



Einstein Charter Schools

2022-2023

Student & Family Policy Manual

*The student handbook is subject to changes.
The current copy is posted on
www.einsteincharterschools.com*

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Einstein Charter Schools

Mission

Einstein Charter Schools empowers all students to achieve financial well-being and embrace the power of choice through equitable educational experiences.

General Policies and Procedures

Admission and Enrollment

Admission Requirements

All Einstein schools participate in EnrollNOLA, the New Orleans common application and enrollment system (sometimes referred to as “OneApp”). Einstein follows the calendar and policies of EnrollNOLA as they related to application, admission, readmission, and transfer of students. For more information, please visit <https://www.nolapublicschools.com/> or www.enrollnola.org.

Documents for Registration

As per policy, all Einstein schools require documentation in order for a student to register at an Einstein school (once the student has been placed at or admitted to the school through the EnrollNOLA/OneApp process). To complete [NOLA-PS](#) registration, a student’s parent or guardian must provide copies of the following documentation:

- Birth certificate
- Immunization records
- Final report card
- Test scores
- Parent/guardian identification
- Proof of residence (*see below for additional information on proof of residency*)
- Social security card (optional)
- Individual Education Plan (IEP) or 504 Plan (if applicable)

A student may lose their seat at an Einstein school if they do not submit all required documentation by the registration deadline, as established by EnrollNOLA.

Proof of Residence Requirements

When a student initially registers at an Einstein school or if a student’s residence changes, the parent/guardian is responsible for providing two (2) forms of proof of residence for the new address. Acceptable forms include: lease or rental agreement; cable, internet service, telephone, Sewage and Water Board, or Entergy bill; LA state ID card or driver’s license, and payroll check stub with home address.

Einstein reserves the right to request proof of residence documentation at any time. In the case that Einstein or an Einstein school requests proof of residence, the parent or guardian must provide two (2) forms of proof of residence (acceptable forms are listed above) within five (5) business days. If the parent/guardian fails to do so, the student may be unenrolled from the Einstein school at that time.

All students attending Einstein schools are required to reside in Orleans Parish.

Attendance

Compulsory School Attendance

The state of Louisiana requires that all children from their seventh to their eighteenth birthday must attend a public school, private school, or must participate in an approved home study program. Any student above the compulsory attendance age who has excessive absences may be dropped from school with the SBLC (school building level committee) recommendation.

Please note below the Compulsory Attendance Law which all Einstein schools are mandated to follow:

- A Attendance Requirements –State law and school board policy require that elementary students (K – 8th) be present a minimum of 167 days per year. Secondary students (grades 9 – 12) are required to be present a minimum of 83-85 days per semester. (LA Bulletin 741). NOTE: These days may change during the 2021-22 academic school year, dependent upon guidelines set forth by the Louisiana Department of Education surrounding COVID-19.
- B Penalties – Section 221 of Title 17 of the LA Revised Statutes states that the responsibility of a child’s school attendance is placed with the child’s parent or legal guardian. This responsibility includes awakening the child in sufficient time each morning and ensuring that the child, in fact, arrives at school at the appointed time. Any parent, guardian, or tutor found to be in violation of the compulsory school attendance law may be fined not more than two hundred-fifty dollars (\$250.00) and/or sentenced to thirty (30) days in jail or both. If a child is absent or tardy five (5) days from school, parents and/or child may be referred to the Municipal Court or Families In Need of Services (FINS).

Students are expected to be in school each day. Absent students cannot participate in athletic practices or games the day of the event/activity. Dated, original notes from a parent or doctor must be submitted to the homeroom teacher within a one-week period (5 business days) following the absence.

Only absences that have been verified by the school social worker or designee are considered excused according to state law attendance requirements.

Types of Absences

- .1 Excused absences are the following:
 - Personal physical or emotional illness as verified by a state-licensed physician;
 - Extended hospital stay as verified by a state-licensed physician;

- Extended recuperation from an accident as verified by a state-licensed physician;
- Observation of a recognized holiday of the student's own faith with documentation provided;
- Visitation with a parent who is a member of the US Armed forces or National Guard and such parent has been called to duty for or is on leave from deployment to combat (these absences should not exceed 5 days per school year);
- Travel for educational purposes, including college and university visits, with the approval of the School Leader (Verification of the educational experience must be submitted upon return to school.);
- Death in the immediate family with documentation (these absences should not exceed 3 days);
- National catastrophe or disaster.

Excused absences allow for the student to make up missed assignments and will not be counted against students in determining whether a student meets attendance requirements.

- 2 Unexcused absences are absences where verifiable documentation is not provided, the note is provided outside of the specified required time, or fail to meet the criteria as excused. These absences count against the student when determining whether the student meets attendance requirements.

Students attending school-sponsored activities/field trips are considered to be present at school.

Attendance Requirements for Promotion

Students with more than 10 absences per year may be considered for retention.

Tardiness

Students arriving to school after the morning tardy bell will be considered tardy to school. Students arriving to school after the stated school start time after 30 minutes of the tardy bell must be accompanied by a parent/guardian regardless of reason to be checked in by office personnel. Tardy students will receive appropriate disciplinary action for repeated tardiness.

Early Dismissal and Check-Out

An early dismissal or check-out from a school day is also considered an absence in the classes missed. Early dismissal or check-out from school requires that the legal parent/guardian be present and provide a current form of legal identification at the time of the early dismissal or check out. Parent/legal guardian/designee must be listed on the students emergency card.

Withdrawal

Einstein kindly requests that parents/guardians inform the school secretary, data manager, and/or counselor at least one week prior to moving or transferring from the school, or as soon as possible. The parent must sign several forms before the withdrawal procedure can be finalized, and all financial and material obligations to the school must be resolved before the withdrawal will be completed. A student who seeks re-admittance to the school must go through the OneApp central enrollment system process.

Breakfast and Lunch

A breakfast and lunch program is available to all students each day. Breakfast and lunch will be served at no charge to all students, as all Einstein schools have been selected to participate in the USDA Community Eligibility Provision Program (CEP).

Special meals will be provided at no extra charge to students with dietary restrictions as documented by a doctor.

The breakfast and lunch programs are available to everyone regardless of race, color, national origin, age, sex, or disability.

Communication

Contact Information

Parents/guardians are responsible for annually providing current and up-to-date contact information for the student. Each summer before a new school year begins, parents/guardians will be sent a form on which to update their contact information, and then return to school. In the case that phone numbers or addresses change during the year, the parent/guardian must complete an enrollment card/form to provide current contact information. In addition to phone numbers and address for the parent/guardian, emergency contact information must be provided for at least two other individuals who may be contacted in case of an emergency. All authorized contacts to whom the school is permitted to release the student to during or after the school day must also be indicated.

Emergency School Closing

Emergencies, including severe weather and other external factors, may occur throughout the school year. In extreme cases, Einstein may deem it necessary for school facilities to close, as to ensure the safety and wellbeing of students and staff. In the event that school closure is necessary, Einstein will alert parents via School Messenger, as well as post over local radio and/or television stations, the Einstein website at www.einsteincharterschools.com and on all Einstein social media channels.

If students are on campus and an emergency school closure is deemed necessary, parents will be notified via SchoolMessenger. Einstein will also post immediate closure announcements on the Einstein website and social media channels.

Communication Devices

Cell Phone Policy

Students may use the designated office telephone with permission. Cellular phone usage is not permitted during the school day, unless permitted by the school principal (i.e. innovation Wednesday), including during the lunch period. Student cell phones that are seen and/or heard will be confiscated and securely held in the office of the Dean of Students. Confiscated devices must be retrieved by a parent/legal guardian. Discipline policies regarding communication devices will be enforced.

If a student chooses to bring their electronic device to school, the electronic device must be stored in a secure location. Students shall be personally and solely responsible for the security of their electronic devices. Einstein shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized usage of any kind on the electronic device.

Should it be determined that a student's cell phone contains material subject to criminal laws, school personnel shall confiscate the phone and notify law enforcement.

Communication Devices During Testing

The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. School personnel may collect such devices before students are administered an assessment. (The electronic device will be returned to the student after the assessment has concluded.) If a student is found in possession of an electronic device during an assessment, the assessment will cease, the device will be confiscated, and the student's assessment may be invalidated. Additional disciplinary action may be taken by the school administration.

Other Electronic Telecommunication Devices

Electronic telecommunication devices are not limited solely to cell phones; any device that has the capacity to electronically transmit or exchange data, including cellular watches. All electronic devices that have telecommunication ability are subject to the policies and consequences in place for cell phones (i.e. Apple Watches, tablets, etc.).

Damage to School Property

It is the policy of Einstein Charter Schools that a student found guilty or responsible for damage or loss to any property belonging to Einstein Charter Schools, a school, or a school employee shall be held accountable for making restitution for said damage. Any student who is suspended for such an act shall not be re-admitted until arrangements for payment in full have been made for said damage.

Emergency Situations

Emergency Contacts

It is the policy of Einstein Charter Schools that upon registration and every year thereafter, the parent/guardian will submit emergency contacts for each student who attends an Einstein school. It is the responsibility of the parent/guardian to notify the school if emergency contacts changes occur during the school year.

Evacuation of Building

Procedures for quick and orderly evacuation of school buildings have been established and are posted in classrooms and other rooms.

Alternate off campus re-unification locations may be used. Notification to students' parents/guardians will be completed by phone, text, and/or email to the parent/guardian and/or emergency contact information provided during registration and/or annual information updates.

Students are to familiarize themselves with procedures for evacuation and other emergency situations, and to obey instructions of teachers and staff in all situations. Because the orderly and rapid evacuation of building in an emergency is a serious and urgent matter, student misbehavior will not be tolerated and may result in disciplinary action.

Grievances

Einstein encourages students and parents/guardians to discuss their concerns and complaints through an informal conference with the appropriate teacher, staff member, assistant principal, or other school personnel. Concerns should be expressed as soon as possible to allow early resolution with the parties involved.

In the case that the student or parent/guardian is not satisfied with the outcome of the informal conference, the student or parent may initiate the formal process. At this time, they may submit a formal grievance in writing to the Principal. The formal written grievance must be submitted to the School Leader within ten (10) days of the incident or matter. The School Leader will then look into the grievance and claims to determine the appropriate action, notify the person submitting the grievance in writing.

In the case that the student or parent/guardian is not satisfied with the outcome of the formal grievance result as resolved by the Principal, they may submit a formal appeal in writing. The formal written appeal must be submitted to the Einstein Central Office within three (3) days of receiving notification of the resolution from the Principal. A member of the Einstein Central Office team will determine the appropriate action and notify the person submitting the appeal in writing.

In the case that the student or parent/guardian is not satisfied with the outcome of the formal grievance result as resolved by the Einstein Central Office, they may submit a second formal appeal in writing to the Chief Executive Officer. The second formal written appeal must be submitted to the CEO within three (3) days of receiving notification of the resolution from the Einstein Central Office. The CEO will determine the appropriate action and notify the person submitting the appeal in writing.

The determination of the Chief Executive Officer is final.

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

Homework Assistance/Academic Tutoring

Homework assistance can be obtained 7 Days a Week 2 p.m. - Midnight. All services can be accessed from a Louisiana public library, from your home computer, or from your mobile device @ <http://homeworkla.org/>

Immunization Records

As per Louisiana Law R.S. 17:170, each person entering any school (including elementary and secondary schools) within the state for the first time the time of registration or entry shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to a schedule approved by the office of public health, Department of Health and Hospitals, or shall present evidence of an immunization program in progress.

The schedule shall include but not be limited to measles, mumps, rubella, diphtheria, tetanus, whooping cough, poliomyelitis, and haemophilus influenzae Type B invasive infections. The schedule may provide specific requirements based on age, grade in school, or type of school. At its own discretion and with the approval of the office of public health, Einstein may require immunizations or proof of immunity more extensive than required by the schedule approved by the office of public health.

A student transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his personal physician or a public health clinic indicating immunizations against the diseases in the schedule approved by the office of public health having been performed, or a statement that such immunizations are in progress.

If booster immunizations for the diseases enumerated in the schedule approved by the office of public health are advised by that office, such booster immunizations shall be administered before the student may enter an Einstein school.

In the event of an outbreak of a vaccine-preventable disease at an Einstein school, the School Principal or Einstein CEO (or his/her designee) are empowered, upon the recommendation of the office of public health, to exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

Medication Policy

A student who is taking prescribed medication during the school day must have authorized medication administration information on file in the office and with the school nurse. The form outlines the process for dispensing medication that parents and student's physician must complete, sign, and return to the school before any prescribed medication may be administered to a student while on school campus.

Students should never be in possession of medication of any kind. Asthma medication may be carried by the student with written documentation from the physician and on file with the school nurse. School nurses or trained school employees are allowed to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction whether or not such student has a prescription for epinephrine. Breathe sprays/sheets, scented lotions, and colognes pose a health threat and are not permitted at school.

Non-Discrimination Policy

All Einstein schools admit students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Einstein schools do not discriminate on the basis of race, color, national origin, or ethnic origin in its educational policies, admission policies, and athletic and other school-administered/sanctioned programs.

Parents Right to Know Information

The *Every Student Succeeds Act (ESSA)* was passed by the U.S. Congress late last year and signed into law on December 10, 2015. The *ESSA* replaces the *No Child Left Behind Act (NCLB)* and is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*.

Under the *ESSA*, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. All Einstein schools receive Title I funding and we are happy to share this information with you upon your request.

Specifically, you may request the following:

1. Whether the teacher has met Louisiana teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Louisiana qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

We at Einstein are extremely proud of the quality of the teaching staff at all of our schools. All of our core content teachers have college degrees and many have advanced degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to ensure their teaching skills remain at the highest possible level.

If you would like to receive this information, please contact the Einstein Human Resources Department at (504) 503-0461 or my_tran@einsteincharterschools.org

Protection of Employees

Any individual, including any parent/guardian of a student attending an Einstein school, who physically assaults or threatens harm to any teacher, staff member, or employee of Einstein will not be allowed to enter the campus of any Einstein school without prior approval from the School Principal or Einstein CEO.

Searches

It is the policy of Einstein Charter Schools to reserve the right to inspect all school property at any time for weapons, drugs, alcohol, stolen goods, or other materials or objects, the possession of which is in a violation of the Louisiana state, Orleans parish, or Einstein policy when articulable facts lead to reasonable belief that the items sought will be found. Einstein property shall include, but is not limited to, building, desks, lockers, area, computer, and grounds.

Einstein shall authorized searches of students and non-students and of any bags, purses, containers, etc., that they bring on to Einstein property or to school-sponsored activities if suspected of any objects that could potentially cause harm and danger to others or themselves. These searches may include the use of hand-held or stationary metal detectors.

Student Fees

Einstein schools do not charge fees as a condition of or requirement before enrolling in the school, as all students who are placed as per the EnrollNOLA/OneApp process are admitted to the school.

Einstein schools do charge fees for specific items, events, or activities that are applicable to the student enrolled.

REQUIRED ELEMENTARY STUDENT FEES		
Item or Activity	Fee Amount	Total
Student ID & Lanyard	\$15.00	\$75.00
School Spirit Shirt	\$20.00	
Technology Usage	\$20.00	
Student Accident & Insurance	\$20.00	

REQUIRED HIGH SCHOOL STUDENT FEES		
Item or Activity	Fee Amount	Total
Student ID & Lanyard	\$15.00	\$75.00
School Spirit Shirt	\$20.00	
Technology Usage	\$20.00	
Student Accident & Insurance	\$20.00	

OPTIONAL FEES & ITEMS FOR PURCHASE		
Item or Activity	Fee Amount	Total
PTO Annual Dues	\$15.00	\$85.00
PE Uniform	\$25.00	
Spirit Shirt	\$20.00	
Science Lab (enrolled in Science Lab)	\$25.00	
Athletic teams or extracurricular activities may require additional fees. Students and parents will be notified of the fee(s) for the specific team/club/activity when joining.		

The parent(s)/guardian(s) of a student(s) who request financial assistance with student fees should request the "Student Fee Financial Assistance Request Form" from their school. The parent/guardian must complete the form in its entirety and return it to the school. (Incomplete forms will not be reviewed or approved.) Student fee assistance may only be requested for Required Student Fees.

Financial assistance is available for those who qualify; assistance includes full waiver, partial waiver, and payment plans. School administration will review each form to determine the appropriate assistance, if any. The parent/guardian will be notified of the assistance decision in writing and/or by phone, via the contact information that you provide on this form.

Student Privacy

Family Educational Rights and Privacy Act (FERPA) and Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules.

According to FERPA, parents and eligible students have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- Consent to the disclosure of personally identifiable information, except to the extent that FERPA and the school board authorize disclosure without consent (see below for further information);
- File with the United States Department of Education a complaint concerning alleged failures by the Einstein Charter Schools Board to comply with FERPA.

Disclosure without Consent

Under FERPA, Einstein may disclose information from a student's education records without the written consent of the parent or eligible student, when the disclosure meets any of the conditions set forth by FERPA, and in accordance with State law. This includes, but are not limited to:

- A school official having access to student records is:
 - A person employed by Einstein in an administrative, supervisory, academic, research, or support staff position, including health and medical staff;
 - A person appointed or elected to the Einstein Board;
 - A person employed or under contract with the Board to perform a special task for the Board.
- A school official has a legitimate educational interest to access student records if the official is:
 - Performing a task that is specified in his or her position description or contract agreement;
 - Performing a task related to a student's education;
 - Providing a service or benefit related to the student or student's family, such as health care, counseling, job placement, or financial aid;
 - Maintaining the safety and security of Einstein property or school grounds; and/or
 - Performing other duties of legitimate educational interest as determined by Einstein's CEO or his designee on a case-by-case basis.

- Disclosures to officials of another school, school system, or post-secondary education institution where the student seeks or intends to enroll will be made without any notification to the parent or student. The transfer of student records may include information on the date of any expulsion and the reason(s) for which the student was expelled.
- Einstein may disclose education records or information from education records, without the consent of a parent or guardian who is the subject of the records, to the State and local law enforcement officials and other officials within the juvenile system in accordance with the law.

All students are required to have a parent/guardian complete the Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) and Student Directory Information Opt Out Form during the initial registration process. (The Notification of Rights under the Family Educational Rights and Privacy Act [FERPA] and Student Directory Information Opt Out Form can also be found in appendix.)

Transfer of Personally Identifiable Student Information

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

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

Procedure for Inspection of Records

To inspect student records, requests must be made in writing to the School Data Manager. If additional assistance is needed, an additional request may be made in writing to Einstein Charter Schools.

Requests should be addressed to the Custodian of Student Records; Einstein Charter Schools, 4801 Maid Marion Drive, New Orleans, Louisiana 70128.

Amendment to Records

If, upon inspection of a student's records, a parent, legal guardian, or eligible student believes that the education records contain information that is inaccurate, misleading, or otherwise in violation of the student's rights of privacy, an amendment to the record may be requested by submitting the requested amendment in writing to Chief Executive Officer; Einstein Charter Schools, 4801 Maid Marion Drive, New Orleans, LA 70128. Any disagreement or amendment will be attempted to be resolved informally, when possible, through the Chief Executive Officer of his designee. Only the Chief Executive Officer or his designee may authorize an amendment to the education records of a student. If an amendment is not granted, the parent/guardian/eligible student may, within 30 days of the mailing of the notification, request a hearing. The hearing request must be made in writing to the CEO and mailed to the Einstein office address located above. If a hearing is granted, the decision made at such hearing by the CEO or his designee will be final.

Technology

Electronic Communication

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

Electronic Communication Between Students

Communication between students must be appropriate and in accordance with all applicable state and federal laws. If any form of inappropriate communication occurs between students electronically, which includes sharing of information and/or communication via writing, images, signals, sounds, recordings, data, or intelligence of any kind that is transmitted or shared on any device or means, Einstein will take appropriate action. Inappropriate communication between students may include, but is not limited to communication that may be viewed as bullying, derogatory, threatening, harassing, sexual, lewd, discriminatory, or suggestive in nature. In the case that inappropriate or unlawful communication is suspected, Einstein will initiate a full investigation and will involve law enforcement, if/when appropriate.

Electronic Communication Between Staff and Students/Parents

Communication between students and parents with Einstein staff must be appropriate and in accordance with all applicable state and federal laws. All communication, whether in writing, orally, or electronically, is expected to be professional, deemed reasonable and acceptable by any outside person, and limited to information that is school-related. Improper or inappropriate communication between Einstein employees and students and parents may include, but is not limited to, communication that may be viewed as derogatory, threatening, harassing, sexual, lewd, discriminatory, or suggestive in nature, regardless of who initiates the communication.

Any electronic communication between Einstein staff members and students (whether via Einstein-provided or personal hardware or account) are considered Einstein work products and subject to public records. This includes sharing of information and/or communication via writing, images, signals, sounds, recordings, data, or intelligence of any kind that is transmitted or shared, including in physical or electronic form. As such, if Einstein employees use a personal cell phone or personal email address to communicate with students or parents, the employee implicitly agrees to provide Einstein access to the cell phone or emails if and/or when Einstein requests to do so.

School-Provided Technology

Einstein recognizes the importance of technology and the educational benefits available through the appropriate use of technology. As such, computer labs, tablets, and laptop computer carts

will be used to support and enhance the educational program. An “Acceptable Use Policy” must be on file before a student may access these resources. (See appendix for the Acceptable Use Policy.)

Translation/Interpretation Services

Einstein Charter Schools has policies and procedures in place to ensure that lack of English language skills will not be a barrier to admission or participation in the educational or extracurricular programming of the school. Written translations and oral interpretations are available for Einstein students and their families.

Transportation

All Einstein schools provide free transportation to and from school to any student living in Orleans Parish more than one mile from their school. Provided transportation mainly consists of yellow school buses.

All students who ride Einstein-provided bus transportation must adhere to the following rules:

1. Stay seated when the bus is moving.
2. Keep your hands, feet, elbows, knees, books, pencils, and other objects to yourself.
3. Keep your voice low. If your voice can be recognized, you are too loud.
4. Nothing goes outside the windows, including arms, hands, feet, head, or any other bodypart.
5. No teasing or name-calling.
6. No fighting or horseplay.
7. No eating or drinking on the bus.
8. Follow the bus driver’s directions.
9. The following are not allowed on the bus: tobacco, matches, cigarette lighters, obscene language, obscene gestures, alcohol, drugs, pets, insects, or other animals, glass objects, weapons.
10. Students may only ride assigned buses. If route change is needed, the parent/guardian must contact their school’s operations manager to request a bus route or pickup/dropoff stop change. (Please note that changes are not immediate and will take time to process.)

Students who do not follow transportation rules will be issued consequence(s) that are appropriate to the severity of the offense. Consequences may include, but are not limited to:

- Verbal warning from the driver
- Driver referral to school administration, who will then conduct a parent phone call
- Driver referral to school administration, who will then conduct a parent conference
- Loss of bus privilege (duration is dependent upon the severity and frequency of the inappropriate behavior)
- After School detention and/or Saturday School
- In- and/or out-of-school suspension
- Expulsion

A legal parent/guardian/designee must be at the bus stop with students under 2nd grade. Complaints regarding transportation or the bus driver should be communicated to the Einstein Central Office; complaints will then be directed to the appropriate personnel and entity.

No one is allowed access to board the school bus, an unauthorized rider is anyone other than a student, Apple Bus Company employee or school/ district administration. Parents are never allowed to board a bus for any reason.

Truancy

As per Louisiana law R.S. 17:233, any student who is a juvenile and who is habitually absent from school or is habitually tardy is considered truant.

A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

The School Principal (or his/her designee) shall notify the parent/guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent/guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

The term "tardy" shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day, but shall not include reporting late to class when transferring from one class to another during the school day.

The School Principal/designee will make a Family In Need of Services referral to Juvenile Court when the school has established that the student is truant.

Uniform Policy

The specific school uniform policy for each Einstein school is available on the school website and from the school office.

- Shirts: All students are required to wear the school uniform shirt, embroidered with the official school logo. Shirt tails are to be tucked in and may not be worn outside of the pants.
- Bottoms: Pants are to be non-denim, uniform type slacks. Pants are to be the appropriate size for the students, must fit properly at the waist, and may be neither too tight nor too baggy. Bell-bottom, cargo, corduroy, patch-pocketed or jean type pants are not allowed as part of the uniform. Pants are to be hemmed (shoe-top length) and have no frayed edges or cut bottoms.
- Undershirt: Only plain white undershirts may be worn underneath uniform shirts
- Belts: Traditional solid black uniform belt
- Socks: Solid white crew socks
- Shoes: All black, closed-toe tennis shoes. Black and white saddle oxfords may be worn by female high school students.
- Outerwear: In cold weather, students may wear the school sweatshirt or jacket

over their uniform shirt. No other outerwear may be worn when inside the building.

- Accessories: Hats, caps, hoods, bandanas, handkerchiefs, visors, hair curlers, gloves, headdress, and sunglasses (unless prescribed by a physician) may NOT be worn in the building or in class during the regular school day. Excessive jewelry or jewelry including hoop and dangling earrings may not be worn. Stud type earrings are allowed.
- Bookbags: Students are only allowed to bring and/or carry mesh or clear book bags with them to and at school.
- Student IDs: To ensure student safety and campus security, students will wear IDs daily while on the campus. Failure to wear ID will result in a detention. The cost of a replacement ID will be \$10.00.

The School Principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students, who violate dress and grooming standards established for such an activity, may be removed or excluded from the activity for a period determined by the School Principal or sponsor.

The School Principal has the authority to allow all or part of the student body to vary from dress code and establish a particular mode of attire for special occasion days or for a particular school-sponsored or school-related activities (i.e. Spirit Fridays).

Visitor Policy

For the safety and security of the educational environment at Einstein schools, all visitors must first stop at the security desk and/or front office before proceeding to any other area of the building. All visitors must sign in the visitor log when they arrive, and must sign out when they leave. In addition, visitors are required to wear a visitor's badge at all times while in the building.

Visitors are allowed on campus at the discretion of the school leader and Einstein reserves the legal right to limit or prohibit individuals on campus who harass, threaten, harm, or disrupt the safety and peace of the education environment.

Volunteers and Chaperones

Level 1 Volunteers and Chaperones

Level 1 are volunteers or chaperones who have limited contact with students and will: 1) be under the supervision of an Einstein staff member or teacher; 2) not be alone with a student or group of students; 3) interacting with students only once for a short period of time.

Examples of Level 1 volunteers and chaperones include: one-time field trip chaperones; assisting in a copy room; presenting to class or doing read aloud (with teacher present); helping with holiday parties; chaperoning a dance.

Level 1 volunteers and chaperones must be cleared by the school front office in advance of any being within the school facility/on the school grounds and before any interaction with students. School front office staff must verify the volunteer/chaperone through a verification system, and

must record the volunteer/chaperon name, date, time, and verification results in the volunteer/chaperone log kept in the school front office.

Level 2 Volunteers and Chaperones

Level 2 are volunteers or chaperones who will be routinely interacting with students and may: 1) be responsible for the supervision of a student or groups of students; 2) be alone with a student or group of students; 3) interacting with students routinely and/or over a period of time.

Examples of Level 2 volunteers and chaperones include: athletics coaches or trainers; assistant band directors or support; extracurricular or club ongoing volunteer; tutors; chaperones who will be the sole adult supervising a student/group of students on a field trip (away from Einstein staff); chaperones for overnight trips.

Prior to any interaction with students, Level 2 volunteers and chaperones must be approved by the Central Office, as these chaperones/volunteers are required to successfully pass a background check completed by a law enforcement agency.

- The name, role, and contact information of each Level 2 volunteer/chaperone must be submitted to the Human Resources department (and operations team, if applicable) in writing at least 2 weeks in advance of the first day of volunteer/trip by the school administration.
- The Human Resources department will then contact the individual to obtain basic personnel information and set up their background check.
- The Human Resources department will inform the school administration when the volunteer/chaperone is cleared to interact with students, and will keep a record of all Level 2 volunteers and chaperones on file for each school.
-

Academics & Athletics

Advanced Placement

High school students may take Advanced Placement (AP) courses that are offered by the school. Upon completion of the AP course, students take an AP exam in May that is administered through the College Board. Depending on the score earned by the student and the specific requirements of the college or university, the student may earn college credit or advanced placement. Please check with the high school counselor to determine which AP courses are offered at each school.

Athletic/Extracurricular Event Conduct

Einstein is proud to offer a variety of athletic events that students may participate in and that students, families, and community members may attend. The following expectations regarding the conduct of participants and spectators at athletic events are to ensure the safety and enjoyment of all parties.

The following are prohibited from any and all individuals who attend Einstein athletic/extracurricular events:

- Fighting
- Damage to public or private property

- Throwing of objects
- Using or displaying obscenities
- Harassment of participants, game officials, or spectators
- Entering restricted areas without authorization
- Consuming or possessing any alcoholic beverages
- Using or possessing unlawful drugs or any weapons that may be injurious to self or others

English as a Second Language

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

All Einstein schools offer language assistance services in person and over the phone. If in need of additional translation services, please contact the school leader. Additionally, important documents and parent communications will be translated before being mailed home or sent home with students. All students are required to have an up-to-date Home Language Survey completed during the initial registration process. (The Home Language Survey can be found in appendix.)

Extra-curricular Participation and Eligibility

Einstein recognizes that in order to develop well-rounded individuals, our students must have the opportunity to participate in extracurricular activities.

Service clubs provide leadership opportunities for our students while instilling in them the desire and the need for helping others. Academic clubs seek to extend the classroom curriculum in areas of interest to the students. Performing groups encourage our students to explore and develop their creative talents. Einstein also offers a full range of athletic opportunities for our students.

All students are encouraged to participate in at least one activity. However, each student's primary responsibility is to perform to the best of his/her ability academically. Participation in extra-curricular activities begin in the classroom. Absent students may not participate on days they are absent from school activities or events occurring during their suspension period. Students suspended or excluded from school due to behavioral concerns cannot participate in extracurricular activities. Participation in athletics, clubs, and other organizations is a privilege, and not a right.

A designated staff member monitors all students involved in extracurricular activities weekly for their current grades. Any students in these groups who have a D or F will have an action plan that must be completed before they can be cleared for full participation.

- Students who have a D in a class will be required to attend 45 minutes of tutoring or study hall prior to attending practice. They may still participate in practice and games/events, as long as they complete the required amount of tutoring.
- Any student with an F on their current grades will NOT be allowed to participate in any practice or game/event until that F has been raised and removed from their grades.

- These students must still attend tutoring.
- The staff member who is monitoring the grades will communicate with affected students and sponsor the academic status of students who are not meeting grade requirements.

Field Trips

Field trips are taken to enrich the curriculum. Classes periodically visit educational destinations. Permission slips are sent home prior to each trip indicating date, amount, and special information. All due dates and timelines will be strictly enforced. Students not adhering to the student code of conduct – will require a legal parent or guardian to accompany the student.

Gifted and Talented

Admission into Gifted and/or Talented classes is limited to those students who have been evaluated and meet the requirements for gifted as defined by the State of Louisiana. For more information, please visit <https://www.louisianabelieves.com/academics/gifted-and-talented-students>.

Grading Policy

Grading Scale

Einstein Charter Schools shall use the following uniform grading system for students enrolled in all grades K-12 for which letter grades are used. This grading scale shall also apply for advanced course work, International Baccalaureate, Dual Enrollment, Gifted and Talented, and/or Honors.

K-12 Grading Scale		
Grade	Percentage	Quality Points
A	100-93	4
B	92-85	3
C	84-75	2
D	74-67	1
F	0-66	0

Coursework Grading Grades 1 – 8

Teachers should share a syllabus that outlines the work of the course and the grading requirements with each pupil and parent during the first week of classes each year or semester with appropriate follow-up reminders. The syllabus should give parents and pupils a clear definition of what the pupil must accomplish and show how the grade will be earned over the duration of the course.

Individual students' grades and averages are expressed as alphabetical grades. Numerical grades are converted to alphabetical grades for placement on the official documents: Roll Book and PowerSchool (which will print onto report cards). Please see grading scale for conversion of percentage to letter.

The following grading category weights are to be followed:

- 40% Formative-Quizzes, Classwork, Exit tickets
- 30% Summative-Unit Assessments, Projects and Essays
- 20% Quarterly Exams
- 10% Home Practice, Participation and Minor Assignments

After a student returns to school from an absence, he/she has the same number of days as the absence to make-up missed work for full credit. It is the student's responsibility to obtain any make-up work from his/her teacher. Extra credit will be offered at the teacher's discretion.

Coursework Grading Scale for Grades 9 – 12

Teachers should share a syllabus that outlines the work of the course and the grading requirements with each pupil and parent during the first week of classes each year or semester with appropriate follow-up reminders. The syllabus should give parents and pupils a clear definition of what the pupil must accomplish and show how the grade will be earned over the duration of the course.

Individual students' grades and averages are expressed as alphabetical grades. Numerical grades are converted to alphabetical grades for placement on the official documents: Roll Book and PowerSchool (which will print onto report cards). Please see grading scale for conversion of percentage to letter.

The following grading category weights are to be followed:

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After a student returns to school from an absence, he/she has the same number of days as the absence to make-up missed work for full credit. It is the student's responsibility to obtain any make-up work from his/her teacher. Extra credit will be offered at the teacher's discretion.

Graduation/Senior Information

Graduation Participation

Graduation is a joyous occasion that celebrates the accomplishments of students who have

fulfilled all requirements. In order to participate in a school's graduation ceremony, students must meet all graduation requirements set forth by the Board of Elementary and Secondary Education, which includes, but is not limited to, passing all required courses and meeting all End-of-Course/LEAP 2025 requirements. Details on Louisiana graduation requirements may be found at <https://www.louisianabelieves.com/courses/graduation-requirements>.

TOPS

In order for a student to qualify for college benefits through the Louisiana Taylor Opportunity Program for Students (TOPS), specific requirements as set by the Louisiana Office of Student Financial Assistance (LOSFA) must be met. Parents and guardians should consult the TOPS website (<https://www.osfa.la.gov/tops>) for requirements, specific information, and potential changes to the program.

Homebound Services

Homebound instruction shall be provided by a properly certified teacher on the eleventh school day following an absence of more than 10 consecutive school days for a qualifying illness.

Homebound instruction, at a minimum, shall be provided in the core academic subjects:

- a. English;
- b. mathematics;
- c. science; and
- d. social studies.

A minimum of four hours of homebound instruction shall be provided per week, unless the student's health as determined by a physician requires less. Consideration shall be given to the individual need for services beyond the core academic subjects for students with disabilities.

Homebound services may be provided via a consultative model (properly certified regular or special education teacher when appropriate, consults with the homebound teacher delivering instruction) for students needing such services less than 20 days during a school year.

The proper form for homebound services may be obtained from the school nurse.

Homeless/Transitional Students

Each school receiving homeless/transitional student(s) will enroll the student(s) immediately after receiving proper documentation from OneApp. The school will direct the family to the onsite McKinney – Vento Program Liaison who will assist with additional services and procedures.

Placement and Promotion

Einstein policy regarding placement and promotion of students can be found in the Einstein Pupil Progression Plan, which may be viewed at www.einsteincharterschools.com.

Plagiarism

Plagiarism is the act of taking the words of another person and using them as one's own. This includes copying words or ideas from a book, magazine or other print source, downloading material from the Internet and copying work from another student. In the last case, both the student who does the copying and the student who allows the copying are equally guilty. If

plagiarism occurs, disciplinary action that is commensurate to the action, severity, and intent will be issued.

Pupil Progression Plan

Einstein Charter Schools' Pupil Progression Plan (PPP) contains a full description of the academic and promotional policies for all Einstein schools. This handbook contains many, but not all, of the policies contained in the PPP. If you would like to view the Einstein PPP, it is available online at www.einsteincharterschools.com.

Special Education

All students identified by an Individual Education Plan (IEP) receive special education services that are appropriate to their evaluation and IEP.

For more information regarding Parent/Student Rights in Identification, Evaluation, and Placement according to Section 504 of the Rehabilitation Act of 1973 & Title II of the American Disabilities Act of 1990, please refer to "Your Child's Rights: 6 Principles of IDEA" in the appendix.

Discipline

Behavior Infractions and Offenses

Tier I Offenses

Tier I offenses may result in the expulsion of the student committing the offense. Tier I offenses include, but are not limited to:

- Distribution of drugs
- Possession of drugs
- Weapons
- Dangerous substances and implements
- Assault with a dangerous substance or implement
- Battery and aggravated assault
- Illegal sexual activity with another
- Sexual activity on school premises
- Robbery
- Unlawful entry

Tier II Offenses

Tier II offenses may result in the suspension of the student committing the offense. Tier II offenses include, but are not limited to:

- Acts that threaten the safety of others
- Bullying and intimidation
- Sharing sexually explicit material
- Theft
- Drug use

Tier III Offenses

Tier III offenses may result in a detention or other school-issued consequence, including but not limited to: parent conference, Saturday detention, in-school intervention, and referral to RTI.

Consequences

Detention

Suspension

Suspension is defined as the loss of privileges to any and all school activities for the duration of the suspension period.

Suspensions shall be preceded by an informal conference conducted by the Dean of Students or his/her designee between the student, and, when practical, the teacher, supervisor or school employee who referred the student. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; he/she shall be given the opportunity to present his/her version and evidence in support of his/her defense.

- At the time of the suspension, the Dean of Students or his/her designee shall contact the parent/guardian by telephone or in person. The parent/ guardian shall then be officially notified of the reason(s) for suspension, the length of suspension, and the date and time when the student may return to school via the school's Suspension Form, which goes home with the student.
- Parents have a right to file an appeal to a suspension, within five (5) days, in writing, with the School Leader. The School Leader or his/her designee will determine whether to uphold, reverse, or modify the decision to suspend the student. Decisions of the School Leader may be appealed in writing to Einstein Charter Schools within five (5) days.

Expulsion

Einstein leaders cannot expel a student; leaders can recommend a student for expulsion. If a school leader recommends a student for expulsion, the student will be suspended pending a hearing for a recommendation for expulsion. The student will then have the expulsion hearing, during which the Student Hearing Office will determine if the recommendation will be upheld, reversed, or modified.

Expulsion is defined as the complete denial of all school services until the end of the school year.

- The student is entitled to a hearing to determine whether the student should be expelled. The Student Hearing Office of the Orleans Parish School Board shall hold the hearing within ten (10) school days after the principal or his/her designee determines that an act for which the consequences may be expulsion has occurred.
- The student or parent/guardian is entitled to file an appeal of the expulsion. The Student Hearing Office will hear the appeal. The Student Hearing Office will determine whether to uphold, reverse, or modify the decision to expel the student.

More information on processes and procedures of and contact information for the Student Hearing Office can be found here: <https://opsb.us/departments/student-hearing-office/>.

Discipline Procedures for Students with Disabilities

Discipline

If a school has documented reasons to believe that keeping a student in his/her current school is substantially likely to result in injury to the student or to others, the school should request an emergency hearing to ask a hearing officer to transfer the student to an IAES for up to 45 school days. The student remains in the IAES pending the decision of the hearing officer or until the expiration of the 45 day or code violation time period (If less than 45 school days), whichever occurs first, unless the parent and school personnel agree otherwise.

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

Reporting Illegal Activities

- Nothing in this handbook prohibits school personnel from reporting a crime committed by a student with a disability to appropriate authorities or prevents State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability.
- School personnel reporting a crime committed by a student with a disability must ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom the agency reports the crime. Records must be transmitted only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

Seclusion and Restraint Procedures for Students with Disabilities

Notification Requirements

Families must be notified within 24 hours if physical restraint/holding skills or seclusion is used on their child. Date, time, method and person contacting the guardian must also be documented (form for documentation included in Appendix). Copies of documentation should be signed by the person completing form and the School Leader. Copies of documentation must be sent within 24 hours of action to the parent/guardian, Chairperson, Network Personnel (and if the student has an exceptionality), and School Leader.

Training Requirements

All school administrators and behavior facilitators are required to be trained in the network-approved safety training program. Einstein's approved safety training program is Non-Violent Crisis Intervention (NCI) Program by Crisis Prevention Institute (CPI). Social workers, teachers, related service providers, nurses, paraprofessionals, school bus drivers, bus attendants, cafeteria workers, custodians, and other school system personnel will be trained on an as needed basis.

Physical Restraint Guideline

Physical restraint/holding is permitted only under the following conditions:

1. If the student's behavior presents a threat of imminent risk of harm to self or others.
2. As a last resort to protect the safety of self and others.
3. In a manner that causes NO PHYSICAL INJURY to the student.
4. Results in the least possible discomfort to the student.
5. Does not interfere in any way with a student's breathing or ability to communicate with others.
6. Does not involve the use of any form of mechanical restraint.
7. The student is not physically restrained/held in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.

8. Applied only in a manner that is directly proportional to the circumstances and to the student's size, age, and severity of behavior.
9. When the school administration and Non-Violent Crisis Intervention (NCI) Team determine that physical restraint/hold is not effective, the student's parents/guardians will be notified. School administration will determine the appropriate action (e.g., contact the Sheriff's Department, Emergency Medical Services).

Physical restraint/hold is prohibited:

1. As a form of discipline or punishment.
2. As a threat to control, bully, or obtain behavioral compliance.
3. For the convenience of school personnel.
4. When unreasonable, unsafe, or unwarranted.
5. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the principal of the school in which the student is enrolled).

Monitoring & Documentation

Physical restraint/holding require monitoring, documentation, and analysis of data collected:

1. Continuous monitoring.
2. Documentation every five (5) minutes (with adjustments made accordingly).
3. Students are released/removed as soon as the reasons for the action have subsided.
4. Parent/guardian, Director of Special Education (if student with exceptionality (and Leader notified in writing (Restraint/Holding/Seclusion Report forms in Attachments).
 - a. Within 24 hours of EACH incident of seclusion/restraint/holding
 - b. Reason for seclusion/restraint/holding
 - c. Description of procedures used
 - d. Length of time of seclusion/restraint/holding
 - e. Names and titles of school employees involved
5. Person/Employee who used seclusion/restraint/holding shall complete Seclusion/Restraint/Holding Report Form for each incident of restraint/seclusion/and holding.
6. Documentation of incidents of seclusion and/or holding shall be reviewed at least once every three (3) weeks for students whose challenging behavior continues or escalates.
7. When a student is involved in three (3) incidents in a single school year, convene the IEP team to review and revise the student's behavior intervention plan to include appropriate and necessary behavioral support.

Seclusion data must be analyzed at least annually. These procedures should be reviewed and revised as necessary during the interim period to ensure appropriateness and effectiveness.

It is recommended that data will be used to track the number of incidents of seclusion by student, staff, and type of incidents; and other factors, such as precipitating events and other observable factors.

Physical restraint documentation

If a student in your school becomes a danger to themselves or others AND is restrained by one or more staff members for any amount of time, you must complete Einstein's Physical Restraints Form.

Follow these steps after an incident involving a physical restraint is resolved:

1. Notify the parent(s)/guardian(s) of the student who was restrained on the same day

that the incident occurred.

2.

- Document the incident using the Physical Restraints Documentation Form within 48 hours
- a. Ask all participants and witnesses to review the documentation form and sign page 2.
 - b. Meet as a school leadership team with the participants/ witnesses to the incident and debrief what occurred. Determine as a group if procedures were followed according to CPI training standards and network policy.
 - c. Ask members to sign off on the conclusions of the debrief meeting.
Participants that disagree may submit a separate statement regarding their conclusions.
3. A copy of the completed form with original signatures must be kept on file in the school director or principal's office.
 4. A scanned copy of the completed form must also be sent to the Exceptional Student Support Team within 48 hours.
 5. If a student has an IEP, a copy of the form should be given to the Special Education Reporting System (SERS) Coordinator who will enter it in SER.

Additional Discipline Information

Bullying

Einstein Charter Schools believe that all students have a right to a safe and healthy school environment. We promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behaviors include, but are not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation.

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion. A student may also face disciplinary action that includes: loss of privileges; reassignment of seats in the classroom, schedule, cafeteria, or school bus; detention; in-school suspension; out-of-school suspension; and/or expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complaint student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting with the school principal, the student or the parent of the student should contact the local superintendent or his/her designee.
- Einstein prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- If necessary, counseling and other interventions will also be provided to address the social- emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

This policy applies to students on school grounds, while travel on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor, or other staff member orally or in writing.

More information regarding bullying and the bullying hotline can be found here:

<https://opsb.us/report-bullying/>.

TITLE IX POLICY AND PROCEDURES

Einstein Charter Schools does not discriminate on the basis of sex in its education programs and activities and, accordingly, requires its staff, teachers, employees and students to abide by the requirements of Title IX of the Educational Amendments of 1972 and its implementing regulations. Sexual harassment is a form of sex discrimination and is explicitly prohibited, whether such conduct occurs on or off campus during or after school hours during or directly related to school-sponsored activities, or at a time and/or place directly related to school functions or an employee's school-related duties. It is the intent of Einstein Charter Schools to maintain an environment free from sexual assault and sexual harassment of any kind; therefore, this policy commands that no student shall be subjected to sexual misconduct, sexual assault or sexual harassment by other students or Einstein Charter Schools staff or employees. This policy shall be enforced and the accompanying procedures shall be implemented regardless of whether a complaint has been filed with or an investigation has been instituted by any law enforcement agency.

Sexual harassment occurs when: education benefits are conditioned upon participation in unwelcome sexual conduct (i.e., Quid Pro Quo); unwelcome conduct occurs that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; and/or sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Title IX requires Einstein Charter Schools to take steps to prevent and remedy all forms of sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Title IX also prohibits gender-based harassment, which is unwelcome conduct based on a student's sex, or harassing conduct based on a student's failure to conform to sex stereotypes.

Sex-based harassment can be carried out by school employees, other students, and third parties. All students can experience sex-based harassment, including male and female students, LGBTQ students, students with disabilities, and students of different races, national origins, and ages. Title IX protects all students from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex.

Sex-based harassment creates a hostile environment if the conduct is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program. When a school knows or reasonably should know of possible sex-based harassment, it must take immediate and appropriate steps to investigate or otherwise determine what occurred. If an investigation reveals that the harassment created a hostile environment, the school must take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Questions regarding Title IX may be referred to the U. S. Department of Education, Office of Civil of Civil Rights (OCR) or to Einstein Charter Schools' email: my_tran@einsteincharterschools.org.

Einstein Charter Schools' Title IX Personnel consist of the following individuals:

Position	Name	Email	Phone
Title IX Investigator	Nakeveya Anthony	nakeveya_anthony@einsteincharterschools.org	504.503.0109
Title IX Decision-Maker	Shimon Ancker-Pierce	shimon_ancker@einsteincharterschools.org	504.503.0109
Title IX Coordinator	My T. Tran	my_tran@einsteincharterschools.org	504.202.1372
Title IX Appeal	Tara Johnson	tara_johnson@einsteincharterschools.org	504.503.0109

DEFINITION OF SEXUAL HARASSMENT

1. Sexual assault or sexual harassment is unwelcome conduct of a sexual nature.
2. Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when at least one (1) of the following occurs:
 - a. Submission to such conduct is made, either implicitly or explicitly, a term or condition of the student's grades, academic status, or progress or is used to deprive the student of access to the educational opportunities and benefits provided by the Einstein Charter Schools.
 - b. Submission to or rejection of such conduct is used as the basis for academic or other school-related decisions affecting the student.
 - c. Such conduct of a sexual nature is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with the student's academic performance or of creating an intimidating, hostile, or offensive educational environment for the student.
3. Extended Definition of Sexual Harassment which may include but is not limited to:
 - Verbal harassment or abuse;
 - Uninvited letters, telephone calls, or materials of sexual nature;
 - Uninvited or inappropriate leaning over, cornering, patting or pinching;
 - Uninvited sexually suggestive looks or gestures;
 - Intentional brushing against a student's or school employee's body;
 - Uninvited pressure for dates;
 - Uninvited sexual teasing, jokes, remarks or questions;
 - Any sexually motivated unwelcome touching;
 - Any conduct resulting in an intimidating, hostile or offensive educational environment;
or
 - Attempted or actual rape or sexual assault or sexual battery.

NO RETALIATION

Retaliation of any nature against any student or teacher, staff, or employee who makes a report or complaint or who participates in any investigation under this policy is a serious violation of Einstein Charter Schools' sexual harassment policy. Such retaliation is considered an act of sexual discrimination itself; therefore, reports and complaints of such retaliation are handled in the same manner as those of sexual harassment. A reference to "sexual harassment" in this policy and the related procedures shall also include retaliation. As such, retaliation against any employee or student who brings sexual harassment charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected, discriminated against or punished because of the complaint.

VIOLATIONS

1. Students and employees are encouraged and expected to immediately report incidences of alleged sexual discrimination or harassment and/or retaliation in accordance with these regulations and procedures.

2. A report or complaint – written or verbal – of an alleged violation of this policy must be sufficiently clear and explicit so that it can be recognized as a legitimate report of sexual discrimination or harassment or retaliation. This means that a report or complaint must, at a minimum, include: (1) a description of an alleged act of sexual discrimination or harassment or retaliatory conduct, including the date, time, and place it allegedly occurred; (2) identity of the alleged victim; (3) identity of the alleged harasser; and (4) identity of the reporting person.

3. All alleged violations of this policy shall be handled seriously and according to these regulations and procedures.

4. Discipline/Consequences.
 - a. Any student who is determined to have engaged in a sexual assault, sexual discrimination or harassment or retaliation against another individual in violation of this policy may be subject to disciplinary action, up to and including expulsion.
 - b. Any employee who is determined to have permitted, engaged in, or failed to report sexual assault, sexual harassment or retaliation in violation of this policy and the related procedures may be subject to disciplinary action, up to and including termination.

ENFORCEMENT

Each Principal, staff member, and teacher has the responsibility of taking such reasonable steps necessary and practicable to maintain a work environment and educational environment free of sexual assault and sexual discrimination or harassment. Such steps shall include implementation of the following:

1. All teachers, other staff members, and all employees shall cooperate, as needed, in any formal and informal investigations instituted under this policy. The Title IX Investigator is responsible to investigate any report of sexual discrimination or harassment involving student on student in coordination with the Title IX Coordinator. Reports involving an employee shall also be immediately reported to the Title IX Coordinator.

2. All principals, administrators and staff in charge of discipline of students shall, in accordance with policy and law, take such disciplinary action against any student found to be in violation of the sexual harassment policy as may be appropriate under the circumstances.

3. Within the first week of school each school year, the Title IX Coordinator through each Principal or Building Site coordinator shall ensure that an in-service program addressing the sexual harassment policy and procedures is provided for all teachers, staff and employees.

4. During orientation at the beginning of each school year or at the time of a new student's enrollment, the Principal of the school shall ensure that instruction about sexual harassment, Einstein Charter Schools policy, and its procedures are provided to students.

5. Teachers, counselors, and administrators shall instruct students on the sexual assault, dating violence, or sexual harassment report and complaint procedures within the educational setting on an as-needed basis.
6. The Title IX Coordinator shall ensure that the sexual assault, dating violence, or sexual harassment policy and procedures are provided to all students, parents, and employees by:
 - a. Including a restatement of the policy and procedures in the student handbook;
 - b. Posting an age-appropriate restatement of the policy against sexual assault and sexual harassment, the report and complaint procedures, and notice of the Title IX Coordinator at visible and accessible sites for students, for parents, and for employees;
 - c. Making a copy of the complete policy and procedures available on request for students, parents, and employees at the school office and the central office; and
 - d. Maintaining the policy and procedures on Einstein Charter Schools' website.

TITLE IX COORDINATOR FOR EINSTEIN CHARTER SCHOOLS

Name: My Tran

Title: Director of Human Resources

Phone: 504-202-1372

Email: my_tran@einsteincharterschools.org

APPEAL OF TITLE IX FINDING

Any appeal or grievance related to a Title IX Investigation shall be sent in writing to Einstein Charter Schools CEO, Tara Johnson, at the following address: 4801 Maid Marion Drive, New Orleans, LA 70128 and emailed to: tara_johnson@einsteincharterschools.org.

In reviewing the decision, the CEO may uphold, modify, or reverse the decision of the Title IX Coordinator; however, the CEO of Einstein Charter Schools' review of the Title IX Investigation findings is final.

Section 504, Title II, and Age Act Grievance Procedures

Grievance procedures for formal, written grievances by complainants who are considering bringing a formal grievance may at any time meet with the Einstein Coordinator, who ensures the rights of employees, students, and third parties under Section 504, Title II, Title IX, and Age Act protections. The designated Coordinator, who will discuss the matter and describe the formal grievance process, can be reached in person or through the submission of a written grievance at:

My Tran – Section 504, Title II, Title IX, and Age Act

Executive Director of Human Resources

4801 Maid Marion Drive

New Orleans, LA 70128

(504) 503-0461

My_Tran@Einsteincharterschools.org

Alternatively, if the designated Coordinator is unavailable, or is implicated in the alleged grievance, the complainant can contact the Deputy Coordinator:

Nakeveya Anthony – Deputy Coordinator of Section 504, Title II, Title IX, and Age Act & Chief Operating Officer

4801 Maid Marion Drive

New Orleans, LA 70128

(504) 503-0461

Nakeveya_anthony@einsteincharterschools.org

- a. A formal grievance process is initiated when a complainant submits a written statement to the Einstein Coordinator alleging discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, sexual orientation, gender identity, gender expression, age, or any retaliation for exercising rights relevant to Section 504, Title II, Title IX, and/or the Age Act. In the statement, the complainant is encouraged to request any relief sought from Einstein. Prompt submission of formal grievances is encouraged.
- b. The Einstein Coordinator will consider the written grievance, and may dismiss the grievance without further process or review if the Einstein Coordinator determines that the grievance on its face is outside the scope of these grievance procedures. Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and the school will take actions necessary to prevent such retaliation.
- c. If the grievance is not dismissed, the Einstein Coordinator will interview the individual who submitted the written statement. Depending on the circumstances, the Einstein Coordinator may also interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the grievance through a thorough and impartial investigation process. The Einstein Coordinator will also make reasonable efforts to interview the alleged discriminator(s)/harasser(s), if such persons are identified by the complainant or by other gathered evidence. Additionally, the complainant and any alleged discriminator(s)/harasser(s) identified will be notified that they may present witnesses and evidence to the Einstein Coordinator. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.
- d. The Einstein Coordinator will determine whether the complainant was subjected to discrimination or harassment under any Einstein program or activity, using a preponderance of the evidence standard. During this process, the Einstein Coordinator will prepare a written report setting forth findings, conclusions, and actions to be taken, if any, with all involved parties.
- e. While the time it may take to investigate and resolve a grievance will depend on a variety of factors, including the nature and scope of the allegations, the Einstein Coordinator will seek to resolve the grievance within 60 working days of receipt of the grievance. Within this timeframe, the investigation of the grievance will be completed by day 45 of the outlined process, and both parties involved will receive a response regarding the outcome of the complaint by day 60 of the outlined process. Throughout the process, the Einstein Coordinator will keep the participants informed of the status of the investigation.
- f. Upon resolution of the grievance by the Einstein Coordinator, all parties will be made aware of the outcome through written notification. A complainant or respondent (respondent defined as the individual alleged to have engaged in the discriminatory conduct) who is dissatisfied with the final decision of the Coordinator has the right to appeal the decision. An appeal can be filed within 15 working days after receiving written notice of the investigation's outcome. If an appeal is filed, both parties will receive the results of the appeal by day 30 from the date that the appeal was filed.

Appeals will be handled using the above outlined grievance procedures, and the point of contact to appeal a decision is:

Nakeveya Anthony – Deputy Coordinator of Section 504, Title II, Title IX, and Age Act & Chief Operating Officer
4801 Maid Marion Drive
New Orleans, LA 70128
(504) 503-0461

Nakeveya_anthony@einsteincharterschools.org

g. If any investigation determines that discrimination or harassment occurred, the school will take steps to address the problem and prevent its recurrence.

Contacting Einstein Charter Schools

Address: 4801 Maid Marion Dr.
New Orleans, LA 70128

Phone: (504) 503-0461

Fax: (504) 509-6811

Website: <http://www.einsteincharterschools.com>

Appendix



Student Fee Financial Assistance Request 2022 - 2023 School Year

INSTRUCTIONS: The parent(s)/guardian(s) of student(s) who request financial assistance with student fees must complete this form in its entirety and return it to the school. (Incomplete forms will not be reviewed or approved.) Financial assistance is available for those who qualify; assistance includes full waiver, partial waiver, and payment plans. School administration will review each form to determine the appropriate assistance, if any. The parent/guardian will be notified of the assistance decision in writing and/or phone.

STUDENT INFORMATION

Last Name	First Name	Middle Name	Suffix
Home Address:			
Phone Number:		School:	
Parent Name:		Grade:	

FINANCIAL ASSISTANCE INFORMATION

A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child income	<table border="1" style="font-size: 8px;"> <tr> <td>Weekly</td> <td>Bi-Weekly</td> <td>2x Month</td> <td>Monthly</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table>	Weekly	Bi-Weekly	2x Month	Monthly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weekly	Bi-Weekly	2x Month	Monthly						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
\$									

B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
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Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

X	X	X	X	X	X				
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Check if no SSN

Do any of the following apply?

- SNAP
 TANF
 Homeless
 Foster
 Migrant
 Other :

What is your reason for requesting student fee financial assistance?

	Total \$ of Assistance Requested

FOR SCHOOL/OFFICE USE ONLY

Staff Member:	Title:	Date:
Income <input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Neither <input type="checkbox"/> Other:		
Determination:		
Decision: <input type="checkbox"/> Full waiver <input type="checkbox"/> Partial waiver <input type="checkbox"/> Payment plan (details to be provided in parent letter) <input type="checkbox"/> Denied		
Notes/Details:		



**EINSTEIN CHARTER SCHOOLS (EINSTEIN) – NOTIFICATION OF RIGHTS
UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
and STUDENT DIRECTORY INFORMATION OPT-OUT FORM**

Under the Family Educational Rights and Privacy Act (FERPA), parents/guardians of students under age 18, and students over 18 years of age (“eligible students”) have certain rights with respect to the education records of a student. If the student is 18 years old, even if living with the parent/guardian, the student has all the rights under this Act. These rights are:

- (1) The right to inspect and review their education records within 45 days of the day Einstein receives a written request.
- (2) The right to request the amendment of an education record for a student that the parent or eligible student believes are inaccurate or misleading. If Einstein decides not to amend the record, Einstein 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 education records of a student, 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 Einstein as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a student teacher; a person serving on the Board; contractors (a person or company with whom Einstein has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist); consultants; volunteers; or a parent or student serving on an official committee or assisting another school official in performing his or her duties. 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. Upon request, Einstein discloses education records without consent to officials of another school where a student seeks to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Einstein to comply with the requirements of FERPA. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W.; Washington, DC 20202.

Directory Information: Under FERPA, Einstein may release “directory” information to anyone, without the written consent of the parent or eligible student, unless you tell Einstein that you do not want the information released. Directory information is information contained in an education record of a student, which would not generally be considered harmful or an invasion of privacy if disclosed. Einstein has designated the following information as directory information: student’s name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school Einstein and photograph or video. (OPSB Policy J952). A parent or eligible student may refuse to allow Einstein to designate any or all of the types of information about the student as directory information, thus prohibiting its release to the public.

Release of Directory Information for Students in Grades Pre-Kindergarten to Eight (Pre-K to 8)

As a parent/guardian of a pre-kindergarten student, an elementary student, or a middle school student you have the right to choose whether directory information concerning your student is released or not. Once this form is completed and returned to the school, your choice will be electronically recorded and it will not change until you complete and submit a new form. Please check one box below and return this form to the school your student

attends no later than 30 days after receipt of this form. If the parent/guardian does not check one of the boxes or does not return this form, Einstein considers the lack of response as consent for box A.

For students in grades **Pre-Kindergarten through Eight (Pre-K to 8)**:

Please mark only one box:

A. I consent to the release of the above directory information about the student named below.

B. I do NOT consent to the release of the above directory information about the student named below, except as authorized by law.

PRINT Signer's Full Name

PRINT Student's Full Name

Date of Birth

Student's School ID number

Parent/Guardian/Eligible Student's Signature

Date

**PLEASE RETURN THIS FORM DIRECTLY TO THE STUDENT'S SCHOOL
EITHER IN PERSON OR BY U.S. MAIL.**

If you have more than one student, you must return a separate form for each student to each students' school. This form will be retained in your student's folder at his or her school.



**EINSTEIN CHARTER SCHOOLS (Einstein) – NOTIFICATION OF
RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND
PRIVACY ACT (FERPA) and
STUDENT DIRECTORY INFORMATION OPT OUT FORM**

Under the Family Educational Rights and Privacy Act (FERPA), parents/guardians of students under age 18, and students over 18 years of age (“eligible students”) have certain rights with respect to the education records of a student. If the student is 18 years old, even if living with the parent/guardian, the student has all the rights under this Act. These rights are:

- (1) The right to inspect and review their education records within 45 days of the day Einstein receives a written request.
- (2) The right to request the amendment of an education record for a student that the parent or eligible student believes are inaccurate or misleading. If Einstein decides not to amend the record, Einstein 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 education records of a student, 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 Einstein as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a student teacher; a person serving on the Board; contractors (a person or company with whom Einstein has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist); consultants; volunteers; or a parent or student serving on an official committee or assisting another school official in performing his or her duties. 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. Upon request, Einstein discloses education records without consent to officials of another school where a student seeks to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Einstein to comply with the requirements of FERPA. Written complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W.; Washington, DC 20202.

Directory Information: Under FERPA, Einstein may release “directory” information to anyone, without the written consent of the parent or eligible student, unless you tell Einstein that you do not want the information released. Directory information is information contained in an education record of a student, which would not generally be considered harmful or an invasion of privacy if disclosed. Einstein has designated the following information as directory information: student’s name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video. (OPSB Policy J952). A parent or eligible student may refuse to allow Einstein to designate any or all of the types of information about the student as directory information, thus prohibiting its release to the public.

Release of Directory Information for Students in Grades Nine to Twelve (9-12)

As a parent/guardian of a high school student or as an eligible student (reached 18 years of age), you have the right to choose whether directory information is released or not. Once this form is completed and returned to the school, your choice will be electronically recorded and will not change until you complete and submit a new form.

The United States military requests and is entitled to the names, telephone numbers, and addresses of “secondary school students,” unless the parent/guardian or eligible student checks either box B or C. If you do not want information to be released to the military, you must check box B or C and return this form 30 days

after receipt of this form in order to ensure that your selection is recorded in time. If you do not want information to go to the military or other individuals and organizations, you must check box B.

Parents/guardians of high school students and eligible high school students are encouraged to remember that checking Box B or C means that Einstein will not release directory information to the military. However, it does not mean that the military might not gather student information from other, non-school district sources. Additionally, checking Box B or C does not prevent military recruiters from speaking with your student when the recruiter is on campus.

Please check one box below and return this form to the school your student attends no later than 30 days after receipt of this form. If the parent/guardian or eligible student does not check one of the boxes or does not return the form, OPSB considers the lack of response as consent for box A.

For students in grades **Nine to Twelve (9-12)**:

Please mark only one box:

- A. I consent to the release of the above directory information about the student named below.
- B. I do **NOT** consent to the release of the above directory information about the student named below to anyone, except as authorized by law.
- C. I consent to the release of the above directory information about the student named below, **except information about this student may NOT be released to the military.**

PRINT Signer’s Full Name

PRINT Student’s Full Name

Date of Birth

Student’s School ID number

Parent/Guardian/Eligible Student’s Signature

Date

**PLEASE RETURN THIS FORM DIRECTLY TO THE STUDENT’S SCHOOL
EITHER IN PERSON OR BY U.S. MAIL.**

If you have more than one student, you must return a separate form for each student to each students’ school. This form will be retained in your student’s folder at his or her school.

Einstein Charter Schools Acceptable Use Policy

Einstein Charter Schools is pleased to make available to students, access to technology and the Internet as a way of providing significant educational materials and opportunities. In order to ensure a safe, efficient and appropriate use of these technologies, we are asking that all students and parents read and sign the following agreement.

1. I will handle my computer in a **safe and responsible** way. If by breaking any of the following rules my computer is damaged or lost, I am responsible for the maintenance/replacement fee:
 - a. Using two hands when moving the computer at any time within a classroom
 - b. Making sure that no foreign object touches the screen (including fingers)
 - c. Keeping the computer out of the vicinity of food or drink
 - d. Never leaving my computer unattended
 - e. Laptops must be returned to their correct cart and slot.
 - f. Not to carry the computer by the screen.

2. I am responsible for the **power supply plug** that must be inserted when returning equipment to the designated cart.

3. I will not "**customize**" my computer in any way unless given explicit permission by a staff member. This includes:
 - a. Changing the appearance of the display (colors, fonts, desktop pictures).
 - b. Downloading any programs or extensions from the internet.

4. When connected to the **Internet**, all work and web sites visited must be school-related. The following Internet uses will result in disciplinary action unless permission is granted by staff member:
 - a. Playing games.
 - b. Attempting to log-in to a social networking site or other personal page
 - c. Posting private information about self or other students.
 - d. Plagiarism (the taking of material created by others and presenting it as if it were one's own).
 - e. Accessing material that is obscene or explicit (not suitable for people under 18)
 - f. Making purchases of any product or service

5. I will respect my classmates by never engaging in data **vandalism**. Data vandalism is defined as any malicious attempt to access, harm or destroy data of another user.
 - a. Deleting or editing other student's files.
 - b. Creating documents with which to falsely incriminate other students.

6. I will not use a computer that is not assigned to me without first gaining permission from a teacher.
 - a. Backup computers may be available in the event of assigned laptops breaking or becoming unusable.

I have read the Acceptable Use Policy. I agree to follow these guidelines when I use the school computers.

Student's Name:

Signature:

I give my permission for my child to participate in the use of the school computers. I realize that the Internet contains material (text or graphics) that is inappropriate for school. I therefore support the school's position that students not access this material.

Parent Signature: _____ Date: _____

Home Language Survey



Student _____ (Last Name) _____ (First Name) School Name _____ Date _____ (M)

I.D. No. _____ Grade _____ Date of Birth _____ Ethnicity _____ Country of Birth _____

INSTRUCTIONS TO THE PARENT/GUARDIAN: Federal and state education agencies require schools to determine the language(s) spoken in the home of each new student enrolling in the district in order for schools to provide meaningful instruction for all students. Please help us meet this important requirement by answering the following questions. (You are required to complete this form one time only while your child is a student in an Einstein Charter School.) Please sign and date the form.

1. What language is commonly spoken in the home? _____
2. Does the student speak or understand a language other than English (unless learned in the academic setting)? _____, If yes, name of the language _____
3. What is the first language the student spoke at home? _____
4. Does the student live with someone who commonly speaks a language other than English? _____, If yes, which language? _____
5. What language does the student speak most of the time? _____
6. Other than English, in what language does the Parent/Guardian need school information? _____
7. Is your child currently in an ESL class in an Einstein Charter School? _____
8. Do you need translation services? NO _____ YES _____ . If yes, which language? _____
9. Do you need an interpreter for concerns involving your child's education? NO _____ YES _____ . If yes, which language? _____

Tên họ Q sinh: _____ Ten Trc mng _____ Ngày _____
 (ten hQ) (ten g9i) (ten cl?m)

S6 I.D. _____ L&p Ghi Danh _____ Ngày Sinh _____ Dan T(<)c _____ Noi sinh _____

LOI HI;ONG DAN DA.NH CHO PHJ HUYNH HO C NGI;OI GIAM HQ: Hoi D6ng Giao D c Lien vii Ti u Bang doi hoi tnrng h1_1c xac djnh loi_ti ng6n ngfr mbi h1_1c sinh xfr d ng ti_ti nhit mbi khi d n ghi danh ti_ti dja phtrong d tnrng c6 th cung dip phtrO'ng phap giao d c hfro hi?u cho h1_1c sinh d6. Xin gi up nhit tnrng dap frng doi hoi nay b ng each tra lrri nhfrng cau hoi sau day.

1. Ngoai Anh ngfr ra, ngon ngfr nao duqc Xlf d1,mg t;ii nha? -----
2. Ngoai Anh ngfr ra, h9c sinh c6 th n6i hay hi u mot ngo;ii ngfr nao khac khong? _____, (Ngo;ii trir ngon ngfr h9c t;ii tnrng). N u c6, xin ke khai? _____
3. Ngon ngfr nao hQC sinh da biet n6i tnrac tien tai nha? _____
4. HQc sinh c6 dang s6ng v&i nguai nao thuang Xlf d1,mg ngon ngfr khac ngoai Anh ngfr khong? - - - ' N u c6, ngon ngfr nao? -----
5. Ngon ngfr nao hQC sinh Xlf d1,mg nhi u nhilt t;ii nha? -----
6. Ngoai Anh ngfr ra, quy vi mu6n thuang d1,mg ngon ngfr nao khac Ct thong bao cac tin ttrc cho, quy vi? _____
7. Con ct'ia qui vi hi n c6 dang theo h9c lop ESL thu(ic tnrang Cong L p New Orleans khong? _____ C6N u c6 ngon ngfr nao? _____
8. Ph1,1 huynh c6 ciln nguai thong dich khong? _____
 Khong _____
9. Ph1,1 huynh c6 ciln nguai thong dich cho cac _____ C6 _____ N u c6 ngon ngfr nao? _____
 v5n Ct lien quan d n giao d1,1c con em ctia minh khong? Khong _____

Eleve _____

Nom de l'école
(nom de Camille) (prenom) (deuxieme prenom) Date

Numero d'identification _____ Année scolaire ou grade _____

Ethnicité _____

Lieu de naissance (pays) _____

INSTRUCTIONS POUR LES PARENTS D'ELEVES ET GARDIENS LEGAUX: Les agences d'éducation fédérales et d'Etat exigent que les élèves soient au courant de la langue parlée dans les foyers de chaque nouvel élève inscrit dans nos écoles, ceci afin de pouvoir fournir l'instruction nécessaire à tous les élèves. Aidez-nous à réaliser ceci en répondant aux questions suivantes.

1. Quelle langue, en dehors de l'anglais, parlez-vous couramment à la maison? _____
2. L'élève parle-t-il ou comprend-il une autre langue que l'anglais? _____, Si oui, laquelle? _____
3. Quelle est la première langue que l'élève a apprise à parler? _____
4. Est-ce que l'élève vit avec quelqu'un qui parle une autre langue que l'anglais? _____ Si oui, laquelle? _____
5. Quelle langue l'élève parle-t-il la majorité du temps? _____
6. En dehors de l'anglais, en quelle langue les parents ou gardien souhaiteraient-ils avoir des informations scolaires? _____
7. Est-ce que votre enfant est actuellement dans le programme d'anglais langue étrangère? _____
8. Avez-vous besoin d'un traducteur? Non _____ Oui _____ . Si oui, dans quelle langue _____ ?
9. Avez-vous besoin d'un interprète pour des questions relatives à l'éducation de votre enfant? Non _____ Oui _____ . Si oui, dans quelle langue? _____

DATE
Revised 10-7-2014

Signature of Parent/Guardian

Your Child's Rights: 6 Principles of IDEA

Originally adopted in 1975 and amended in 2004, the IDEA aims to curb educational problems associated with serving students with a disability. Following are the six major principles of the IDEA, focusing on students rights and the responsibilities of public schools to children with disabilities.

1. Free Appropriate Public Education

Under the IDEA, every child with a disability is entitled to a Free Appropriate Public Education (FAPE). The IDEA emphasizes special education and related services, which should be designed to meet a child's "unique needs and prepare them for further education, employment, and independent living.

2. Appropriate Evaluation

The IDEA requires that schools conduct "appropriate evaluations" of students who are suspected of having a disability. Parents may seek guidance from the SAT chairperson on campus. An appropriate evaluation must be implemented by a team of knowledgeable and trained evaluators, must utilize sound evaluation materials and procedures, and must be administered on a non-discriminatory basis. Finally, an appropriate evaluation must determine and make recommendations regarding a child's eligibility for special education services in a timely manner.

3. Individualized Education Plan

The Individualized Education Plan (IEP) was established by the IDEA to help ensure every child's access to a Free Appropriate Public Education. The IEP is a written document, developed by an IEP team, which draws upon existing evaluation information in order to meet a student's unique educational needs. Under the IDEA, an IEP must include information regarding a student's present levels of educational performance, annual goals and benchmarking objectives, services and supplementary aids to be received, and a detailed explanation of instances where a student is not participating in the general classroom and why. An IEP is also required to include information regarding consistent reporting on student progress as well as "transition" to adult life. Finally, it is required that an IEP account for the planning concerns of the parents and child, the strengths of a particular child, and the specific "academic, developmental, and functional needs" of the child.

4. Least Restrictive Environment

The IDEA places a strong emphasis on placement in a general education setting. Under the IDEA, a student is guaranteed placement in the Least Restrictive Environment (LRE) possible. Therefore, an IEP team must explore a number of alternatives for enabling a student to participate in the general education classroom. These may include: classroom modifications, supplemental aids and services, alternative instructional methods, etc. If an IEP team determines that a student cannot be satisfactorily educated in a general education setting, then the team must make responsible efforts to determine the LRE for that student outside of the general classroom.

5. Parent Participation

The IDEA has a special provision for "parent participation in placement decisions." Under this provision, state educational agencies and local school boards must ensure that the parents of a child with a disability are members of any group that makes decisions regarding the placement and LRE of that child.

Parents have the right to equal participation in this process, and are entitled to notification of a planned evaluation, access to planning and evaluation materials, and involvement in all meetings regarding their child's placement. Additionally, parents retain the right to refuse.

6. Procedural Safeguards

Finally, the IDEA establishes procedural safeguards to help parents and students enforce their rights under federal law. The primary purpose of this requirement is twofold: safeguards protect parental access to information pertaining to placement and transition planning; and procedures are put in place to resolve disagreements between parents and schools regarding the placement of a student.

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Einstein Charter Schools empowers all students to achieve financial well-being and embrace the power of choice through equitable educational experiences.

Einstein Charter School Attendance Interventions

Key Considerations and Priorities in Attendance/Truancy Interventions/Expectations

- Students, Families, and Teachers have experienced trauma, secondary trauma, collective trauma, systemic trauma and may need additional support
- We prioritize our capacity to provide consistent interventions and Einstein’s internal capacity to effectively engage in distance learning as well as in person learning.
- The Social Worker/Attendance Compliance Personnel will utilize one or more interventions below to effectively re-engage habitually absent students into learning.

Number of Absences (one absence=one day of school)	Standard Attendance Interventions
2-9 Absences School Level Interventions	<ul style="list-style-type: none"> • Teacher/school make various attempts to engage families by robocall, direct calls and document their attempts to address attendance issues; • Teacher makes a referral to school Social Worker/attendance compliance personnel using an internal tracker; • School Social Worker/attendance compliance personnel makes attempts through telephone call, letter, or home visit, attendance contract with family/guardian;
10+ Absences (Summons Conference Process)	<ul style="list-style-type: none"> • Teacher/school make various attempts to engage families by robocall, direct calls and document their attempts to address attendance issues; • Attendance compliance personnel will create an Attendance Contract or schedule home visit & complete home visit log with documented plan; • Attendance compliance personnel will make referral to Municipal Court after recommended school level interventions for absenteeism; • If attendance barriers/challenges are identified the summons request may be rescinded;

Signature Page

I acknowledge receipt of the *Student & Family Handbook* containing the policies, rules, and regulations for Einstein Charter Schools. I have read the handbook and understand that the policies contained are binding. I understand the school and network administrators have the authority to enforce consequences contained within.

I understand that the policies, rules, and regulations contained in this handbook are established for the safety, welfare, and benefit of all students. I understand my responsibility to support the school in the policies it has established and to see to it that my child adheres to the rules and regulations set forth herein.

Name of Student: _____ Grade: _____

Name of Parent: _____

Signature of Parent: _____ Date: _____