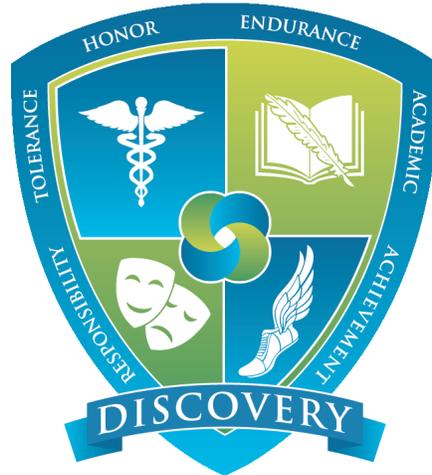


# *Student-Parent Handbook*

## *PreK - 12th Grades*

### *2021-2022*



*The mission of **Discovery Schools** is to provide a rigorous learning environment where students achieve academically, develop intellectual curiosity, and practice environmental responsibility while exploring health and science topics and careers.*

This handbook is intended to provide information about Discovery Schools. It represents a summary of the policies relevant to families and students at Discovery Schools. Throughout the school year this handbook may be amended as necessary. For additional information or clarification, please contact the school.

#### ***Kenner Discovery Health Sciences Academy:***

***Loyola Campus (9th - 12th)***  
***3837 Loyola Dr.***  
***Kenner, LA 70065***  
***504-233-4720, option 3***  
***officeLoyola@discoveryhsf.org***

***Vintage Campus (5th - 8th)***  
***201 Vintage Dr.***  
***Kenner, LA 70065***  
***504-233-4720, option 4***  
***officeVintage@discoveryhsf.org***

***Maine Campus (PreK - 4th)***  
***2504 Maine Ave.***  
***Metairie, LA 70003***  
***504-233-4720, option 5***  
***officeMaine@discoveryhsf.org***

#### ***Dr. John Ochsner Discovery Health Sciences Academy:***

***DJOD Campus (PreK - 6th)***  
***1108 Shrewsbury Rd.***  
***Jefferson, LA 70121***  
***504-233-4720, option 6***  
***officeDJOD@discoveryhsf.org***

***Website:***

***[Discovery Schools - Kenner](http://DiscoverySchools-Kenner.org)***

Dear Discovery Parents and Students:

Thank you for your pioneer spirit in attending and supporting Discovery Schools as we grew into a Charter Management Organization (CMO). The Discovery network of schools is proud to expand our offerings of educational choice to our community in the form of public charter schools. We are extremely excited to introduce and open our beautiful, state-of-the-art, Dr. John Ochsner Discovery (DJOD) Shrewsbury campus. Discovery Schools network offers a complete academic program that is immersed in Science and Health topics. Discovery students will be aware of health, fitness, good nutrition, science exploration, and research topics.

The spirit of the handbook is to improve home-school connections and to outline expectations, supports, and consequences. This student-parent handbook is meant to establish policies, procedures, and routines we respect and follow as a community. We appreciate your patience, input, and flexibility as we establish and reinforce these routines. As always; we will have some bumps, revisions, edits, and corrections as with our students we establish our Discovery uniqueness. While we attempt to make it as complete as possible, we will send additions and revisions home electronically and post updates on the documents page of the website. Please visit the website regularly as it is updated often.

The handbook should be reviewed with your student. We take our policies seriously and want to make sure your student understands them. Established policies help create a community that is respectful and harmonious. After reviewing the handbook with your student, please sign the signature page with your student to signal your understanding and agreement to our community policies. The handbook also includes a photo release and an Acceptable Use Policy of Technology. These pages also need to be reviewed and signed electronically.

Again we thank you for your confidence and patience with us, your willingness to partner with Discovery Schools, and your excitement and support as the Discovery Schools network continues to grow!

With HEART,

Patty Glaser, Ph.D.

CEO/Founding Head of School

*Discovery Health Sciences Foundation is a non-profit 501(c)3 organization operating two Type I charters,*

*Kenner Discovery Health Sciences Academy and Dr. John Ochsner Discovery. A copy of the organization's Charter, Bylaws and Articles of Incorporation and other public records are available for review upon request in writing to the school's main office. The school will respond to all written requests within five (5) business days; there is a fee of \$.25 per page for processing. Disclosure may be denied in such cases where the disclosure would violate state or federal law, would violate personal privacy, are proprietary, are law enforcement records, would endanger the life or safety of any person, where the records are computer access codes or are purely internal material. Parents have a right to appeal a denial decision to the charter school board, which must respond in writing within 10 days.*

### **School H.E.A.R.T. Pledge**

As a student of Discovery Health Sciences Academy:

*"I promise to honor the HEARTbeat of Discovery, endure through easy & rigorous tasks, work hard to ensure academic achievement, act responsibly toward people & objects, and display tolerance to those who are the same as me & to those who are different from me."*

### **HEART Tenets/Core Values**

#### **H-Honor**

Students are trusted to act honorably in following the expectations and principles that govern our school community.

#### **E-Endurance**

Endurance includes the ability to withstand hardship or adversity, including continuing an academic task through its completion.

#### **A-Academic Achievement**

Academic Achievement is the first priority of all Discovery students. The excellence in achievement expectation applies to all aspects of the student learning experience at Discovery Schools.

#### **R-Responsibility**

All students must be responsible for themselves and their actions.

#### **T-Tolerance**

All students are expected to develop and display tolerance, the practice of recognizing and respecting the beliefs and practices of others whether they are the same or different in a fair, objective, and empathetic manner.

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**2021-2022**  
**Student-Parent Handbook**  
**Student and Parent/Guardian Acknowledgement**

The Student-Parent Handbook will help students gain the greatest possible benefit from their educational opportunities at Discovery Schools. We encourage parents/guardians and students to review this Student-Parent Handbook together and talk about the importance of being safe, responsible, and respectful at school and in everyday life.

The Student-Parent Handbook is available online at the Discovery Schools website: [www.discoveryhsf.org](http://www.discoveryhsf.org). **When you have read and discussed this information with your child, please sign electronically on OnCourse Connect.**

I have received, reviewed, and understand the Discovery Schools *Student-Parent Handbook* and agree to abide by the policies contained therein.

_____	_____	_____
Print Student's Name	Student's Signature	Date
_____	_____	_____
Print Parent/Guardian's Name	Parent/Guardian's Signature	Date

# CALENDARS

An electronic version of our school calendar can be found [here](#).

## Kenner Discovery Health Sciences Academy | 2021-22 Calendar

<p><b>AUGUST '21</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>2-6 Faculty PD 6 HS Book Day 9 PK-8 Science Day 11 1<sup>st</sup>-12<sup>th</sup> First Day 18 PK-K First Day 19 9<sup>th</sup>-12<sup>th</sup> BTS Night 24 5<sup>th</sup>-8<sup>th</sup> BTS Night 25 1<sup>st</sup>-4<sup>th</sup> BTS Night</p>	<p><b>JANUARY '22</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>17 MLK Day</p>
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<span style="color: green;">■</span>	Early Dismissal
<span style="color: orange;">■</span>	Start/Return Dates
<span style="color: blue;">■</span>	End of Quarter
<span style="color: yellow;">■</span>	Holidays
<span style="color: red;">■</span>	Faculty PD
<span style="color: purple;">■</span>	Asynchronous Learning Day

*Dates subject to change. Last Updated: 3.29.2021*



An electronic version of our school calendar can be found [here](#).

### DJOD | 2021-22 Calendar

<p><b>AUGUST '21</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>2-6 Faculty PD 9 Science Day 11 1<sup>st</sup>-6<sup>th</sup> First Day 18 PK-K First Day 26 Parent BTS Night</p>	<p><b>JANUARY '22</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>17 MLK Day</p>
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<span style="background-color: #00CED1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> End of Quarter
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*Dates subject to change. Last Updated: 3.29.2021*



## ADMINISTRATIVE TEAM

Patty Glaser, Ph.D.  
CEO/Head of School  
[patty.glaser@discoveryhsf.org](mailto:patty.glaser@discoveryhsf.org)

Candice Schott, M.Ed.  
High School Principal (KDHSA)  
[candice.schott@discoveryhsf.org](mailto:candice.schott@discoveryhsf.org)

Andy Estrada, M.Ed.  
Lower School Principal (KDHSA)  
[andres.estrada@discoveryhsf.org](mailto:andres.estrada@discoveryhsf.org)

Sharon Preen, M.Ed.  
CAO/Assistant Head of School  
[sharon.preen@discoveryhsf.org](mailto:sharon.preen@discoveryhsf.org)

Karen Henderson, M.Ed.  
Middle School Principal (KDHSA)  
[karen.henderson@discoveryhsf.org](mailto:karen.henderson@discoveryhsf.org)

Nikisha Kelly, M.Ed.  
DJOD Founding Principal  
[nikisha.kelly@discoveryhsf.org](mailto:nikisha.kelly@discoveryhsf.org)

**Additional faculty, staff, and administration can be found on the website:**

[Discovery Schools](#)  
[KDHSA](#)  
[DJOD](#)

## BOARD OF TRUSTEES

Discovery Health Sciences Foundation is the non-profit Charter Management Organization (CMO) currently operating two Type 1 charter schools authorized by the Jefferson Parish Public School System: Kenner Discovery and Dr. John Ochsner Discovery.

### DHSF Board

Lynda Nugent Smith, Chair  
Ronnie Slone, Vice Chair & Secretary  
Wayne Thomas, Treasurer  
Emily Arata  
Joe Calderera  
Lacey Ellis, Ph.D.  
Diane Hollis, Past Chair  
Jim Hudson

Vinicio Madrigal, M.D.  
Jeanne M. Monte, M.Ed.  
Henry Shane  
Allison Sharai  
David Sherman, J.D.  
Charles Toney, Jr., J.D.  
Beth Walker  
Patty Glaser, Ph.D., CEO/Head of School

Members of the Board can be contacted via The Chairperson's email at [DHSFChair@discoveryhsf.org](mailto:DHSFChair@discoveryhsf.org)

All Board Meetings, including committee meetings, are open to the public (virtually during COVID-19). Board meeting notices are posted on the front door of all campuses and on the school's website.

**Board meetings are typically held on the third Monday of each month at 4:15 p.m. Changes are posted on the website.**

The Discovery Board is not responsible for the daily operations of the school. Day-to-day management of the school is the responsibility of the Head of School and the principals.

Parents, teachers, staff, and community members are invited to attend Board meetings. The agenda provides time for public comment when citizens may address the Board during the meeting. As long as the Board meets virtually, requests to address the Board by way of public dialogue may also be made by submitting an email to [public.comment@discoveryhsf.org](mailto:public.comment@discoveryhsf.org) prior to the start of the board meeting. E-mails received after 4:15 p.m. will not be addressed during the meeting falling on the same day. The request may also be submitted in writing addressed to the Discovery Board of Trustees

**Requests to address the board must be mailed or delivered to:**

Discovery Health Sciences Foundation Board; 3837 Loyola Drive, Kenner, LA 70065

# ACADEMICS

## EDUCATION SERVICES

### Counseling Services

Therapeutic and counseling based consultation and services are offered at Discovery Schools for students in pre-k through high school. The counseling department at Discovery Schools includes a full-time state & board licensed clinical therapist, three licensed school counselors, two of whom are also registered play therapists, and a full-time licensed clinical social worker. Discovery Schools also employs a full-time college counselor and 3 academic counselors. Programs & services offered within the counseling department include:

- **Guidance / Advisory Curriculums**

These services include elementary school guidance lessons and middle school and high school advisory lessons.

- **Community and Family Outreach**

Counseling department members have worked diligently to develop relationships and partnerships with many businesses and programs, both in the city of Kenner and throughout Jefferson Parish as a whole. These businesses and programs offer invaluable resources which the department is able to extend forward to our families.

Additionally, the counseling department hosts in-person parent meetings on varying topics with varying focuses, throughout the school year. At times, these meetings incorporate professionals outside of our direct Discovery community to educate and offer additional access to resources for our families. During the initial days of Louisiana's COVID-19 stay-at-home mandate, the counseling department began "Coffee With Counselors", a weekly parent resource offering support and education on different parent-initiated topics. Coffee With Counselors meetings were held virtually, via Google Meet, and will continue to occur during the 2021-2022 school year.

W.I.N.G.S. (Where Interfamily Needs Get Support), a parent-to-parent group, with support from community resources and Discovery staff, focused on families of Discovery Schools students who require supplemental levels of intervention, above traditional counseling services, within social/emotional, academic and/or behavioral arenas. For more information on W.I.N.G.S., please contact Michelle Duplantier, the School Social Worker.

- **Counseling**

Discovery Schools counseling staff may provide individual and/or group counseling for students to assist with problems, concerns, plans, goals and/or behavior. If warranted there may be provisions made for more intensive individual and family counseling and referral for those students and/or families who are impacted over and above day-to-day issues, including but not limited to: death, abuse, substance use, neglect, and/or poverty. Counseling services for students with documented behavioral and/or developmental challenges via 504 or IEPs are also carried out as written into the student's plan. Coordination of referrals to community-based support agencies, programs, and/or coordination of entry for any outside professional interested in working with a student on campus are also executed through the Counseling Department.

- **Consultation**

Either as an internal team with the family or together with outside support agencies and families, the counseling team at Discovery Schools provides both parent/family-based consultation in regards to student behavior, growth, development, learning, etc. and provides faculty-based consultation in regards to best practice approaches in identifying, understanding and responding to individual student needs and behaviors.

- **Mandatory Abuse Reporting**

Teachers and other school staff are required by law to report suspected child abuse or neglect when they have reasonable cause to believe such abuse, neglect or crime has occurred or is occurring. According to Louisiana State Law, a student's disclosure of abuse and/or neglect is enough to suspect that it occurred. A mandated reporter is not an investigator. It is the duty of our faculty and staff to report the information given to them to the Department of Child and Family Services and it is DCFS who will then investigate the specifics of that report. Abuse is defined, by law, as the non-accidental physical, sexual or emotional injury to a child; neglect is defined, by law, as the failure to fulfill a child's physical or emotional needs.

### **Section 504**

Section 504 is a part of the Rehabilitation Act of 1973 prohibiting discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled peers. Students who meet the qualifications for a Section 504 plan are eligible for accommodations and/or modifications.

An individual with disabilities is the same as "a person with disabilities" defined in 34 CFR 104.3(j). This definition is as follows: (j)"Person with disabilities." (1) "Persons with a disability" means any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.

### **Evaluation for Suspected Disabilities**

Students who are suspected of having a disability that significantly affects their school performance should be screened in the areas of the suspected disability. In accordance with state guidelines, Discovery Schools closely follows the Response to Intervention (RTI) model to determine the appropriate services needed for any student who may be struggling academically and/or behaviorally. Referrals to the RTI (Student Support) Team may come from any of its members.

The RTI (Student Support) team consists of:

- RTI (Student Support) Coordinator
- Teacher
- Special Education Coordinator
- Principal
- Parent

Other team members are involved "as needed" and may include: Social Worker/Counselor, School Nurse and Speech-Language Pathologist.

The RTI (Student Support) Team meets on a regular basis to discuss student concerns.

### **Response to Intervention Model**

The Response to Intervention Model, or RTI, is structured intervention conducted in order to address academic and/or behavioral concerns. This model provides interventions based on scientific research in an effort to remediate academic/behavioral weaknesses in order to ensure success within the general education curriculum. There are 3 levels of RTI:

Tier I - core instruction within the regular education classroom

Tier II - small group intervention conducted within or beyond the regular classroom

Tier III - small group, intensive intervention within or beyond the regular classroom targeting specific growth areas

Once the interventions are completed and data is collected, a team decision is made to determine the next course of action.

1. The student will be referred for an evaluation to determine if accommodations are necessary under Section 504.
2. The student will be referred for an evaluation to determine if a special education evaluation and placement are necessary.
3. The student is making adequate progress in the intervention model and will remain in interventions.
4. The student will be cycled out of interventions.
5. No further action is needed.

Discovery Schools adhere to state compliance guidelines for special education services as delineated in Louisiana Bulletin 1508 -*Pupil Appraisal Handbook*. This handbook is the regulatory guide for pupil appraisal personnel when conducting individual evaluations of students suspected of being exceptional and in need of special education and related services, and as a reference for persons requiring specific information regarding the determination of eligibility for special education services. The reference to an exceptionality includes any disability term as well as gifted and talented.

The criteria for eligibility describes the minimal data that must be obtained in order to determine whether the student has an exceptionality and is in need of special education services. The procedures for evaluation specify minimal areas of data collection, and at times suggest the professional who is usually most qualified to gather and interpret the data.

### **Student Refusal of Services**

Students who receive 504 and/or Special Education services should utilize accommodations and modifications appropriately. In the event that students are refusing or not utilizing accommodations or modifications, the IEP or 504 team will reconvene to determine appropriateness.

## Act 833

ACT 833 provides eligible IEP students with alternative pathways to be promoted and graduate with a diploma. Guidelines for ACT 833 are determined by the IEP team.

### Proficiency Exam Guidelines for Transfer Students

For middle school students: Louisiana requires all students who are entering a public school at the 5th and 9th grades from any nonpublic school to pass the grade level placement tests. Each subject test (English and math) is timed and has three sections.

For high school students: students transferring to the public school system from home schooling or any non-approved private school must take and pass proficiency (LEAP 2025) exams in order to receive high school credit.

## FEES

### School Fees

All students are assessed fees each year. These fees fund the purchase of school classroom materials including: student agendas, home-to-school connection folders, and student ID badges. Additionally, these fees fund materials for Discovery Schools multidisciplinary arts programs, library services, and a variety of class manipulatives.

Grade	STUDENT FEE	TECHNOLOGY FEE	CLUB FEE	TOTAL
PreK ●	\$5,400.00			\$5,400.00
K	\$60.00	\$100.00		\$160.00
1	\$50.00	\$100.00		\$150.00
2	\$50.00	\$100.00		\$150.00
3	\$50.00	\$100.00		\$150.00
4	\$50.00	\$100.00		\$150.00
5	\$65.00	\$110.00	\$10.00	\$185.00
6	\$65.00	\$110.00	\$10.00	\$185.00
7	\$50.00	\$100.00	\$10.00	\$185.00
8	\$50.00	\$100.00	\$10.00	\$185.00
9*	\$75.00	\$110.00	\$10.00	\$230.00
10*	\$75.00	\$110.00	\$10.00	\$230.00
11*	\$75.00	\$100.00	\$10.00	\$230.00
12*	\$75.00	\$100.00	\$10.00	\$455.00

**\* All high school students are also responsible for a \$25 assessment fee**

● PreK tuition covers all fees. A \$200 deposit that is applied toward tuition is required to hold the PreK seat.

- LA 4 participants are not required to pay tuition.
- Students in grades 7th, 8th, 11th, & 12th who have pre-paid technology fees under the previous lease-to-own laptop program and have paid their balance in full are eligible for a technology fee waiver. You will be notified by the Bursar regarding eligibility and a fee adjustment will be

reflected in OnCourse.

- Senior fees include the graduation packet (cap, gown, diploma cover, etc.)

Student fees should be paid through our Payment Portal with Gulf Coast Bank & Trust. Please go to [https://tuition.gulfbank.com/users/sign\\_in](https://tuition.gulfbank.com/users/sign_in) to sign up. Payment plans are available.

Listed below are courses that require additional fees per student. A notice will be sent via OnCourse once a student is registered for a course below. These fees must be paid directly to the school:

<b>Class Specific Fees:</b>	
AP American Government	\$ 75
AP Computer Science	\$ 75
AP Human Geography	\$ 75
AP US History	\$ 75
Biomedical I, II, III, or IV	\$ 50
First Responder	\$ 25
Sports Medicine	\$ 25
Pro Start I or II	\$ 25
Baking and Pastries	\$ 25

Families who do not pay school fees may cause the student to be prohibited from participating in certain activities. Please contact the Bursar if you have any questions or concerns regarding fees.

## **FIELD TRIPS**

A variety of field trips are typically planned throughout the year. Each parent must complete their child's "Universal Field Trip Permission Slip" which is kept on file before the student will be allowed to participate in off-campus activities. Parents will be notified of the date, place, and cost of a field trip. Parent volunteers are welcome, but numbers may be limited due to space constraints. **Due to COVID-19, field trips are limited until further notice.**

Volunteers/chaperones must follow school expectations and abide by teacher guidelines when on field trips. Parents are asked to limit cell phone usage on field trips as their primary responsibility is the supervision of students to ensure safety and security. Parents may not purchase outside food or gifts for students nor take photos of students without approval from the designated school authority (teacher, principal). Volunteers/chaperones may be asked to leave if they do not follow expectations and guidelines. Siblings or accompanying guests may not be brought along on field trips. All students must ride the bus

**back to school from the field trip. Payments for field trips are non-refundable.**

## **GRADING AND PROMOTION**

### **Grading and Reporting Philosophy**

All grading and reporting practices will support the learning process and encourage student success.

Grades will reflect student levels of proficiency with LA State Standards and learning objectives. Their purpose is to:

- Communicate student achievement with students, parents, and other Discovery Schools stakeholders.
- Encourage student progress and student growth toward college and career readiness.
- Provide student information that can be used for self-evaluation and goal setting.
- Evaluate the effectiveness of curricular, instructional, and assessment practices.

In grades 3rd - 12th, students receive letter grades of A, B, C, D, and F in all core subjects (ie. English Language Arts, Math, Science, Social Studies) and points on a 5-4-3-2-1 scale on the standards-based report card. Students in grades 5th-12th will be assessed using an extensive standards-based grading system indicating essential academic skills, work habits, organizational skills, and social skills required for the grade level. At each reporting point, parents and students will be informed of the student's progress through the following developmental grading scale below.

### **Graduation/Commencement Exercises**

Our commencement ceremony takes place on the date indicated on the school calendar. Participation in graduation exercises is a privilege that must be earned by each student. To participate in the ceremony, as well as any activities related to graduation, students must successfully complete all coursework, maintain an acceptable discipline record, and be in good standing with the school. All indebtedness to the school must be resolved in order for a senior to be considered in good standing. Participating in any senior pranks will deem the participant(s) as ineligible for commencement exercises and activities.

### **Graduation Requirements**

Discovery Schools requires students to earn 28 credits in order to graduate with a Discovery diploma. Any student who does not meet these requirements will not receive a Discovery Schools diploma.

### **Grading Scale**

In Pre-K-2nd grade, we evaluate students in a developmentally appropriate manner according to specific benchmark goals. Pre-K goals and scales will be shared directly with those families during the school year.

### K - 2nd Grade

<b>Letter Grade</b>	<b>Attainment Level</b>
S-Scholar	Exceeds Standards
R-Resident	Meets Standards
I-Intern	Working Toward Meeting Standards
N-Novice	Not Yet Meeting Standards

### 3rd - 12th Grade

<b>Letter Grade</b>	<b>Attainment Level</b>	<b>Skill Attainment Standards-Based Indicators</b>	<b>Percentage Equivalent</b>	<b>Grade Point Average</b>
A	Exceeds	5	93-100	3.5-4.0
B	Meets	4	85-92	2.5-3.49
C	Approaches	3	75-84	1.5-2.49
D	Below	2	67-74	1.0-1.49
F	Falls Far Below	1	49-66	0-.99

### Honors and Advanced Placement Courses

Report card grades earned for honors and advanced placement courses taken at Discovery Schools shall be weighted as follows:

<b>Letter Grade</b>	<b>Quality Points</b>
<b>A</b>	<b>5</b>
<b>B</b>	<b>4</b>
<b>C</b>	<b>3</b>
<b>D</b>	<b>2</b>
<b>F</b>	<b>0</b>

### Guided Reading Benchmark Chart and Description

The “Current Reading Level” on the report goal reflects your child’s current instructional reading level. The standards reflect their work at that current instructional level. Our goal is to raise their instructional level to meet grade-level benchmark goals as listed below. If you have questions, please schedule a conference with your child’s teacher for a further explanation.

<b>Guided Reading Benchmarks</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
K	A	B	C	D
1 <sup>st</sup>	E	F	G	H
2 <sup>nd</sup>	I	J	K	L
3 <sup>rd</sup>	M	N	O	P
4 <sup>th</sup>	P	Q	R	S
<b>Guided Reading Benchmarks</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
5 <sup>th</sup>	S	T	U	V
6 <sup>th</sup>	V	W	X	Y
7 <sup>th</sup>	Y	Y	Z	Z
8 <sup>th</sup>	Z	Z	Z	Z

### Individual Graduation Plan

Act 1124, the Career Options Law, requires 6 career awareness activities for students in 6th - 8th grades and it requires completion of an Individual Graduation Plan (IGP) (formerly 5-Year Plan) at the end of the 8th grade. The IGP will be updated yearly with courses taken and additional information related to the student's graduation plan.

### T.O.P.S.

In order for a student to qualify for college benefits through the Louisiana TOPS program (Taylor Opportunity Program for Students), specific requirements must be fulfilled. Parents/guardians should consult the TOPS website for requirements and possible changes to the program. For additional information please visit. <https://mylosfa.la.gov/students-parents/scholarships-grants/tops/>

### Promotional Classifications

Student promotion is based on earning credits in high school. Student classification changes as they accrue credits by the end of each year.

<b>Credits Earned</b>	<b>Classification</b>
<b>0-5.5</b>	<b>Freshman</b>
<b>6-10.5</b>	<b>Sophomore</b>
<b>11-16.5</b>	<b>Junior</b>
<b>17 +</b>	<b>Senior</b>

## **Summer School/Bridges**

High school students not earning all 7 credits at the end of the school year must attend an accredited summer school program to remain on track for graduation. Summer school may be offered at Discovery Schools, but students may also attend any other accredited summer school program.

Middle school students are required to attend summer school when they do not meet grade-level expectations and fail to meet course requirements. Students attend summer school to remediate skills and further develop the necessary concepts needed to succeed in the next grade level. Summer School is offered at Discovery Schools.

Discovery Bridges is offered to students entering 1st - 8th grades to strengthen important grade-level literacy and numeracy skills. This program provides academic enrichment to prepare students for maximum success for the next school year.

## **HOMEWORK**

Homework is assigned at the discretion of the teacher. Teachers will provide a means of evaluating assigned work. In some cases, students may receive grades, while in others, their work may receive a checkmark. Incomplete, late, or missed homework may require a student to complete assignments at school, but outside of class time. In some cases, missing homework may affect a student's grade or progress report.

To help students with homework success, parents are encouraged to:

- Notify the teacher if their child is unable to complete assignments within a reasonable length of time. If a child consistently needs more time to complete their daily homework, a conference with the teacher may be needed to ensure the student's academic needs are met.
- Assist students with scheduling time on a daily or weekly basis for homework or study and to provide a suitable place and quiet atmosphere.
- Provide necessary materials (e.g. notebook, ruler, paper, pens, crayons, and pencils).
- Allow students to do their own work. Assist only when asked specific questions.
- Read regularly to and with their students. Discovery Schools encourages 30 minutes of reading per night at all grade levels. It should be a book of choice by your child and can include silent reading or listening to a book on tape. This level of family literacy per night greatly helps increase a student's comfort level and knowledge of books, words, letters, letter sounds, story components, and ability to predict, retell, and comprehend stories.
- Recognize students need to become more independent in completing and returning homework. This includes completing work missed when absent.

## **LIBRARY**

The library supports the students of the Discovery Schools by providing access to materials that meet their educational and informational needs. Students are allowed to check out books and materials by using their school id. Students may check out books for a two-week period with the option to renew the books.

OVERDUE OR LOST MATERIALS - It is the responsibility of the borrower to return materials by the due date. Borrowed materials should be returned to the library during regular library hours. Overdue materials are fined 25¢ per school day with the maximum overdue fee of \$10 per overdue item. All library users are expected to pay in full for lost or damaged books and audiovisual materials. Such materials will also be assessed a processing fee of \$5/per item plus replacement cost.

RULES - During regular class periods students will be admitted only with a library pass signed by their teacher. Students may come in without a pass to complete school assignments and to do recreational reading or school work at lunch. There can be no food or eating in the library at any time. The librarian reserves the right to assign students to specific tables or seating. Students who engage in unnecessary loud talking or inappropriate behavior will be sent out of the library and may receive a discipline referral with an appropriate disposition.

### **MAKE-UP POLICY**

Students are expected to make up for missed work while they were absent. Immediately upon returning to school, the student must initiate arrangements for making up work. Students are responsible for asking teachers about any missed assessments and classwork. Students are responsible for arranging the testing make-up session and completing all missed work within five school days after returning to school. An incomplete will be given for work that has been required by the teacher and has not met guidelines for make-up work. When a student is absent, the student or parent/guardian may request make-up work by **emailing the teacher**. Assignments are generally sent or posted electronically, so students are generally able to see what they missed. Teachers will also email other information to students who miss class.

Students who fail to arrange and complete assessments will receive an **F (49)** and may need to attend Office Hours and/or Saturday Academy to complete the work and learn the content material.

Students who are unable to complete the quarter or semester, with excused or exempted absences, will receive an incomplete (I) for all coursework not completed. Students could also receive an (I) for the final grade until the work is made up or the time limit for make-up expires. If the student does not complete the work by the date given by the teacher, the student would then receive an F (49) for all incomplete work.

\*Students who are out due to extended illness, with a doctor's note, will have a specific plan to make up all missed classwork and all assignments in the core subject areas (Math, ELA, Science, Social Studies) created by a student support team.

If students are absent on the date an assignment is due, then the material is due the day the student returns to school.

Teachers offer opportunities for students to complete missed assignments in various ways and at various times including, but not limited to:

- Office Hours
- Study Hall
- Make-Up Testing

- Saturday Academy
- Virtually

Students missing school as a result of any suspension shall be counted as absent, are considered unexcused, and may be given failing grades for work missed. (State Statute Bulletin 741) If a suspension is modified or reversed through the suspension appeal process, related absences will be excused and the students will receive make-up work for those excused days. For any other extenuating circumstances, the parent/guardian shall have the right to appeal the denial of promotion to the principal.

*\*\*This applies to summative assignments/assessments (tests, papers, exams, etc...). Formative assignments and assessments will have consequences as determined by the individual teacher ranging from redos to no credit given or a referral to administration (classwork, homework, group work, etc...).*

## **STANDARDIZED ASSESSMENTS**

Discovery Schools administers standardized assessments for several purposes, such as program evaluation. These assessments reflect many of the state’s curriculum goals in specific subject areas. The composite assessment results of a grade level provide an objective measure of how well subject matter is being learned. Discovery Schools students participate in all assessments required by the Louisiana Department of Education, including LEAP Connect, LEAP 2025, English Language Performance Test (ELPT), and ACT. Other standardized assessments are required for AP courses.

### **LEAP 2025 Testing**

LEAP 2025 tests measure the knowledge and skills a student should have mastered by the end of the course. The results of the LEAP 2025 tests help ensure all Louisiana students have access to a rigorous curriculum that meets high academic standards. Students must meet the assessment requirements below to earn a standard diploma. Students must pass three LEAP 2025 tests in the following categories:

- English I or English II
- Algebra I or Geometry
- Biology or U.S. History

## **STUDENT RECORDS**

Discovery Schools recognizes the collection, maintenance, inspection, and dissemination of relevant student educational records are important to the proper operation of the school community. Discovery Schools complies with the Family Educational Rights and Privacy Act of 1974 and all-pertinent regulations, the Individuals with Disabilities Education Act, and the expectations of the Louisiana State Department of Education. All student educational records are collected, maintained, inspected, disseminated, and destroyed pursuant to these federal and state regulations.

Discovery Schools are required by the State to maintain the following information on each student:

Birth Certificate (*COPY*)

Medical Form for Chronic Illnesses

Social Security Card (*COPY*)

Free & Reduced Price Meal Application

Proof of Address Documentation (*COPY*)  
Student Cumulative Records  
Vaccination Records (*COPY*)  
Student Grades  
End of Year Transcript (*COPY*)  
Discipline Records  
Emergency Consent Form  
Declaration of Domicile  
Attendance Records  
Results of Vision and Hearing Screenings  
Health History  
Scores & Individual Student Reports for Annual State Testing (LEAP, iLEAP, PARCC)

In addition, Discovery requires that the following forms be on file:

- Current Year School Registration Form Emergency Contact and Pick-up Information Form
- Authorization to Use Materials/Photographs/Images
- Emergency Consent Form
- Universal Field Trip Permission Form
- Late Pick-up Policy Agreement
- Home Language Survey

**All forms must be completed using the child's given name as registered on their birth certificate.** In the event that a birth name has been legally changed, a copy of the court order certifying the change must accompany the copy of the child's birth certificate. **All changes in personal information should be updated in OnCourse (ie. telephone number, mailing address, email address, custodial rights).**

Louisiana Public Schools are required to have a physical address on record for each student. Please alert the Data Department if your family has a mailing address (such as a PO Box) different from the physical address provided.

**Any change in custodial rights should be transmitted as soon as possible to the appropriate Discovery Schools' Front Office as listed on the cover page**

### **FERPA (Family Educational Rights and Privacy Act)**

FERPA is a federal law that gives parents and students certain rights with respect to a student's educational records. These rights include the right to access, inspect and request correction of those records. If the school decides not to make a requested change, the parent or student has the right to a formal hearing before the charter school board. Every school has a duty to ensure these rights are protected (see <http://www.doe.state.la.us/lde/uploads/3312.pdf>).

FERPA also states that certain types of information (such as information that may appear in a school directory, participation in sports or activities, dates of attendance at school, degrees or awards received, or

most recent previous school attended) may be disclosed without the expressed consent of a parent/guardian. Parents/guardians are asked to consent to student information to be used in school publications and media related to school by checking the box and signing on page 6 of this handbook. If you do not want your child's pictures, artwork, and academic work used in school publications please inform the Discovery Schools Front Office.

It is the policy of Discovery Schools that no identifying information on a student is disclosed without written consent from a parent/guardian. However, please note, under FERPA, the school may disclose information to certain parties without the parent/guardian's consent. The following are exempt from FERPA:

- School officials and teachers with legitimate educational interests.
- Officials and teachers of other schools to which the student is transferring.
- Authorized governmental representatives as required by law.
- Financial aid agencies to which the student/family has applied.
- Appropriate health & safety officials to protect the health or safety of the student or others (emergencies only).
- To individuals designated by lawful subpoena or judicial order

All other personally identifiable information may not be disclosed without a parent's or guardian's written permission that specifically states the records to be released, the reasons for release, and the person/organization to which the records should be released.

### **Records Request Policy**

Copies of students' records can be obtained by submitting a written request to the appropriate office. The first copy is free; all subsequent copies are \$25 per set. Please allow ten (10) business days for processing.

### **TECHNOLOGY**

Discovery Schools utilizes various education technology platforms including Oncourse, Google Workspace for Education, which allows teachers to communicate with families via email, share Google Documents, and individually customized websites. In accordance with the Children's Internet Protection Act, Discovery Schools maintains an internet filter on the school network.

Discovery Schools will issue a Gmail account to all students. Parents and guardians have access to this account. Students, especially in the upper grades, may regularly use this account to communicate with teachers and classmates about schoolwork.

Families are encouraged to use electronic mail (email) to communicate with teachers and monitor their children's activity on their school accounts. Each employee email address, which can be found on the Discovery Schools website, is formatted as follows:

[Firstname.Lastname@discoveryhsf.org](mailto:Firstname.Lastname@discoveryhsf.org)

Example [John.Doe@discoveryhsf.org](mailto:John.Doe@discoveryhsf.org)

Discovery Schools network access is a privilege, not a right. Any violation of the following will result in forfeiture of permission to use the Internet and the appropriate disciplinary action will be taken.

The following technology expectations should be followed at all times:

- All hardware and software used in the school is the property of the school, not the student. As such, students have no reasonable expectation of privacy to any information saved on or transmitted through any part of the school's network.
- All students must have a signed permission slip from their parents that authorizes them to access the Internet and use their school email account. (See Technology Acceptable Use Policy - Appendix A)
- Respect for the school's physical equipment, electronic files, network, classmates, faculty, and staff is a condition for use of a computer. Students who deliberately damage equipment will be responsible for the cost or replacement of said damaged equipment.
- Students who participate in cyberbullying commit a major infraction and will receive consequences in accordance with major infractions.
- Students may not deliberately damage the network or any part of the network's system.
- Students are to notify their teacher immediately of any disturbing material they may encounter online. Students may not view, download or transmit any offensive, inappropriate or illegal material.
- Students may not gamble on the network or use the network for commercial purposes, lobbying or advertisement.
- Students are never to give out or publish personal information over the Internet.
- Students may not share passwords or allow other students to use their school account.
- Students are not to visit or download files from File Sharing or Social Media websites (Twitter, Facebook, etc.) on the Internet.
- The school may filter Internet content and monitor student access as deemed necessary and appropriate.
- School email accounts should be used **only** for academic or school-related purposes. No personal messages should be sent to friends or classmates. No use of outside email during school.

## TUTORING

If you have made arrangements for a tutor, please be advised:

- Tutoring may not take place during the school day, except during Office Hours held by teachers throughout the week.
- Fee-based tutoring may not take place on the Discovery Schools campuses without permission from the Head of School.
- Under no circumstances, may a Discovery Schools teacher or assistant teacher tutor his/her own student for pay.

## WITHDRAWALS

If you would like to withdraw your student from Discovery Schools, please email the appropriate office as listed on the cover page. We will contact you within 48 hours to complete the withdrawal process.

# CULTURE

## ACADEMIC DISHONESTY

As documented in our mission statement and philosophy, we believe in academic honesty & integrity. We want students to consistently grow academically, so we take violations of academic honesty very seriously. As a result, we will follow the following policy regarding academic dishonesty (cheating/plagiarism). This plan allows the school to partner with families to help students find their way when they make poor academic decisions. **For online learning, alternate discipline consequences may be given.**

<b>Offense:</b>	<b>Academic Consequences:</b>	<b>Discipline Consequences:</b>
<b>1st</b>	49 score and retake (no credit)	Detention, Parent Contact, and/or Conference
<b>2nd</b>	49 score and retake (no credit)	ISI, Parent Contact, and/or Referral to Counselor
<b>3rd</b>	49 score and retake (no credit)	OSS, Parent Contact, and/or Referral to Counselor
<b>4th+</b>	49 score and retake (no credit)	Administrative Team Decision

## AFTER/BEFORE CARE PROGRAMS

Discovery Schools will be providing a before care program for grades Pre-K - 8th.

At the DJOD and Maine campuses, before care will be offered from 7:00 a.m.- 7:45 a.m. Parents may not drop off students after 7:30 a.m. Any students arriving after 7:30 a.m. must go through morning carpool.

At the Vintage campus, students can be dropped off for before care from 7:00 a.m.- 7:15 a.m. Parents may not drop off students after 7:15 a.m. Any students arriving after 7:15 a.m. must go through morning carpool.

Aftercare will be provided for students and families at DJOD and Maine campuses. It will take place from dismissal until 5:30 p.m. All students are strongly encouraged to remain at aftercare the entire time to benefit fully from the enrichment programs. Community Works will contact families regarding registration and fees.

There are no after or before care programs at the high school campus.

## ANIMALS ON CAMPUS

Family pets are **NOT** allowed on campus at any time. This includes during carpool to ensure the safety of staff and students.

## **Class Pets**

Domesticated animals are permitted as class pets, with the approval of the principal, to teach young children respect for animals and humane care. Students are to follow all safety procedures with class pets. Parents will be notified of potential class pets and should contact the school to report potential challenges with the child being in class with the suggested pet. Pets will be kept in classrooms in a non-stressful environment and in a place that meets the needs of the species being kept. Handling should be minimized and carefully supervised by an adult.

## **Service Dogs And Emotional Support Animals**

Under Louisiana's service animal law and the Federal Americans with Disabilities Act (ADA), people with disabilities may bring service animals to all "public accommodations," which includes stores, businesses, motels, restaurants, theaters, schools, and more. In Louisiana, a service animal is a dog who is trained to do work or tasks for someone with a disability, whether physical or mental. A service dog might be a guide dog, a hearing dog, a mobility dog, an autism service dog, a seizure alert dog, a dog that provides assistance during a medical crisis, or a dog that assists people (including veterans) with post-traumatic stress disorder or traumatic brain injuries. Consequently, Discovery Schools will accommodate individuals with the need for a service animal while on our campus as documented in their IEP.

## **ANTI-DISCRIMINATION**

Discovery Schools does not and shall not discriminate against students, parents, or guardians on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), family situation, intellectual or athletic ability, disability, marital status, sexual orientation, or military status, in any of its activities or operations.

The **following** persons have been designated to handle inquiries regarding the non-discrimination policies:

### **Section 504**

Cindy Perret

3837 Loyola Dr.; Kenner, LA 70065

504-208-1931

[cindy.perret@discoveryhsf.org](mailto:cindy.perret@discoveryhsf.org)

### **Americans with Disabilities Act (ADA)**

Stacey Stemke

3837 Loyola Dr.; Kenner, LA 70065

504-229-2147

[stacey.stemke@discoveryhsf.org](mailto:stacey.stemke@discoveryhsf.org)

### **Title IX Coordinator**

Michael D. Kennedy, Jr., Ph.D.

3837 Loyola Dr; Kenner, LA 70065

504-579-2421 Work; 504-229-2149 Office

[michael.kennedy@discoveryhsf.org](mailto:michael.kennedy@discoveryhsf.org)

## **Grievance Procedures Under Section 504 And Title II Of The American With Disabilities Act (ADA)**

Grievances may be submitted by Discovery students, parents/guardians of Discovery students, and Discovery employees who allege discriminatory action by Discovery employees, Discovery students, and third parties. The following procedures apply to such grievances.

Grievances must be submitted to the appropriate “Coordinator” within 180 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

### **For Section 504 Grievances**

Sharon Preen, M.Ed.  
3837 Loyola Dr; Kenner, LA 70065  
504-229-2152  
[sharon.preen@discoveryhsf.org](mailto:sharon.preen@discoveryhsf.org)

### **For ADA–Title II Grievances**

Sharon Preen, M.Ed.  
3837 Loyola Dr; Kenner, LA 70065  
504-229-2152  
[sharon.preen@discoveryhsf.org](mailto:sharon.preen@discoveryhsf.org)

The Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation shall be adequate, reliable, and impartial. The investigation shall afford an equal opportunity to present witnesses and submit evidence relevant to the complaint.

The Coordinator (or her/his designee) will issue a written decision on the grievance no later than 30 days after its filing. A copy of the decision shall be provided to each party.

The person filing the grievance (“complainant”) may appeal the decision of the Coordinator by writing to the Head of School within 15 days of receiving the Coordinator’s decision. The Head of School (or designee) shall issue a written decision in response to the appeal no later than 30 days after receiving the complainant’s appeal.

If the investigation yields a determination that discrimination has occurred, the Discovery Health Sciences Foundation Board of Directors shall take affirmative steps to prevent recurrence of such discrimination and appropriately address discriminatory effects, if any, on the complainant and others. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. Retaliation is prohibited against any person involved in the grievance process, including the complainant or any other participant.

### **TimeLine Extensions**

The Coordinator may request in writing an extension of decision timelines if received by the complainant within 20 days of the Coordinator’s receipt of the complaint. The request must include reasons for the request. The extension request may not exceed 10 days.

The complainant may request in writing an extension of appeal timelines if received by the Coordinator within 10 days of the complainant’s receipt of the Coordinator’s decision. The request must include reasons for the request. The Coordinator’s decision to grant the extension and, if granted, its duration are final.

Once a complaint has been received by the Coordinator, Winter/Christmas holiday break time shall not be included in the calculation of any grievance timeline.

### ARRIVAL AND DISMISSAL

Campus	Before Care (Drop off times)	Bus/Carpool Arrival	School Start	Bus/Carpool Dismissal	Aftercare*
<b>DJOD</b>	7:00 - 7:30	7:45/7:50	8:20	3:30/3:35	3:30 - 5:30
<b>Maine</b>	7:00 - 7:30	7:45/7:50	8:20	3:30/3:35	3:30 - 5:30
<b>Vintage</b>	7:00 - 7:10	7:35	8:00	3:15	3:30 - 5:30
<b>Loyola</b>	N/A	7:35	8:00	3:15	N/A
<b>*Aftercare only pick-up time is 5:30 p.m.</b>					

#### Arrival

Due to COVID-19, arrival may take longer as we are receiving students in small amounts at a time. **Please be patient as we ensure student safety.** Students have three methods of arrival: carpool, bus, and as walkers/bikers. Students should maintain physical distance as they arrive on campus. Students can arrive on each campus according to the times listed in the table above. Students not in the building and class by the school start time will be marked absent for the day. All students will be checked for proper attire upon arrival. Students not in dress code will need to correct the issue, if possible, to enter the campus. The student may be allowed to contact their parent/guardian for a change of clothes. If it can not be corrected, the student will receive an infraction and disposition.

#### Dismissal

Due to COVID-19, dismissal may take longer as we are dismissing students in small amounts at a time. **Please be patient as we ensure student safety.** The expectations for student transitions from class to their transportation will be shared with students on each campus. Students should maintain physical distance as they leave the class and campus. Bus riders, walkers, and carpool will be dismissed separately based on the dismissal plan for each campus. Students will remain in class until their dismissal group or individual name is displayed in the classroom. Students who are involved in after-school activities (immediately after dismissal) must check in with their coach/facilitator by 3:30 p.m. on the Vintage and Loyola campuses and 3:45 p.m. on the Maine and DJOD campuses. Students, not involved in supervised after-school activities, must leave the campus by 3:45 p.m. daily.

Pre-K - 8th grade students who are not picked up within thirty minutes of dismissal (end of the day) will be brought to aftercare. Community Works will charge a fee for these students.

### **Early Dismissal, Exams & Professional Development Days**

Early dismissal days are for the faculty to participate in professional development. School dismisses earlier on these days. Our semester exams also take place on days with shortened schedules. An exam schedule will be released with dates and times for each period.

During the year, we occasionally devote entire days to professional development and/or records. These days are used for the staff to participate in professional growth activities, meet with grade-level colleagues, and other staff regarding departmental or school-wide curriculum issues. Students will not attend school on those days (listed on the school calendar) but may be responsible for asynchronous work.

### **Bike Riders and Walkers**

Bicycle riders are defined as students who live in the immediate neighborhood and utilize bicycle transportation as a means for arrival and dismissal. Walkers are defined as students who live in the immediate neighborhood and do not utilize motorized transportation as a means for arrival and dismissal.

**Bike riders and walkers must use crosswalks at all intersections near the school to safely walk to campus as well as when they leave campus.** These students should look for and adhere to the guidance of duty teachers as they walk/ride onto and away from the campus.

According to RS 32:199, Louisiana law requires a bicycle operator under the age of 12 years to wear a bicycle helmet when riding a bicycle.

**A Kenner ordinance prevents parents from parking and picking up your child.**

**Bicycles should not be parked anywhere other than the designated area. Bicycles must be secured to the rack/gate with a lock provided by the student. Bicycles are not allowed inside the school building.** Bicycles left in any other area will be removed and must be claimed through the office by a parent/guardian.

Bike riders and walkers will be dismissed through the electronic dismissal tool on each campus. Students must maintain physical distance as they leave the class and campus.

PreK-8 Grades: **Walker and bike rider verification must be approved by administration.** Once verification is obtained, the student's name will be placed on the official walkers/bikers list. **Only students who are listed on the official walkers' list will be dismissed from the walkers and bike riders area.**

### **Cars and Driving**

Students who have a driver's license and are allowed by their parents to drive to school must complete a Student Parking Application form in the office to receive a parking decal to park on campus. The student will be required to provide a copy of the driver's license, current insurance card, and registration. Parking decals will not be issued until this form and all documents are returned. Only 20 designated spots will be available for student parking and will be allotted to seniors first on a first-come, first-serve basis. See parking regulations below:

1. All vehicles parked on campus must have a valid parking decal which must be placed on the right-hand side of the windshield.

2. Parking in fire lanes, handicapped spaces (without a permit), loading zones, traffic lanes, or driveways is STRICTLY PROHIBITED.
3. Loitering in the parking lot, or sitting in vehicles, is prohibited at all times.
4. Students may not go to their vehicles during the school day.
5. Students must observe all Louisiana driving laws.
6. All school policies including those that prohibit the possession or use of weapons, drugs, alcohol, or tobacco apply to student drivers and vehicles parked on campus.
7. Drivers may have to wait to be directed out during dismissal due to the carpool line.
8. Any vehicle parked on school property is subject to search for reasonable suspicion related to the health, safety, or well-being of the students, faculty & staff.

## ATTENDANCE

In compliance with the Compulsory School Attendance Law (R.S. 17:221), all students between the ages of seven and eighteen are required to attend a public or private day school unless the child graduates from high school prior to his/her eighteenth birthday. Students must be present the minimum number of days/minutes per course per semester each school year to be eligible for promotion. Students who have not met the minimum number of attendance days/minutes may be retained at the discretion of the school administration team. Students who miss 15 or more school days (approximately 10% of the school year) for any reason are considered chronically absent. **If a student is absent for 14 consecutive days, the school may automatically withdraw the student.** Truancy reporting may also be enacted. **Excused absences count against the attendance requirement.**

## Truancy

Habitually tardy and/or absent students may be reported to the Jefferson Parish Truancy Assessment Center. Discovery Schools refer students for Saturday Academy and/or truancy after 4 absences in the fall and after 4 in the spring for excessive absences and tardiness if no attempt is made to make it up through the on-campus opportunities we offer (Office Hours and Saturday Academy).

## Types of Absences

- **Exempt:** The student is allowed to make up the missed work and the absence is not counted against the attendance requirements. Examples are extended illnesses documented by a doctor for hospitalization or to celebrate religious holidays. These absences are only extended to students by the principal or designated administrator of that campus. **COVID-19 quarantine days will be exempted.**
- **Excused:** The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's/guardian's or doctor's note for non-extended illness (2 days or less).
- **Unexcused:** The student may be allowed to make up the missed work and the absence is counted against the attendance requirement. An example is an absence with no documentation.
- **In-School Intervention:** The student is marked present for the day, but absent from each class. These days are not counted against the student's attendance requirement.
- **Out-of-School Suspension:** The student is allowed to make up the missed work, but the absence is counted against the attendance requirement.

## **Excused Absences**

A notice will be sent to the child's parent or guardian from Discovery Schools for each tardy or absence. Excessive unexcused tardies and absences will be reviewed and interventions will be implemented as necessary to support the student and families.

Please make the school aware of absences as soon as you know the student will be absent. All excuses, including original doctor/dentist verification, for a student's absence or tardy must be presented to the school. Parents are required to send an email, send a doctor's note, or write a personal note for up to TWO consecutive days of absences requesting the days be counted as excused. Doctor's notes are required for three or more consecutive days of absence to be excused and possibly exempted. All notes must be sent to the school office or via email to the appropriate front office as listed on the cover page.

Notes should be presented upon the student's return to school. All notes are due within 2 school days of the student's return to school. **For example:** Your child is absent Thursday and returns Friday. He/she must submit a note Friday or Monday for it to be changed to an excused absence. If the note is received later than the two days, it will be collected and filed, but may not result in an excused absence.

**Writing a note or submitting a doctor's note does not guarantee an absence or tardy will automatically be excused.** The principal will review the document and determine whether absences are exempt or excused. Doctor or dental appointments are not excused for a full day unless excused by the physician as stated on the official doctor's note.

## **Exempted Absences**

Students are required to attend school in accordance with the Discovery Schools 2021-2022 calendar, except for the exempt absences listed below. Absences are "temporarily" unexcused until the school is able to verify a note from the parent/guardian or doctor explaining the absence. The principal or his/her designee shall contact the parent/guardian to ascertain reasons for absences. The only exception to the attendance regulation shall be extenuating circumstances that are verified by the Principal and School Counselor. These absences may be considered "exempt"

Examples of possible "exempted" absences:

- Extended personal illness (as documented by a medical professional for hospitalization)
- Death in immediate family (not to exceed 3 days),
- Natural catastrophe and/or disaster,
- Participation in a school-approved activity that necessitates the student being away from school,
- Absence for the observance of recognized holidays of the child's own faith,
- Extended personal illness of a child whose attendance in school would endanger his/her own health or that of his/her classmates, as verified by a physician, dentist, or nurse practitioner licensed to practice in Louisiana (including COVID-19).

## **Late Arrival and Early Check-Out**

Discovery Schools encourages families to schedule appointments outside of school hours whenever possible, as late arrivals and early check-outs are disruptive to the learning environment for all students.

Students attending between 25-50% of the day get half a day of absence/attendance. Students attending more than 50% of the day get credit for a full day of attendance. Students attending less than 25% of a

school day would have a whole day of absence reported and get no credit for attending that day.

Students may not be checked in or checked out during the last 45 minutes of the school day. (For example: 12:00 p.m. on 12:45 p.m. dismissal days and 2:30 p.m. on 3:15 p.m. dismissal days.)

### **Late Check-Ins/Tardies**

Students who are tardy should enter through the front office to get a tardy slip.

### **Early Checkouts**

Students who are checking out early must be signed out in the office by a parent/guardian or pre-authorized OnCourse contact person. For high school students that drive to school a parent/guardian or pre-authorized OnCourse contact person must email the office at [officeLoyola@discoveryhsf.org](mailto:officeLoyola@discoveryhsf.org) by 9 am authorizing the student to check themselves out.

### **Tardies to Class (Class Transitions)**

In middle and high schools, students must follow their daily schedules. Any student who enters his/her classroom late will be considered tardy. Students are expected to be inside of their assigned classroom with all required materials in hand prior to the ringing of the tardy bell. Consequences will be assigned to each student who accumulates tardies in increments of 5 as appropriate, including but not limited to detentions and ISI's.

### **Period Attendance**

In middle and high school, attendance is taken each class period. Students are responsible for showing up for each class on a timely basis. Students who accumulate multiple class tardies will receive supports including conferences, referrals to social worker/counselor, discipline infractions, etc...

### **Saturday Academy**

Saturday Academy is designed to provide 3rd - 12th grade students an opportunity to recover instructional class time missed due to school absences (seat time) and to avoid repeating courses. Saturday Academy is an opportunity for students and families to ensure student success by recovering lost (excused or unexcused) instructional time with a certified teacher.

Saturday Academy takes place on the Loyola campus. It begins at 8 a.m. and ends at noon on the scheduled dates. The dates will be announced as scheduled and additional specific information will be provided as appropriate. Each semester students are allowed 4 absences. On the 5th absence, the student should attend Saturday Academy to remain eligible to earn credit for their courses. **Due to COVID-19, Saturday Academy may be offered periodically on a limited basis.**

### **Late Pickups--Dismissal, Sports, and Extracurriculars**

At Discovery Schools, we believe HEART must be shown in all aspects of our students' experiences and by our entire school community. In an effort to ensure the safety and security of all students and staff, we will follow this plan for picking up students from school, extracurricular activities, and sporting events.

- All students must be picked up at dismissal from the extracurricular activity/event

- Students are picked up in the carpool line unless otherwise communicated by the school rep
- Late (10 or more minutes late) pick-ups will be documented
- The school representative will begin contacting parents who are late once the carpool line has ended and no one is present for the student(s) remaining
- After 30 minutes of waiting and no contact with a parent/guardian, the school representative will contact the student’s administrator
- 3 or more documented late pickups can result in the student being removed from the roster of the extracurricular activity/event and the student may be referred to the Department of Children & Family Services/Families in Need of Services (DCFS/FINS).

<b>Late Pickups--Dismissal, Sports, and Extracurriculars</b>	
<b>Offense:</b>	<b>Discipline Consequence:</b>
<b>1st Offense</b>	Warn and Document
<b>2nd Offense</b>	Refer to Parent Liaison and/or Social Worker and Document
<b>3rd Offense</b>	Conference, Document, and Warn of DCFS Referral
<b>4th Offense</b>	Refer to DCFS/ FINS and Removal from Roster

## **BELL SCHEDULES**

Student schedules with the bell schedules are available to students and families via OnCourse Connect. Please login to see your child’s daily schedule.

## **CELL PHONES/ELECTRONIC DEVICES**

The use of electronic devices by students during the school day including on the bus and field trips is not allowed. *These devices must be turned off during the school day and remain out of sight in a locker or book bag.* If a device is seen during the day, it will be assumed that the device is being used and will be taken from the student and given to the office/administrator. This includes phones, music players, electronic watches, etc...

1. For the first offense, the student may pick up the device from the office at the end of the school day.
2. For a second offense, the device will be returned only to the student’s parent/guardian by appointment.
3. For the third offense and beyond, the device will be returned only to the student’s parent/guardian upon payment of a \$25 fee.

For each offense, an infraction will be entered into OnCourse.

**As with other personal property brought into school, Discovery Schools is not responsible for lost, stolen, or broken electronic devices. (See section: ITEMS NOT ALLOWED IN SCHOOL)**

## **Unapproved, Inappropriate Electronic Usage**

“Sexting” is the act of sending, receiving, and/or distributing to a 3rd party, semi-nude or fully nude photos of oneself via text message and/or social media. Reports of students in possession of any telecommunication device, including but not limited to cell phones, which contain pictures, images, or videos of an indecent nature, will be immediately investigated by a school-based team. If there is confirmed knowledge or strong suspicion of “sexting” the school is legally responsible to report those allegations to the police. A student’s phone can be requested and/or seized and may be further reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by any of the rules laid out in the Discovery Schools Student Handbook. Students who make the decision to bring a cell phone to campus assume all risks in bringing such devices onto school property and all extensions of the school’s property including the school bus, field trips, and any other school-related functions held either on or off-campus. In cases where “sexting” is confirmed, school-level consequences for the behavior(s) will be issued based on the investigations and according to the Discovery Schools Student Handbook.

If it is found a student took out and/or used any telecommunication device on the bus or at a school-sponsored event, without the expressed consent of a Discovery faculty member, even if the device is not ever turned on, consequences will be issued based on the Discovery Schools Student Handbook (including bus suspension, detention, ISI, etc...).

## **COMMUNICATION/CONCERNS**

Open communication is one of the keys to your student's success in school. We believe our relationship is one of a partnership between teacher and parent/guardian in supporting the education of every student. We realize at times we may not see eye to eye. But, like any strong partnership, we will work through those differences, always keeping the student’s best interest at heart. All adults should maintain a positive, solution-oriented attitude at all times.

As students mature, communication regarding a student’s classwork/homework should first be between the student and the teacher. It is important that students of Discovery Schools are able to advocate for themselves and ask questions directly to the teacher from whom the answer can come. However, we understand that occasionally a parent may need to assist their student with these questions. The appropriate process for communication is as follows:

1. The student contacts the teacher in person at school, or via email.
2. Expect a response in a maximum of 48 hours (2 business days). (If a teacher is emailed in the evening regarding homework, projects, and/or study guides, it is not appropriate to expect a response that evening. This is the appropriate situation for students to rely on classmates as well as contacting the teacher).
3. If the response is unclear to the student, or if the student has concerns regarding the response, the parent should then contact the teacher via email (quickest way) or phone call to the school.
4. Expect a response in a maximum of 48 hours (2 business days).
5. If the parent is not satisfied with the response, or if there is no response within the 48 hour period (2 business days), the parent should email the teacher again and copy an administrator (Principal, Division Head, or Dean) on the email. If the parent is not able to email, he/she should call the school office and make an appointment to meet with an administrator and the teacher involved.

6. Most matters will be resolved by this point.

**\*This process is the same for all Discovery Schools activities, sports, clubs, etc\***

Should a matter not reach a resolution after the above steps, a request can be made to schedule an appointment with the Head of School or designee. All conversations must be conducted in a civil manner. **If at any point any party in a meeting becomes combative, verbally or physically aggressive, or uses foul language, the meeting will be ended immediately.** The offending party will be required to leave campus, and it will be determined by the administrative team whether or not that party will be allowed to return to campus.

While the Discovery Schools Closed Facebook page can be helpful in sharing logistics regarding PTO information and school activities, Facebook is NEVER the appropriate venue to get answers regarding the school's academic program or specific details regarding school-sponsored clubs/sports. Parents and students should ALWAYS go directly to the staff member who has the answers.

### **Electronic Communications with Students and Families**

Discovery's priority is to create a safe environment for all students. All electronic communication by employees to students should be relative to the educational services provided to the student.

The only approved electronic communication between employees and students and their families is through Discovery provided school email communication. Other forms of electronic communication, such as text messaging and through Internet-based social networks (ie: Facebook, Instagram, etc.) are prohibited. If an employee is contacted electronically by a student through a prohibited electronic method, the employee will immediately notify their supervisor and Human Resources and will not respond to the student.

A Discovery employee may be allowed to communicate with a student or parent/guardian in instances related to student pick-up or where student safety is a concern. This would apply to such purposes as extracurricular activities, student athletic activities, and community-based youth activities. In all instances, such approval is contingent upon including multiple Discovery employees on the alternate form of communication (at least 2). Additionally, the communications will be preserved and not deleted. No employee should ever communicate electronically with a single student without another adult included in the communication.

Violations of this policy including the failure to report electronic communications received from a student may result in disciplinary actions for students and employees.

### **Non-Custodial Parents**

Unless prohibited by court order, Discovery Schools will, upon the request of either parent of a student whose parents are separated or divorced, provide the requesting parent with copies of any documents relating to the student's academic progress, the student's emotional and/or physical health, notices of school-initiated parent-teacher conferences; and notices of major school-sponsored events which involve parent-student interaction and the school calendar. In the event the right of one parent to visit or have contact with a child has been prohibited by court order, it is the responsibility of the custodial parent to provide the school principal with a copy of this court order and to ensure that the order is kept current.

This is required to provide school personnel with a legal basis for restricting contact of a non-custodial parent in the school setting. If a court order has expired and a subsequent order prohibiting contact has been entered, the custodial parent must provide the principal with a copy of the new order.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held several times during the year, usually on Records Day at the end of each quarter. These conferences provide an opportunity to share information related to the academic, social, emotional, and personal growth of each student. When appropriate, students may be included in a parent-teacher conference. Parents or teachers may also request additional conferences when needed. Due to COVID-19, these conferences are likely to be held virtually. When necessary, in-person conferences may be requested, but all safety protocols must be followed and met by all participants.

### **COMMUNITY SERVICE**

Community service is a very important aspect of student development at Discovery Schools. We expect all students to participate in community service opportunities throughout their high school years. We will intentionally provide opportunities for students to help within the community. Students who desire to receive a community service diploma endorsement must perform approved community service hours according to the following schedule:

<b>Grade</b>	<b>Minimum Hours</b>
9 <sup>th</sup>	10
10 <sup>th</sup>	20
11 <sup>th</sup>	25
12 <sup>th</sup>	25
<b>Total</b>	<b>80</b>

A student who (1) transfers into Discovery Schools after the 9<sup>th</sup> grade or (2) graduates early may receive a community service endorsement if that student:

- Meets the minimum requirements for each year, and
- Completes a total of 80 community service hours by graduation

Students should complete the Discovery Schools Community Service Form to report their hours of service, which can be downloaded from the website ([Community Service Form](#)) or retrieved from the High School Office. A supervisor's signature at the service location is required for the hours to be counted. Submitting the tracker does not mean the hours indicated on it will automatically be applied to Discovery Schools requirements for community service. All volunteer hours are subject to verification and should be in a health-science related field.

Examples of health science community service hours include, but are not limited to, volunteering at a hospital, animal shelter, food bank, fitness-related, working with elderly, volunteering at health-related non-profits, etc...

Any non health-science related service hours must be pre-approved by the school administration.

## **CRISIS PREVENTION INTERVENTION--HOLDS**

Discovery Schools strives to maintain a safe and secure campus for all students, staff, and stakeholders. In rare instances, trained faculty and staff are required to provide support to individuals on campus due to inappropriate behaviors. In these moments, the severity of the actions of the person in crisis dictates the level of response. Most actions can be resolved through the verbal de-escalation model. In rare cases, a hold is required to protect the person in crisis or others in the same environment. When a hold is warranted, someone from the school will contact a parent or guardian to inform them of the details of the situation the same day, generally upon de-escalation of the crisis.

## **DISCIPLINE--DISCOVERY DISCIPLINE MODEL**

Students are encouraged to make appropriate choices regarding their personal conduct. **H.E.A.R.T.:** Honor, Endurance, Academic Achievement, Responsibility, and Tolerance are the core values that will help guide students' decisions and develop intrinsic discipline. Parents also play an important role in ensuring appropriate conduct occurs at school. Appropriate school behavior is taught at home, so it can be practiced at school. The following is an outline of how the faculty and staff will establish routines and support the development of good conduct at school. Discovery Schools believes the more involved parents are with their child's education, the better the chances are of developing good decision making and intrinsic discipline.

## **Positive Behavioral Intervention System (PBIS) & Response to Intervention (RTI)**

Discovery Schools has adopted the Positive Behavior Intervention and Supports Program (PBIS). This is a nationwide program, endorsed by the Louisiana Department of Education. PBIS is a school-wide program designed to discourage negative behaviors by rewarding appropriate behaviors. Families are a very important link to the success of this process.

PBIS will succeed when it has broad visibility in the school setting. PBIS provides consistent and systematic support for students within the school setting; its concepts can also be applied at home. PBIS uses ongoing evaluations, data collection, and plan reassessment, as needed to ensure consistent implementation of the program.

Students will be taught a small set of basic school-wide core values and will be rewarded for complying with those expectations. Student infractions will also be related to these core values so students can internalize how the values translate into daily behavior. Discovery Schools' school-wide core values are:

**H** – Honor

**E** – Endurance

**A** – Academic Achievement

**R** – Responsibility

**T** – Tolerance

Rewards and incentives will be issued whenever possible; however, they could include Discovery Schools points, tickets, or bucks that can be used for prize drawings or can be redeemed for snacks and supplies, popcorn parties, free dress days, and/or admission to school events. This will take place regularly (weekly, monthly, quarterly) and will include all students that comply with the Discovery Schools core values.

Discovery Schools offers short-term individual and group counseling to students. Parents/guardians or school staff may refer students for counseling, or students may request counseling. It is the policy of Discovery Schools to obtain parent/guardian written permission for counseling that is planned on a regular basis. The counselors also work with teachers and parents to provide appropriate support for students, when needed, and serve as a liaison between the school, the home, and community-based services. Parents are invited to contact the counselor about any significant family/home issues that may be impacting their child at school.

### **Appropriate and Inappropriate Student Behavior**

Students are expected to conduct themselves in a responsible manner and to respect the rights and property of others. All expectations involving appropriate and inappropriate behavior apply equally to the classroom, hallways, school campus, school buses, bus stops, and at all school functions in and beyond the school walls. This applies to events occurring at school or school-sanctioned events off-campus.

### **Classroom Management Systems**

The individual teacher manages his/her classroom. Classroom management systems will be explained to parents and students at the beginning of the school year and to new students when they enroll.

### **School-Wide Behavior Plan & Positive Behavior Recognition**

Each Discovery Schools division has an age-appropriate award/incentive program for students who have reached the behavior and academic goals set by the students and their teachers. The team will use a tickets/bucks system to monitor student behavior. Teachers will actively reward positive behaviors.

Grades PreK-4<sup>th</sup> generally use a binder or ticket system to monitor student behavior. They also use HEART charts and behavior calendars to communicate with parents. In addition to using the HEART charts and behavior calendars, these grades also use OnCourse to enter and track certain infractions.

- **Weekly Rewards (PreK-8th Grades)**

“Owl of the Week” Each teacher will choose an “Owl of the Week”. The recipient will be a student who consistently displays the H.E.A.R.T. tenets. The “Owl of the Week” will be recognized various times during the week at Morning Meeting, in the Swamp Owl Café, or in their classrooms.

“Who Dat in the Cage” Teachers will issue tickets to any student exemplifying the HEART tenets of Discovery. Students will drop their tickets into the “Who Dat in the Cage” in the designated area throughout the week. On Fridays, the principal will draw several tickets from the cage. These students will win a stuffed animal or another reward.

- **HEART Charts (PreK-4th Grades)**

Students will use a positive rewards system focusing on the Heart Tenets. When students display the HEART tenets, they will move their clip to that tenet. Individual classroom teachers may use individual and group class rewards for positive reinforcement.

- **Tickets/Bucks System**

The tickets/bucks system allows teachers to issue tickets or bucks to students for showing HEART and for meeting behavioral expectations. Students can redeem the tickets/bucks on campus for various events, rewards, and other special prizes.

- **PBIS Rewards & Incentives**

*Owlstanding Student of the Month:* Each teacher will choose an owlstanding student for the month. The recipient will be a student who consistently displays the H.E.A.R.T. tenets and productive citizenship on and off-campus and meets other criteria as determined by the PBIS Team. The “Owlstanding Student of the Month” will be recognized during morning announcements, in homeroom, as well as with other privileges during the designated time.

- **School Store/Cart**

Students may use earned bucks to “purchase” items in the Discovery Schools school store/cart. Cash may only be used for school items with logos. Campus dates & times will be provided to students and families.

- **School-Wide Interventions**

Each Discovery Schools division additionally has school-wide interventions for students who need additional support reaching the behaviors and academic goals set by the students and their teachers.

- **Check-In/Check-Out**

Check-In/Check-Out is a Tier II positive behavior intervention plan designed to work with students who have continuing behavior issues. A school staff member will be selected to mentor a student in the plan. That staff member will meet with that student on a regular basis before school and after school. Before school, the two will review the behaviors expected during the day. The staff member will log behavior expectations on a form that will be used at the end of the day. The student will carry the log with him/her to class. Teachers will provide feedback on the form for the afternoon’s check-out. The staff mentor will review the student’s log to determine if appropriate behavioral expectations have been met.

For students in Check-In/Check-Out Intervention, check-in time typically is between 7:45 a.m. and 8:05 a.m., and check-out time is 3:00 p.m. - 3:20 p.m. Students will be monitored daily for 6 weeks. At that time the mentor, teachers, and the principal will meet to determine if continued participation is warranted. Using the logs, the mentor/teacher will analyze the data, and decide on continued participation.

Other Tier II interventions include, but are not limited to: change in setting, behavior contracts, counseling (group or individual), and any other that is deemed appropriate when addressing specific behaviors. All referrals are subject to a change of classification either to increase or reduce the severity of consequences as deemed necessary by a member of the administrative team, which has the final authority. All steps taken will be documented.

## **Student Success Plan (SSP)**

Discovery strives every day to provide as much support as possible for our students to be successful. The Student Success Plan is another intervention we may use with students to support them to be more successful in school. The SSP is designed to give additional support to students that may be struggling with academics and behavior. The SSP is used after many other interventions have been used. Some of the plan guidelines are as follows:

- Students on an SSP will have a parent meeting with an administrator and a teacher representative.
- Students on an SSP will have several check-ins with staff members throughout the day.
- Students on an SSP will have additional time to focus on academics and any other challenges.
- Students on an SSP will be assigned to a mentor or counselor during their time on the SSP.
- Students on the SSP will be required to carry a daily tracker to be signed by staff and parents daily.
- The duration of a student's SSP will be determined by the student's progress and staff feedback.

## **Conduct Expectations**

### ● **Conduct on the Bus**

Students are to comply with the directives of the bus driver and bus monitors for their safety, especially those that are in place due to COVID-19. They are to avoid any behavior that might be a distraction to the bus driver, violate safety precautions, or injurious to others. The expectations apply to daily transportation, field trips, and all extracurricular and non-curricular trips. Students receiving a referral from a bus driver will receive appropriate consequences for their actions. Continual infractions on the bus may result in the student's removal from the bus.

### ● **Conduct in the Cafeteria (Swamp Owl Café)**

All students at Discovery Schools are required to eat their lunch in Swamp Owl Café. Teachers will supervise students during lunch. Our goal is to make the Swamp Owl Café a pleasant, comforting place to eat with quiet conversations. In turn, we expect students to respect their space as well as clean their table and surrounding area before leaving the café. During the COVID pandemic, students may be eating in their classrooms when on campus.

### ● **Conduct in the Classroom and Hallways**

Students are to comply with classroom expectations as determined by the teacher's classroom management plan to ensure the classroom operates in an orderly manner. These expectations will be posted and taught to the students by teachers throughout the school year. Students are expected to move promptly between classes and should travel on the right side of the hall. Running, horseplay, and loud talking are not permitted. Students are **required** to have a hall or restroom pass in order to be outside the classroom. Any student without a pass will be considered as being in an unauthorized area. During the COVID pandemic, students will be expected to abide by the safety precautions shared regarding being on campus.

### ● **Conduct on Field Trips and Extracurricular Activities/Sports Events**

All Discovery Schools Swamp Owls are expected to show H.E.A.R.T. on and off campus. Students should represent the school with great honor, respect, and integrity on field trips and other off-site events/activities. If a child has previous behavior issues at school, parents or guardians may be requested

to accompany their child at the request of the teacher or administration. Field trips are suspended until further notice due to the COVID pandemic.

### **Dispositions/Consequences**

While every behavior cannot be identified and listed, the following infractions (behaviors) and dispositions (consequences) are outlined. Parents should understand if a certain behavior is not listed, the behavior could still receive behavioral consequences at the discretion of the teacher and/or administration. ***The administration makes the final determination of consequences.***

The administrative team will utilize both restorative justice and conflict resolution as part of the consequences to deal with behavior referrals. Both methods help resolve poor student choices in a manner that also brings some form of justice to the larger school community. Both methods help students learn better choices for the future.

***Failure to serve a disposition will result in additional consequences, moving up the discipline hierarchy.***

- **Silent Lunch (SL)**

In an effort to eliminate the loss of valuable instructional time, a teacher or administrator may issue a silent lunch. Typically, a silent lunch is issued for minor infractions. If deemed necessary by the administration team, a student may be required to serve a silent lunch for more than one day.

- **Recess Reset (RR)**

In an effort to eliminate the loss of valuable instructional time, a teacher or administrator may issue a recess reset. Typically, a recess reset is issued for minor infractions. If deemed necessary by the administration team, a student may be required to serve recess reset for more than one day.

- **Lunch Detention (LD)/Lunch Reset (LR)**

In an effort to eliminate the loss of valuable instructional time, a teacher or administrator may issue a lunch detention. Typically, lunch detention is issued for minor infractions. If deemed necessary by the administration team, a student may be required to serve lunch detentions for more than one day.

- **Morning Detention (MD)**

Morning Detention (MD) is the consequence for major infractions and repeated (4 or more) minor infractions. Parents will be notified when the student receives an infraction that merits an MD. The date of the detention will be given to students and parents. Detentions will be offered for at least 30-60 minutes each session. Each campus will make students aware of the arrival and dismissal times. Students are to report directly to the detention room and follow the expectations of the detention monitor. No student will be allowed in detention after a five-minute grace period. Parents will be responsible for bringing their child(ren) on time. Students who fail to report to or successfully serve MD will receive a greater consequence, usually the following day.

- **After-School Detention (ASD)**

After-School Detention (ASD) is the consequence for major infractions and repeated (4 or more) minor infractions. Parents will be notified when the student receives an infraction that merits an ASD. The date of the detention will be given to students and parents. Detentions will be offered from dismissal to approximately 1 hour after dismissal ends. Students are to report directly to the detention room and will follow the expectations of the detention monitor. No student will be allowed in detention after a

five-minute grace period from detention start time. Parents will be responsible for picking up their child on time. If a student is not picked-up within 10 minutes of detention dismissal, additional consequences may be issued. See section: **Late Pickups--Dismissal, Sports, and Extracurriculars** (Page 24) Students who fail to report to ASD will receive a greater consequence, usually the following day.

- **Restorative Practices Implemented**

Restorative practices is a social science approach that is used to help build healthy relationships within communities. Students are taught to advocate for themselves and to be accountable for their actions. This approach is used in place of punitive consequences with the hope of encouraging students to make more meaningful decisions in their future actions and in hopes of them considering how their actions affect others within the community. Students will participate in mediation sessions, conferences, and other sessions designed to resolve issues under this approach. In some instances, restitution may be required as resolution for an incident.

- **In-School Intervention (ISI)**

In-School Intervention is designed for students to reflect on their behavior and participate in a process to produce change in their behavior. ISI is used for major infractions and missed detentions. Students are required to complete their scheduled academic assignments, and the assigned school personnel will supervise their work. Each teacher will prepare work for ISI students, so the student's time in ISI will be productive. The school counselor will meet with any student scheduled to attend ISI (as necessary).

- **Out of School Suspension (OSS)**

A student may be suspended in accordance with the discipline policy of Discovery Schools. Students can be suspended for repeated minor infractions as well as for any major infraction. The severity of the infraction will determine if a suspension is warranted. Suspensions are generally issued based on team decisions including, but not limited to, the Dean, Division Head, and the Principal. All students, along with their parent(s)/guardian(s), must participate in a restorative intake session with a counselor and/or administrator upon return to school. Students must attend this session before being allowed to return to their classes. ***Failure of the parent/guardian to appear will result in the student remaining in ISI until the parent attends the conference.*** Any student who is suspended from school cannot participate in any school activities or be present on school grounds during their time of suspension.

- **Expulsion from School**

Discovery Schools administration and support staff will work closely with parents to prevent students from being expelled. Some major infractions are very serious and require a Safe Campus Review, school level investigative actions. An accumulation of suspensions is likewise a serious matter. On the fourth suspension for any reason, a recommendation for expulsion can be made. The sanctions of expulsion and suspension are driven by state law (R.S. 17:416). **Any student who is expelled from school cannot participate in any school activities or be present on school grounds during their time of expulsion.** Students will be assigned to an alternative school setting when they are expelled.

**The following major infractions could result in an extended suspension or recommendation for expulsion. These include students who:**

- Bring/possess/use a weapon of any type
- Cause serious bodily injury to anyone
- Bring/possess/use or distribute any narcotic, stimulant drug or alcoholic beverage

- Pull fire alarm or make false 911 call
- Engage in a sexual act on campus or at a school-related function (zero tolerance)
- Serious threats (those reported to law enforcement)

Discovery Schools takes any threat, suggestion, or gesture of an intended violent act seriously. These should be reported immediately to the office and administration. Appropriate consequences will be issued to students who make these types of statements in word and/or deed. Administration will work with the School Resource Officer for these types of incidences.

### **Safe Campus Review**

Safe Campus Reviews (SCR) are enacted by an administrative team immediately following the report of any incident, deemed to be a potential threat to the safety of students and faculty, on any Discovery Schools campus. A SCR may begin as a result of an incident reported to have occurred either on or off campus. Once initiated, a SCR encompasses multiple steps which are taken to ensure and support the maintenance of student and faculty safety on campus. Steps taken when a SCR is enacted can include, but are not limited to: taking student statements of events, alerting law enforcement officials, taking faculty statements, enacting lockdown protocol, contacting child welfare services and parent meetings. Results of a SCR can include, but are not limited to: restorative practices, student/family debriefings, suspension, recommendation for expulsion, change of placement to alternative settings, mandated receipt of counseling services and schedule modifications.

### **Substance Abuse**

The possession, use, delivery, transfer, or sale of tobacco, alcohol, controlled dangerous substances, any mood altering chemical, or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden. A look-alike substance is defined as any substance that appears or resembles any prohibited substance and which the student in possession thereof specifically represents to others as a prohibited substance. Discovery Schools substance abuse policy and procedures will be used for all student incidents involving substance abuse.

### **Appeals**

Any sanction involving suspension or expulsion that is imposed can be appealed to the CEO/Head of School. This appeal must be in writing and must be submitted within three (3) days of the start date of the official letter of suspension or expulsion. In the interim time of the appeal, the student must adhere to the consequence(s) as stated in the letter provided until a final decision has been issued through the appeal's process. The CEO/Head of School may host a meeting to hear the case or solely review the file then make a decision. The CEO/Head of School's decision is final.

### **Discipline Procedures-Due Process**

Every student at Discovery Schools has the right to full due-process procedures as related to suspensions and expulsions. ***Appendix B has the full suspension and expulsion procedure outlined.*** The following is a brief description of the discipline procedures for students receiving referrals:

1. The teacher reports an infraction using OnCourse which includes the name of the student, time, location, other students involved and the nature of the incident(s) relating to that referral.
2. The referral is sent to an administrator who then reviews the information for accuracy and clarity. An administrator may then interview the student(s) involved to ascertain the facts and circumstances regarding the incident. Depending on the incident, the student(s) will return to class, or be assigned to ISI, or issued another appropriate consequence.
3. Consequences vary and are decided at the discretion of the teachers, principal and/or administrative team. Students are informed of outcomes on the day the final decision for consequences has been reached. Expectations for appropriate behaviors are reviewed and reinforced to all students receiving referrals. Final decisions are usually reached the same day of the incidents, but can take longer due to our Safe Campus Review process and shared decision-making processes.

*Parents are responsible for checking OnCourse Connect for discipline referrals. The teacher or administrator will contact parents/guardians for major infractions.*

### Minor and Major Discipline Systems

Students receive two types of infractions—minor and major infractions. Infractions are recorded in OnCourse for students and families and are accessible via OnCourse Connect. Please click [here](#) to see our discipline model.

#### Minor infractions include:

Minor Infractions	Examples/Defined
<b>Defiance</b>	Not completing classwork, not following directions, ignoring the request, saying no, noncompliance and encouraging non-compliance
<b>Disrespect</b>	Talking back, mocking teacher, lying, obscenities and profane language
<b>Disruptive</b>	Excessive or loud talking, distracting others, walking around without permission, shouting out in class
<b>Improper Dress</b>	Wrong shoes, shirt, belt, pants, outerwear, etc...; no ID; no mask
<b>Observable Behaviors</b>	Running in the halls, chewing gum, spitting, passing notes, cutting the line, throwing food or other small objects
<b>Physical Contact</b>	Wrestling, horse playing, pushing, shoving, kicking, biting (no marks), slapping, plucking, bumping, PDA
<b>Signed Form not Returned</b>	Form not returned in time period given, with no parent contact initiated
<b>Tardy to Class</b>	Arriving after the bell and/or start time
<b>Technology Violation</b>	Unapproved website or searching, unapproved electronics on campus
<b>Unprepared for Class</b>	No supplies, not following class procedures, sleeping in class

Minor infractions are entered into OnCourse under the Infraction Code Name: Minor Infraction. The specific description is given in OnCourse Connect. Discipline information is analyzed regularly to ensure students are receiving appropriate consequences and learning to modify their behavior(s).

**Major infractions include:**

- Repeated minor infractions
- Infractions that require a detention (after/before school) or higher disposition (consequence)

***\*All major infractions can result in a suspension/expulsion depending on the severity of the infraction.\****

<b>Major Infractions by Name</b>		
Academic dishonesty	False alarm/bomb threat	Possesses firearms, knives, etc..
Aggressive verbal behavior	False report	Possesses a pocket knife or blade cutter with a blade length less than 2.5” in length
Bullying and/or harassment	Forgery	Possession of body armor
Commits immoral or vicious practices	Gambling	Public indecency or displays of affection
Consequence not served	Guilty of stealing	Rape and/or sexual battery
Crimes of violence	Habitually tardy and/or absent	Serious bodily injury
Cutting/skipping class	Inappropriate behavior at events	Sexual harassment
Cyberbullying and/or harassment	Inappropriate physical contact	Throws missiles
Damage or destruction of property	Inappropriate use of OTC meds	Threats of violence
Discharge or use of weapon(s) prohibited by Federal law	Injurious conduct towards peers	Trespassing violation
Disrespects a student	Instigates or gets in a fight	Unauthorized use of technology
Disrespects an authority	Internet/electronics violation	Uses or possesses any controlled substance
Disrupts class	Left school or the classroom	Uses or possesses alcohol
Disturbs the school or habitually violates any rule	Makes an unfounded charge against authority	Uses or possesses tobacco, lighter, or matches

Distributes or possesses with the intent to distribute alcohol, controlled dangerous substances, any mood altering chemicals, or any drug look-alikes	Obscenity (written or possession)	Uses profane and/or obscene language
Encouraging non-compliance	Other serious offense	Vandalism
Failure to comply	Possesses a weapon	Violates traffic and safety regulations
<b>Other infractions as identified by administration</b>		

### **Levels of Discipline:**

When a student accrues 4 minor infractions, he/she receives a detention. A detention letter is generated and is emailed to parents and/or is printed and given to students to bring home, to get signed by a parent/guardian, and returned to school. The letter will specifically state the detention is for multiple minor infractions. Individual minor infractions are listed in OnCourse Connect. We will offer both teacher-issued and administrator-issued detentions. Dates, times, and locations will be given in the notice and when the parent/guardian is contacted. Detentions will be issued rarely due to COVID-19 and the required safety protocols; however, students will be held accountable to the school's expectations of HEART.

Students who are issued multiple detentions and major infractions (repeated) move to the next level of discipline consequence—In-School Intervention including therapy. If the behavior continues, the student will receive an out-of-school suspension, temporary suspension from virtual learning opportunities, a reverse suspension (attend school during virtual learning) or an appropriate action/behavior plan.

***Failure to serve a disposition (consequence) will result in additional consequences, moving up the discipline hierarchy.***

### **Special Education Students and the Discipline Process**

All consequences for students with special needs will be taken into consideration on a case-by-case basis according to their Individualized Education Plan (IEP) as well as all laws and regulations concerning these students.

### **Senior Pranks**

Senior pranks are not allowed. Although they have been a tradition in many schools, we explicitly prohibit them on our campus. Students who receive an infraction for participating in a senior prank will receive consequences that could include suspension, expulsion, and prohibited participation in senior activities, including graduation.

### **Bullying**

Students, parents, teachers, principals and school leaders will all work together to prevent and end bullying. According to the Louisiana Department of Education, bullying is a **pattern** of:

- written, electronic or verbal communications that threaten harm,
- obscene gestures, taunting or malicious teasing,
- persistent shunning or excluding a student, or
- physical harm, such as hitting, pushing or damaging personal property.

Discovery Schools is committed to taking a proactive stance to preventing bullying behavior whether it is face-to-face or in cyberspace. Awareness of bullying and how to prevent it will be addressed through our **H.E.A.R.T.** core values and the PBIS program. Community experts such as the FBI and local police department will help educate parents and students on the dangers of cyber-communications, cyber-bullying and cyber harassment. The school will address bullying behaviors through conflict resolution and restorative justice programs as well as through appropriate discipline consequences.

Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and the school’s ability to educate its students in a safe environment.

Examples of bullying may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic “remarks/compliments” about another student’s personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting, or belittling
- Non-verbal threats and/or intimidation towards another
- Demeaning humor relating to a student’s race, gender, ethnicity, sexual orientation, or personal characteristics/mannerisms
- Blackmail, extortion, demands for protection money or other involuntary donations or loans
- Deliberate physical contact or injury to person or property
- Stealing or hiding school belongings
- Threats of harm to student(s), possessions or others
- Cyber-bullying,
- Sexual harassment
- Hazing

**Examples of Disciplinary Consequences:**

- Loss of Privilege
- Reassignment of Seat or Classes
- Quiet Lunch
- Recess Detention
- Morning or After-School Detention
- In-School Intervention
- Out-of-School Suspension
- Recommendation for an Expulsion Hearing
- Assignment to an Alternative Setting
- Legal Action

**Complaints of Bullying, Investigation of Complaints, and Corrective Action Procedures:**

**The following actions will be taken when bullying is reported:**

## **1. Investigation**

Upon receipt of any report of bullying, an administrator will direct an immediate investigation of the incident. The investigation will begin no later than the next school day after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official.

The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.

## **2. Notification**

Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention will be provided and the parent/guardian will be notified immediately.

## **3. Discipline**

Upon confirming that bullying has occurred, the accused student will receive age-appropriate consequences for bullying which includes, at minimum, disciplinary action and/or counseling.

## **4. Follow Up**

Complainants will be promptly notified of the findings of the investigation and the remedial action taken. Separate parent conferences with administrators and parties involved at the school's discretion.

## **5. Documentation**

Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be documented and placed in each student's (victim and perpetrator) discipline file as appropriate.

## **Hazing**

Hazing is defined as any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental or psychological harm for the purpose of initiation into affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public secondary school, whether such behavior is planned or occurs on or off school property, including any school bus or school bus stop.

Discovery Schools is committed to maintaining a safe, orderly, civil, and positive learning environment to insure that no student feels threatened while in school, on the school bus, and/or when participating in school-related activities. While some forms of initiation for membership in student clubs and organizations constitute acceptable behavior, the hazing of students may degenerate into a dangerous form of intimidation and degradation; therefore, hazing in any form will not be tolerated.

*\*For additionally information on Bullying, please see*

<https://www.louisianabelieves.com/schools/public-schools/bullying>

## **Gang Activity Prohibited**

Students are prohibited from engaging in any gang activity. A gang is any group of two or more persons

whose purpose includes the commission of illegal acts. No student shall engage in any gang activity including, but not limited to:

- Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other item that may show membership or affiliation in any gang
- Committing any act, using any speech, either verbal or nonverbal, or showing membership or gang affiliation (such as handshakes and gestures)
- Using any speech or committing any act in furtherance of the interests of any gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay for protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policies, (d) inciting other students to act with physical violence upon any other person. Students engaging in any gang-related activity will be subject to one or more of the following actions: removal from extracurricular activities, conference with parents/guardians, referral to Kenner Police Department and/or Jefferson Parish Police Department and/or suspension or expulsion.

### **DRESS DOWN DAY (3D's)**

The principal or designee may declare a “free dress” day for any or all students.

#### **Guidelines for 3D's**

These guidelines must be followed or a student may be asked to request a change of clothes to correct the improper dress or sent home and lose the privilege to participate in future dress down opportunities.

- Modes of dress or appearance disruptive to the progress of the educational program are not allowed (i.e. no foul language, violence, or other inappropriate graphics or labels).
- Skirts should be at the knee. Shorts and sweatpants are not allowed for high school students.
- Tank tops with or without spaghetti straps may only be worn with a shirt over or under.
- Full length tights or leggings may only be worn under skirts or dresses. Leggings should reach both ankles and can not be worn alone.
- The abdomen must be covered at all times.
- Jeans with no holes above the knee should be worn on or above the waist with a belt.
- Only tennis shoes or school shoes may be worn on dress down days unless stated otherwise on shared 3D information.
- Masks must be worn at all times unless otherwise directed by the teacher or other appropriate school official.

In general, students should dress appropriately for school and the weather conditions. Hats, caps, coats and gloves are not to be worn in the building. Reasonable standards of cleanliness and decency are expected. **Protective, closed toe footwear must be worn at all times (no sandals, slides or flip flops).**

The principal or designee is the final authority for judging the appropriateness of a student's appearance.

## **EMERGENCY CONTACT INFORMATION**

The school maintains an emergency contact file for students at Discovery Schools. Emergency situations involving the welfare of a student may arise when a parent is not available. The telephone number of a friend, a neighbor, or a family member who will be able to take over care and responsibility for the child should be noted in the emergency information. Any changes to contact information should be updated in OnCourse.

## **EMERGENCY SCHOOL CLOSINGS**

The Head of School may close school because of inclement weather, contagious disease or other emergencies. Discovery Schools utilizes a broadcast telephone message service and email to notify parents of school-related emergencies or special announcements. School closings will also be posted on the school's website and Facebook page. School closings will also be announced via email and on news and radio broadcasts. Due to COVID, schools may be closed at any time at the discretion of the Head of School/CEO.

## **EXTRACURRICULAR ACTIVITIES**

### **Discovery Schools Athletics and Clubs/Extracurricular Eligibility**

#### **Academics**

- All participants must maintain an overall "C" average
  - LHSAA requires passing 6 classes and having an overall "C" average at the end of each semester, as well as passing a minimum of 6 credits with a minimum of a "C" overall GPA.
- Any students receiving a letter grade below a C in any class may be asked to attend office hours.
- To remain eligible for participation, any student not meeting academic requirements will be placed on an individualized student support plan.

#### **Behavior**

- All participants must meet the behavior guidelines set forth in this handbook.
- To remain eligible for participation, any student not meeting behavioral requirements will be placed on an individualized student support plan.
- Any student who has a detention may not participate in any extracurricular or sport that day if it interferes with the ASD.
- Moderators/coaches will be informed of disciplinary dispositions of the participants of their club/sport.
- Should a student receive multiple infractions, minor or major, in a short period of time, the coach/moderator will call a meeting with the student and parent. A student may be required to miss athletic or club events, and may be removed from a team/club if the negative behaviors persist.
  - Student participants may be required to miss a percentage of the season for extreme behaviors requiring severe disciplinary action such as suspension (ISI or OSS) as well as for unchanged negative behaviors.

## Attendance

- A student must be present at school a minimum of four (4) hours on the day of the game/event.
- A student must be present at school on Friday (at least 4 hours) in order to participate in a weekend game/event.

## Special Circumstances

- Eligibility decisions for students receiving services through the Discovery Schools Learning Resource Centers (LRC) through their current Louisiana Individual Education Plan (IEP) will be made on a case by case basis. The discussion must include a review of the student's IEP and the team must include the student's LRC teacher.

**\*\*\*\*Any participant may be removed from a club or sport at any time at the discretion of administration.\*\*\*\***

## Athletic Events - Guidelines for Conduct

The purposes of an athletic event are for entertainment, social interaction, and the development of school pride. The following rules and conduct are for the benefit of the participants and spectators and their pleasure and comfort. The following code of conduct will be expected from all persons in attendance at all Discovery Schools athletic and extracurricular events:

1. The qualities of good sportsmanship shall be exhibited by all spectators and participants at all athletic events.
2. All participants and spectators at all athletic events shall maintain the qualities of self-control at all times, especially during the playing of the National Anthem and the Alma Mater of the respective schools.
3. While in attendance at any athletic event, all spectators and participants will be expected to refrain from the following:
  - using or possessing unlawful drugs or articles which may be injurious to self or others
  - consuming, possessing, or being under the influence of any alcoholic beverage
  - using or displaying obscenities
  - damaging public or private property
  - entering restricted areas without proper authorization
  - loitering in entrances, exits, dressing rooms, press box, etc.
  - fighting/throwing objects
  - any other act of harassing spectators, participants, and game officials

**\*\*Discovery Schools reserves the right to refuse admittance as well as require immediate dismissal for those violating these guidelines for conduct at athletic events.\*\***

## Communication

All DHSA extracurricular activity messages are to be reported directly to the DHSA sponsor or front office.

## **FACILITY USAGE**

School facilities are available after school hours for use by school-approved groups. All after-school functions, including regular meetings, must have administrative approval. The school's office should be contacted in order to obtain the appropriate forms and written approval. Request approvals take a minimum of 2 weeks. Please plan your request accordingly. Group leaders are required to ensure that facilities are left clean and orderly after usage. **Due to COVID-19, facility usage is very limited until further notice.**

## **FAMILY INVOLVEMENT: THE DISCOVERY SCHOOLS NEST (Parent-Teacher Organization)**

When schools and families work together to support learning, students perform better in school. At Discovery Schools, it is our goal to ensure each student reaches his or her personal best level of achievement. The NEST plays a key role in educational success by connecting the vast energy, knowledge, and resources of our students' families with the needs of our school. Every parent/guardian, faculty and staff person at Discovery Schools can become a member of the Discovery Schools NEST; membership dues are requested. The NEST will hold elections for officers and collect membership fees.

### **Parent Liaison**

The Parent Liaison works to bridge communication between home and school. The Parent Liaison helps parents get information and supports needed to ensure their child's academic and social success. The Parent Liaison assists families in understanding how to get involved and help their students succeed. The Parent Liaison is available to assist families in need. All information shared with the Parent Liaison is kept confidential unless there is a threat to self or others and/or if the parent consent has been provided for a release of information.

The Parent Liaison works with the school volunteers to promote an environment that develops a strong sense of community. The Parent Liaisons are the primary contacts for volunteer opportunities at Discovery Schools. They also work with the school counseling department to develop a family center, which includes computer access to Discovery Schools related websites and email.

<b>2021-2022 Parent Liaisons</b>		
<b>Parent Liaison</b>	<b>Email Address</b>	<b>Campus</b>
Mr. Rodney Lanier	<a href="mailto:rodney.lanier@discoveryhsf.org">rodney.lanier@discoveryhsf.org</a>	DJOD
Ms. Erin Ness	<a href="mailto:erin.ness@discoveryhsf.org">erin.ness@discoveryhsf.org</a>	Maine
Ms. Raven Stewart	<a href="mailto:raven.stewart@discoveryhsf.org">raven.stewart@discoveryhsf.org</a>	Vintage/Loyola

### **Volunteer Opportunities**

Discovery Schools believes every child's education is the joint responsibility of the school, the student, their family and the community. By volunteering in the school, parents and community members create a valued resource for students by sharing expertise and demonstrating support of the educational process.

This support may be assisting in the library or computer lab, serving as a special speaker, making instructional materials, accompanying field trips, or any number of other activities.

Upcoming volunteer opportunities for Discovery Schools parents/guardians will be posted regularly and updated frequently on the Discovery Schools website (<http://www.discoveryhsf.org>). Volunteers are asked to sign in and out at the front desk and are required to wear a volunteer badge when on school grounds as well as follow all safety protocols of Discovery Schools and the CDC. Volunteers are required to log their hours with the Parent Liaison.

## **FOOD SERVICES<sup>1</sup>**

The goal of Discovery Schools is to provide nutritious school meals and motivate students to make healthy food choices as part of a healthy lifestyle. The Swamp Owl Café provides a nutritionally balanced breakfast and lunch to students each school day. All meals meet the Nutritional Standards for the Traditional Food Based Menu Planning option mandated by the United States Department of Agriculture, Food and Nutrition Service. In keeping with our health-focused mission, Discovery Schools is encouraging students to choose healthy foods thus we have an “offer versus served” program in the café. Research shows that students who participate in the school meal programs consume more whole grains, milk, fruits, and vegetables during meal times and have better overall diet quality, than nonparticipants. Eating breakfast at school is associated with better attendance rates, fewer missed school days, and better test scores.

### **Meal Requirements**

- **Breakfast**

Breakfast in the Swamp Owl Café includes 4 food items. Students are allowed to decline 1 food item, but must select at least ½ cup of fruit or vegetable. Students select other foods in the quantities served.

- **Lunch**

Discovery Schools offers 5 food components (milk, fruit, vegetables, grains, meat/meat alternates). Students are allowed to decline 2 of the 5 required food components, but must select either a fruit or vegetable.

### **Meal Prices**

Student meal prices are as follows:

	<b>Reduced Price</b>	<b>Full Price</b>
<b>Breakfast</b>	\$0.30	\$1.75
<b>Lunch</b>	\$0.40	\$3.05

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<sup>1</sup> *\*\*Non-discrimination Statement: “In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”*

## **Free/Reduced Price Meals**

Applications for reduced price and free meals can be completed on <https://www.mymealtime.com>. All families are encouraged to complete an application. However, only one application per household should be completed. Completed applications will be processed and the school will be made aware of your new status.

The free/reduced application must be completed correctly and signed by an adult household member. Failure to return a correctly completed application can result in the denial of meal benefits. Students who do not have an approved application on file will be required to pay full price until an application is approved. Parents will be notified of the eligibility determination by the vendor.

## **Previous School Year Free/Reduced Price Meals**

A new application is needed each school year regardless of whether a student was receiving free or reduced price meals from the previous school year. To ensure a student's meal benefits are continued without any interruptions, a new application must be received by September 11, 2021. The application approval process takes up to 10 operating days. Parents are responsible for all meal payments until the application is approved.

## **Meal Payments**

Discovery Schools's lunch policy requires all parents to pre-pay monthly, by semester, or annually for your child's meals. There is a simple account setup process that allows for an easy, secure and convenient way to pay for your child's lunch. The online service, MyMealTime, gives you the ability to look up your account balance at any time and in any place the internet is available. You can also download the app to your phone or another electronic device.

To enter money onto your account you can visit <https://www.mymealtime.com>. New users will need to register on the website. Select the "Register" option and follow the prompts to complete the registration process.

Discovery Schools desires to serve nutritious meals to all Discovery Schools students, but it is the parent's responsibility to provide payment and to complete a free/reduced meals application in a timely manner. Scheduled meals may not be provided to those students whose parents have neglected to pay or complete an application. The Food Services Department will provide a written notice to parents/guardians on each occurrence. According to Act 737, upon the third scheduled meal denial within a single school year, the school governing authority shall contact the office of community services, Department of Social Services.

## **Special Diet Request**

Special diet request forms are available from the Food Services Department or school nurse. A signed statement from a physician that is licensed by the state must support special diet request forms. Menu substitutions will only be served to students with a documented medical dietary need.

## **Non-Disability Special Diet Requests**

Special diet requests (i.e., ethnic or religious) without a recognized medical disability may be accommodated at the discretion of the food services administrator. The Discovery Schools Food Services

Department is not required to make substitutions for non-medical reasons. However, students are allowed to refuse food items within the guidelines of offer vs. serve.

### **Competitive Foods**

The Discovery Schools Food Services Department strives to promote a healthy lifestyle for our students with an emphasis on healthy eating. **Therefore, competitive food items from outside restaurants are NOT ALLOWED during student meal times.**

**Carbonated beverages are NOT ALLOWED during student meal times.** Only milk, water, and 100% fruit or vegetable juice products are allowed during student meals for all grade levels.

Parents are encouraged to limit the frequency of the following high sugar and high fat foods: cakes, cookies, cupcakes, chips, and candy. To foster healthier lifestyles, families are encouraged to increase the number of whole grains, fresh vegetables, and fresh fruits provided in lunch bags and snacks from home.

### **Snacks**

In an effort to provide students with the healthiest environment we can, we are encouraging you to provide only healthy snacks for school snacks. Children need healthy snacks to help them grow and stay healthy. Snacking isn't bad for kids, but what they snack on is important. If you give your child healthy snacks now, he or she will learn to make healthy food choices in the future. Some healthy snack foods:

- Low-fat cheese melted on a whole-grain tortilla
- Fresh cut-up fruit with yogurt for dipping
- Graham crackers and low-fat milk
- Yogurt with whole grain cereal or fruit on top
- Baked tortilla chips and salsa
- Vegetables and low-fat dip
- Whole-grain crackers or toast with hummus
- Fruit salad
- Low-fat string cheese
- Yogurt smoothie (yogurt, ice, milk and any type of fruit)
- Popcorn
- 100% juice
- Banana (cut in half for younger children)
- Apples, grapes, oranges cut into "smiles," or any kind of fruit
- Whole-grain muffins or bagels

The safety of our students is the priority at Discovery Schools and due to student and faculty allergies, **All Discovery Schools are nut-free campuses.** Examples of nut containing snacks: •Peanut butter •Any kind of nut butter •Trail mix •Nut-containing snack bars •Nutella

### **Meal Schedules**

The meal schedule can be found on the Discovery Schools app as well as the school's website. If there are any questions regarding the Discovery Schools Food Services, you may contact our Food Services Manager, [owlcafe@discoveryhsf.org](mailto:owlcafe@discoveryhsf.org).

### **FUNDRAISING AND SCHOOL LOGO**

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so the school day is not interrupted.

All fundraising activities must have a fundraising form completed and submitted to the Development Office at least three weeks prior to the requested start date of the fundraiser. The fundraising form can be downloaded from the school website under "documents". Fundraising activities cannot commence without written approval of the Development Office. In addition, the coordinator of the fundraiser will be required to obtain written approval by any department/staff member whose job is directly affected by the

fundraising activity. In living the mission of the school, all fundraisers should seek to build community and generate good net dollars, and therefore not focus on buy/sell.

The principal must provide prior approval before the initiation of any fundraising project or use of the school logo.

## **INTERNET USE BY STUDENTS**

- Discovery Schools believes the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. While we do have an internet filter to prevent known offensive sites, the school does not have control over information created daily on the internet, and some sites may contain illegal, defamatory, inaccurate or potentially offensive material. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that students should follow. Discovery Schools respects parents' choice of internet access for their students in school.
- Students must agree to follow the school's Technology Acceptable Use Policy as follows:
  - Use of the Discovery Schools networks must be consistent with Discovery Schools primary goals.
  - Discovery Schools networks may **not** be used for illegal purposes of any kind.
  - Discovery Schools networks may **not** be used to transmit threatening, obscene or harassing materials. Discovery Schools will not be held responsible if students participate in such activities.
  - Discovery Schools networks may **not** be used to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
  - Students will print only to a local printer or to the printer designated by the instructor.
  - It is assumed that information and resources accessible via the Discovery Schools network are private. Discovery Schools networks may **not** be used to access information or resources unless permission has been granted by the owners or holders of rights to those resources or information.

## **ITEMS NOT ALLOWED IN SCHOOL**

Students should not bring iPods, personal music players, bluetooth headphones, electronic devices, trading cards (Pokémon, sports cards), Fidget Spinners, poppers, toys, games, skateboards or other personal items to school. Unauthorized items will be taken from the student and brought to the office. For the first offense, the student may pick-up the electronic device from the office at the end of the school day. For a second offense, the device will be returned only to the student's parent/guardian. A third offense or more requires the parent to pay \$25 for return of the electronic item. Discovery Schools are not responsible for lost, stolen or broken items.

Students are FORBIDDEN to bring to school any weapon, replica of a weapon or any object that may be used to cause bodily harm. Appropriate disciplinary action will be taken, up to and including expulsion from school. Notification to the Kenner Police Department may also occur. State and Federal laws require

that a student who is determined to have brought a weapon (as defined in Title 18, Section 921 of the United States Code) to school shall be expelled for a period of not less than one year.

The possession, use or distribution of, or any attempt to use or distribute any illegal or controlled substance, including alcohol or drugs, is prohibited on school grounds before, during and after school or at any school-related activity. Appropriate disciplinary action will be taken for such gross disobedience or misconduct, up to and including expulsion from school. Notification to the Kenner Police Department may also occur.

## **LOST-AND-FOUND**

Discovery Schools maintains a lost-and-found area in the main office. Students are encouraged to check this area as soon as they notice an item missing. Due to the large number of items that accumulate throughout the year, it is necessary to clear unclaimed items each quarter. **Please label the following with your child's full name: all sweaters, Discovery Schools wear, lunch boxes, etc.**

## **ONLINE LEARNING EXPECTATIONS**

### **Learning Environment**

- Students should have a designated “classroom” space that is free of distractions (as much as possible) and has all necessary supplies needed for learning.
  - Students should be at a desk, table, or seated in a chair while on camera during the online class sessions.
  - A student working from his/her bed is NOT acceptable.
- Students should attend class sessions in an environment that is conducive for learning. Other siblings, pets, family members should not be seen or heard during lessons as other students are also learning during this time.

### **Google Meet-Online Class Sessions**

- Students are responsible for the following:
  - Attend only their scheduled class sessions (not a different class session without the permission of their teacher).
  - Log into the Google Meet session for class on their schedule at the start time listed and when the teacher has already entered.
    - Students should not enter the Google Meet Session until the teacher is present.
  - Only access the Google Meet sessions on their Discovery Schools provided device.
  - Use only their school-issued email address when attending class sessions or teacher office hours/help sessions.
  - Have their camera turned on and microphone muted in all synchronous class sessions (required for all students except extenuating circumstances).
  - Use the chat function in Google Meet for academic content and not for personal conversations or any non-academic content.
    - For questions, raise your electronic hand and wait to be called on by the teacher.
  - Focus solely on the teacher and the learning experience, not on other outside factors such as tv, video games, or other apps on their devices.
  - Utilize their headphones while in Google Meet class sessions and office hours.

- If a teacher is not present at the beginning of a session, students must remain in the class for 15 minutes. If the teacher does not appear, they may log off and should email the teacher.

**\*\*Students may NOT record or photograph the class sessions or office hours.\*\***

### **Class Attendance**

- Discovery students are required to attend all synchronous class sessions and complete work for asynchronous days.
- Period and daily (whole day) attendance will be taken and tracked in all classes.
- Synchronous attendance requires active participation in the online session (camera on, student visible, student focused on class activities only, responding to the teacher when called on).
  - If a student will be absent from their synchronous class, a parent note or doctor's note is required. A parent note does not remove the absence.
- Asynchronous attendance requires students to make progress, as expected by their teacher, on assignments for each asynchronous day on work assigned by the teacher.

### **Assessments and Grading**

- Discovery's online classes will follow the same grading policies as in-person classes. These grading policies can be found in our Student Handbook Academics section.
- Classes operate on a 9 week, quarterly grading cycle. Report cards will be issued approximately one week after the end of the quarter.
- Parents will receive progress report updates throughout the quarter by accessing OnCourse Connect.
- Academic Integrity is expected for ALL online assignments and assessments.
- Online Assessments will be administered in a manner to allow for monitoring and proctoring.
- The student must complete assessment questions independently.
- During an online assessment, a student must have his/her camera on for monitoring.
- During an online assessment students are prohibited from using any search engines or support resources unless instructed by the teacher to do so.

### **Communication with Teachers**

- Discovery's online communication hours are Mondays-Fridays 8:00am- 4:00pm.
- Students are required to use their Discovery email addresses when emailing teachers or staff.
- Teachers will be free from student communication on weekends and holidays. Students can message teachers, but may not receive any replies until the next school day.
  - Principal approval is required for unique circumstances.
- Teachers have up to 48 hours to reply to students during the academic week and within the approved online school communication timeframe.
  - Any messages received on weekends will be responded to by the end of the next academic day.
- Work will be listed in OnCourse Classroom via Oncourse Connect.
- All assignments are due by the due date specified by the teachers to ensure attendance credit.
- Students will continue to demonstrate our H.E.A.R.T. tenets while in the online class.

## Dress Code Online Classes

As stated in this handbook, students must adhere to the following guidelines when attending online class sessions:

- All Discovery students will wear their Discovery Uniform while attending Synchronous Learning Sessions
  - Dress down days will be announced and students must follow all Discovery guidelines

## Parent Expectations

Parents, please note the following expectations as we continue online learning:

- Parents/Guardians are expected to also demonstrate our H.E.A.R.T. tenets when interacting with staff, other parents and also when posting on social media.
- Parents/Guardians should continue to monitor and encourage appropriate social media use.
- Parents/Guardians should not send emails to teachers/staff from their child's Discovery email address.
- Stay up to date with Discovery Schools news by reading all emails sent from teachers and administration, as well as checking the [Discovery Schools Online Learning Website](#).
- Parents are asked to not join or participate in the Google Meet sessions synchronous classes.
- Parents, siblings, or family members should not be visible on camera during the Google Meets Synchronous class.
- Please reach out to your child's teacher and administration if your child needs additional academic support.
- If a parent/student requires technical assistance, please reach out to Ms. Christy Aymami, Ms. Courtney Bullock, or Mr. Blake Oestrieher
- [christy.aymami@discoveryhsf.org](mailto:christy.aymami@discoveryhsf.org) (504-229-5289) [courtney.bullock@discoveryhsf.org](mailto:courtney.bullock@discoveryhsf.org) (504-699-7406) [blake.oestrieher@discoveryhsf.org](mailto:blake.oestrieher@discoveryhsf.org) (504-979-7076)
- You can support your child by:
  - Ensuring your child has a learning space free of distractions that promotes productivity.
  - Ensuring your child has completed all of their assignments. It is important that students press the "Turn In" button when applicable.
  - Ensuring your child has attended each class session.
  - Ensuring your child has emailed their teacher if they have a question regarding assigned work.
    - Comments on OnCourseClassroom often get missed, so email is the preferred method of communication.

## PARENTAL BEHAVIOR

Discovery Schools parents are expected to be active members of our school community. Families are asked to complete a minimum of five (5) volunteer hours per month at school or school-related events. It is the policy of the school to expect parents and family members of students to follow the HEART tenets of Honor, Endurance, Academic Achievement, Responsibility, and Tolerance when on campus and at school-sponsored events. Behavior such as verbal abuse directed toward faculty, staff or students, sexual harassment directed toward faculty, staff or students, profanity or fighting will be grounds for suspension from future school events and potential legal action, such as restraining orders, to be put into motion.

Discovery Schools goes to great lengths to teach our students appropriate use of social media. As the adult role models in their lives, we need to practice appropriate netiquette ourselves. Our open Facebook page is used as a recruiting tool for the Facebook community to see who we are and how we operate. Please keep this in mind when posting here. Our closed Facebook page is only for the use of our school community: parents, teachers, and students. Its primary purposes are to celebrate the accomplishments of our students and faculty and to disseminate school-related information. It is not to be used for complaints and general rants. Complaints are best solved with face-to-face communications and parents partnering with the school for solutions. Any negative comments, complaints, rants of any type, abusive or harassing comments will be deleted immediately by page administrators. Repetitive removals will result in suspension from the closed group. Thank you for your cooperation in adhering to and strengthening our positive HEARTfelt school culture.

## **PARTIES, TREATS, AND CELEBRATIONS**

School parties are limited so as to cause minimal interference with the instructional program of the school. In most lower school classes, birthdays are acknowledged in the classroom with a special headpiece or seat. **These parties or celebrations must be approved by the school's administrator.** Students may not order catered meals or bring party foods or decorations without approval. **Parents are not allowed to bring treats for birthdays or holidays. Special lunches may not be brought to school for birthdays as we do not serve competing meals. Invitations to parties may not be distributed at school unless all students or all gender specific students in the class are invited.** Seasonal parties may be held on the last school day prior to the start of the holiday period. Parties and treats must be minimal and within teacher guidelines.

## **PRIVACY**

The legislature recently passed legislation, Act 837, which provides for limitations and prohibitions on the collection and sharing of student information. Additionally, the legislature passed Act 677, which requires that LDE and LEAs publish information on their websites about the sharing of students' personally identifiable information. The law defines PII as information about an individual that can be used on its own or with other information to identify, contact, or locate a single individual. **Discovery Schools is aligned with the requirements of both Act 837 and Act 677.** For additional information, visit [the LDOE website](#).

## **RESIDENCY**

Per the admissions requirements and our Charter Operating Agreements with Jefferson Parish, students of Kenner Discovery and Dr. John Ochsner Discovery must reside within the district boundaries of Jefferson Parish in order to be eligible to attend these schools. Once a school has gained knowledge that a student no longer resides in Jefferson Parish, we are required to re-verify residency. **Failure to provide proper proof of residency may result in the withdrawal of the student.**

## **RESPONSIBILITY**

It is the student's responsibility to ensure that they bring all necessary items such as their computer, books, lunch and school supplies with them to school. Students are not allowed to call home for any forgotten items nor do we accept forgotten items in the school office to be delivered to the student.

## **SAFETY**

Drills are conducted throughout the school year. Emergency exit information is posted in each classroom and staff members review procedures on a regular basis. The school drafts a crisis management/emergency plan (E-Plan) each year and shares it with everyone on site.

Faculty and staff will take reasonable steps to protect students from any injury the faculty/staff should have reasonably foreseen.

If a student is injured at school, or during a school-organized activity, the student's parent/guardian is responsible for the cost of medical treatment. This includes the cost of transport to a medical facility or to their home.

In extreme emergency situations involving law enforcement, Discovery Schools administration will follow the lead of law enforcement officers. All communication will be sent using the school's normal modes of communication. Please adhere to requests during those critical moments, to help ensure everyone's safety.

### **Cooperative Endeavor/Law Enforcement**

It is the policy of Discovery Schools to provide a safe school environment for students and employees. Therefore, there exists a cooperative endeavor among these agencies: law enforcement, juvenile justice, the network attorney, parish administration, human services authority, and Discovery Schools. The goal of the cooperative endeavor is to keep Discovery Schools safe from drugs, weapons, and criminal acts of personal violence. As soon as a criminal act perpetrated by a student is detected, the appropriate law enforcement agency shall be called.

## **SCHOOL IDS**

Each student will be provided an official photo ID.

All students are required to visibly wear their IDs daily on the collar of their shirt or on a school lanyard. **A student without an ID is considered out-of-uniform. There is a \$5.00 replacement fee for lost IDs. There is a \$2.00 replacement fee for lost lanyards.**

Students without an ID each day will receive a name badge, a minor infraction, and may be required to go to the back of the lunch line.

## **SEARCHES AND SEIZURES**

Student's desks, lockers, or other school property can be searched at any time and for any reason, with or without notice. A student or his/her possessions may be searched if there is a reasonable suspicion that a specific student has violated the law or school expectations. At all times, searches will be conducted by no less than two (2) school staff members, including at least one administrator. Whenever possible, searches will take place out of sight of other students and the results of all searches will remain confidential, except to report illegal activity to the proper authorities.

### **Inspection of School Property and Search for Illegal Objects**

It is the policy of the Discovery Schools to reserve the right to inspect all school property (buildings, desks, lockers, area, computers, grounds, etc...) any time for weapons, drugs, alcohol, stolen goods, or

other materials or objects, the possession of which is a violation of the school, state, and/or parish school board policy when articulable facts lead to reasonable belief the items sought will be found.

### **Searches with Metal Detectors**

Discovery Schools shall authorize searches with a handheld or stationary metal detector, of school property, students and non-students and of any bags, parcels, purses, containers, etc... they bring on to school property or to school-sponsored activities.

### **Searches Using Canines**

Discovery Schools shall authorize searches of school property and automobiles parked on school property using the services of canines whose reliability and accuracy for sniffing out contraband (drugs) has been established.

**All searches shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.**

### **Seizures of Unapproved Items**

School administrators or faculty may seize any contraband items that are illegal or violate school expectations. Illegal and unapproved items found during a search will be seized by the school representative and given to an administrator. The item may/may not be returned to the student and/or parent or guardian. Items such as weapons, drugs, or electronics may be turned over to law enforcement if deemed appropriate by the administrative team. Parents will be notified of searches & seizures.

### **SMOKE-FREE ENVIRONMENT**

Discovery Schools is a vape and tobacco-free campus, including off-campus school events and activities.

### **TRANSPORTATION**

Parents are encouraged to drop-off and pick-up their child on a daily basis. Limited transportation service is provided by Discovery Schools. For students attending Kenner Discovery (PreK-12) bus transportation is available for Kenner residents only AND who live more than one mile away from their campus. We are working to establish additional transportation hubs for those students who live outside of Kenner.

For students attending DJOD bus transportation is available for those in the neighborhood preference area and Harahan. Additional transportation hubs (designated pick-up and drop-off locations) are located at Trenton & Kingman (near Clearview Mall) for Metairie residents and at the Dollar General on Bridge City Ave for Westbank Residents.

Our transportation vendor, Honors Transportation, will be in contact with you no later than one (1) week prior to the start of school with your bus stop information.

Due to COVID-19, students must wear face coverings and sanitize hands upon boarding the bus. Seating charts will be established and students should continue to practice social and physical distance upon arrival and throughout the school day through dismissal. We ask for your continued support and patience as we work to ensure every student's safety.

All Pre-K - 4th grade students must have a parent/guardian or older sibling at their designated stop ten minutes before the scheduled time of pick up/drop off. If a parent/guardian or older sibling is not present for drop off, the student will be brought back to campus. Students who repeatedly do not have a parent/guardian present for drop off/pickup, may be suspended from bus services.

Honors Transportation can be reached at (504) 469-1277.

## **UNIFORM GUIDELINES**

Discovery Schools goal is to build a community of learners where we all meet high standards. The school uniform policy supports this goal by reducing distractions and helping students to focus on learning. The purpose of this policy is to provide increased school safety, to minimize disruption, to easily identify trespassers on campus and to promote improvement in student behavior. School uniforms also help students to experience a greater sense of school identity and belonging that promotes academic excellence. All students and parents/guardians are expected to follow the written policy. Questions about the uniform policy should be referred first to the principal.

**The official school uniform requirements are on our vendor, Schiro's School Time, website.**

**Items should be purchased there to avoid being in violation of our official school uniform.**

**For Kenner Discovery: [Click here.](#)**

**For DJOD: [Click here.](#)**

Here is a brief description of the requirements for each division of our school:

### **Lower Schools, PreK-4th Females:**

White round collar blouse with monogram logo on collar

PreK (21-22 only): Pull-on navy skort, shorts or pants

K - 4th: Drop waist plaid jumper or plaid knee-length shorts/skorts ((4th: also have option of plaid, knee-length skirt)

Navy or black belt (with belt loop shorts/pants)

Black or white crew length socks

Predominately black tennis shoes with a gray or white trim only (velcro shoes required for students who aren't able to independently tie his/her shoes)

### **Lower Schools, PreK-4th Males:**

Grey pique knit with monogram logo

Navy knee-length shorts or pants (pull-on for PreK/K)

Navy or black belt (1st - 4th)

Black or white crew length socks

Predominately black tennis shoes with a gray or white trim only (velcro shoes required for students who aren't able to independently tie his/her shoes)

### **Middle Schools, 5th-8th Females:**

White logo polo shirt

Plaid knee-length skirt/skort, navy knee-length shorts or pants

Navy or black belt with pants  
Black or white crew length socks  
Predominately black tennis shoes with a gray or white trim only

**Middle Schools, 5th-8th Males:**

Grey pique knit with monogram logo  
Navy knee-length shorts or pants  
Navy or black belt  
Black or white crew length socks  
Predominately black tennis shoes with a gray or white trim only

**High School, 9th-12th Females:**

White Oxford blouse with monogram logo  
Plaid knee-length skirt/pants or navy pants (no shorts)  
Navy or black belt with pants  
Black or white crew length socks  
Predominately black tennis shoes with a gray or white trim only

**High School, 9th-12th Males:**

White Oxford shirt with monogram logo  
Navy pants (no shorts)  
Navy or black belt  
Black or white crew length socks  
Predominately black tennis shoes with a gray or white trim only

**All students:**

Solid white t-shirt, PE shirt, or white monogram logo turtleneck are the only acceptable undergarments. Monogrammed outerwear with logos from authorized vendors including Schiro's and the Online Spirit Shop are the only acceptable outerwear allowed on all campuses.

**Optional items for all grades are available at the spirit shop [Online Spirit Shop](#).**

In inclement weather, coats or jackets may be worn to school and outside as determined by the administration. Students can also wear long undergarments (white, black, navy) for inclement weather days.

**Inappropriate Clothing / Appearance include the following:**

- 1) Short (length) skirt
- 2) Sagging pants
- 3) Hair covering eyes
- 4) Hair coverings (bandanas, scarves, etc...) except for documented religious or medical reasons
- 5) Distracting or inappropriate accessories
- 6) Smart watch (if used in the same manner as a cell phone)
- 7) Hoods (on hoodies) in the buildings on campus

**These specific items are important to note:**

- All lower school students who are unable to tie their own shoe should purchase the Velcro shoes until the student is able to tie his/her own shoe
- All students allowed to wear shorts, skorts, and skirts must ensure they are knee-length
- All Discovery students (PreK-12) are only allowed to wear the approved white turtleneck as an undergarment for inclement weather days
- All Discovery students (PreK-12) are only allowed to wear Discovery outerwear (purchased from authorized vendors) on all campuses
  - During winter, students can wear personal coats to school, but not in the school buildings (arrival, lunch as permitted, and dismissal)
- All Discovery students (PreK-12) are strongly encouraged to wear solid black tennis shoes; however for the 2021-2022 school year, students (PreK-12) can wear predominantly black tennis shoes with a gray or white trim only. We are transitioning to solid black tennis shoes for the 2022-23 school year and beyond (this is the last year for white/gray trim).

All students must adhere to the school uniform daily, except on Dress Down Days (3D); however, **IDs must be visibly worn on Dress Down Days.**

**\*Student IDs and masks are a part of the school uniform and must be worn at ALL times.**

**3rd and 4th grade students may wear their P.E. Uniform to school only on their designated day they have P.E.**

## **VAPING**

A Vaping Device means any oral device that is designed or intended to provide a vapor and/or other substance(s), by turning the substance into a vapor that is inhaled by the user which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as electronic cigarettes, e-cigarettes, e-cigars, e-pipes, vaping, or under any other product name or descriptor, and shall include any vaping fluid, cartridge, paraphernalia or partial device and shall hereinafter be collectively referred to as “Vaping Device(s)”.

Discovery Schools prohibits the possession, use, exchange, or sale of any Vaping Device or Vaping Paraphernalia by students, or any persons, at any time in a school building and on any property, buses, vans, vehicles that are owned, leased or controlled by the school district and at school-sponsored activities that are held off school property.

Discovery Schools may discipline and initiate prosecution of a student, or any person who possesses or uses any Vaping Device or Vaping Paraphernalia in violation of this policy.

## **WORK AND DRIVER’S EDUCATION**

### **Work Permit**

Work permits for minors are issued by the Loyola office. Please bring the required documents to the office and the work permit will be issued by the end of the next school day. Requirements for Discovery School

## Students

- Minor has to be 14-17 years old
- Form “Application to Employ Minors Under Age 18” completed and signed by employer and parent
- Minor must be present to receive a permit

## Driver’s Education

Driving instruction is offered by the Jefferson Parish School System to high school students 15 years old to 17 years old and at least in the 8th grade. This is a state-approved course. Students can receive a 1/2 unit credit for taking the course, which is offered 4 times yearly.

The 38 hours driver’s education course includes 30 hours of classroom instruction for 10 nights from 5:00-8:00 p.m., students must attend all classes. The course also includes 8 hours of student driving. The cost of the course is \$400.00 and must be paid by money order or check at registration. Enrollment is limited.

To register for Driver’s Education classes all students must have:

- Louisiana **Temporary Instruction Permit**
- 17 or under – Parent or Guardian

Effective September 4, 2018 the State of Louisiana, Department of Motor Vehicles is requiring all students to get a Temporary Instruction Permit (TIP) before they can register for Driver’s Education classes.

**TO OBTAIN THE TIP:** Students need to go to the Office of Motor Vehicles.

### **Requirements for Minor Students (15 – 17 years old)**

- Original or State Certified Birth Certificate (no photocopies)
- Social Security Card
- School Enrollment Form – Students obtain this form from their school before reporting to the OMV (student must at least be in the 8th grade). Please email the Loyola office at [officeLoyola@discoveryhsf.org](mailto:officeLoyola@discoveryhsf.org) to obtain this form.
- Legal Custodial/Domiciliary Parent/Guardian with their Driver’s License or State ID Card
  - Original or Court Certified Custody Papers (if there are any)

### **Requirements for Adult Student (18 years or older)**

- Original or State Certified Birth Certificate (no photocopies)
- Social Security Card
- Proof of residence (Two proof of residence if applying for a Real ID)

\*Note: If an adult has a valid Louisiana State ID already issued and their Social Security Number is in the OMV’s system, then only the ID and Proof of Residency is needed.

For additional information see: <https://www.jpschools.org/Page/266/>

# HEALTH AND WELLNESS

## HEALTH GUIDELINES

Discovery Schools employs a school nurse who attends to the well-being of students. The school nurse provides care for illness or injury, educates students on health care and developmental concerns, provides health screenings, and acts as a liaison between the home, school and health care providers. Special accommodations will be made for students when necessary, appropriate, and recommended by the school nurse.

### Chronic Disability Procedures

Students with chronic illness and conditions must present written certification from their doctor on an annual basis.

### Chronic Illness/Allergies

All students with chronic conditions such as: asthma, allergic reactions, diabetes, respiratory distress or seizure disorder must meet with the nurse at the beginning of the school year to develop an emergency care plan which must accompany orders signed by the child's physician for medication and/or treatment in school. The nurse will communicate with school administration as necessary to implement the emergency plan. The Swamp Owl Manager will be notified in writing of any students with food allergies or intolerance.

### Communicable/Contagious Disease

A student who is suspected of having a communicable and/or contagious disease may be excluded from school and riding the school bus until a written statement from a private physician or the Department of Health and Human Resource (Health Department), certifies that he/she is free of the suspected disease}

It is asked that students be kept home when ill until they have a normal temperature (less than 100.4 degrees Fahrenheit without the assistance of fever reducing medications, ex- Tylenol and Motrin) for 24 hours before returning to school. Students recovering from communicable diseases and/or missing more than 3 or more consecutive days of school must check-in to the front office with a physician's note clearing return to school; students should check with the nurse prior to being readmitted to class.

### COVID-19 GUIDELINES (See Appendix C)

For the health and wellbeing of all, any student that presents with signs and symptoms of COVID-19 will be asked to return home. CDC states that signs and symptoms of COVID-19 include but are not limited to: temperature of 100.4 or greater, chills, sore throat, new uncontrolled cough with difficulty breathing, fatigue, diarrhea, nausea, vomiting, muscle or body aches, abdominal pain, new onset headache (especially with fever), new loss of taste or smell, congestion or runny nose.

If a child presents with fever he/she will not be allowed on the bus and/or in the building during carpool drop off. The child will return home with the parent. The school nurse or front office will contact the parent/guardian with return to school guidelines.

If a child presents with signs and symptoms during the school day, the parent/guardian will be notified to pick up the child and any other children living in the same household. The child/children should be picked up as soon as possible within the hour.

The parent/guardian will be given a return to school protocol packet from the front office or school nurse. This packet will have helpful resources and current information on the return to school process.

### **Safety and Sanitation**

**Hand Sanitation:** Students will be prompted at each entrance to sanitize their hands at arrival and at a minimum of every 2 hours. Students should wash their hands and sanitize after going to the restroom. Hands should be sanitized before and after lunch, and before and after any activities on campus (outside the classroom).

**Masks:** All students are asked to wear masks the entire time they are on campus for the safety of everyone on campus. Anyone with respiratory issues or vulnerable to COVID-19 is encouraged to wear protective face coverings as well. All faculty and staff will wear masks at all times unless otherwise directed.

**Water Bottles:** Students should bring their own personal clear water bottle filled with water from home.

### **Sanitation of Common Areas**

High touch areas will be cleaned multiple times per day, including restrooms, door handles and touch pads. Classroom teachers will oversee that desks, doorknobs, tables, classroom materials, etc. are cleaned after each groups' use to mitigate the viral spread.

### **Eliminating Congestion**

**Entering and Exiting Buildings:** Crowding will be eliminated at exit and entrance points. Doors to buildings will be propped open during arrival and dismissal to allow for touchless entry. Students should report directly to their assigned classroom, grabbing food as desired.

**Hallways:** Decals will be placed throughout campus to indicate the traffic flow. Students will be taught how to “go with the flow” when walking down the halls, typically flowing in a single direction.

**Classrooms:** There will be a limited number of students in each classroom pod. The students in each pod will practice social distancing.

**Restrooms:** Students will be allowed limited restroom passes as the maximum occupancy for restrooms on campus is 4 students at a time. Restrooms will be cleaned frequently.

**Breakfast and Lunch:** Students will eat a grab and go breakfast and/or lunch in their classrooms or outside in selected areas practicing social and physical distance. Table seating, when allowed, will be marked to allow for social and physical distancing.

**Parents and Guardians:** To keep everyone as safe as possible and contamination to a minimum, parents and guardians will not be allowed entry into the building. Parents may check out students through email. Students will be called to the office for dismissal.

### **Symptom Monitoring**

**Temperature Screens:** Initial temperature screenings will be conducted daily upon arrival for each student. Additional temperature screenings may be taken during the school day, when appropriate.

**Students with Symptoms:** Students displaying symptoms will be isolated in a designated isolation area. Parents will be immediately contacted to pick up the student. The isolation area will be cleaned and disinfected when the sick student has gone home. Diagnosed students should stay home and remain isolated until they have recovered and have been determined to no longer be infectectious by their doctor. A doctor's note is needed to return to campus.

**Contact Tracing:** Individuals who were in close contact with the infected individual may be identified and contacted as part of the Office of Public Health contact tracing process. Close contact with a person is determined by being less than 6 feet away for more than 15 minutes.

**Mandated School Closure:** The decision to close schools will be made by school administration with guidance from the Regional Medical Director. In the event of a mandated school closure, students will transition to online learning. All students have been issued a school issued laptop that should be used for online learning.

### **Illness/Injury**

In the event of illness or injury, the nurse or an unlicensed, but trained school employee provides assessment and gives first aid. The nurse does not diagnose illnesses, but will take note of symptoms and notify parents of observations. If a child becomes ill or is injured at school he/she will be given first aid and the parents will be notified if the severity of the illness warrants such action. If the student is suspected of having a contagious illness the parent will be notified and the student should be picked up within thirty (30) minutes of the notification.

Minor scrapes and bruises will be attended to at school, and the child will be returned to class. It is asked that students be kept home when ill until they have a normal temperature (less than 100.4 degrees Fahrenheit without the assistance of fever reducing medications, ex- Tylenol and Motrin) for 24 hours

before returning to school. Students recovering from communicable diseases and/or missing more than 3 or more consecutive days of school must check-in to the front office with a physician's note clearing return to school; students should check with the nurse prior to being readmitted to class.

### **Immunizations**

All students entering school in Louisiana must show proof of all required age-appropriate vaccinations. Each school year the nurse reviews vaccination records for all students. The nurse works closely with the State Department of Health, utilizing the Louisiana Immunization Network for Kids Statewide (LINKS) database to track immunization information for each child. Parents should update immunization records as needed. Parents/guardians may request an exemption from immunization requirements. Please see the school nurse for exemption procedures.

### **Lice**

Any student suspected of having head lice is excluded from school until satisfactory treatment has been given. Discretion is used to check other students in classes where there is a head lice outbreak. Written notification will be sent to all homerooms regarding head lice outbreaks (2 or more students).

### **Medication Administration**

Parents are encouraged to schedule administration of student medication so the medication is given at home whenever possible. In cases where medication must be administered at school the following procedures apply:

1. No medication may be administered to any student without a Medication Administration Order form signed by their Louisiana licensed physician and an authorization form signed by the student's parent or guardian. The Medication Administration Order form is available on the school website or from the school nurse.
2. Only oral, pre-measured aerosol for inhalation, may be administered at school by unlicensed trained personnel who are under the supervision of the school nurse.
3. No medication may be administered to any student unless the medication is provided to the school in a container that meets acceptable pharmacy standards.
4. Only medication that cannot be administered before or after school may be administered by 2:30 p.m.
5. The parent or his/her designated adult is held responsible for delivering medication to the school nurse designated to receive it. The parent or designated adult is also responsible for retrieving unused medication from the school.
6. All medication not retrieved by the parent or designated adult will be destroyed one week after the expiration date or at the end of the school year, following notification of the parent.
7. Students may be allowed to self-administer medication such as an asthma inhaler, if his /her physician indicates it on the medication order. Self-administration of medication will be allowed if the school nurse verifies the student uses proper procedure and technique.
8. Over-the-counter medications (non-prescription) are handled in the same manner as prescription medications. An order form from the physician and authorization from the parent/guardian are required. The medication must be brought to school in a container that meets acceptable pharmacy

standards.

9. The **initial dose of medication must be administered at home** and sufficient time must be allowed for observation of adverse reactions before asking school personnel to administer medication.

Discovery Schools is not responsible for a student's reaction to medication when it is given in accordance with the prescriber's directions.

Students are not permitted to bring, take, or distribute medication on campus. Students with proper documentation may carry inhalers and diabetic testing supplies, after the school nurse has reviewed proper procedures with the student and parent / guardian.

### **Pregnant Students**

A pregnant student who applies for admission must present, along with the routine documents for admission, monthly doctor's certificates, beginning with the fourth month, stating that the pregnant student is physically able to attend school. Additionally the doctor's certificate must include the student's physical capabilities and limitations, including, but not limited to physical education activities, riding the school bus for any off campus events, field trips, etc. and other school related activities.

If it is determined the physical/emotional condition of the student precludes her attendance in the regular education program and the student is determined to be eligible for homebound instruction, Discovery Schools may provide such services to her between the 4<sup>th</sup> and 9<sup>th</sup> month of the pregnancy. Homebound services may continue beyond the birth for no longer than 3 months. After 3 months, the student must return to Discovery Schools to continue her education.

### **Short Term Conditions**

Discovery Schools recognizes that individuals with short term disabling conditions that are a result of injuries, surgery, or short-term medical conditions may need access to services and resources similar to individuals with chronic disabilities. Examples of temporary disabilities may include, but are not limited to: broken limbs, hand injuries, or short term impairments following surgery or medical treatments. Students with short term disabling conditions must see the school nurse for further evaluation.

### **Temporary Disability Policies and Procedures**

Before the student with a temporary disability returns to school, the student's parent/legal guardian must present an initial letter from the student's doctor licensed to practice in Louisiana indicating that the student's medical condition does not preclude the student from returning to school, and stating the nature of the student's disability, and the student's physical capabilities and limitations, including, but not limited to, physical education activities, riding the school bus, and other school related activities. During the period of the student's temporary disability, the student's parent/legal guardian must submit a monthly report from the student's doctor certifying that the student continues to have a temporary disability, and changes, if any in the student's ability to function normally within the school environment, the student's ability to ride a school bus to and from school, and any limitations regarding physical education or other school activities. The parent/legal guardian must also present a signed statement releasing the school and school bus driver from the responsibilities of injuries incurred which relate to the student's disabilities.

## **HOMELESSNESS**

Discovery Schools works with students and families who meet the definition of homelessness to ensure students are able to transition into and through school seamlessly. The McKinney-Vento definition of homelessness includes children and youth who lack a fixed, regular, and adequate nighttime residence. This definition specifically includes children and youth who are: sharing the housing of others due to loss of housing, economic hardship, or a similar reason; living in shelters, transitional housing, or cars; and staying in motels or campgrounds due to lack of adequate alternative accommodations ([This brief document summarizes ESSA's provisions on homelessness, with links to key implementation resources.](#)). If a student meets the definition of homelessness, he/she should immediately report this condition to the Social Worker, [Michelle.Duplantier@discoveryhsf.org](mailto:Michelle.Duplantier@discoveryhsf.org).

## **SELF-HARM**

Discovery Schools have a duty of care that extends beyond the classroom. Any signs or threats, verbal or physical, of self-harm will be treated in a serious manner and will be handled as such. Examples of signs of self harm are:

- Unexplained or explained burns, cuts, scars, or other clusters of similar markings on the skin, particularly on the arms, hands, and forearms opposite the dominant hand
- Inappropriate dress for the season, such as long sleeves in warm weather
- Constant use of wristbands or coverings
- Heightened signs of depression or anxiety

Upon seeing/hearing of signs or threats of self-harm, the Discovery Schools crisis team, consisting of counselors, nurses, deans and other administrators, will follow a set of procedures to determine the severity of the self-injurious behavior. These levels of severity are:

- Superficial: characterized by low lifetime frequency, superficial tissue damage, few forms, low lethality
- Battery/light tissue damage: characterized by low lifetime frequency, light tissue damage, use of several forms, higher risk of suicidality
- Chronic/high severity: characterized by high lifetime frequency, high tissue damage, use of several forms, higher risk of suicidality, history of trauma, most likely to fit classic “cutter” stereotype

No matter the level of severity, in addition to other appropriate/necessary referrals, other courses of action for a student who has participated in self-harm, including and up to the school’s reporting of an incident to DCFS and mandatory examination by an emergency room doctor or other APPROVED mental health provider at the parent’s/guardian’s expense, may be required.

## **Attempted Suicide (AS)**

Suicide is a frightening and serious problem in the United States. It is the third leading cause of death in young people ages 10-24. If any adult member of the staff is made aware of a suicide attempt or threat of a suicide attempt, it will be treated in a serious manner. That adult, if not a member of the crisis team, will:

- Obtain basic information from the student about the crisis, such as what stressors the student is facing and what they are thinking and doing in response.
- Share this information with the crisis team point people before the end of the school day in the presence of the student and with the student's participation whenever possible.

If information pertaining to AS comes to a staff member who is not a member of the crisis team from another person such as a peer or a parent, the staff member will:

- Obtain the student's name and any basic information about the crisis, such as any known and/or suspected stressors the student is facing.
- Refer the situation to the crisis team point people before the end of the school day.

Once a crisis team member is made aware of an AS, that person will:

- Obtain an interview inclusive of history from the student to better understand any past attempts by the student and/or attempts/completions of suicide in the family.
- Formally assess the current suicide risk.
- Contact the parent

Anytime a student has admitted to or is highly suspected of attempting suicide, the parent/guardian will be required to come to school to meet with the student and at least one member of the crisis team that same day. No matter the level of severity, in addition to other appropriate / necessary referrals, when it pertains to attempted suicide, the school is required to 1) report the attempt to DCFS and 2) refer the student to undergo a mandatory examination by an emergency room doctor or other APPROVED mental health provider at the parent's/guardian's expense. In order to return to school, a student and family must: 1) produce a clearance letter from an emergency room doctor or other APPROVED mental health provider and 2) schedule a meeting to review all paperwork given to the student and/or family at the hospital and to discuss a plan of action moving forward.

## **TITLE IX**

### **What is Title IX?**

A school's Title IX obligation to ensure nondiscrimination on the basis of sex, requires provision of equal access to educational programs and activities for all students. Discovery Schools is focused on the development and maintenance of a best practice model regarding Title IX compliance. At minimum, yearly review of Title IX policies and protocol will be evaluated, and if necessary, revised and updated based on current mandates and regulations set forth within both the state and federal government. Throughout each school year, whenever concerns regarding protocol and/or compliance within Title IX are raised, Discovery Schools will take prompt and effective action to thoroughly examine all concerns brought to the attention of the school's Title IX coordinator. If any person feels that a breach of Title IX has occurred, he or she should alert their campuses Title IX team via telephone 504-233-4720 or email.

### **Title IX Disclosure Statement**

Discovery Schools strive to create and sustain an inclusive, supportive, safe, and nondiscriminatory community for all students. Discovery Schools does not exclude, separate, deny benefits to or otherwise

treat differently on the basis of sex, any student in its educational programs or activities unless expressly authorized to do so under Title IX and its implementing regulations.

If you have a concern and/or grievance regarding perceived discriminatory practices on the basis of gender, please contact a member of your campus' Title IX team to set up an appointment to discuss the matter. You are welcome to call the school at **504-233-4720** or email any team member assigned to your campus.

**Title IX Team:**

The Title IX team consists of individuals trained to receive, investigate, and make decisions regarding possible violations of Title IX. The team consists of a Coordinator, Investigators, and Decision Makers which can include any competent, well-trained Discover faculty and staff members.

To report possible violations, contact the Title IX Coordinator: Dr. Michael D. Kennedy, Jr. via email or phone:

Michael Kennedy, Jr. [michael.kennedy@discoveryhsf.org](mailto:michael.kennedy@discoveryhsf.org) 504-579-2421

# APPENDICES

## APPENDIX A: LAPTOP USAGE POLICY AND AGREEMENT FORM 2021-2022

### I. Purpose

Discovery Schools is excited to continue its 1:1 technology initiative. All Discovery Schools use computer technology for instruction, assignments, projects, research and assessment. As always, we strive to provide our students with a superior education that fosters lifelong learning, 21st century skills, and academic success.

Laptops in the hands of our students provide a wealth of resources literally at the push of a button. There is a growing reliance in today's world on computers both in education and in the workplace. Discovery Schools wish is to integrate technology seamlessly into the curriculum to both increase rigor and educate students on the appropriate use of computers as an educational instrument.

Laptops at Discovery Schools are meant to be another "tool" to enhance teaching and learning in the classroom. Laptops will not be used continuously in every class every single day. Rather, Laptop use will be "teacher-directed" in activities that will augment the topics and skills being taught. The role of the teacher in the classroom will remain vital as teachers will shift from being directors of learning to be facilitators of understanding.

### II. Applicability of Other School Rules and Policies

Discovery Schools authorizes the use of all technology in a manner consistent with the school's mission and disciplinary code as stated in the Parent-Student Handbook.

### III. Ownership

Unless a student is up to date on their fees as of March 15th, 2021, **the laptops issued by Discovery Schools remain the sole property of Discovery Schools.** Students who are up to date on fees under the previous lease to own laptop program will continue using the same device through the end of Middle or High School and own the device if they successfully fulfill the lease terms.

Discovery Schools is the sole licensee of the software included on each Laptop. Any copying, modifying, merging, or distribution of the software by the student is prohibited.

Necessary repairs will be covered under the school's contract, inclusive of hardware defects, and most accidental damage. Parents will be responsible for replacement due to loss or theft, and any additional repairs not covered under the school's contract.

### IV. Fees

All students will pay a technology fee established by the Board and Finance Department each fiscal year. The technology fee covers the device, IT management and maintenance of hardware and software programs, a robust firewall that protects and limits student access while online at home or school, loaners, as well as all other required support.

In order for laptop technology to be issued to a student, all fees must be paid or a payment plan must be agreed to no later than August 9, 2021, or within 10 days of a student's enrollment date.

Any fee questions should be directed to the school Bursar.

## **V. Expectations**

All students at Discovery Schools are issued technology. The student is responsible for complying with any and all hardware, software, and service provider license agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violations of any such licenses, terms, or laws shall constitute a violation of the "Laptop Usage Policy and Agreement Form".

Students in grades PreK - 4th utilize assigned devices in the classroom. Students in grades 5th -12th are assigned devices they will utilize while at school and at home. Laptops will go home nightly in Middle School and High School and must be brought to school fully charged by the students each day. During holidays, laptop usage and care is the sole responsibility of the student. Allowing students in these grades access to a take-home computer 12 months per year produces the most technology-ready students.

The responsibility and proper care and usage lies with the student at all times, including holidays and school breaks for those students who take laptops home.

- Students must never access, keep, or send anything they would not want their teachers and/or parents to see.
- Students must willingly submit their Laptop to school personnel for inspection and/or investigation upon request.
- Students will have a protective case cover for the Laptop. The student must not alter the cover in any manner. Labels are provided by the school on the cover for identification and should not be removed.
- Students must accept the monitoring of Laptop activity at all times, even if off campus, through the management console.
- Students must fully charge Laptops each night to ensure they are ready for each school day.
- Students must not willfully or purposefully damage the Laptop or any of its peripherals.

Failure to comply with these expectations may result in disciplinary action.

## **VI. Acceptable Use**

- Discovery Schools only authorizes use of Laptops on a campus in a manner that supports the instructional goals of the school and follows the general guidelines and expectations of the school.
- Laptops should be handled and used with care.
- Laptops are to be brought to school every day fully charged unless otherwise instructed by a school administrator.
- Students must not install any program on Laptop computers unless specifically authorized to do so by a teacher or school administrator.
- Laptops are not to be used on "peer-to-peer" (P2P) or torrent sites.
- Discovery Schools web-filtering system restricts the use of social media sites.

- The intentional circumvention of school firewalls and web-filtering is prohibited.
- Students are not allowed to post images of any student or staff member.
- Students are not permitted to take video, photos, or voice recordings of anyone or anything on campus during the school day, unless given permission to do so by a teacher in the course of completing an assignment.
- Students must not intentionally modify network configuration files or otherwise interfere with the functioning of the Kenner Discovery Schools Wi-Fi network.
- Students must not intentionally transmit viruses, worms, and other such malicious computer programs using Laptops.
- Students must not modify, upgrade, or attempt to repair Laptops without the express written permission of Discovery Schools. Additionally, the student should not try to remove any restrictions on the device or attempt to “jailbreak” it.

## **VII. Security**

- In monitoring the safe and appropriate use of Laptops by Discovery students, the school will use programs that can view student work in progress, access memory on the Laptops as well as “cloud” storage, emulate the screen, “force” or “kill” screens and programs, and disable some of the hardware (i.e. USB ports, camera), when necessary.
  - At school, and at home, accessible content will be subject to the web-filtering system put in place by Discovery Schools.
- The school will provide a system for labeling and identifying all Laptops.

## **VIII. Liability**

- Students alone are responsible for all material sent by and/or stored on Laptops. Students accept responsibility for keeping Laptops free from any and all content that
  - could be harmful/dangerous to the integrity of the school’s Wi-Fi or wired network.
  - is illegal in nature.
  - does not conform to the missions, goals and HEART tenets of Discovery Schools.
- Discovery Schools is not liable for any material sent by and/or stored on student Laptops.

## **IX. No Guaranteed Content Privacy**

- Discovery Schools cannot guarantee that content stored on student Laptops will be private.
- Discovery Schools reserves the right to monitor or access the storage on Laptop computers, including student “cloud” storage (i.e. Google Drive), for any reason in accordance with school regulations and civil law. The right to monitor includes, but is not limited to, circumstances when Discovery Schools suspects or is advised of: possible breaches in security, willful damage to the network or machine, harassment, or other violations of school policies, rules, regulations, directives, or law, or if evidence exists which demonstrates to the school that the Laptop may contain information, data, or other intellectual property that legally belongs to another party.

## **X. Repairs**

- Laptops in need of repair will be shipped to the school’s vendor of choice for repairs to be made. If the needed repair is outside of the repairs covered by the agreement, the student will be responsible for the expense. Staff will notify the student and guardian of such expenses.

- A “loaner” Laptop may be issued to the student to use during the school day, if there is one available. Laptops on loan to students awaiting repairs on their devices may be taken home, on a case by case basis. Once the repaired Laptop is back on campus, the loaner may be collected.
- A student borrowing a “loaner” will be responsible for any and all damage to or loss of the loaned device, including monetary damages.
- Students may not be re-issued an assigned device for take-home purposes until all repair fees that are not covered by the agreement are paid.

## **XI. Disciplinary Measures**

In addition to the measures described by the school’s disciplinary code in the Parent-Student handbook:

- Noncompliance with the “Laptop Usage Policy” will result in a disciplinary infraction, in the appropriate category given the violation-the consequences range from detention to possible in-school or out-of-school suspension. Continued infractions when using the machine could result in the restriction or loss of Laptop use. Severe infractions may result in permanent termination of Laptop use by the student.
- Students are required to make full financial restitution for any unauthorized expenses incurred or any damages caused to their own Laptop or someone else’s.
- School administrators reserve the right to determine when the “Laptop Usage Policy” has been violated.
- Students violating any part of the “Laptop Usage Policy” may face disciplinary action deemed appropriate in keeping with Discovery Schools’ disciplinary policies and guidelines.
- When appropriate, disciplinary action may include legal action.

## **XII. Digital Citizenship**

- CLEAR: Guidelines for students to be good “digital citizens”
  - **C**onsiderate - think before you do, say, type, or save anything
  - **L**egal and **E**thical - respect the ownership rights of others, use media only with permission, and respect the privacy of others
  - **A**ppropriate - use the technology for its intended educational purposes
  - **R**esponsible - take care of your Laptop, both the hardware and your files

## **XIII. Indemnification**

By signing the Discovery Schools Laptop Usage Policy and Agreement, the student and his/her parent(s)/guardian(s) agree to hold Discovery Schools harmless from and against any and all liabilities, costs, attorney fees, and other damages which arise out of or relate in any way to the use of the Laptop and its software.

# **Discovery Schools**

## **Laptop Usage Policy and Agreement Form**

\*All parents and students must sign and submit this form on a yearly basis.

I have received a copy of Discovery Schools Laptop Usage Policy and Agreement. I have reviewed the entire policy and understand the expectations, rules, regulations, and consequences contained. I understand

that the student is responsible for the use of the Laptop or chromebook, and will be held accountable for behavior in relation to what is outlined in this agreement, including monetary responsibility for repairs not covered in the Discovery Schools Agreement.

I understand that Discovery Schools reserves the right at any time to amend the Laptop Usage Policy and Agreement, and that I will be informed of these changes by email. I am aware that a digital copy of the [Laptop Usage Policy and Agreement](#) is available on the school website.

I further understand that Discovery Schools operate a strict web-filtering system and firewall in order to provide a “safe” Internet environment for students. The school has made all reasonable attempts to filter, remove, and block anything that might be considered inappropriate for student access. I acknowledge that it is simply impossible to restrict access to all controversial materials and I will not hold Discovery Schools responsible for any materials acquired during the use of the Laptops.

Students agree that, when not in a school setting, they will submit to parent/guardian monitoring of Laptop use. Parents/Guardians agree to supervise the use of Laptops when students are away from school. Parents/Guardians agree to any cost of replacement or repair, not covered in the warranty/lease agreement.

## **APPENDIX B: DUE PROCESS PROCEDURES FOR SUSPENSIONS**

All students shall be treated fairly and honestly in resolving grievances and complaints and in the consideration of any suspension.

For infractions that may warrant a suspension:

1. The school must conduct a student conference and school-level investigation within a 24-hour period of notification of an incident.
2. Prior to any suspension or recommendation for expulsion, the principal or designee must inform the student of the particular infraction of which he/she is accused and the basis for the accusation.
3. Prior to any suspension or recommendation for expulsion, the principal or designee must give the student an opportunity to present his/her version of the incident. The principal or designee may call witnesses requested by the student. The principal or designee shall make a reasonable effort to reach a fair determination of the incident before issuing a disposition.
4. For students with an IEP or IAP, a manifestation determination review (MDR) will be scheduled within ten (10) days of the decision to suspend if:
  - a. The proposed removal will be for more than 10 consecutive school days; or
  - b. The student has experienced a series of removals, totaling more than ten days, constituting a pattern of removal because of similar behavior and other factors.
5. The school must contact the parent/guardian by telephone or send a certified letter (when the parent/guardian can't be reached) giving notice of the suspension, the reason for the suspension and the date/time of a mandatory conference to be conducted within 5 days with the principal or his/her designee for the readmission of the student. The student may not return to school prior to the mandatory readmit conference taking place. The readmit conference may be held by telephone or other virtual means.
  - a. The school must give the parent/guardian notice in writing of the suspension and the reason for the suspension.
6. The student shall remain in school until the end of the school day unless released into the care of a parent/guardian.
7. If the parent/guardian fails to attend the required conference within 5 days of the mailing of the certified letter or of other contact with the parent/guardian, the truancy laws shall become effective.
8. Any parent/guardian of a suspended student shall have the right to appeal a suspension to the Head of School. The decision of the Head of School is final.
9. A student who is suspended for ten days or fewer shall be assigned school work missed while they are suspended and shall receive the same credit originally available for such work if it is completed satisfactorily and timely as determined by Discovery Schools, upon the recommendation of the student's teacher.

Appeal of suspension:

Any parent/guardian of a suspended student shall have the right to appeal a suspension to the Head of School or her designee. The Head of School or designee will conduct a hearing to review the suspension based on the merits of the case. The decision of the Head of School shall be final.

To appeal a suspension:

Submit a written statement of appeal request within three (3) school days after the start date of the suspension (or confirmed receipt of the suspension letter) to the Head of School with a copy of the letter of suspension. After formal notification of the request, the Head of School or designee will assess the merits of the appeal and schedule a meeting or make a decision based on the information presented in the appeal request and school records. The decision of the Head of School shall be final.

## **DUE PROCESS PROCEDURES FOR EXPULSIONS**

All students shall be treated fairly and honestly in resolving grievances and complaints and in the consideration of any discipline dispositions.

For infractions that warrant an expulsion:

1. A Safe Campus Review (SCR) will be conducted by a team (including but not limited to an administrator, counselor, teacher, or other support staff).
2. Based on the results of the SCR, a recommendation for expulsion will be made by the principal.
  - a. For students with an IEP or IAP, a manifestation determination review (MDR) will be scheduled within ten (10) days of the recommendation for expulsion.
3. The family of the student will be notified by phone, conference, or a certified letter (when the parent/guardian cannot be reached).
4. A disciplinary hearing will be scheduled within 3 days of the receipt of the expulsion recommendation. The hearing will be led by a Hearing Officer. A decision will be made and shared within 48 business hours (2 working days).
  - a. Discovery Schools will provide written notice of the hearing to the student and the parent or legal guardian, along with notice of all rights.
  - b. Until such hearing takes place, the student shall remain suspended from the school with access to classwork and the opportunity to earn academic credit.
  - c. A student who is expelled or suspended for longer than ten days shall be provided with academic instruction at an alternative setting in accordance with R.S. 17:416.2.
  - d. At the hearing, the student may be represented by any person of his/her choice.
5. If the family disagrees with the hearing decision, they may request an appeal in writing to the Head of School (HOS) within 3 days of receiving the hearing decision. The HOS or her designee will review the information for the appeal and make a final decision. She may host a meeting with the family and/or any member of the school's team. A final determination of whether to uphold the expulsion will be made by the HOS or her designee. The HOS is the final decision in the expulsion process.
  - a. If an appeal is filed, the student shall remain on suspension until the appeal decision is reached.
  - b. The principal and teacher as well as the student may be represented by someone of their choice at this appeal.
  - c. If no appeal is filed, the parent or guardian takes the signed expulsion letter to Jefferson Parish Public Schools, 501 Manhattan Blvd, Harvey, LA 70058, to get placement in an alternative setting for the student.
6. If the family disagrees with the decision of the HOS, they may request, in writing, an appeal to the Discovery Board of Directors Chair [DHSEChair@discoveryhsf.org](mailto:DHSEChair@discoveryhsf.org) within 3 days of receiving the decision of HOS.
7. If a family disagrees with the decision of the Discovery Board of Directors, the family may, within ten (10) school days, appeal the decision to the district court of Jefferson Parish. The Court may reverse or revise the ruling of the Board upon a finding that the ruling of the Board was based on an absence of any relevant evidence in support thereof. The family shall have a right to appeal to the Court even if the recommendation for expulsion is reduced to a suspension.

Appeal of expulsions:

Any parent/guardian of a student recommended for expulsion shall have the right to appeal the recommendation to the Head of School or her designee. The Head of School or designee may conduct an appeal meeting to review the expulsion, based on the merits of the case. The decision of the Head of School shall be final.

To appeal an expulsion:

Submit a written statement of appeal request to the Head of School with a copy of the letter of expulsion within three (3) school days of receiving the hearing decision. After formal notification of the request, the Head of School will assess the merits of the appeal. If necessary, she may schedule a meeting or make a decision based on the information presented in the appeal request and school records. The decision of the Head of School shall be final.

**APPENDIX C: COVID-19 GUIDELINES**  
**INTERIM COVID-19 RETURN TO SCHOOL CAMPUS**  
**GUIDELINES, POLICIES AND PROCEDURES**

Discovery Health and Sciences Foundation and Discovery Schools (“Charter”) Charter recognizes that our students and employees want things to return to normal as quickly as possible. Unfortunately, until the COVID-19 pandemic is completely behind us, it is impossible for things to go back to the way they were prior to COVID-19 – at least for the foreseeable future.

As our central office and school campus gradually re-open, the Charter is implementing these interim Guidelines, Policies and Procedures until further notice in an effort to minimize the risk that COVID-19 will impact our business operations going forward. The health and safety of our employees and school community is our top priority.

The Charter reserves the right to alter or amend these interim Guidelines, Policies and Procedures in its sole discretion as new information and guidance is issued at the federal, state and local level.

**1. CDC, OSHA, BESE, & JPSB Guidelines**

In addition to reading and understanding the Charter’s Guidelines, Policies and Procedures, all employees, students, and third-party campus visitors should familiarize themselves with applicable BESE, JPSB/JPPSS, CDC & OSHA Guidelines related to COVID-19, which can be found here:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
- <https://www.osha.gov/coronavirus/safework>
  - [https://www.louisianabelieves.com/docs/default-source/ready-to-achieve/ready-to-achieve!-2021-2022-school-operational-guidelines.pdf?sfvrsn=737f6718\\_2](https://www.louisianabelieves.com/docs/default-source/ready-to-achieve/ready-to-achieve!-2021-2022-school-operational-guidelines.pdf?sfvrsn=737f6718_2)
- [https://www.jpsschools.org/cms/lib/LA50000440/Centricity/Domain/1175/StartStrong\\_Booklet\\_July2021\\_J.pdf](https://www.jpsschools.org/cms/lib/LA50000440/Centricity/Domain/1175/StartStrong_Booklet_July2021_J.pdf)

Everyone at the Charter has a personal responsibility to help mitigate the risk that COVID-19 will impact our personnel, visitors or business operations.

Any questions regarding the CDC’s or OSHA’s Guidance and its application should be directed to Nick Walker, Director of Operations, at [nick.walker@discoveryhsf.org](mailto:nick.walker@discoveryhsf.org) (Ext. (504)521-1028).

**2. Employee and Student’s Return to Campus Policies and Procedures a. Accessing the Campus for Employees, Students, and Third-Party Guest/Visitors**

All individuals should do their part to prevent the potential spread of COVID-19. To that end, avoid unnecessary contact with surfaces and objects. For example, use the tip of your car key to push the buttons on the elevator. Maintain a distance of at least 6 feet from others. Do not get on crowded

elevators. Elevator rides should be limited to one (1) or two (2) people at a time, to avoid close contact with others.

No one will be allowed to enter the campus or classroom unless he or she is wearing a mask or face-covering (additional details regarding masks or face-covering is provided below). All Employees, students, and third-party visitors should also wear a mask or face-covering while in public and in all common areas of the school campus (e.g., classrooms, the lobby, hallways, bathrooms, kitchen, etc.). If you have your own office or are alone in a classroom, it is acceptable to remove your mask or face-covering while in your office or alone in a classroom. In all offices, 6 feet of separation should be maintained at all times. If someone comes into your office or classroom when you are alone, you should put your mask or face-covering back on.

**1. Mask and face-covering requirement:**

- a. Mask or face-covering must properly fit over the nose and mouth
- b. Students in PK through 12<sup>th</sup> grade must wear a mask or face covering on campus at all times.
- c. All adults are required to wear a mask or face-covering while on campus and not alone in an office or classroom.
- d. Face coverings are not required for the following:
  - i. Anyone who has a documented medical condition that prevents the wearing of a face covering;
  - ii. Anyone who is consuming food or drink;
  - iii. Anyone who is trying to communicate with a person who is hearing impaired;
  - iv. Anyone who is giving a speech for broadcast or to an audience;
  - v. Anyone temporarily removing his/her face covering for identification purposes.
- e. Face-coverings are currently required when individuals are outdoors until further notified by school administration.
- f. Please do not remove or raise your mask when speaking

**2. Personal Hygiene & Proper Etiquette:** All employees and students are expected to practice good hygiene. To that end:

- a. Employees and students must wash or sanitize hands:
  - i. Upon arrival on campus;
  - ii. Before and after eating;
  - iii. Before and after using equipment (for example, but not limited to, play equipment, gym equipment, copier, computers, printers, and lab equipment); and
  - iv. Before exiting the school campus.
- b. Avoid touching your eyes, nose, and mouth.
- c. Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Or cough/sneeze into your elbow.
- d. High touch areas – including bathrooms – will be sanitized multiple times per day.

- e. Employees are required to clean and disinfect frequently touched objects and surfaces by using school provided sanitizing and cleaning materials.
- f. Limit handshaking or other unnecessary physical contact with others.
- g. Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer will be made available throughout the campus.
- h. Anyone who touches or handles mail or third-party deliveries should wash their hands.

Hand sanitizer will be made available to all employees, students, and third-party visitors in multiple locations throughout the school campus.

Appropriate cleaning supplies will be made available to employees.

## **b. Health Screenings**

If you are sick or feel like you are becoming sick, stay at home and do not report to the school campus.

Before leaving your residence for your school campus, each employee must conduct an individualized assessment of any potential symptoms or circumstances. On a daily basis, all employees must ask themselves whether the answer is “Yes” to any of the following questions:

- Did I have a fever within the last 48 hours?
- Am I experiencing shortness of breath?
- Do I have a cough?
- Have I been experiencing chills?
- Do I have unexplained muscle pain?
- Do I have a sore throat?
- Have I lost my sense of smell **or** taste?
- Have I experienced nausea, vomiting or diarrhea?
- Have I come into contact with anyone that has tested positive for COVID-19?
- Have I come into contact with anyone that is experiencing symptoms of COVID-19 (as outlined above)?

If the answer to any of these questions is “Yes,” you should: (1) stay at home and (2) notify Jenny Batiste, [Jennifer.Batiste@discoveryhsf.org](mailto:Jennifer.Batiste@discoveryhsf.org) or Phone: (504) 267-9482, for further instructions. Employees should also notify their supervisor, school principal, and [campus nurse](#). Confidentiality will be maintained at all times. The above certification will also be asked for any essential visitors.

If “No” is the answer to all the above questions, then you may enter the school campus. All persons should be wearing a mask or face-covering upon arrival at the campus. Upon arrival, all persons will be required to use hand sanitizer, which will be made available at the entry point at each school campus.

Notwithstanding the daily certification set forth above, employees and students may also be assessed for symptoms of COVID-19 upon arrival to the school campus and throughout the school day including, but not limited to: shortness of breath, cough, chills, muscle pain, sore throat, loss of sense of smell or taste, diarrhea, whether you have been in contact with someone that tested positive, etc. Depending on the results of this assessment, employees and students may be sent home.

### **1. On Campus Isolation:**

- Any student showing signs of the above symptoms will be isolated in the designated isolation room. If the person is a student, the parent or legal guardian will be contacted immediately and required to come and pick-up the child. Under extreme symptoms, the school reserves the right to contact the health department or emergency medical personnel.
- Any employee showing signs of the above symptoms should leave campus immediately and notify Human Resources and the campus nurse.
- The isolation area will be cleaned after it is occupied by any individual showing the above symptoms or reporting potential exposure to a person that tested positive for Covid-19.

### **2. Self-Quarantine Policy and Procedure:**

- Unvaccinated employees and students who have been in a static group with a confirmed case or who otherwise had close contact<sup>2</sup> on campus with someone who tests positive for COVID-19 will be notified by the school nurse and will be required to quarantine for ten to fourteen (10 - 14) days from the date of close contact. Employees and their supervisor will receive a return to work clearance email from Human Resources.
- COVID-19 vaccinated students or employees do not need to quarantine after being identified as a close contact if they:
  - Are fully vaccinated (more than or equal to 2 weeks following receipt of the second dose in a 2-dose series, or more than or equal to 2 weeks following receipt of a 1-dose of a single-dose vaccine, and
  - Have remained asymptomatic since the current COVID-19 exposure.
  - If these conditions are not met, the previously vaccinated individual needs to quarantine. Additionally, fully vaccinated students or employees are encouraged to be tested 3 to 5 days following the date of their exposure and wear a mask (if no mask mandate is in place) in public indoor settings for 14 days or until they receive a negative test result.
  - Individuals who become symptomatic within a 14-day period following exposure to someone with COVID-19 should

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<sup>2</sup> Close contact is being within 6 feet of a confirmed case or symptomatic person for a cumulative 15 minutes or more in a 24 hour period.

- immediately self-isolate, follow guidance for symptomatic individuals, and should consider getting a molecular COVID-19 test.
- Students do not need to quarantine if they were within three (3) to six (6) feet of a positive case and both the student and positive case were engaged in consistent and correct use of a well-fitting face mask. This exception does not apply to teachers, employees, or other adults in the indoor classroom setting.
  - All individuals who are identified as a close contact of someone testing positive with COVID-19 are encouraged to seek testing immediately following notification and 5 to 7 days following last contact if the initial test was negative.

### **3. Return to Campus Policy and Procedure for Positive Covid-19 WITH symptoms:**

An employee or student with a suspected or positive COVID-19 diagnosis who has symptoms and was directed to care for themselves at home may discontinue isolation under the following conditions:

- 10 to 14 days have passed since symptoms first appeared and
- At least 24 - 48 hours have passed since last fever without the use of fever reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved

### **4. For Persons Who have NOT had COVID-19 Symptoms but Tested Positive and are Under Isolation:**

Employees or students with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID 19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy used under the prior section pertaining to individuals WITH symptoms will apply.

### **5. Reporting Requirements**

Schools are required to report all known and suspected cases of COVID-19 to the LDH School Online COVID-19 Portal.

### **6. Vaccination Status**

The vaccination status of students and employees will be tracked in one of the following ways:

- Louisiana Immunization Network School Nurse Portal (preferred method to verify student immunization status)
- LA Wallet (employees)
- Health Care Provider Vaccination Card

Employees and students may be asked to submit to periodic COVID-19 testing as a precautionary

measure to reduce the spread of the virus. Testing will be conducted onsite in partnership with LDH using a molecular test. If anyone tests positive, they will be sent home. If you test positive, you will be allowed to return to work in accordance with the existing CDC, state and local guidelines. Employees and students who test positive are encouraged to contact a qualified health care professional for additional guidance. Employee and student confidentiality will be maintained at all times. Non-exempt employees will be paid for the time spent undergoing COVID-19 testing.

Any employee or student who refuses to submit to testing as provided for in this section will not be given access to the campus and will be sent home.

### **c. Social Distancing and Group Sizes**

Employees and students should practice social distancing when possible and according to City and State law.

1. There is no maximum classroom size. The maximum group size that may convene indoors in a single room should be determined by physical distancing requirements and student grouping method.
2. Students may be grouped in one of two ways:
  1. Static groups with minimal distancing requirements or
  2. In groups with changing composition, maintaining three (3) feet of social distance from other students and six (6) feet of social distance from adults.
3. Classrooms with students and teachers who are not fully vaccinated and unable to maintain social distancing requirements should be assigned to static groups. The static group composition should be maintained for as long as possible.
4. Adults should maintain six (6) feet of distance from other adults and students when possible.
5. Students with disabilities should continue to receive special education and related services in the least restrictive environment.

### **d. Student Transitions and Pull Out**

1. Students with disabilities should receive special education and related services in the least restrictive environment. After services are provided, all shared surfaces and equipment should be cleaned before the next student is served.
2. Student interactions will be limited during transitions via one-way flow hallways, clearly defined space for two-way direction of student flow in hallways or staggered class changes to decrease the number of students in the hallway at one time.

### **e. Student Transportation**

1. Buses are allowed to operate at 100% capacity with all passengers wearing face masks. Masks will be provided when necessary.

2. High touch surfaces (handrails, handles, seat backs, etc.) should be cleaned after the completion of arrival and dismissal routes.
3. Seating charts should be created and enforced in the event close contacts to a positive case of COVID-19 needs to be determined.
4. Windows should be kept open when it does not create a safety or health hazard.

**f. Physical Standards for the Use of School Facilities**

1. If groups convene outdoors, each group should remain separated.
2. To the greatest extent possible, limit crowding at entry and exit points and maintain maximum group sizes and physical distancing requirements. Employees and students should enter and exit in single-file lines to enable physical distancing.
3. Employees and students should bring their own water bottles to minimize use and touching of water fountains. Water fountains will be cleaned and sanitized daily.
4. Use of indoor shared spaces, such as cafeterias and gymnasiums, should be determined by social distancing requirements. All attendees should wear a face mask.

**g. Eating**

1. Students and employees should wash hands before and after every meal. 2. Classrooms should be utilized for eating to the extent possible.
3. Students may bring food from home.
4. Disposable utensils should be used.
5. Outdoor seating should be used as practical and appropriate.
6. If the cafeteria is used for eating, staggered meal times will be used maintaining six (6) feet social distancing to the greatest extent possible.

**h. Personal Protective Equipment**

Employees, students, and third-party visitors are required to wear a mask or face covering at all times in common areas throughout the school campus. Mask or face covering will be provided when needed. Custodian staff or teachers cleaning their classrooms should wear gloves.

**i. Classrooms and Office Cleaning and Sanitation**

Employees are required to keep their own workstations, phones, desks, and office equipment frequently cleaned. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

All personnel should either wash their hands or use hand sanitizer before using a copying machine, common scanner, smart boards, white boards, or fax machine. After you have completed your use of

these devices, you should again wash your hands or use hand sanitizer.

If a classroom or other room is used multiple times a day by different employees and/or students, then high touch surfaces should be cleaned after and before the next group's use (this includes, but is not limited to, desk, computers, and touch-screens).

#### **k. Extra-Curricular**

1. After Care: Static groups will be maintained when possible. Alternatively, social distancing will be implemented for groups of changing composition and face masks will be required.
2. Band and Vocal Music: Band and vocal activities should be conducted outdoors to the extent possible.
3. Field Trips: Field trips can occur with administrative approval and with strict adherence to masking, cohorting, and transportation requirements. Outdoor field trips should be prioritized, if possible.
4. Athletics: Athletic activities will follow guidelines and policies set forth by LHSAA. All attendees of indoor athletic events should wear a face covering.

#### **l. Required Training and Postings**

All employees are encouraged to educate themselves on the various COVID-19 related issues by viewing the various videos and other resources contained on the CDC's website at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/communication/videos.html>

Posters will be placed at the entrance of each campus and in common areas encouraging good hygiene and best practices.

All employees must acknowledge this policy by signing below. This policy will be accessible to everyone via the school website.

#### **m. Complaints, Reporting Procedure, and Disciplinary Action**

All employees and students are expected to adhere to these guidelines, policies and procedures at all times. If you witness anyone failing to adhere to these guidelines, policies, or procedures, you should report it to Jenny Batiste [Jennifer.batiste@discoveryhsf.org](mailto:Jennifer.batiste@discoveryhsf.org) or Phone: (504) 267-9482. If it is determined that an employee or student failed to adhere to established protocols, he/she may be subject to disciplinary action up to and including termination of employment or disciplinary consequences in accordance with the Student Code of Conduct.

In addition, employees and students should continue **immediate mandatory reporting** to Jenny Batiste [Jennifer.batiste@discoveryhsf.org](mailto:Jennifer.batiste@discoveryhsf.org) or Phone: (504) 267-9482 and [your campus nurse](#) of (1) possible symptoms of COVID-19, (2) confirmed negative or positive test of COVID-19, or (3) exposure to someone whom may have been exposed to a confirmed COVID-19 patient. Quarantine may be required. This reporting policy includes the employee, student, a family member of an employee or student, or anyone that the employee or student has had close contact within a 14-day period.

### **3. Policies and Procedures for Vendors/Visitors/Guests on School Campus**

Parents, vendors, visitors, and guests should avoid coming to the school unless it is deemed essential<sup>3</sup> by the School Administration. When approved by the School Administration, vendors, parents, visitors, and guests must wear a face-covering or mask, wash or sanitize their hands upon entering campus, and practice social distancing by remaining at least 6 feet apart from employees and students and remaining in the School Administration approved area. Vendors, parents, visitors, and guests will be given access to hand sanitizer upon entering the campus.

Limit outside vendors entering our space to necessity only, such as FedEx, UPS, and office supply deliveries. Alternative pick-up and drop-off protocols may be utilized.

#### **4. Acknowledgment of Receipt of Interim COVID-19 Return to Campus Guidelines, Policies and Procedures**

By my signature below, I acknowledge that this policy was distributed to me, that it is accessible on the school website, that I have read and understand these policies and procedures, and that I will adhere to these policies and procedures until further notice.

\_\_\_\_\_  
Print Name (Employee or Parent Guardian)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Employee or Parent Guardian)

Discovery Strong Start Interim COVID Return to School Policy\_Amended August 16, 2021

<sup>3</sup> Essential visitors are individuals who must enter schools or early learning centers in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who:

- 1.) Conduct CLASS observations
- 2.) Observe teacher candidates as part of the teacher preparation quality rating system
- 3.) Provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation.
- 4.) School administration may also deem parents as essential.

## APPENDIX D: GLOSSARY OF TERMS

**Behavior Contract:** An agreement between the child and teacher and, often, the student's parent/guardian. The behavior contract is a written agreement that indicates how the student will behave, the appropriate consequence should the student not behave according to the contract and the reinforcement(s) to be utilized for successful compliance. The behavior contract is intended to provide the student with structure and self-management.

**Behavior Intervention Plan (BIP):** A plan that is the result of a Functional Behavioral Analysis (FBA). Behavior intervention plans are written documents that describe the behavior to be changed, strategies or interventions implemented to address the target behavior. Behavior intervention plans are developed by either the classroom teacher or a team of school personnel. Behavior intervention plans assist the teacher in proactively and effectively dealing with behavior. BIPs aid in communicating behavioral expectations to individual students or an entire classroom. BIPs also communicate the consequences of achieving the goal or objective and help teachers remain consistent. The use of a behavior intervention plan assists in establishing the expectations of the teacher. In addition, BIPs permit frequent feedback regarding the effectiveness of the management strategies being employed, assist in documentation of student or class progress and provide useful guidelines for interacting with students.

**Bullying:** The act of intentionally causing harm to others through verbal or physical harassment.

**Charter Schools:** Nonsectarian public schools of choice. The "charter" establishing each such school is a performance contract detailing the school's mission, program, goals, students served, methods of assessment, and ways to measure success. Charter schools must follow the state laws regarding academic outcomes, financial, legal, and contractual matters. In Louisiana there are 5 types of charter schools. Discovery Schools is a Type I, which is authorized by Jefferson Parish Public School System.

**Check-In/Check-Out (CICO):** A positive behavioral support tool for students who demonstrate moderate behavior problems. It is intended to provide frequent reinforcement for compliance with behavioral goals. Each of the behavioral goals should be defined in clear behavioral terms. The goals are set and monitored by the CICO coordinator (e.g., social worker, counselor) with the support of the School Building Level Committee (SBLC). The CICO coordinator meets twice daily with the student to individually provide social skills training related to each of the designated behavioral goals. The student will review the goals each morning with the CICO coordinator in order to completely understand the behavioral expectations.

**Corrective Strategies:** Also known as alternatives to suspension/expulsion, Corrective Strategies may include, but are not limited to:

- Contact and/or conference with parent/guardian
- Behavior contracts
- Check-in/Check-out (CICO)
- Home/School communication system
- Reflective activity ("Think About It" Sheets, essays)
- Loss of privilege
- In-school Intervention

- Referral to the school counselor
- Referral to the School Building Level Committee
- Supervised work assignment
- Suspension

**Dangerous Weapon:** A weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.

**Detention:** A form of discipline used in schools in which a student is required to spend extra time in school. A detention usually takes place during a period after the end of the regular school day. However, detention may take place at other times, such as before the school day, on the weekend (traditionally known as *Saturday School*) and during breaks in the school day, such as lunch. Detention is usually considered one of the milder forms of disciplinary action available to a school.

**Discipline:** the steps or actions that teachers, administrators, support staff, parents and students follow to enhance student academic and social success.

**Due Process Hearing:** a formal hearing to resolve disputes between parents and schools.

**Exceptionality:** a child's special learning needs. There are several types of exceptionalities, including Autism/Asperger's Syndrome, Emotional Disturbance, Gifted and Talented, Learning Disabilities and Mental Retardation. Identifying a student's exceptionality is the first step in determining the appropriate academic classroom placement for that student.

**Expulsion:** Any denial of school attendance for the remainder of the school year, for a time designated during the current or next school year or permanently.

**Extortion:** The communication of threats to another in order to obtain money, property or services.

**Free and Appropriate Public Education (FAPE):** The standard of education schools must provide to students with special needs or exceptionalities. This means that the school must help to create a specific plan to address the child's learning needs, place them in the educational setting appropriate for their needs, and deliver the special education and related services required for the child to learn. FAPE differs for each student because each student has unique needs. FAPE ensures that all students with disabilities receive an appropriate public education at no expense to the family.

**Functional Behavioral Analysis (FBA):** A process of examining the function that a particular behavior serves for a student that includes an analysis of the frequency, intensity and duration of a behavior. The end result of the FBA is a Behavior Intervention Plan (BIP), which is a plan to implement intervention for specific behaviors as identified.

**Harassment:** Verbal, non-verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, citizenship status, marital status, gender, sexual orientation or any other characteristic protected by law. Harassment is prohibited in all relationships at the school.

**Horseplay:** Rowdy, rough or boisterous play.

**Home-School Communication System:** Communication with families about school programs and student progress through effective school-to-home and home-to-school communications.

**In-school Intervention:** The temporary removal of a student from the regular school classes and the placement of a student in an approved “time-out” program.

**Instructional Supports:** Changes that teachers can make in the classroom to help students learn more efficiently. These changes may include modifications to the classroom environment or method of teaching, as well as finding different methods to assist the student in expressing what he or she has learned. The teacher may also arrange for extra assistance from other school professionals.

**Local Education Agency (LEA):** A public board of education or other public authority within a state that maintains administrative control of public elementary or secondary schools in a city, county, township, school district or other political subdivision. Discovery’s LEA is the Jefferson Parish School Board.

**No Child Left Behind Act (NCLB):** A federal law that aims to improve the performance of United States primary and secondary schools by increasing the standards of accountability for states, school districts and schools, as well as providing parents more flexibility in choosing which schools their students will attend.

**Out-of-School Suspension:** The temporary removal of a student from school. Suspensions are limited in time and the student should be able to return to school after the term of suspension is completed. During the suspension period, students are not permitted to visit their school campus.

**Parent Liaison:** A school employee who promotes parental involvement, strengthens the home-to-school connection, and acts as a resource for families needing assistance with home-school communication, school supplies, uniforms, and other school essentials.

**Positive Behavioral Intervention Support (PBIS):** An approach to eliminate challenging behaviors and replace them with proactive social skills. Use of PBIS is a best practice that decreases the need for more intrusive or aversive interventions (i.e., punishment or suspension) and can lead to both systemic as well as individualized change.

**Reflective Activity:** An assignment designed to give the student an opportunity to think critically about an instance in which he/she broke a rule. The assignment should guide the student towards determining an appropriate behavior for the given situation instead of the behavior that broke a school rule.

**Response to Intervention Team (RTI):** exists for the purpose of reviewing student progress and suggests strategies for those who need assistance. The team may consist of the Teacher, Parents, the Special Education Coordinator, the School Counselor, the Principal or Assistant Principal and other personnel as needed (such as a student’s advisor, speech-language pathologist, school nurse, etc.) and varies according to the specific needs of the student.

**Sexual Assault:** Any physical contact of a sexual nature without voluntary consent.

**State Education Agency (SEA):** The agency primarily responsible for the supervision of the state's public elementary and secondary schools. In Louisiana, the SEA Is the Louisiana Department of Education.

**Suspension:** See listings for In-School Suspension and Out-of-School Suspension.

**Supervised Work Assignment:** a service assignment performed as a consequence for behavior infractions. All supervised work assignments must be approved by parents/guardians prior to implementation.

**Vandalism:** the conspicuous defacement or destruction of a structure, a symbol or anything else that goes against the will of the owner/governing body and usually constitutes a crime.

**504 Plan:** A plan that outlines the services needed by a student that has been identified as *504 eligible* and protected under Section 504 of the Rehabilitation Act. Essentially, Section 504 covers students who have been defined as having any physical or mental impairment that interferes with any major life activities (learning, walking, talking, etc.). These students may or may not fall under the protection of Individuals with Disabilities Education Improvement Act - 2004.

NOTES: