVEL I MISBEHAVIORS, SUGGESTED INTERVENTIONS AND DISCIPLINARY ACTIONS

<b>Level I Infractions</b>	<b>Initial Offense</b>	<b>Repeat Offense</b>	<b>Habitual Offense</b>
1.1 Breaking Playground Rules	Student/Teacher Conference	Student/Teacher/Parent Conference	In-School Suspension
1.2 Cutting Class	Student/Teacher/Parent Conference	Student/Teacher/Parent/Principal Conference	In-School Suspension
1.3 Damage to school property	Student/Teacher/Parent/Principal Conference	Student/Teacher/Parent/Principal Conference; Restitution	In-School Suspension
1.4 Disobeying Lunchroom Rules	Student/Teacher Conference	Student/Teacher/Parent Conference	In-School Suspension
1.5 Disruption on an public service bus or school bus	Student/Teacher/Parent/Principal Conference	Student/Teacher/Parent/Principal Conference; Detention	In-School Suspension
1.6 Distraction of other Students	Student/Teacher Conference	Student/Teacher/Parent Conference	In-School Suspension
1.7 Failure to complete homework	Student/Teacher/Parent Conference	Student/Teacher/Parent/Principal Conference	In-School Suspension
1.8 Failure to have required items for class	Student/Teacher/Parent Conference	Student/Teacher/Parent/Principal Conference	In-School Suspension
1.9 Improper display of affection	Student/Teacher/Parent/Principal Conference	Student/Teacher/Parent/Principal Conference	In-School Suspension
1.10 Inappropriate public display	Student/Teacher/Parent Conference	Student/Teacher/Parent/Principal Conference	In-School Suspension
1.11 Littering	Student/Teacher Conference	Student/Teacher/Parent Conference; Restitution	In-School Suspension
1.12 Name calling or teasing another student	Student/Teacher/Parent Conference	Student/Teacher/Parent/Principal Conference	In-School Suspension
1.13 Non-conformity in Student Dress Code	Student/Teacher/Parent Conference	Student/Teacher/Parent/Principal Conference	In-School Suspension
1.14 Refusal to complete class work	Student/Teacher/Parent Conference	Student/Teacher/Parent/Principal Conference	In-School Suspension
1.15 Throwing objects	Student/Teacher/Parent Conference	Student/Teacher/Parent/Principal Conference	In-School Suspension
1.16 Truancy	Student/Teacher/Parent/Principal Conference; Social Worker	Student/Teacher/Parent/Principal Conference; Social Worker	In-School Suspension
1.17 Unauthorized sale of items	Student/Teacher/Parent/Principal Conference	Student/Teacher/Parent/Principal Conference; Social Worker	In-School Suspension
1.18 Unexcused Absences (2)	Student/Teacher/Parent Conference; Social Worker	Student/Teacher/Parent/Principal Conference; Social Worker	In-School Suspension
1.19 Unexcused Tardiness (1)	Student/Teacher/Parent Conference; Social Worker	Student/Teacher/Parent/Principal Conference; Social Worker	In-School Suspension
1.20 Use of unauthorized electronic devices	Student/Teacher/Parent Conference	Student/Teacher/Parent/Principal Conference	In-School Suspension
1.21 Violating School Assembly Rules	Student/Teacher/Parent/Principal Conference	Student/Teacher/Parent/Principal Conference; Detention	In-School Suspension

**LEVEL II MISBEHAVIORS, SUGGESTED INTERVENTIONS AND DISCIPLINARY ACTIONS**

<b>Level II Infractions</b>	<b>Initial Offense</b>	<b>Repeat Offense</b>	<b>Habitual Offense</b>
2.1 Academic Dishonesty	Student/Teacher/Parent/Principal Conference	In-School Suspension	Mandatory Suspension
2.2 Assault	Student/Teacher/Parent/Principal Conference; Detention; Restitution	In-School Suspension	Mandatory Suspension
2.3 Cheating	Student/Teacher/Parent/Principal Conference	In-School Suspension	Mandatory Suspension
2.4 Constant refusal to do school work	Student/Teacher/Parent/Principal Conference	In-School Suspension	Mandatory Suspension
2.5 Defamation	Student/Teacher/Parent/Principal Conference; Detention; Restitution	In-School Suspension	Mandatory Suspension
2.6 Disrespect; Intentional Disrespect	Student/Teacher/Parent/Principal Conference	In-School Suspension	Mandatory Suspension
2.7 Extortion or threats	Student/Teacher/Parent/Principal Conference; Detention; Restitution	In-School Suspension	Mandatory Suspension
2.8 Failure to accept Level I consequences for breaking rules	Student/Teacher/Parent/Principal Conference; Detention; Restitution	In-School Suspension	Mandatory Suspension
2.9 Fighting	Student/Teacher/Parent/Principal Conference; Detention	In-School Suspension	Mandatory Suspension
2.10 Gambling	Student/Teacher/Parent/Principal Conference; Detention; Restitution	In-School Suspension	Mandatory Suspension
2.11 Harassment, intimidation or bullying	Student/Teacher/Parent/Principal Conference; Detention; Restitution	In-School Suspension	Mandatory Suspension
2.12 Inappropriate field trip behavior	Student/Teacher/Parent/Principal Conference	In-School Suspension	Mandatory Suspension
2.13 Inappropriate touching	Student/Teacher/Parent/Principal Conference; Detention; Restitution	In-School Suspension	Mandatory Suspension
2.14 Inciting a Fight	Student/Teacher/Parent/Principal Conference; Detention; Restitution	In-School Suspension	Mandatory Suspension
2.15 Internet misuse	Student/Teacher/Parent/Principal Conference	In-School Suspension	Mandatory Suspension
2.16 Leaving school campus without permission	Student/Teacher/Parent/Principal Conference; In-house Suspension	In-School Suspension	Mandatory Suspension
2.17 Other offenses which the principal deems Level II	Student/Teacher/Parent/Principal Conference; In-house Suspension; Restitution	In-School Suspension	Mandatory Suspension
2.18 Possession of/ igniting fireworks	Student/Teacher/Parent/Principal Conference; In-house Suspension; Restitution	In-School Suspension	Mandatory Suspension
2.19 Possession or use of tobacco, lighters or matches	Student/Teacher/Parent/Principal Conference; In-house Suspension; Restitution	In-School Suspension	Mandatory Suspension
2.20 Preventing the teacher from carrying on class activities	Student/Teacher/Parent/Principal Conference	In-School Suspension	Mandatory Suspension
2.21 Providing false information	Student/Teacher/Parent/Principal Conference	In-School Suspension	Mandatory Suspension
2.22 Sexual advances; Verbal proposition for sexual act	Student/Teacher/Parent/Principal Conference; Detention; Restitution	In-School Suspension	Mandatory Suspension
2.23 Stealing	Student/Teacher/Parent/Principal Conference; Detention; Restitution	In-School Suspension	Mandatory Suspension
2.24 Trespassing	Student/Teacher/Parent/Principal Conference	In-School Suspension	Mandatory Suspension
2.25 Use of profane/obscene language	Student/Teacher/Parent/Principal Conference	In-School Suspension	Mandatory Suspension
2.26 Vandalism	Student/Teacher/Parent/Principal Conference; Restitution	In-School Suspension	Mandatory Suspension
2.27 Willful disobedience	Student/Teacher/Parent/Principal Conference	In-School Suspension	Mandatory Suspension
2.28 Written proposition to engage in sex	Student/Teacher/Parent/Principal Conference; Detention; Restitution	In-School Suspension	Mandatory Suspension

<b>LEVEL III MISBEHAVIORS, SUGGESTED INTERVENTIONS AND DISCIPLINARY ACTIONS</b>		
<b>Level III Infractions</b>	<b>Initial Offense</b>	<b>Repeat Offense</b>
3.1 Aggravated or physical abuse of a school employee	Recommendation for Expulsion	Recommendation for Expulsion
3.2 Arson/Fire	Recommendation for Expulsion	Recommendation for Expulsion
3.3 Battery with bodily injury to a student	Mandatory Suspension	Recommendation for Expulsion
3.4 Burglary or damage to a vehicle	Mandatory Suspension	Recommendation for Expulsion
3.5 Defacement of school property	Restitution	Recommendation for Expulsion
3.6 False reports/bomb threats	Recommendation for Expulsion	Recommendation for Expulsion
3.7 Gang-related activity	Recommendation for Expulsion	Recommendation for Expulsion
3.8 Hate related conduct	Recommendation for Expulsion	Recommendation for Expulsion
3.9 Illegal activity	Recommendation for Expulsion	Recommendation for Expulsion
3.10 Indecent or lewd behavior/exposure	Mandatory Suspension	Recommendation for Expulsion
3.11 Possession of drug look-alikes	Recommendation for Expulsion	Recommendation for Expulsion
3.12 Possession, use, transmittal, or concealment of a knife	Recommendation for Expulsion	Recommendation for Expulsion
3.13 Possession, use, transmittal, or concealing of drugs, alcohol, or inhalants	Recommendation for Expulsion	Recommendation for Expulsion
3.14 Possession, use, transmittal, or concealment of explosives	Recommendation for Expulsion	Recommendation for Expulsion
3.15 Possession, use, transmittal, or concealment of firearms	Recommendation for Expulsion	Recommendation for Expulsion
3.16 Possession, use, transmittal, or concealment of poisons	Recommendation for Expulsion	Recommendation for Expulsion
3.17 Rape	Recommendation for Expulsion	Recommendation for Expulsion
3.18 Robbery	Recommendation for Expulsion	Recommendation for Expulsion
3.19 Setting off fire alarm to cause a disturbance in school	Mandatory Suspension	Recommendation for Expulsion
3.20 Sexual harassment as defined by law	Mandatory Suspension	Recommendation for Expulsion
3.21 Sexual intercourse on school grounds or at school activity	Recommendation for Expulsion	Recommendation for Expulsion
3.22 Smoking	Recommendation for Expulsion	Recommendation for Expulsion
3.23 Stalking	Recommendation for Expulsion	Recommendation for Expulsion
3.24 Theft or extortion valued at \$100 or more	Recommendation for Expulsion	Recommendation for Expulsion
3.25 Use of any item as a weapon to harm or frighten others	Mandatory Suspension	Recommendation for Expulsion
3.26 Failure to accept Level II consequences for breaking rules	Mandatory Suspension	Recommendation for Expulsion



**TREME CHARTER SCHOOL ASSOCIATION (TCSA)  
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2010 – 2011**

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