

# Student-Family Handbook



**2018-2019**

[www.visionacademyschools.com](http://www.visionacademyschools.com)

Families and Students:

Welcome to Vision Academy. It is my hope that you are ready for an even greater, stronger and better life-changing experience.

I am extremely excited about the upcoming school year. It is my sincere belief that this will be one of the greatest experiences of your life. With your assistance, hard work, positive attitude, and consistency, we are in store for an exciting for yet another history making school year.

This handbook provides Academic and General Information, Policies and Procedures, as well as the Student Code of Conduct. Students and parents are expected to read, understand, and comply with all provisions of this handbook.

Parents, please speak with one of the school's leadership team members if there are any questions not answered within this handbook.

Warmest Regards,

Ms. Jackson,  
Vision Academy  
[founder@visionacademymonroe.com](mailto:founder@visionacademymonroe.com)

Contents	
Forward .....	8
Mission Statement and Organization Purpose .....	8
Non-discrimination Assurance .....	8
New Student Reviews .....	8
Visitors on Campus .....	9
Family Meetings .....	9
Attendance & Signing-in/Signing-out .....	9
Compulsory School Attendance/Duty of Parent-Legal Guardian .....	9
Attendance Procedures .....	10
Tardies .....	10
Flex Time .....	10
Diseases: Communicable and/or Contagious .....	11
Types of Absences .....	11
Daily Schedule .....	12
Board Of Governance Meetings .....	12
Academic Calendar 2017-2018 .....	
Designated Drop Off/Pick Up .....	15
Student Parking .....	15
Compulsory Education Requirements & Truancy .....	16
Homebound Services and Medical/Extended Leave .....	17
Homebound .....	17
Medical and Extended Leave .....	18
Pregnant Student Procedures and Policies .....	18
Consent to Withdraw & Transfer Procedure .....	19
Grading, Credits, and Graduation .....	19
Grading .....	20
Grade Appeals .....	21
Credits for Promotion .....	21
Graduation .....	21

Graduation Requirements .....	22
Incoming Freshman 2007-08 and Prior .....	22
Incoming Freshman 2008-09 and Beyond .....	22
Incoming Freshman 2010-11 and Beyond .....	22
Incoming Freshman 2014 and Beyond .....	22
Area of Concentration.....	22
LA Core 4 Curriculum and LA Basic Core Curriculum.....	23
High Stakes Testing Requirement.....	23
Taylor Opportunity Program for Students – TOPS Scholarship.....	23
Individual Graduation PLAN (IGP) Requirement.....	24
Credit Verification .....	24
Testing & Assessments.....	25
Louisiana Education Assessment Program (LEAP).....	25
Graduate Exit Exam (GEE).....	25
End of Course Testing (EOC) .....	26
ACT Series (Explore, PLAN, & ACT).....	26
English Language Development Assessment (ELDA).....	26
School Uniforms & Dress Code Policy.....	27
General Dress Code Rules .....	27
Uniform Guidelines .....	27
Dress Down DAY Guidelines.....	28
Exceptions for Religious or Medical Reasons .....	28
Procedure for Failure to Comply with Dress Code Policy .....	29
Student Behavior & Discipline .....	29
Student Conduct .....	30
Code of Conduct and Discipline Policy.....	30
Damage to Property.....	32
Prohibited Items .....	32
Cell Phones & Other Electronics .....	32
Causes for Suspension/Expulsion .....	33

Zero Tolerance Policy.....	33
Suspension/Expulsion Policies.....	34
Announcements.....	34
Center For CHAMPIONS (CFC) Networking Lounge.....	34
Procedures.....	35
School Lunches.....	35
Free or Reduced Lunch.....	35
Student Responsibility.....	35
Parent Responsibility.....	36
Nurse’s Office.....	36
Expulsions for Weapons/Drugs.....	37
Parent/Legal Guardian Information on Suspension or Expulsion.....	37
Academic Honesty.....	38
Examples & Definitions of Acts of Academic Dishonesty.....	39
Consequences.....	39
Harassment, Intimidation, Bullying & Hazing.....	40
Hazing Policy.....	41
Reporting Procedure.....	41
Investigation of Reports.....	42
Violence Policy.....	43
Violence Prevention Program Policy.....	43
Tips for Resolving Problems Peacefully.....	44
Searches and Seizures.....	44
Authorization.....	45
Search of Student Person.....	45
Search of Vehicles.....	46
Use of Canines.....	46
Confiscation.....	47
Due Process, Grievance, & Appeal Process.....	47
Due Process.....	47

Grievance Procedure .....	48
Appeal Process .....	48
Positive Behavior Interventions and Supports (PBIS) .....	49
Internet Usage Policy .....	49
Signs/Posters.....	51
Backpacks .....	51
Bicycles.....	52
Volunteer Procedures .....	52
School Parties and Dances .....	52
Policy Regarding Students Who Are 18 Years Or Older.....	53
Transportation Policy .....	53
Suspension From School Transportation .....	53
Administration of Medication.....	54
Parent/Legal Guardian Responsibility: .....	54
School Responsibility .....	55
Additional Procedures: .....	56
Temporary and Chronic Disabilities .....	56
Temporary Disability Policies and Procedures.....	56
Chronic Disability Procedures .....	57
Special Education Program .....	57
Substance Abuse Policy and Procedures .....	57
Manufacture/Possession/Distribution (Drug Related).....	58
Student Smoking/Tobacco Policy .....	58
Students with Exceptionalities.....	58
Section 504 of the Rehabilitation Act (1973).....	59
Discipline of Students with Disabilities .....	59
Limited English Proficiency .....	66
Emergency Procedures .....	66
Hurricane Evacuation or Other Natural Disaster .....	67
Emergency Procedures .....	67

Procedures for Handling Emergency Care of Students.....	67
Evacuation of Buildings.....	68
Fire Alarms, Discharge of Fire Extinguishers.....	68
Fire Drills/Bomb Threats.....	68
Suicide (Threats or Attempts).....	69
Cooperative Endeavor/Law Enforcement.....	70
Counseling & Guidance.....	70
Children on Campus.....	71
Deliveries.....	71
Work Permits.....	71
Homeless Students.....	72
Family Education Rights & Privacy Act.....	72
Records Release to Parents (Custodial & Non-custodial) and Legal Guardians.....	73
Records Release.....	73
Directory Information.....	73
Educational Records: Access/Hearing Procedures.....	73
Field Trips and Off-Campus Activities.....	74
Parental Involvement PLAN.....	75
Part I. General Expectations.....	75
Part II. Description of How the Charter School Will Implement Required Parental Involvement Policy Components.....	76
Part III. Adoption.....	80
Vision Academy-Student-Parent Compact.....	80
Vision Academy Responsibilities.....	81
Parent Responsibilities.....	81
Student Responsibilities.....	82
Vision Academy Contact Information.....	83
Board of Governance Members.....	

## Forward

Vision Academy is committed to recalibrating the mind and learning behaviors for all students from the inside out to push every student towards a life of global-acceleration.

## Mission Statement and Organization Purpose

Vision Academy's mission is to provide a robust learning environment that allows students to develop their potential, to prepare students to compete in a global world , and to collaborate with community agencies, organizations, and institutions to meet student's needs.

We increase the number of high school graduates, and guide students toward post-secondary training, education, and workforce opportunities as well as the global economy at large.

Our philosophy at Vision Academy is:

- ☐ All students, especially economically disadvantaged students, are capable of excelling academically when given the supportive services they need to focus on their academic goals;
- ☐ Academic success should not be limited to what is taught in a classroom, but must encourage and include life experiences as well as hands-on learning to help develop the whole student;
- ☐ Relevance and rigor must exist in practice as well as in policy and should include academic ideas as well as personnel practices;
- ☐ It is our belief that everyone WINS! Every Student, Every Staff, Every Parent, Every Day!...

## Non-discrimination Assurance

Services are provided and admissions/referrals are made without regard to race, color, religious creed, ancestry, gender, sexual orientation, disability, age, or national origin.

It is the policy of Vision Academy not to discriminate on the basis of race, color, national origin, age, religion, gender, sexual orientation or disability in the educational programs or activities which it operates as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

## New Student Reviews

It is the policy of Vision Academy to prepare students for the global economy at large, post secondary education and the workforce. In order to better prepare students to become productive, all students will participate in a continuum of reviews and mentorships with his/her teacher/facilitator or designee. During these reviews, a student's course progress, attendance, work ethic rubrics, and discipline along with student's goals will be reviewed.

The purpose of these meetings is to provide students with the necessary guidance to be successful and meet each of their goals.



## **Visitors on Campus**

All visitors MUST document their presence on campus through presenting photo identification and signing in with the Attendance & Office Manager or front desk designee. Visitors must also sign-out at time of departure with the Attendance & Office Manager or front desk designee. The time of arrival and time of departure must be noted. As a security measure, everyone entering a public school campus is subject to search and seizure.

In the interest of Safe and Drug-Free Schools, Vision Academy endorses the following policy: BY ENTERING SCHOOL PROPERTY, THE PERSON IN CHARGE OF ANY VEHICLE CONSENTS TO A SEARCH OF THE ENTIRE VEHICLE AND ITS CONTENTS, WITH CAUSE, BY SCHOOL OFFICIALS OR POLICE OFFICERS. This policy applies to students, visitors, and all school staff at any time, day or night. Visitors entering Vision Academy's campus consent to a possible search of both person and property. This procedure may be instituted to help assure the safety of the student and employees of Vision Academy.

## **Family Meetings**

Vision Academy will hold regular Family Meetings with the entire campus population in the form of weekly, OPEN MIC, OPEN HOUSE Nights. These assembly times will allow for announcements, updates, collaborations, and celebrations.

## **Attendance & Signing-in/Signing-out**

Students must be in attendance a minimum of 90% of the days in session per month. Once a student's attendance falls below 90%, the attendance file will be reviewed by his facilitators and a plethora of further actions will be taken.

Except in the case of extenuating circumstances, as determined by the Operations Director or his/her designee, students may only miss a maximum of 5 days per semester.

### **Compulsory School Attendance/Duty of Parent-Legal Guardian**

In compliance with the Louisiana Revised Statute 17:221, the policy of Vision Academy requires that every parent/legal guardian, having control or charge of any child from that child's seventh (7) birthday until his/her eighteenth (18) birthday, shall send such child to a public or private day school, or have him/her enrolled in an approved home study program, unless the child graduates from high school prior to his/her eighteenth (18) birthday. Every parent/legal guardian responsible for sending a child to a public or private day school under provisions of this section shall also assure the attendance of such child in regularly assigned classes during regular school hours established by Vision Academy.

## **Attendance Procedures**

Students MUST enter through Vision Academy's designated front door and MAY NOT arrive to the property more than 30 minutes before their first scheduled class (or the scheduled flex session). Attendance will be taken at the beginning of each class period. Students arriving after the start of 1<sup>st</sup> period MUST check-in with the Attendance & Office Manager before going to class. The office will call to verify each absence. All students MUST have at least three alternative contact numbers where a parent/guardian can be reached during the school day.

If a student under the age of 19 must leave campus prior to the designated end of the school day, for any reason, he/she shall be signed out with the Attendance & Officer Manager or front desk designee by an individual listed on the Emergency Card before leaving the campus. For cases in which a person not listed on the Emergency Card is sent to pick up the student, the Office Manager/designee shall verify the request by telephoning the parent/legal guardian. If the parent/legal guardian cannot be reached by telephone, the student will not be released from school. All individuals must present photo identification prior to a student being released.

In some cases, it will be necessary to send a taxi for the student. The parent/legal guardian shall call the taxi company to provide transportation. The parent/legal guardian shall give the school the name of the company and give verbal permission to release the child. The taxi driver shall sign the checkout book and list the number of his/her taxi.

Emancipated students do not need parental consent to sign out. All emancipated students must provide a photo id and proof of emancipated status upon registration.

It is the responsibility of the student to make up any academic time lost due to leaving campus prior to the designated end of the school day.

## **Tardies**

Punctuality is essential to a student's success. With this in mind, tardies will not be tolerated. Students who are late to school at 9:01 or later, may be sent home and counted absent for that day, except in the case of extenuating circumstances. Students sent home for any reason will be considered absent.

Students who anticipate being late MUST contact the school prior to the scheduled start time of the first class. Three (3) tardies accumulated within the same month will result in one (1) unexcused absence. Five (5) tardies accumulated within the same month may result in a Performance Improvement Plan meeting.

## **CFC Time**

Students will be allowed to use CFC time to be used in cases of illness or other situations. Vision Academy strongly encourages students to earn and maintain 45 minutes (one full class period) of flex time to use in cases of emergencies.

### **Diseases: Communicable and/or Contagious**

It is the policy of Vision Academy that a student who is suspected of having a communicable and/or contagious disease will be excluded from school 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.

### **Types of Absences**

The days absent from school shall include each of the following types of absences:

- 1) *Excused Absences* are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
- 2) *Non-Exempt, Excused Absences* are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. Absences in this category may still count against a student's 90% attendance requirement. Failure to do so may result in a leadership meeting with the student, and/ or removal from the program for lack of attendance.
- 3) *Unexcused Absence* is any absence not meeting the excused absences policies, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their parents/guardians/families) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work. Absences in this category will count against a student's 90% attendance requirement. Failure to do so may result in PIP (Performance Improvement Plan) or removal from the program for lack of attendance.

4) *Suspension* is an absence in which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether or not a student may or may not be promoted, but is not considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent. If absences in this category result in a student owing hours (i.e., places student on the Negative Hours Report), the student is required to gain flex time by staying after hours until he/she is removed from the Negative Hours Report. Failure to do so may result in removal for lack of attendance.

### Daily Schedule

***Students may arrive no earlier than 30 minutes prior to the 1<sup>st</sup> scheduled class period.***

Student Arrival on Campus	8:00am – 8:30am
1 <sup>st</sup> /5 <sup>th</sup> Period	8:35am-9:35am
2 <sup>nd</sup> /6 <sup>th</sup> Period	9:40am-10:40am
3 <sup>rd</sup> / 7 <sup>th</sup> Period	10:45am-11:45am
Lunch	11:50am-12:20pm
4 <sup>th</sup> /PH Period	12:25am-1:25pm
Dismissal/Break	1:30pm-1:40pm
Flex 1	1:45pm- 2:45pm
Flex 2	2:50pm-3:50pm
Dismissal	

### Board Of Governance Meetings

Board of Governance meetings take place the second Tuesday of each month, 6p.m. Please visit the school website for more information at [www.visionacademyschools.com](http://www.visionacademyschools.com).

\*PD = Period

## **VISION ACADEMY SCHOOL/DISTRICT CALENDAR 2018-2019**

- July 10<sup>th</sup> Board Meeting  
August 7<sup>th</sup> - Board Meeting  
August 13<sup>th</sup> -17<sup>th</sup> Annual District Wide Boot Camp.. (ALL EMPLOYEES)  
August 20<sup>th</sup>-24<sup>th</sup> ALL Employees, Intensives  
(Content Area Training Daily, 7:40-3pm)  
August 27<sup>th</sup>7<sup>th</sup>-8<sup>th</sup> Grade Parents & Students  
August 28<sup>th</sup> 9<sup>th</sup>-10<sup>th</sup> Grade Parents & Students  
August 29<sup>th</sup> 11<sup>th</sup> &12<sup>th</sup> Gr. Parents & Students  
August 30<sup>th</sup> All Students First Full Day of School  
August 31<sup>st</sup> All Students Full Day  
September 3<sup>rd</sup> Labor Day Holiday  
September 4<sup>th</sup> Student Handbook/Syllabus testing.. Benchmark testing begins )  
September 11<sup>th</sup> Board Meeting  
  
September 28<sup>th</sup> Progress Reports Go Out  
  
October 8-9<sup>th</sup>- Fall Break Holiday  
  
October 9<sup>th</sup> Board Meeting  
  
October 10<sup>th</sup>(Wednesday) )Professional Development Day (No Students)  
November 2<sup>nd</sup> First Nine Weeks End Gr. Due  
November 5<sup>th</sup>Second Nine Weeks Begin  
November 12<sup>th</sup> Veterans Day Holiday  
November 13<sup>th</sup> Board Meeting  
November 14<sup>th</sup> Open Mic/House/Report Card  
November 15<sup>th</sup> Prof.I Development Day (No Stdts)  
November 16<sup>th</sup> (Community Round Table Meetings)  
(Dismiss at 11:30)  
November 19<sup>th</sup>-23<sup>rd</sup> Thanksgiving holiday (Campus Closed)  
Vision Academy School/District Calendar 2018-2019  
  
Nov 28<sup>th</sup>-Dec 14<sup>th</sup> LEAP/EOC Fall Testing Window  
December 3<sup>rd</sup> Progress Reports Grades Due  
December 7<sup>th</sup> (No Students) Mandatory District Wide Employee PD  
  
December 11<sup>th</sup> -Board Meeting  
December 17 -21<sup>st</sup> Semester Exams ( Students Leave After  
EX:) December 24 -January 4<sup>th</sup> Christmas Break (Campus  
Closed)  
(Students Dismiss at 11:30 Friday, December 22<sup>nd</sup> )

**January 7<sup>th</sup> Students & faculty return to campus**

**January 8<sup>th</sup> Board Meeting**

**January 9<sup>th</sup> BENCHMARK TESTING BEGINS/ ESSA UPDATE  
TESTING ALL STAFF**

**January 18<sup>th</sup> End of Second Nine Weeks Grades/ Semester Grades Due  
January 21<sup>st</sup> (NO Students ) MLK Holiday**

**Feb 4<sup>th</sup>- Mar 15 LEAP Connect Testing Window (Grades 8,11)**

**February 12<sup>th</sup> Board Meeting**

**February 15<sup>th</sup> Professional Development Day (NO Students)**

**February 18<sup>th</sup> Holiday/ No students Presidents Day**

**February 27<sup>th</sup> Af Am History Program (10 30 am)**

**March 12<sup>th</sup> ACT Testing Statewide ( Grade 11/12)**

**March 12<sup>th</sup> Board Meeting**

**March 15<sup>th</sup> End of 3<sup>rd</sup> Nine Weeks, Grades Due**

**March 15<sup>th</sup> District Wide PD ( No Students)**

**March 22<sup>nd</sup> Annual Articulation/ Career**

**Fair**

**March 25<sup>th</sup> -29<sup>th</sup> SPRING BREAK**

**April 1<sup>st</sup> School Resumes**

***April 1<sup>st</sup> - May 3<sup>rd</sup> LEAP TESTING WINDOW***

**April 9<sup>th</sup> Board Meeting**

**April 12<sup>th</sup> ( NO Students PD)**

***April 15<sup>th</sup>- May 17<sup>th</sup> EOC TESTING WINDOW***

***April 19-22<sup>nd</sup> Good Friday/Easter Break***

**May 7<sup>th</sup> Board Meeting**

**May 10<sup>th</sup> Annual Community Art Expo**

**May 17<sup>th</sup> Senior Grade Reporting PD**

**May 24<sup>th</sup> - Seniors Last Day**

**May 20-24<sup>th</sup> School Wide Projects**  
**May 27<sup>th</sup> Holiday Memorial Day**  
**(Campus Closed)**

**May 29<sup>th</sup> EOY Grades Due**

**May 31<sup>st</sup> Graduation Ceremony at 6pm**

**May 31<sup>st</sup>- Teachers Last Day (Dismiss at**  
**12noon)**

**June 3<sup>rd</sup> Summer Remediation Begins**

**June 11<sup>th</sup> Board Meeting**

**June 30<sup>th</sup> Final Report Cards Mailed**

## **Designated Drop Off/Pick Up**

Parents dropping off or picking up students should use the main parking lot. Students are to leave campus as quickly as possible after dismissal unless detained by a teacher or the administration. After-school loitering is not permitted, students MUST be picked up no later than 30 minutes after their last class dismisses or following banking time. Parents/students ignoring this policy must understand that Vision Academy is not responsible for students remaining on campus after this time.

## **Student Parking**

Parking is available to all students who drive to school. A valid driver's license, proof of insurance and registration are required. The student must bring these documents to the Attendance & Office Manager on the first day the car is on campus. Students must observe parking lot rules and regulations at all times. Loud music, speeding, and parking outside of assigned lines are not permitted.

Students must bring everything they need in the building with them before school begins. The student parking lot is off limits to students during school hours and students are not allowed to go to their cars during the school day. Students, parents, or guest(s) are not allowed to sit in their cars or loiter in the parking lot.

Any student, parent, or driver involved in an accident on the property must report the accident to the campus officer. Vision Academy is not liable for accidents that take place on the campus facility. Only the individuals involved in the accident are liable.



## Compulsory Education Requirements & Truancy

Every parent, tutor, or other person residing within the state of Louisiana, having control or charge of any child from that child's seventh birthday until his eighteenth birthday, shall send such child to a public or private day school, unless the child graduates from high school prior to his/her eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to such provisions. Every parent, tutor, or other person responsible for sending a child to a public or private day school shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board. Every parent, tutor or legal guardian is entitled to written notification from their student's school when that student has been excessively absent from school. The penalty for breaking the law includes imprisonment, fines, required community service, and parenting classes.

A student within the compulsory attendance age who is absent from school during regular school hours when there is no valid reason is considered truant. The term "truant" includes students within compulsory attendance age who are not enrolled in school, are absent from school without a valid reason, leave campus without permission, do not report for or leave class during regular school hours without permission or a valid reason.

The process for communicating with students and/or parents/guardians regarding absences and truancy shall be as follows:

- 1) When no valid reason is found for a student's unexcused absences (between 1 and 4 absences), the Data Coordinator or designee shall make outreach efforts to contact the student and/or the student's parents/guardians. Each outreach attempt shall be documented.
  - a) The Data Coordinator or his/her designee may conduct a counseling session or conference at the school with the student's parent/legal guardian related to school attendance. The school DC or designee will notify the student's parent/legal guardian in writing or by telephone of the conference.
  - b) The willful failure of the child's parent/legal guardian to attend a meeting or conference with the Officer or his/her designee to discuss the child's repeated truancy may be grounds for a Family in Need of Services Complaint.
- 2) When no valid reason is found for a student's excessive unexcused absences (5 or more absences), the parent/legal guardian will be given written notice requiring the student's attendance in school within three (3) days from the date of notice. The willful failure of the child's parent/legal guardian to attend a meeting or conference with the school's director or

his/her designee to discuss the child's repeated truancy may be grounds for a Family in Need of Services Complaint.

The DC or designee will make a Families in Need of Services (FINS) referral to Juvenile Court when the school has established that a student is truant or has willfully and repeatedly violated lawful school rules. Until a student transfers to another school or is declared truant by a local court, the student will continue to be enrolled in the school.

*Ref: Louisiana Rev. Stat. 17:230  
Louisiana Rev. Stat. 17:221*

## **Homebound Services and Medical/Extended Leave**

### **Homebound**

In order for a student to be considered for homebound instruction, the student, as a result of health care treatment, physical illness, accident, or the treatment thereof, must be temporarily unable to attend school for the provision of regular educational services. Such incapacitation shall require verification by a physician and or referral of parent of school administrator/designee. A student is eligible for homebound services if the following criteria are met:

- 1) Student is absent for more than five (5) consecutive school days for a qualifying illness or the violation of a zero tolerance disciplinary issue.
- 2) The student is free of infectious or communicable disease. If the student is not free of such diseases, other appropriate instructional arrangements must be made.
- 3) The parent/guardian signs a parental agreement requesting homebound due to other outstanding issues or hospital policies and parental cooperation.

The homebound instruction program is a continuation of the regular school instructional program, designed to help the student return to school without falling behind in his/her progress. Students designated as homebound must complete an agreement with the School's Director or his/her designee agreeing to a minimum weekly online work and/or progress completed. In cases where the student is under the age of 18, the parent/guardian of the student must also sign the agreement.

## **Medical and Extended Leave**

In the case of a medical or family circumstance requiring a student to miss more than five (5) consecutive days of school, the student may be temporarily withdrawn from the program, and may be readmitted upon verification of circumstance and documentation.

- 1) *Medical Leave* - If possible, the student should be placed into homebound services. If the student is deemed unable to perform educational responsibilities due to illness or temporary disability, the student may request a medical leave.
  - a) For medical leave, documentation from the attending physician, dentist, or nurse practitioner licensed to practice in Louisiana must be presented with information regarding the diagnosis and timeline for treatment.
  - b) During the student's medical leave, the student and/or the student's parent/guardian must submit monthly reports from the attending physician, dentist, or nurse practitioner certifying that the student continues to have a temporary disability/illness.
  - c) To be eligible to return to school, the student must present documentation from the student's physician, dentist, or nurse practitioner licensed to practice in Louisiana indicating that the student's medical condition does not prohibit the student from returning to school, and stating the nature of any limitations related to school activities.
- 2) *Extended Leave* - In the case of family circumstances or non-academic barriers, the school's director, or his/her designee, may grant a student an extended leave of absence. During this time, the student will be withdrawn from the program. All necessary documentation must be completed prior to the approval of the extended leave, including a plan for estimated return to school. Due to the compulsory school attendance age, a student under the age of 18 may not be eligible for non-medical extended leave unless he/she is considered an emancipated youth. A student between the ages of seventeen (17) and eighteen (18) may be granted an extended leave from school with the written consent of the parent/legal guardian.

## **Pregnant Student Procedures and Policies**

A pregnant student must submit to the school regular updates and reports from her physician, beginning in the fourth month, certifying her ability to continue functioning in school. If it is determined that 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, the school may provide such services to her.

## Consent to Withdraw & Transfer Procedure

***NOTE: Any student withdrawing from Vision Academy may not be allowed to return to Vision Academy without considerations if slots are available and others as provided by FAPE.***

A student between the ages of seventeen (18) and eighteen (19) may withdraw from school prior to graduation with the written consent of the parent/legal guardian. A parent/legal guardian who has given written consent for a child under his/her control or charge to withdraw from school prior to graduation shall not be subject to the penalty provided for a violation of the Compulsory Attendance Law.

Marriage of minors under the age of eighteen (19) years results in their emancipation; hence there is no person in charge or control of them and no method or procedure by which their attendance in school can be compelled.

In order that the school may have sufficient time to prepare for students withdrawing from school, seventy-two (72) hours advance notice shall be given. Before any records are released and final clearance granted, all school property shall be returned and all accounts must be cleared.

The procedure for withdrawal or transferring is as follows:

1. Secure a Student Drop Form from the Student Success Coordinator/DC
2. Student Drop Form must be signed by parent/guardian for students under the age of 18 or by the student if he/she is 18 years or older.
3. Student's instructors will provide the final progress and grade, and will sign the Student Exit Form. If an instructor is not available to provide the information and/or signature, the designee may complete the necessary information.
4. The designee must sign the Student Exit Form and may meet with the student and/or the parent/guardian.
5. Return completed form to the Student Success Coordinator office for final clearance
6. The DC or designee will provide student with necessary documents for transfer. In the case of a transfer, the new school must contact Vision Academy to request official records.

*Ref: Louisiana Rev. Stat. Ann. §17:1946  
Louisiana Handbook for School Administrators, Bulletin 741, LA DOE*

## Grading, Credits, and Graduation

## Grading

GRADE	STANDARD	QUALITY POINTS
95-100	A	4.0 EXCELLENT
85-94	B	3.0 GOOD
75-84	C	2.0 FAIR
51-74	D	1.0 NEEDS IMP.
0-50	F	0.0

Students must score an average of 70% on each course's cumulative exam. Grades will be calculated in the following manner:

- 30% Assessments
- 30% Class work
- 20% Work ethic/Attendance
- 20% Final exam

The score earned through End of Course exams will be worth 25% of a student's final course grade in the following classes: English II, English III, Algebra I part 2, Geometry, Biology, and American History.

Final grades reported on transcripts shall be letter grades.

### **Grade Appeals**

If a grade of any kind is to be appealed by a student and/or parent/guardian, it must be done within 15 school days of the issuance of that grade. Before meeting with the Operations Director or designee, every effort must be made between the student and/or parent/guardian and the instructor to resolve the matter. If the matter is not resolved between the student and/or parent/guardian and the instructor, a conference will be held in which the student, parent/guardian, instructor and CEO will be present. The appeal will be heard by the CEO whose decision is final.

### **Credits for Promotion**

GRADE LEVEL	CREDITS
Freshman (9 <sup>th</sup> )	0-5.5
Sophomore (10 <sup>th</sup> )	5.6-11
Junior (11 <sup>th</sup> )	11.1-16.4
Senior (12 <sup>th</sup> )	16.5-more

### **Graduation**

Vision Academy allows students to complete their coursework when they would like to. Students are eligible to participate in a graduation ceremony once ALL graduation requirements are completed.

Exceptions may be granted in special circumstances by the CEO. When graduation dates are announced, the deadline for course completion to be eligible for participation will also be announced.

## **Graduation Requirements**

The information below is based upon guidelines contained in the Louisiana Administrative Code, Title 28 - Bulletin 741, the Louisiana Handbook for School Administrators.

### **Incoming Freshman 2007-08 and Prior**

15 required units and 8 elective units for the Traditional Diploma Curriculum.

### **Incoming Freshman 2008-09 and Beyond**

For incoming Freshmen in 2008-09 and beyond, the 24 units required for graduation shall include 16 required units and 8 elective units for the LA Basic Core Curriculum or 21 required units and 3 elective units for the LA Core 4 Curriculum.

### **Incoming Freshman 2010-11 and Beyond**

For incoming freshmen in 2010-11, the 24 units required for graduation shall include 16 required units and 8 elective units for the LA Basic Core Curriculum or 21 required units and 3 elective units for the LA Core 4 Curriculum. Students completing the LA Basic Core Curriculum must complete a Career and Technical Area of Concentration to earn a high school diploma.

### **Incoming Freshman 2014 and Beyond**

For incoming freshmen in 2014, the 24 units required for graduation shall include specific required units and additional jumpstart initiative units LA Basic Core Curriculum or required Career Diploma Tract as an option. More information is available for this diploma of choice on the Louisiana Department of Education's website. Students completing the LA Basic Core Curriculum must complete a Career and Technical Area of Concentration to earn a high school diploma.

### **Area of Concentration**

Students enrolled in the LA Basic Core Curriculum shall complete an Area of Concentration. To complete a Career Area of Concentration, students shall meet the minimum requirements for graduation including four (4) elective primary credits in the Areas of Concentration and two (2) related elective credits including one computer/technology course.

### **LA Core 4 Curriculum and LA Basic Core Curriculum**

Beginning with incoming freshmen in 2008-09, all ninth graders in the college and career diploma pathway will be enrolled in the LA Core 4 Curriculum. After the student has attended high school for a minimum of two years as determined by the school, the student and the student's parent/ legal guardian may request that the student be exempt from completing the LA Core 4 Curriculum. A LA Core 4 Exemption Form must be completed at the school and signed by the student, parent, guardian or custodian before the exemption can be done.

### **High Stakes Testing Requirement**

For incoming freshmen prior to 2010-2011, students must pass the ELA and math components of the GEE or LAA 2 and either the science or social studies portions of the GEE or LAA 2. For students with disabilities who have passed two of the three required components of the GEE or LAA 2 and have exhausted all opportunities available through the end of the 12th grade to pass the remaining required GEE or LAA 2 component, that GEE or LAA 2 component may be waived by the Department of Education if it determines that the student's disability significantly impacts his/her ability to pass the GEE or LAA 2 component.

For incoming freshmen in 2010-2011 and beyond, students must pass one end-of-course (EOC) test in the following categories:

- 1) English II or English III
- 2) Algebra I or Geometry
- 3) Biology or American History

### **Taylor Opportunity Program for Students – TOPS Scholarship/TOPS University or JUMPSTART**

Louisiana's Taylor Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation.

Students must take the courses required for TOPS within their LA Core 4 curriculum requirements. For more information on Core 4 requirements, visit [www.LouisianaBelieves.com](http://www.LouisianaBelieves.com). Beginning with 2014 graduates, the TOPS core curriculum will increase to 19 units. For more information, go to [http://www.osfa.la.gov/MainSitePDFs/Core\\_Curriculum\\_14.pdf](http://www.osfa.la.gov/MainSitePDFs/Core_Curriculum_14.pdf) or visit with the Student Success Coordinator.



Students are encouraged to work closely with their mentors and the Student Success Coordinator or his/her designee to determine specific requirements for particular colleges and universities; some require two (2) years of foreign language, physics, computer literacy, fine arts, etc., while others may not accept Financial Math or Math Essentials.

### **Individual Graduation PLAN (IGP) Requirement**

Act 257 of the 2009 Louisiana Legislature indicated that by the end of the eighth grade, each student shall develop, with the input of his/her family, an Individual Graduation Plan (IGP). The purposes of the IGP document and related activities are as follows:

- ☐ Explore educational and career possibilities
- ☐ Make appropriate secondary/postsecondary decisions as part of an overall career plan
- ☐ Plan based on the student's talents and interests
- ☐ Consider graduation requirements relevant to the student's chosen area of concentration and postsecondary entrance requirements.

Each student, with the assistance of his/her parent/legal guardian and the Student Success Coordinator, shall be allowed to choose the high school curriculum framework and related graduation requirements that best meets his/her post-secondary goals. Each student's IGP shall include the recommended sequence of courses for successful completion of his/her chosen major that aligns with postsecondary education, training, and the workforce and shall be reviewed annually.

IGPs shall be sufficiently flexible to allow students to change their program of study, yet be sufficiently structured to ensure that a student will meet the high school graduation requirements for his/her chosen major and be qualified for admission to a postsecondary institution or to enter the workforce. Each student's IGP shall be signed by the student and his/her parent or other legal guardian.

### **Credit Verification**

Upon enrollment in a course, the Student Success Coordinator will provide the instructor with a Course Completion Form (Blue Slip). This allows the instructor to verify the student's enrollment in his/her class.

Upon completion of a course, instructors will complete a Course Completion Form (Blue Slip) and will file the form with the Student Success Coordinator along with the student's final/cumulative exam.

The Student Success Coordinator shall maintain a Credit Verification Form (CVF) for each student and may provide students with copies of the CVF as requested. The CVF may be used as an IGP in student guidance meetings.

Ref: *Louisiana Handbook for School Administrators, Bulletin 741, LA DOE*  
*Louisiana Handbook for School Administrators, Bulletin 741 §2318, LA DOE*

## **Testing & Assessments**

Students enrolled with Vision Academy must complete all necessary assessments required by the Louisiana Department of Education and/or the Board of Elementary and Secondary Education. In addition to these assessments, Vision Academy students will also participate in Pre-ACT or plan testing upon entering the school as well as periodically throughout their enrollment.

The pre- test will be given in English and Mathematics, and will be used to determine a student's progress in these areas. The data collected through the pre- test will also be used for curriculum preparation and academic remediation planning. The DCI shall serve as the School Testing Coordinator.

### **Pre-Testing**

Students are assessed during the enrollment process using the pre-test to determine reading and math levels. This assessment data is used to determine an individual student's need for remediation in fundamental areas. Students are re-assessed during the year using various other testing methods to chart growth in reading and math.

### **Louisiana Education Assessment Program (LEAP)**

LEAP is a series of annual assessments in English language arts, math, science, and social studies. Vision Academy students enrolled in the 9th grade but are 8<sup>th</sup> grade transitional students are required to take the LEAP. To be promoted to the 9<sup>th</sup> grade, students must score a Basic or above in either English language arts or math AND Approaching Basic or higher in the other subject.

### **Graduate Exit Exam (GEE)**

For incoming freshmen prior to 2010-2011, students must pass the English Language Arts and Mathematics components of the GEE or LAA 2 and either the science or social studies portions of the GEE or LAA 2. For students with disabilities who have passed two of the three required components of the GEE or LAA 2 and have exhausted all opportunities available through the end of the twelfth grade to pass the remaining required GEE or LAA 2 component, that GEE or LAA 2 component may be waived by the Department of Education if it determines that the student's disability significantly impacts his/her ability to pass the GEE or LAA 2 component.

### **End of Course Testing (EOC)**

For incoming freshmen in 2010-211 and beyond, students must complete End of Course Testing (EOC) in the following courses: English II, English III, Algebra I part 2 (or Algebra I), Geometry, Biology, and American History. Students must meet the following assessments requirements to be eligible to receive a standard diploma:

- a) Students must pass one of the following: English II or English III, and
- b) Students must pass one of the following: Algebra I part 2 or Geometry, and
- c) Students must pass one of the following: Biology or American History.

For incoming freshmen prior to 2010-2011, EOC Testing may be required for completing of the following courses: English II, English III, Algebra I part 2 (or Algebra I), Geometry, Biology, and American History.

For all students completing EOC Testing, the results of such tests will be calculated as 25% of the student's final grade in the course.

### **ACT Series (Explore, PLAN, & ACT)**

Students in 9<sup>th</sup>-11<sup>th</sup> grade will take a series of assessments including the ACT series to ensure students are on track to graduate from high school with the knowledge and skills to success in college and challenging 21<sup>st</sup> century careers. These tests assess student achievement of English, reading, math, and science. Students earn a score in each subject and a composite score which reflects all subjects.

- A) Students in 9<sup>th</sup> grade will take EXPLORE which is scored on scale of 0-25
- B) Students in 10<sup>th</sup> grade will take PLAN which is scored on a scale of 0-32
- C) Students in 11<sup>th</sup> grade will take ACT which is scored on a scale of 0-36

### **English Language Development Assessment (ELDA)**

Students who are learning English as a second language are assessed annually using the ELDA. Test results are used to report progress and attainment of English proficiency for Limited English Proficiency students.

*Ref: Pupil Progression Policies and Procedures, Bulletin 1566, LA DOE*

## School Uniforms & Dress Code Policy

Vision Academy reserves the right to require standards of appropriate dress that are conducive to safety, orderly decorum, and that reflect positively on the school. These policies will be enforced at any time students are under school jurisdiction including off-campus activities.

### General Dress Code Rules

The way a student dresses reflects his/her attitude toward school and class work. Students **are expected to be neat, clean, and fully dressed in good taste at all times** and in a manner that will not distract from the educational process. Students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regard to their appearance. Students are required to adhere to the dress code /uniformed themed attire set forth in the schools uniform policy.

Clothing, tattoos, and any other items worn or displayed by students must not contain or symbolize obscenity, vulgarity, indecency nor should they advocate/advertise violence, alcohol, tobacco, and/or drug use, and may not be distracting to the learning environment. Any garment, hairstyle, adornment, jewelry, or appearance considered inappropriate by the administration will be prohibited. Clothing or adornment that is hazardous to the safety of the student is unacceptable.

### Uniform Guidelines

- ☒ Only t-shirts allowed are those distributed or printed with Vision Academy logos and/or themes. Absolutely no t-shirts or sweat shirts with obscene, vulgar, or suggestive language of any type will be allowed or worn.
- ☒ **ALL VISION ACADEMY STAFF STUDENTS MUST WEAR UNIFORMS ASCRIBED TO THE PARTICULAR GRADE LEVELS**
- ☒ Students cannot wear tanks, tights, muscle shirts, booty shorts or short shorts.
- ☒ Shirts must be sized appropriately and be able to be tucked in. Shirts should be at least hip length. Shirts that are longer than mid-thigh must be tucked in.
- ☒ Outerwear may not include graphics or large logos, except in the case of an item provided to the student by Vision Academy
  - No leggings, jeggings or inappropriate “skinny” pants allowed.
- ☒ Closed-in shoes. ABSOLUTELY No slippers, or slides allowed at any time.
- ☒ All Pants by girls and boys must worn at waist and must have belt loops, no large logos are accepted
- ☒ Belts with traditional buckles
- ☒ Head apparel is not permitted in building at any time. Head apparel may include, but is not limited to, wraps, curlers, caps, hats, bandanas, hoods, etc.
- ☒ All clothes should be sized appropriately, and cannot expose **ANY** undergarment.
- ☒ Proper undergarments are required

- ☒ Employed students may wear work uniforms to school with **PRIOR** permission from the or or designee.

### **Dress Down DAY Guidelines**

The following ARE allowed for school designated Dress Down Day:

- ☒ Jeans
- ☒ Capri pants
- ☒ Knee-length skirts, shorts, skorts
- ☒ T-shirt or shirt with long or short sleeves (see restrictions below); if shirt has buttons, it should button properly (i.e., not too revealing)

The following are **NEVER** appropriate:

- ☒ Pants/shorts/skorts that are **too short** or **too tight** (your zipper should close comfortably)
- ☒ T-shirts or shirts that are **too tight** or have inappropriate/vulgar designs/logo
- ☒ Jeggings (denim skinny pants), leggings, and/or skinny pants
- ☒ Slippers or any shoe without a solid surface/sole
- ☒ Clothing with holes or clothing with tattered/frayed seams
- ☒ Sheer clothing (see-through)
- ☒ Shirts that are off-the shoulder (one or both shoulders)
- ☒ Visible undergarments
  - Heels – no matter the height
- ☒ Mini-skirts
- ☒ Pants, shorts, Capri pants, skirts, etc that sag
- ☒ Work-out attire (sweat pants, running shorts, yoga pants, etc)
- ☒ Pajamas are not allowed at any time.

### **Exceptions for Religious or Medical Reasons**

Requests for religious or medical exceptions to the dress code must be made to the Operations Director or his/her designee, who will explore and verify the basis for the exception and determine if the exception is warranted. An individual requesting an exception bears the burden of demonstrating the following:

- ☒ Religious Exceptions Requested:
  - The individual has a legitimate religious belief that conflicts with the Vision Academy student dress code. The dress or grooming of the student is a documented expression of his or her religious belief.
  - The individual has a sincerely held belief that enforcement of the student dress code will have a coercive effect that will operate to prevent his or her exercise of those religious beliefs.
- ☒ Medical Exceptions Requested:

- The individual has a legitimate medical condition that requires clothing that conflicts with Vision Academy's student dress code
- The medical condition is one that can be documented from a licensed physician

Any student requesting an exception from the student dress code for religious or medical reasons must produce documentation:

- ☐ Establishing the legitimate existence of the religion and evidence of the grooming or dress as rooted in religion and as necessary while in school.
- ☐ Establishing the medical condition as confirmed by a licensed physician

Vision Academy may deny a request if, after review of the request, the requested exception poses a danger to the student requesting the exception or to any student attending the school. All requests for exception must be made prior to any actions that would otherwise be a violation of the student dress code.

**Procedure for Failure to Comply with Dress Code Policy**

Students who fail to comply with the uniform policy may:

- 1<sup>st</sup> Offense      Receive a reprimand and/ be sent home
- 2<sup>nd</sup> Offense      Participate in a conference with the Dean of Business Affairs and/or be sent home
- 3<sup>rd</sup> Offense      Receive a Pink Slip (LDOE Behavior Form PARENT MEETING/REFERE TO STUDENT LIFE)

Each offense will be documented by the Designee and will include a written or verbal communication with the parent/guardian of the student. Habitual violation of the dress code may be cause for removal from the program.

## STUDENT DRESS CODE/MANDATORY UNIFORMS

7<sup>TH</sup> /8<sup>TH</sup> GRADE

GREY OR YELLOW POLO SHIRTS

NAVY BOTTOMS

9<sup>TH</sup> /10<sup>TH</sup> GRADE

RED OR BLUE POLO SHIRTS

NAVY BOTTOMS

11<sup>TH</sup>/12<sup>TH</sup> GRADE

WHITE POLO SHIRTS/WHITE BUTTON DOWN SHIRTS

NAVY OR PLAID BOTTOMS

SCHOOL CARDIGANS/BLAZERS CAN BE PURCHASED AND WORN BY ALL STUDENTS

### **Student Behavior & Discipline**

All students are expected to follow the rules and regulations of the school. Students shall be required to observe the customary rules of courtesy that contribute to good order as established by the standards of the school and community.

## **Student Conduct**

Vision Academy strives for excellence in student conduct as well as in academic achievement. Strong discipline is the key to this goal. Discipline is essential to the orderly operation of any school and the maintenance of an environment conducive to quality education. Discipline implies good order as dictated by common sense. A student is required to conduct himself/herself properly while under school supervision and to comply with all policies and regulations to govern pupil conduct. Each student shall be held strictly accountable for any disorderly conduct in school building, on school premises, while a passenger on a school bus, on streets or roads while going to or returning from school, during intermission or breaks, and while attending all school activities.

## **Code of Conduct and Discipline Policy**

It is the goal of Vision Academy that every student be offered a disciplined environment conducive to learning, and will develop competence in those areas of life which are essential to individual and group living. The competence areas which are considered essential education goals are communication, reasoning, responsibility, physical and mental well-being, and learning to learn. In providing an atmosphere conducive to learning, it is essential that students gain confidence in their own abilities to learn to control and discipline their actions and habits.

Each student is responsible for his/her own behavior. Vision Academy expects the highest standards of conduct and decorum of all students. Vision Academy students are expected to:

- ☐ Demonstrate respect for self as well as respect and courtesy for others
- ☐ Behave in a responsible, respectful, and cooperative manner
- ☐ Attend class regularly and report to class on time prepared to work
- ☐ Take seriously the course of study and course progress
- ☐ Dress appropriately by following the dress code policy

Students are expected to be ambassadors for their school and must conduct themselves in a respectful and considerate way at all times. Students who misbehave, show disrespect to school employees, show disregard for school property, or disrupt school activities shall be subject to appropriate disciplinary action.

Students attending Vision Academy are expected to behave as if they are in a work environment. Therefore, students will be given both positive (Green Slips) or negative (Pink Slips – LDOE Behavior Form) feedback. Green Slips will be part of the Positive Behavior Intervention & Support (PBIS) program. Students can be commended by teachers or staff in any area of student behavior, i.e. dress, courtesy, cooperation, helpfulness, work ethic, etc. Students may be eligible to receive extra time in the Center for Champions based on accumulation of Green Slips.



Incidents occurring on campus should be recorded using the Incident Report Form (LDOE Behavior Report Form A). Students in need of disciplinary action resulting from an incident may be written up on a corrective action form (Pink Slip – LDOE Behavior Report Form) and/or placed on a PIP (Performance Improvement Plan), which will detail the incident. The Operations Director, in addition to other faculty and staff, will develop an action plan with the student to correct the problem. The action plan will be distributed to the student, the student’s parent(s)/guardian(s), and appropriate staff. The action plan will be reviewed as needed. Failure to execute the action plan may result in the student being dismissed from the program.

Offenses which can result in a student being dismissed include, but are not limited to:

- ☒ Use of cell phone during instructional time unless it is relevant to instruction or collaborative efforts
- ☒ Excessive tardiness or absenteeism
- ☒ Refusal to do assignments
- CONTINUAL DISRESPECT for fellow students, teachers, Operations Director, Board of Governance members, guest, or employees of any of our third –party contractors.
- ☒ Being guilty of immoral or vicious practices, or of conduct or habits injurious to his/her school or fellow classmates
- ☒ Leaving the school premises without permission
- ☒ Violating any rules adopted by Vision Academy
- ☒ Instigating or participating in fights while under school supervision or within and 25 mile radius during school hours.
- ☒ Possessing and/or igniting and/or discharging fireworks in school buildings, on school premises, or at school-sanctioned events
- ☒ Is found carrying or possessing firearms, knives or other implements which can be used as weapons, the careless use of which might inflict harm or injury, in school buildings, on school premises or at school-sanctioned events
- ☒ Possessing, distributing, selling, giving, or lending and/or is found to have knowledge of and/or intentional distribution of, or possession with intent to distribute, any legal/illegal narcotic, drug, alcoholic beverages, mood altering chemicals, drug paraphernalia, other controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any substance designed to look like or represented to be such a drug, in school buildings, on school premises, or at school-sanctioned events
- ☒ Is convicted of a felony or incarcerated in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony
- ☒ Found in violation of Vision Academy, local, state, or federal policies or laws
- ☒ Commits any other serious offense

Students receiving two or more Pink Slips, or failing to successfully complete a PIP (Performance Improvement Plan), may be removed from the program

### **Damage to Property**

It is the policy of Vision Academy that a student found guilty or responsible for damage or loss to any property belonging to Vision Academy, another student, an employee, general campus, or school guest shall be held accountable for making restitution for said damage. Any student who is suspended for such an act shall not be re-admitted until arrangements for restitution have been made for said damage.

### **Prohibited Items**

Any items that disrupt the educational process are prohibited. Examples include but are not limited to the following: Radios, stereos, noise makers, pocket chains, video games, game/playing cards, correction fluid/white out, CD's/players, recording devices, iPods/MP3 player (may be used if, and when, approved by an instructor), or anything representative of a beeper. These items are not allowed in the classrooms or instructional areas. First offense will result in an incident report completed by the classroom teacher and may include a conference with the Operations Director or his/her designee. The second offense shall result in a Pink Slip. Selling products on campus, such as candy, chips, etc. is not allowed unless authorized by the Operations Director or his/her designee. ALL printed literature must be approved by the Operations Director and permission given prior to distribution and/or posting.

### **Cell Phones & Other Electronics**

Vision Academy expressly prohibits the wearing, use, operation or activation of any electronic or telecommunication device by a student (this includes sending and/or receiving text messages, talking, sending and/or receiving pictures/graphics) during instructional time and in the classrooms, unless permitted and encouraged as a part of instructions is prohibited and a suspendable offence.

Electronic telecommunication devices may include radio paging service, mobile telephone service, electro-mechanical paging system, and/or the Bluetooth or other ear-listening devices. A first offense will result in an incident report completed by the classroom teacher and may include a conference with the Operations Director or his/her designee. Subsequent offense(s) will result in a Pink Slip. **Habitual violation of this policy may be cause for removal from the program.**

Vision Academy also prohibits the wearing, use, operation, or activation of any digital music player, such as an iPod, during instructional time and/or in the classrooms without the permission of the instructor. First offense will result in an incident report completed by the classroom teacher and may include a conference with the Operations Director or his/her designee. A subsequent offense will result in a Pink Slip. **Habitual violation of this policy may**

**be cause for removal from the school and be placed on home study.**

### **Causes for Suspension/Expulsion**

It is the policy of Vision Academy that the Operations Director or his/her designee may suspend/expel from school, any student who commits any of the following offenses:

- 1) Is guilty of continued willful disobedience/cursing/disrespectful tones/
- 2) Treats with intentional disrespect another student, school employee, or school guest
- 3) Makes an unfounded charge against another student, school employee, or school guest
- 4) Uses profane or violent language
- 5) Is guilty of immoral or vicious practices, or of conduct or habits injurious to another student, school employee, or school guest
- 6) Leaves the classroom or designated campus area(s) during school hours without permission
- 7) Is habitually tardy or absent
- 8) Habitually violates any rules adopted by the school or school's Board of Governance
- 9) Disturbs the school environment; disrupts and/or interferes with the orderly conduct of the affairs of the school, school activities, or the rights of other students
- 10) Initiates or participates in any threat which disrupts the school day operations, including, but not limited to, bomb threats or threats involving fake explosive devices, threats of aggravated or simple arson, etc. by the use of the mail, telephone, telegraph, word of mouth, or other means of communication
- 11) Uses or operates any electronic or telecommunication device during instructional time and/or in classrooms
- 12) Defaces or destructs any part of school premises/cell phone usage
- 13) Instigates or participates in violent activities on the school premises or on the way to/from school
- 14) Abuses a school employee or school guest either physically or verbally
- 15) Is found carrying or possessing firearms, knives or other implements which can be used as weapons, the careless use of which might inflict harm or injury on school premises or at school sanctioned events
- 16) Is convicted of a felony or incarcerated in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony
- 17) Instigates or participates in any form of bullying
- 18) Commits any other serious offense

### **Zero Tolerance Policy**

Reasons for automatic expulsions include, but are not limited to, possession of weapons, possession of drugs or drug-related paraphernalia, gangs or gang violence, assault or threat of faculty/staff or any of its third parties, participation in a physical altercation, and/or gross disrespect.

In accordance with LA R.S. 17:416 (H), no student shall be disciplined for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right provided by this Subsection to defend him/herself.

### **Suspension/Expulsion Policies**

It is the policy of Vision Academy that a student may be suspended/expelled:

- 1) Until a parent/guardian returns with the student to school.
- 2) For a period not to exceed three (3) school days. Parent/legal guardian conference shall follow for students under the age of 18
- 3) For the remainder of the school year, depending upon the seriousness of the offense Parental/legal guardian conference shall follow for students under the age of 18.

It is the policy of Vision Academy that a student may be expelled for the remainder of the school year or for extended time periods as designated by Louisiana Revised Statute 17:416 by the Operations Director or his/her designee. Information on alternative education programs will be provided in only those cases required by law.

### **Announcements**

Daily school bulletins are read by the classroom teacher/facilitator or announced school wide. Leave your announcements with the director the night before they are to be made. The Leadership Team reserves the right to modify or not broadcast requested announcements. Classes, athletic coaches, or club advisors are in charge of submitting the announcements for their groups.

### **Center For CHAMPIONS (CFC) Networking Lounge**

The CFC Networking Lounge is available daily during school and after school hours during flex time to students for reading, studying, creating, planning events and workshops designing researching and networking listed goal areas, and checking out library materials. It is open on school days during and after normal school hours. ALL MATERIALS are to remain in the CFC and are not able to be checked out on a loan. Those who lose or damage items must pay to replace them. Upon entering the CFC students will be asked to sign in and present a pass from a teacher/facilitator along with their time card which shows how many minutes they have to be in the CFC.

## **Procedures**

The following are the procedures that will be adhered to:

- ☒ All materials, supplies and resources are to be kept in the CFC at all times.
- Students are not allowed time in the CFC if they don't have a time card which indicates the time available.
- ☒ All computer login information-laptops, ipads, software is the property of Vision Academy and is not to be changed or tampered with in any way. All violators will be subject to severe disciplinary actions.
- ☒ The CFC monitor has the right and duty to keep order in the CFC. Any student who is not orderly will be subject to disciplinary actions.

Various computers are available to students for word processing, research, and other educationally related applications; chat room and other social media such as instagram, facebook, kik, twitter, skype, etc use is prohibited. An agreement letter of usage must be signed prior to accessing the Internet. Violations may result in loss of access to the CFC for the entire school year and suspension from school depending on the degree of the violation.

## **School Lunches**

If a student is scheduled to pay for lunch, all lunches must be prepaid. Payments may be made in cash, check, or money order, payable to Vision Academy. For your own protection we recommend check or money order only. The school will not be responsible for lost cash. Returned checks will be charged a \$15.00 fee per check. After 2 returned checks, you will be required to pay for lunch with a money order. Lunch personnel prior to the student eating lunch must receive payments. You may use the envelope provided by the school or your own.

Please address personal envelopes "Lunch Money" on the outside and please make sure that the student's name is on the check or money order.

## **Free or Reduced Lunch**

Reduced and free lunch applications are available. The applications will be distributed at the beginning of the year to all students. They are also available at any time, by contacting the school office. All free and reduced lunch information is kept strictly confidential.

## **Student Responsibility**

Students purchasing a base lunch must show their I.D. card at the check in station after receiving their tray. All a la carte items must be paid for in cash at the end of the line. The I.D. card will register the price of one "base" lunch only. Milk will be served as the 'base' beverage with lunch. A non-dairy beverage will be substituted for students who are not able to drink milk and who bring a note from a doctor.

A student who forgets his/her I.D. card during lunch three times during the school year will no longer be able to purchase or have lunch until they find or purchase a lunch badge. This policy applies to all students, including those on the free and reduced program. Crackers and milk will be provided at our cost.

### **Parent Responsibility**

Parents need to ensure that there is enough money in their child's account to cover the cost of meals. Account Status Letters will be sent home with students on a monthly basis. It is the parent's responsibility to insure that prepayment is made by reviewing the Account Status Letters and submitting enough money to cover your child's lunches. The school recommends prepaying monthly on a regular basis. If there is not enough money in the account to cover the entire cost of the meal, lunches will be charged to the student's account. Full payments will be expected to be paid off upon receipt of the next Account Status Letter. If, after Account Status Letters have been mailed home and no payment is made for a negative balance, the student will not be allowed to use the lunch program and will be given crackers and milk only. It is the parent's responsibility to pay all back balances, all returned check fees, and pre-pay lunches prior to the student being able to reenter the lunch program.

No refunds will be given for the unused portion of your child's lunch balance. Balances will be carried over for the following year. If your child does not return to the school, the money will be forfeited, so please plan accordingly when making payments.

### **Nurse's Office**

Students are to have a pass from the classroom teacher, when the school nurse is on campus. MUST sign in, and will be allowed to remain for 15 minutes. Parents will be notified if necessary. Parents are reminded that school officials are not permitted to dispense medication unless a prescription signed by a Doctor is on file with the nurse.

### **Expulsions for Weapons/Drugs**

Any student found guilty of being in possession of a dangerous weapon/firearm, or in possession/distributing/manufacturing/intending to distribute alcoholic beverages, controlled dangerous substances in any form, mood altering chemicals or any substance designed to look like (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) or represented to be such a drug in school buildings, on school premises, or at school-sanctioned events shall:

- 1) If sixteen (16) years of age or older, be expelled from Vision Academy for a minimum period of six (6) complete semesters for drugs
- 2) If under sixteen (16) years of age and a middle/high school student shall be expelled from Vision Academy for a minimum period of four (4) complete semesters for drugs
- 3) For weapons, grades 9-12, expelled for six (6) complete semesters regardless of age

All individuals affected by this resolution shall receive all legal due process rights provided for under the law.

Alternative education programs will be provided only in those cases where required by law in the manner of home study/independent studies at home. No student expelled under items 1, 2, or 3 shall be allowed to return to Vision Academy to ensure the safety of all students.

Illegal carrying, possession or use of a firearm or dangerous weapon within the boundaries of school property or on a school bus is a crime under the laws of the State of Louisiana. A person found guilty of the offense of illegal possession or use of a dangerous weapon and/or carrying a firearm, when such an offense is committed on a school bus or within the boundaries of school property, may be subject to criminal penalties including fines and/or imprisonment with or without hard labor under the provision of L.S.A. 14:95.2, L.S.A. 14:95 and other applicable law.

### **Parent/Legal Guardian Information on Suspension or Expulsion**

The parent/legal guardian of any student suspended or expelled will be contacted at the earliest time available by the CEO or his/her designee regarding the incident. The parent/guardian will be contacted using the information provided on the Emergency Contact Card and/or the student’s school application.

In instances when the parent/legal guardian seeks information about the student who may have inflicted injury or damage to their child, the principal/designee shall follow policies outlining release of information as provided in the Family Educational Rights and Privacy Act of 1974.



If the parent/legal guardian is not satisfied with the information which is provided, the parent/legal guardian of the injured child may seek redress through legal action under civil law.

*Ref: Louisiana Rev. Stat. Ann. 17:416  
Louisiana Rev. Stat. Ann. 14:95  
Family Educational Rights and Privacy Act of 1974*

## **Academic Honesty**

All students in Vision Academy are encouraged to work to their fullest potential and strive for excellence in their pursuit of knowledge. To that aim, students are expected to demonstrate academic honesty in the completion of all assignments and assessments; this requires that the work be the original of the student and appropriate credit be given to all sources used.

All members of the school community will accept responsibility for creating a positive school climate that supports and encourages the spirit of academic honesty:

- ☐ The **STUDENT** will adhere to the spirit and letter of the policy in the completion of all tests, quizzes, exams, projects, reports, homework, and class assignments.
- ☐ The **PARENT** or guardian will review the academic honesty policy and encourage the student to practice integrity throughout his or her academic career.
- ☐ The **TEACHER** will make the students aware of the principles and consequences of the policy, refer to them on an ongoing basis, provide safeguards that will discourage cheating, make clear to the students the policy will be strictly enforced, and take disciplinary action in instances of dishonesty according to the process specified below.
- ☐ The **ADMINISTRATOR** will promote the spirit of academic honesty across the campus, publicize the policy through the student handbooks and other means, take action when the code is violated, and enforce the consequences.

### **Examples & Definitions of Acts of Academic Dishonesty**

Acts of academic dishonesty include, but are not limited to, the following:

- 1) Cheating – giving or receiving external help (oral, written, or electronic) on an examination, test, assignments, or quiz, or sharing notes without permission of the teacher.
- 2) Fabrication – inventing or falsifying data, a citation, or other authority in an academic assignment.
- 3) Forgery – the signing of another person’s name on any school document.
- 4) Unauthorized Collaboration – a student and another person working together on an assignment when not directed to do so by the teacher. Examples include copying another student’s work or allowing one’s work to be copied, doing an assignment for another student, or giving/receiving information from tests previously given.
- 5) Plagiarism – representing another person’s words, ideas, or work as one’s own. Instances include, but are not limited to:
  - (a) copying word-for-word or paraphrasing ideas from an article or book without documenting the source
  - (b) cutting and pasting from the Internet without giving credit,
  - (c) purchasing or borrowing a portion of or the entire research paper and passing it off as one’s own, and
  - (d) allowing another student to copy or use one’s original writing, including homework.
- 6) Theft or Alteration of Materials – any stealing, concealment, or alteration of student or teacher instructional equipment or materials, including on-line data.

### **Consequences**

Violations of the academic honesty policy may result in one or more of the following consequences:

- 1) Zero on the entire assignment
- 2) Behavior referral to the Operations Director
- 3) Modified educational services or curriculum delivery
- 4) Parental contact depending on severity of the offense:
  - a) Phone call, and/or
  - b) Conference scheduled with the Operations Director and teacher/tutor
- 5) Record of incident becoming a permanent part of the student’s disciplinary record
- 6) Second offense may result in student being removed from program

## Harassment, Intimidation, Bullying & Hazing

To maximize learning, interactions between students must be marked by respect for every student's dignity.

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

- A) Gestures, including but not limited to obscene gestures and making faces;
- B) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
- C) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; and
- D) Repeatedly and purposefully shunning or excluding from activities.

Vision Academy is committed to having its students participate in their education, free from bullying, intimidation, or any other student behavior that attacks another student's dignity.

Examples of unacceptable behaviors include, but are not limited to:

- A) Threats
- B) Taunting/teasing
- C) Coercion
- D) Causing reasonable fear of harm to one's personal property
- E) Physical violence, when accompanied by any of the above listed behaviors

As previously stated, maintaining respectful interaction between students is required.

Accordingly, any violation of this policy, whether committed during or outside of school hours, and whether committed on or off of campus, may be grounds for disciplinary action. Examples of student interactions that may occur off campus and/or outside of school hours, but which must still be marked by respect include, but are not limited to:

- A) Email
- B) Cell phone texting
- C) Blogs
- D) Chat rooms
- E) Social networking websites

## **Hazing Policy**

Vision Academy is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school 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. Hazing is hereby prohibited at Vision Academy for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity, whether such behavior is planned or occurs on or off school property. No student may solicit, ask, or request another to do an act forbidden under the definition of hazing given below. No student may aid, help, assist, or abet another in the hazing of a student. No student may consent to be the subject of hazing, or may the fact that a student consented to hazing serve as a defense for the student found to be hazing. All students will be responsible to report any acts of hazing that they witness to the staff of the school under the following procedures:

- 1) Any student, teacher, or other school employee who observes or is the object of hazing will report the hazing to the CEO or his/her designee.
- 2) The administration of the school will conduct an investigation into any complaint of hazing.
- 3) Vision Academy's policies and procedures for violations of school discipline policies will be effective for any violation of this policy.
- 4) Any act of hazing which might be in violation of the criminal laws of the State of Louisiana, the parish or the municipality wherein the school is located, if appropriate, will be reported to the appropriate law enforcement agency.

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 activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property including any school bus or school bus stop.

## **Reporting Procedure**

A student who believes another student has violated this policy may report the belief of a violation to any faculty, staff, or administration member. Every report will be investigated. As previously stated, a violation may be grounds for disciplinary action. Consequences ranging from an informal or cooperative resolution between students, up to and including expulsion of a violator may be imposed at the discretion of the administration.

Any student who believes he or she has been the victim of bullying, cyber bullying, intimidation, threatening behavior, harassment, or hazing by a student, teacher, administrator or other school personnel is encouraged to immediately report the alleged acts to any appropriate school official.

Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of bullying, cyber bullying, intimidation, threatening behavior, harassment, or hazing at school or any school activity shall be *required* to immediately report the alleged acts to an appropriate school official, utilizing the LDOE Behavior Report Form/Incident Report Form to document the details of each reported incident of harassment, intimidation, and bullying, including cyber bullying.

Any student, school employee, or school volunteer who in good faith reports an incident of harassment, intimidation, bullying, or cyber bullying to the school administrator in accordance with appropriate procedures shall be immune from a right of action for damages arising from any failure to remedy the reported incident.

The designee shall be the person responsible at the school level for receiving written reports of bullying, cyber bullying, intimidation, threatening behavior, harassment, or hazing of a student. Any other school administrator, teacher, or other school personnel who receives a report of bullying, cyber bullying, intimidation, threatening behavior, harassment or hazing of a student shall immediately inform the designee.

### **Investigation of Reports**

The designee shall immediately investigate or authorize the investigation of all reports and complaints involving alleged bullying, cyber bullying, intimidation, threatening behavior, harassment, or hazing of students. Investigations may consist of personal interviews with the complainants; the individual who is alleged to have been bullied, intimidated, threatened, harassed, or hazed; the individual or individuals against whom the complaint is made; witnesses; and any other persons who may have knowledge of the alleged incident or circumstances leading to or giving rise to the complaint. Other methods of investigation also may be used and pertinent documents may be examined by the investigator.

Investigations shall be completed as soon as practicable. During an investigation, Vision Academy may take immediate steps, at its discretion, to protect the complaint, students, teachers, administrators or other school personnel pending completion of the investigation. A written report shall be prepared upon the completion of the investigation. If the complaint involves the designee, the report shall be made and filed directly with the Executive Director/Board of Governance. The written report shall include determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **Violence Policy**

Any threat of violence or gesture shall be documented through a completed Incident Report Form and reported to the designee. The designee will conduct an investigation.

- 1) If it is determined that the threat was serious and that the student is at high risk for carrying out the threat or if it is determined that the student is a high risk for violent behavior, the appropriate law enforcement agency shall be called.
- 2) After the law enforcement agency conducts an investigation, criminal charges may be filed. If so, the student will be taken to the appropriate agency for booking and assessment.
- 3) As in any case of emergency where the student's safety and well being are concerned, the designee will contact the parent/ legal guardian, convey information regarding the severity of the student's condition and inquire about ongoing mental health treatment. The student shall not be allowed to return to school without a written statement from the designated agency and a meeting with the designee with the student's parent/legal.
- 4) If the parent/legal guardian fails to keep the scheduled follow-up appointment with the school, the designee shall send a certified letter return receipt requested, indicating the action to be taken by the school. A copy of the certified letter is to be maintained in the school confidential file.

### **Violence Prevention Program Policy**

The designee of the campus will have the authority to call the appropriate law enforcement authorities if students are involved in a serious fight. All students involved in a fight at school will be subject to disciplinary action and/or arrest.

Students involved in violence or threats of violence may be required to participate in one or more of the following activities to remain enrolled with Vision Academy:

- 1) Hours of community service – number of hours to be determined by CEO or his/her designee
- 2) Conflict resolution and/or anger management training – students under the age of 18 may be required to be accompanied by his/her parent/guardian. This training will be at the expense of the student and/or his/her parent/guardian.

### **Tips for Resolving Problems Peacefully**

- 1) Accept responsibility for your actions and apologize
- 2) Choose to talk calmly and reasonably with the person
- 3) Take deep breaths
- 4) Count to ten
- 5) Move away from the person, give them space
- 6) Choose to walk away from the situation
- 7) Ignore further attempts to provoke
- 8) Do not let friends push you into a fight
- 9) Do not let your ego or pride get the best of you
- 10) Talk to your mentor or other school official to help resolve the conflict
- 11) It is the student's responsibility to alert a member of the school faculty, staff, or administration of any hostile attempt directed towards him/her

### **Searches and Seizures**

Any teacher, administrator, or school security guard employed by Vision Academy, having a reasonable belief that any building, desk, room, area, or grounds contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, policy, or school rule, may search either physically or with the use of metal detectors such building, desk, room, area, or grounds.

The acceptance and use of facilities or the parking of privately owned vehicles on campus by students shall constitute consent by the student to the search of such facilities or vehicles by authorized school personnel. In addition, Vision Academy reserves the right to inspect or search at any time any facilities, objects, or vehicles on the school campus, or used by students, for the purpose of enforcing compliance with any health, safety, or security policies, rules, or regulations. Any student not present during the search shall be informed of the search immediately thereafter.

Students and parents shall be notified in writing at the beginning of each school year of the school's authority to conduct unannounced searches of students, property, automobiles, school employees, and any other person or object on school property and at school sponsored events. Signs of high visibility informing the general public of the school's search authority shall be posted at entrances to campus.

Upon finding any prohibited items, the student shall be automatically suspended and/or recommended for expulsion by school authorities, as appropriate. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials.

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical, a written record shall be made thereof using the Incident Report Form by the school administrator/designee conducting the search and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Executive Director within two (2) days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/ designee.

No actions taken pursuant to this policy by any teacher, administrator, or school security guard employed by the school shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

### **Authorization**

Vision Academy shall authorize teachers, administrators, and school security guards to search the person of a student, either by a random search or when the teacher, administrator or security guard has reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school policy, or possesses a harmful item which may pose a danger to the student or students or to the welfare of the student body.

Searches shall be applied consistently and shall be with the knowledge, and under the supervision, of the designee.

Random searches may be conducted with the approval of the Executive Director.

The Board shall indemnify and defend in accordance with state law employees who follow this policy and subsequently are involved in litigation as a result of compliance.

### **Search of Student Person**

Vision Academy authorizes any teacher, administrator, or school security guard, under the employ of the school to search a student's person or his/her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law or school policy. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such a search 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.



Any search of student's person shall be done privately by a teacher, administrator, or security guard of the same sex as the student to be searched with at least one witness of the same sex as said student who shall be present throughout the search. Detailed documentation shall be made of all searches. Items which are specifically prohibited by law and/or school policy shall be immediately seized. The school administrator/designee shall immediately contact the student's parent/guardian, appropriate law enforcement agency and the Executive Director.

If a teacher, school administrator, or security guard suspects the presence of firearms, weapons, illegal drugs, stolen goods, or other materials or objects the possession of which is a violation of school policy, random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

### **Search of Vehicles**

Vision Academy shall require students who bring vehicles on campus to register those vehicles and to provide the school authorities with a *consent to search* of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on campus may be searched without consent at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law and/or school policy will be found. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the student whenever possible.

If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned, and the student shall be subject to disciplinary action. Any student not present during the search shall be informed of the search immediately thereafter.

### **Use of Canines**

The administration is authorized to utilize canines, whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of the law and/or school policy have been established, to aid in the search for contraband on school property and vehicles parked on campus. Canines shall not be used to search students. The canines must be accompanied by a qualified and authorized trained official of the local or parish law enforcement agency, who will be responsible for the dog's actions.

An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

### **Confiscation**

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the Operations Director or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the designee so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Parents shall be notified of any item impounded. Any administrator or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Executive Director and/or Board of Governance.

*Ref: U.S. Constitution, Amend. IV  
U.S. Constitution, Amend. XIV, Sec. 1  
Louisiana Rev. Stat. Ann. §§17:416, 17:416.3  
Louisiana Handbook for School Administrators, Bulletin 741 §1317, LA DOE*

## **Due Process, Grievance, & Appeal Process**

### **Due Process**

Vision Academy mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension or expulsion. Due process shall be defined as fair and reasonable approaches to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instructional process.

Due process requires the school administration to impose fundamentally fair procedures to determine whether misconduct or other improper action has occurred before any disciplinary action may be taken by the school administration, except in the case of imminent danger or disruption of the academic process. In these instances, proper procedures shall be put into effect as soon as removal of the student has occurred.

The full protection of procedural due process shall be afforded any student facing possible long-term suspension or expulsion.

### **Grievance Procedure**

Any member of the school community (student, teacher, administrator, or parents, who also speak and act on behalf of their children) who has been aggrieved by any action or failure to act has the right to file a formal grievance. This grievance shall follow the chain of command listed below:

- 1) The teacher/facilitator involved
- 2) The Operations designee
- 3) Executive Director
- 4) Board of Governance

Students interested in filing a grievance should submit, in writing, a statement about the facts of the alleged incident, outlining who was involved and specifically what occurred, requesting an appeal hearing, and why the student should be granted an appeal hearing.

### **Appeal Process**

Should a student be released by school decision, he/she has the option to appeal this decision. A timely and properly received request for appeal will be heard through a Hearing Committee of the Board of Governance. The Hearing Committee will consist of no less than three (3) members and may consist of Board of Governance members as well as individuals serving on Board of Governance committees. The Hearing Committee is committed to fairness in its deliberations and it may rely on any reasonable evidence to make a decision.

The following should serve as a guideline for a student seeking to appeal a removal/dismissal decision at Vision Academy:

- 1) The student shall provide a written request for appeal. This written request must be submitted via email or regular mail to the Executive Director, and must be received within five (5) school days of the dismissal.

This written request shall include:

- (a) The request for an appeal,
  - (b) The reason(s) why an appeal should be granted, and
  - (c) A report of the incident leading to the dismissal from the student's perspective.
- 2) A date will be selected for the subsequent hearing within five (5) school days of receipt of the written appeal request.

- 3) During the hearing, the student may bring an advocate. If the student is under the age of 18, the registering parent/guardian must attend the appeal hearing with the student. In addition to the parent/guardian, a suitable advocate may also attend. The student must notify the Executive Director of the name of the proposed advocate and the relation to the student at least one day prior to the hearing. Members of the Vision Academy faculty, staff, administration, student body, Board of Governance, and/or Board of Governance committees are not eligible to serve as a student's advocate during an appeal hearing.
- 4) After the hearing of evidence, the Hearing Committee will deliberate in private. Following deliberation, the Committee's decision will be mailed within 72 hours of the decision to the student's last mailing address on file. The decision of the Hearing Committee is final.

### **Positive Behavior Interventions and Supports (PBIS)**

PBIS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish a positive school culture. The PBIS process results in the creation of effective intervention plans that will reduce problem behaviors, teach new skills, and create support systems for the student.

Schools will set behavioral expectations for students that will help to create the positive school culture. Some of the expectations for the student are to:

- (1) Attend school daily
- (2) Arrive to school on time
- (3) Complete all required assignments
- (4) Progress in course work, and
- (5) Follow school and classroom rules.

Parents are a vital part of this process. Parents should attend all required parent conferences. PBIS is consistent with the Individuals with Disabilities Education Act which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

### **Internet Usage Policy**

The internet is a vast global network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. Vision Academy shall establish appropriate guidelines for exploring and using the internet resources within the school to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of Vision Academy.

Limited internet access is available to teachers and students at Vision Academy. Our purpose in providing this service is to promote educational excellence and equality in our school by facilitating resource sharing, innovation, and communication.

Exploration of the internet is encouraged, but with rights and privileges come responsibility. Any use of the internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for others may result in appropriate disciplinary action. Vision Academy does not condone the use of the internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that the internet usage is only partially controllable by supervision.

Students may use the internet only if the Internet Usage Agreement has been properly signed, filed, and approved and then only in accordance with Vision Academy regulations governing such usage. Vision Academy personnel and other authorized persons may use the internet only if the Internet Agreement/Application has been properly signed, approved by appropriate personnel and filed at the school.

Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. Vision Academy retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Internet users may encounter material which is controversial and which the user, teacher, or administrator may consider inappropriate or offensive. Although Vision Academy provides an internet filtering system, it is impossible on the global internet to control the content of all data that an industrious user may discover. It is the user's responsibility not to initiate access to such material. Vision Academy expressly disclaims any obligation to regulate the content of all data that an industrious user may discover. It is the user's responsibility not to initiate access through the internet, beyond the filter provided. Accordingly, regulations for participation by anyone on the internet shall include but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. Photographs, personal addresses, personal phone numbers, last names, or any other personal information will not be disseminated/ distributed in student use of the internet.
3. Illegal activities, including copyright or contract violations shall not be permitted.
4. The internet shall not be used for financial or commercial gain.
5. Threatening profane or abusive language/messages shall be forbidden.

6. Activities shall not be allowed which may damage equipment or interrupt any networking system. Any attempt to alter, harm, or destroy the data of another user's internet, or any network on the internet, shall be forbidden.
7. Users are not permitted to download, upload, or create, a computer virus on the internet or any networking system.
8. Resources offered by the internet and paid for by Vision Academy may not be willfully wasted.
9. A user shall not attempt to access any internet resources or entities not previously authorized by the instructor.
10. Sending or posting anonymous messages shall be forbidden.
11. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the instructor when evidence is encountered on the internet.
12. When a security problem is detected, it shall be reported immediately to the teacher, a designee, and the Operations Director. The problem shall not be demonstrated to other users.
13. Disciplinary action shall automatically result for a user who accesses, sends, receives, or configures electrically any profane or obscene language or pictures.
14. Users shall participate in activities related to cyber bullying, social networking and online safety.

Students and parents/guardians will be provided a copy of the policy and agreement during orientation activities. All students shall sign a copy of the agreement prior to access to the Internet being provided. Parents/guardians of students under the age of 18 shall sign the agreement (in addition to the student) prior to access to the Internet being provided.

### **Signs/Posters**

Students need to have all signs, posters and banners approved and initiated by the proper authority before they can be displayed or distributed.

### **Backpacks**

Students are prohibited from carrying backpacks during the school day for safety reasons provided that school uproars occur. Because of this, backpacks of any kind must be left in the designated areas. NO WHEELED BACKPACKS ARE PERMITTED unless a measure by a student's individual plan of any kind.

## **Bicycles**

Students are encouraged not to bring bicycles to school unless they can be locked. It is always a temptation for others to take bicycles when left unattended. Bicycles must be parked in the storage space provided.

## **Volunteer Procedures**

The following pertains to parents wanting to volunteer at Vision Academy.

1. Parents volunteering on a regular basis must complete a Child Abuse Clearance Form and a Police Background Check. Forms are available in the office.
2. Volunteers must sign in and out in the main office.
3. A Volunteer badge must be worn at all times.
4. CONFIDENTIALITY must be kept.  
Please do not repeat anything you hear regarding students while you are volunteering at Vision Academy. You should never discuss a student's grades, progress, or what goes on in the classroom with anyone except the designated staff. We need to remember that our children have a right to privacy.
5. If you sign up for a regular time with a specific teacher, we look forward to you being consistent with your attendance. The children look forward to you being with them, and the teachers plan your visiting time into their schedules. We hope you would not be absent, but if you must, please call the teacher, or the main office.
6. Discipline should be left to the staff and administrators. If you are experiencing a problem with a student, please consult the teacher. We expect our children to behave according to our Code of Conduct, and we also expect all adults to be models of the Code of Conduct.

When volunteering, please dress comfortably. Please remember that when you are in the school, you are a role model as well.

## **School Parties and Dances**

Proposed parties are to be approved by the CEO and then checked with the schedule of events that is listed in the office.

1. All party arrangements and invitations are to be handled by an appointed student committee under the supervision of the advisor.
2. All school parties must be chaperoned by at least one faculty member, as many parents as is deemed necessary and possible police supervision.
3. The party or dance MUST be over by 12:00 A.M.
4. Doors will be locked one hour after the party or dance is scheduled to start and no one may enter or re-enter after that time.

### **Policy Regarding Students Who Are 18 Years Or Older**

The rules and regulations at the school are for all students. Parent/guardians who would like the school to accept the signature of their 18-year old son/daughter in lieu of their own signatures must contact an administrator for the proper authorization form.

### **Transportation Policy**

Students can be suspended from school bus transportation due to inappropriate behavior. Students are expected to follow all safety rules while riding the bus. It is important to remember that any time the driver must remove his/her eyes from the road to address those children who are breaking the rules; the entire bus is placed in jeopardy. Therefore we expect the children to:

1. Remain in their seats, feet and body facing forward.
2. Talk in quiet voices.
3. Obey the bus driver.
4. Speak in respectful voices.
5. Keep feet out of the aisles.
6. Refrain from eating or drinking on the bus, and
7. Keep hands to themselves and inside the bus.

If any child should choose not to follow the rules, he/she risks being referred for disciplinary action by the bus driver. The first write-up will result in a warning. Subsequent referrals for bus infractions will result in the following:

- 2nd referral – 1 week bus suspension
- 3rd referral – 3 weeks bus suspension
- 4th referral – 5 weeks bus suspension
- 5th referral – 2 semesters / removal of bus privileges for the remainder of the year.

### **Suspension From School Transportation**

As the result of misconduct occurring on a bus or other student transportation, and after notice to the student and his or her parent(s) or guardian(s), a student may be suspended from school transportation. When such action amounts to a suspension from attending school because of the distance between home and school and the unavailability of alternative public or private transportation, the school will make appropriated arrangements for the student's education.



### **Administration of Medication**

The administration of medication to students must be in compliance with the requirements of LA Rev. Stat. Ann. §17:436.1 and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE). As used in this policy, the term medication must include all prescription and non-prescription drugs.

**NOTE:** If possible, the parent/legal guardian is advised to give medication to the student at home and on a schedule other than during school hours.

Students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision except when ordered by the physician for an urgent need (i.e., asthma inhaler) and after consultation between the parent/legal guardian and designated school staff. School medication orders must be limited to medications which cannot be administered before or after school hours.

It shall be the policy of the Vision Academy that no school employee other than a registered nurse or licensed medical physician shall be required to administer medication until all the following conditions have been met:

### **Parent/Legal Guardian Responsibility:**

1. **Written Orders** - Medication shall not be administered to any student without a completed State of Louisiana Medication Order Form from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, and a letter of request and authorization from the student's parent or guardian. The following information shall be included:

- Student name
- Name and signature of the physician/dentist/other authorized prescriber
- Physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
- Student's diagnosis
- Name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
- A written statement of the desired effects and the child-specific potential adverse effects

2. **Containers, Labels, and Information** - The physician's medication order is to be renewed at the beginning of each school year, and if the medication, dosage, route of administration, or time of administration is changed during the school year. Medication shall be provided to the school by the parent/legal guardian in a container properly labeled by a registered pharmacist or physician that meets acceptable pharmaceutical standards and shall include the following information:
  - Student name
  - Name, address, and telephone number of pharmacy
  - Prescription number
  - Date dispensed
  - Clear directions for use, including the route, frequency, and other as indicated
  - Drug name and strength
  - Last name and initial of pharmacist
  - Cautionary auxiliary labels, if applicable
  - Physician's/dentist's/other authorized prescriber's name
3. **Delivery and Supply** - The parent/legal guardian shall arrange for the safe delivery of the medication to and from school by a responsible adult. The parent/legal guardian must supply all necessary items needed for the administration of the medication (i.e., cups, measuring implements, etc.). No more than a 35 school day supply of medication shall be kept at school.

**NOTE:** Parents may come to school and administer medication to their children at any time during the school day following submission of proper physician's authorization for medications and arrangements with the Operations Director.

### **School Responsibility**

1. School personnel will not provide any medication.
2. A medication log form will be maintained by school personnel for each medication required by the student.
3. The designated, trained employee will keep all medication in a locked secure place.
4. All medications will be disposed of seven (7) days after the physician's recommended date to discontinue, if not claimed by the parent/legal guardian.
5. During the period when the medication is administered, the person administering the medication shall be relieved of all other duties.
6. Only oral medications, inhalants, topical ointments for diaper rash, and emergency medications shall be administered at school by unlicensed personnel. Except in life-threatening situations, trained unlicensed school employees may not administer injectable medications.

7. Each student shall be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.

**Additional Procedures:**

1. **Injections** - The parent/legal guardian will be required to come to school and administer injections to their child except in the case of emergency medication for a life threatening situation.
  - a. The above policy shall not apply to students diagnosed with Insulin Dependent Diabetes Mellitus who do not self-administer and may require insulin during the school day.
  - b. The parent/legal guardian is responsible for providing the insulin and necessary supplies.
  - c. Students who will be responsible for administering their own injections must keep the necessary supplies in a secure place as designated by the Operations Director. The student will be responsible for securing the prescribed dosage.
2. **Inhalers and Aerosol Treatments** - Previously stated medication policy is to be followed. If an asthma inhaler is to be carried by a student at all times, then the physician's written orders must state such.

Ref: Louisiana Rev. Stat. Ann. §§17:81, 17:436.1  
Louisiana Handbook for School Administrators, Bulletin 741, LA DOE

## **Temporary and Chronic Disabilities**

### **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. The letter must state the nature of the student's disability, and the student's physical capabilities and limitations, including, but not limited to, physical activities, sitting in a computer lab or traditional classroom, 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. During the period of the student's temporary disability, the student may participate in homebound services or be placed on medical withdrawal.

### **Chronic Disability Procedures**

Students with chronic physical disabilities and conditions must present written certification from their doctor(s) on an annual basis.

### **Special Education Program**

Teaching special education is a challenging yet rewarding profession. This guide is intended to provide information on many procedures as well as to be helpful in routine teaching matters.

#### **RESPONSIBILITIES AND ROLES OF SPECIAL EDUCATION TEACHER/FACILITATOR**

- ☐ Follow guideline listed in the Job Description and Louisiana Components of Effective Teaching.
- ☐ Develop for each student an Individual Education Program (IEP) according to State Department of Education guidelines and local school policies and procedures.
- ☐ Screen students to determine eligibility for Extended School year Program (ESYP) by maintain required data.
- ☐ Plan effectively for instruction with written lesson plans. Direct instruction toward preparing students for state accountability tests (EOC, PARCC, TABE, Pre-GED)
- ☐ Maintain Individual student folders
- ☐ Attend In-service programs sponsored by Special Ed Coordinator
- ☐ IEP folders for students receiving homebound services are the responsibility of the IEP authority at student's home based school.
- ☐ Follow Curriculum as set forth by State Department of Education.
- ☐ Maintain attendance record for state child count audit.

### **Substance Abuse Policy and Procedures**

The possession, use, delivery, transfer, or sale of 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, 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.

### **Manufacture/Possession/Distribution (Drug Related)**

When the designee has reasonable cause to believe that a student has manufactured, distributed, or possessed with intent to distribute alcohol, controlled dangerous substances, any mood-altering chemicals, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended from school according to the following procedures:

- 1) If sixteen (16) years of age or older, the student shall be expelled from Vision Academy for a minimum period of six (6) complete semesters;
- 2) If under sixteen (16) years of age and a middle/high school, student shall be expelled from Vision Academy for a minimum period of six(6) complete semesters;

No student expelled under these items shall be allowed to return to Vision Academy .

### **Student Smoking/Tobacco Policy**

Vision Academy is a TOBACCO FREE CAMPUS. Students are not allowed to smoke, chew, or otherwise consume tobacco products or “smoking blends” while on campus including inside or near the building and surrounding parking lot(s)/sidewalks. Pursuant to Louisiana law, students under the age of eighteen (18) are not allowed to smoke, chew or otherwise consume or possess tobacco products or “smoking blends” on school property. No student shall sell any tobacco or tobacco product, smokeless tobacco, cigar, cigarette, pipe or other form of smoking object or device, in any form, in school buildings, on school premises, or at school-sanctioned events.

“Smoking” means the possession of a lighted cigar, cigarette, pipe, or any other lighted tobacco product. Parental permission to use tobacco or have tobacco paraphernalia does not exempt a student from this policy.

### **Students with Exceptionalities**

It is the responsibility of Vision Academy to implement all federal and state regulations pertaining to the education of children with exceptionalities. Please refer to Regulations for Implementations of the Children with Exceptionalities Act (R.S. 17: 1941 et seq.) – Title 28 Part XLIII, Bulletin 1706, Subpart A - Regulations for Students with Disabilities, Louisiana Department of Education. Subpart B - Regulations for Gifted/Talented Students.

### **Section 504 of the Rehabilitation Act (1973)**

Section 504 - applies to students who do not qualify to receive special education services (Bulletin 1508) but are identified (based on 504 assessment) to receive individually planned accommodations and/or modifications in the regular education setting. The Individual Accommodation Plan (IAP) sets forth accommodations and/or modifications necessary for the regular education student to have equal access to the educational benefits of the school's program(s).

### **Discipline of Students with Disabilities**

For purposes of removal of a student with a disability from the student's current educational placement, a *change of placement* occurs when:

- 1) A student with a disability is removed from his or her current educational placement for more than ten (10) consecutive school days; or
- 2) A student with a disability is subjected to a series of removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

School personnel have the authority to order a change in placement for a student with a disability when certain conditions exist.

- 1) School personnel may order a removal of a student with a disability from the student's current educational placement for not more than ten consecutive school days for any violation of school rules to the extent a removal would be applied to a student without a disability, and school personnel may order additional removals of not more than ten consecutive school days in the same school year for separate incidents of misconduct as long as the removals do not constitute a change of placement
- 2) School personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for the same amount of time a student without a disability would be subject to discipline, but for not more than 45 days, if:
  - A) The student carries or possesses a weapon at school or at a school function under the jurisdiction of the state or an LEA; or
  - B) The student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of the state or an LEA

A hearing officer has the authority to order a change in placement for a student with a disability when certain conditions exist. The hearing officer may order a change in the placement of a student with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer, in an expedited due process hearing:

- 1) Determines that the LEA has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or to others (substantial evidence means beyond a preponderance of the evidence);
- 2) Considers the appropriateness of the student's current placement;
- 3) Considers whether the LEA has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services; and
- 4) Determines that the interim alternative educational setting that is proposed by school personnel meets all requirements

An LEA need not provide services during periods of removal to a student with a disability who has been removed from his or her current placement for ten school days or less in that school year, if services are not provided to a student without disabilities who has been similarly removed.

- 1) In the case of a student with a disability who has been removed from his or her current placement for more than ten school days in that school year, the LEA, for the remainder of the removals, shall provide services to the extent necessary to enable the student to progress appropriately in the general curriculum and to advance appropriately toward achieving the goals set out in the student's IEP, if the removal is:
  - A) Under the school personnel's authority to remove for not more than ten consecutive school days as long as that removal does not constitute a change of placement; school personnel, in consultation with the student's special education teacher, shall determine the extent to which services are necessary to enable the student to progress appropriately in the general curriculum and to advance appropriately toward achieving the goals set out in the student's IEP;
  - B) For behavior that is not a manifestation of the student's disability consistent with regulations; the student's IEP team shall determine the extent of which services are necessary to enable the student to advance appropriately toward achieving the goals set out in the student's IEP.

- 2) An LEA shall provide services that will enable the student to continue to progress in the general curriculum and to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP. The LEA shall include services and modifications designed to address the behavior described below and to prevent the behavior from recurring if the removal is:
  - A) For drugs or weapon offenses (the IEP team determines the interim alternative educational setting); or
  - B) Based on a hearing officer's determination that maintaining the current placement of the student is substantially likely to result in injury to the student or others if he or she remains in the current placement.

Either before or not later than ten business days after either first removing the student for more than ten school days in a school year or commencing a removal that constitutes a change of placement, the LEA shall follow prescribed procedures as listed below.

- 1) If the LEA did not conduct a functional behavior assessment and implement a behavioral intervention plan for the student before the behavior that resulted in the removal occurred, the LEA shall convene an IEP meeting to develop an assessment plan.
- 2) If the student already has a behavioral intervention plan, the IEP team shall meet to review the plan and its implementation and modify the plan and its implementation as necessary, to address the behavior.
- 3) As soon as practicable after developing the behavioral intervention plan and completing the assessment required by the plan, the LEA shall convene an IEP meeting to develop appropriate behavioral interventions to address that behavior and shall implement those interventions.
- 4) If subsequently, a student with a disability who has a behavioral intervention plan and who has been removed from his or her placement for more than ten school days in a school year is subjected to a removal that does not constitute a change of placement, the IEP team members shall review the behavior intervention plan and its implementation to determine whether modifications are necessary. If one or more of the team members believe that modifications are needed, the team shall meet to modify the plan and its implementation to the extent the team determines necessary.



A *manifestation determination review* is required whenever an action involving a removal that constitutes a *change of placement* for a student with a disability is contemplated.

- 1) Not later than the date on which the decision to take that action is made, the parents shall be notified of that decision and shall be provided the procedural safeguards notice (Louisiana's Educational Rights of Children with Disabilities).
- 2) Immediately, if possible, but in no case later than ten school days after the date on which the decision to take that action is made, a review shall be conducted of the relationship between the student's disability and the behavior subject to the disciplinary action.
- 3) The review shall be conducted by the IEP team and other qualified personnel in a meeting.
- 4) In carrying out the manifestation determination review, the IEP team and other qualified personnel may determine that the behavior of the student was not a manifestation of the student's disability only if the IEP team and other qualified personnel:
  - A) Consider, in terms of the behavior subject to disciplinary action, all relevant information, the evaluation and diagnostic results, including the results or other relevant information supplied by the parent of the student; observation of the student; and the student's IEP and placement; and
  - B) Determine that:
    - In relationship to the behavior subject to disciplinary action, the student's IEP and placement were appropriate and the special education services, supplementary aids and services, and behavior intervention strategies were provided consistent with the student's IEP and placement;
    - The student's disability did not impair the ability of the student to understand the impact and consequence of the behavior subject to disciplinary action; and
    - The student's disability did not impair the ability of the student to control the behavior subject to disciplinary action.
- 5) If the IEP team and other qualified personnel determine that any of the standards in paragraph 4B. of this section were not met, the behavior shall be considered a manifestation of the student's disability.
- 6) If the IEP team and other qualified personnel determine that the behavior is a manifestation of the student's disability, the disciplinary removal cannot occur, unless the removal is in accordance with Bulletin 1706 §519.B.2. (a) and §519.D.
- 7) The manifestation review meeting may be conducted at the same IEP meeting that is convened to conduct the functional behavioral assessment.
- 8) If in the review, the LEA identifies deficiencies in the student's IEP or placement or in their implementation, it shall take immediate steps to remedy those deficiencies.

When the determination is made that the behavior was not a manifestation of the student's disability, prescribed guidelines shall be followed.

- 1) The relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities except a FAPE shall be provided as defined in Bulletin 1706 §519.E.
- 2) If the LEA initiates disciplinary procedures applicable to all students, the LEA shall ensure that the special education and disciplinary records of the student with a disability are transmitted for consideration by the person or persons making the final determination regarding the disciplinary action.
- 3) Except as provided in Bulletin 1706 §519.K.1, if a parent requests a hearing to challenge a determination made through the review process that the behavior of the student was not a manifestation of the student's disability, the student's status during due process proceeding shall follow Bulletin 1706 §514.

If the student's parent disagrees with a determination that the student's behavior was not a manifestation of the student's disability or with any decision regarding placement and discipline, the parent may request a hearing. The Department of Education, consistent with §507 and §508.B of Bulletin 1706, shall arrange for an expedited hearing in any case if a hearing is requested by a parent.

- 1) In reviewing a decision with respect to the manifestation determination, the hearing officer shall determine whether the LEA has demonstrated that the student's behavior was not a manifestation of the student's disability consistent with the requirements of Bulletin 1706 §519.H.5.
- 2) In reviewing a decision under §519.B.2 of these regulations to place a student in an interim alternative educational setting, the hearing officer shall apply the standards in §519.D of Bulletin 1706.

The student's placement during appeal shall follow prescribed guidelines.

- 1) If the parents request a hearing regarding a disciplinary action to challenge the interim alternative educational setting or the manifestation determination, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until expiration of the time period provided for in Bulletin 1706 §519.B.2 or §519.D.1.a-d, whichever occurs first, unless the parent and the state or LEA agree otherwise.

- 2) If a student is placed in an interim alternative educational setting pursuant to Bulletin 1706 §519B.2 and §519.D.1.a-d and school personnel propose to change the student's placement after expiration of the interim alternative placement, during the pending of any proceeding to challenge the proposed change in placement, the student shall remain in the current placement (student's placement prior to the interim alternative educational setting), except as provided in section 3 below.
- 3) The LEA may request an expedited due process hearing if school personnel maintain that it is dangerous for the student to be in the current placement (placement prior to removal to the interim alternative education setting) during the pendency of the due process proceedings.
  - A) In determining whether the student may be placed in the alternative educational setting or in another appropriate placement ordered by the hearing officer, the hearing officer shall apply the standards in §519.D.1.a-d of Bulletin 1706
  - B) A placement ordered pursuant to 3.A above may not be longer than 45 days.
  - C) The procedures above may be repeated as necessary.

A student who has not been determined to be eligible for special education and related services under this part and who has engaged in behavior that violated any rule or code of conduct of the LEA, may assert any of the protections provided for in this section if the LEA had knowledge (as determined in accordance with paragraph (2) below) that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

- 1) An LEA shall be deemed to have knowledge that a student is a student with a disability if:
  - A) The parent of the student has expressed concern in writing (or orally if the parent does not know how to write or has a disability that prevents a written statement) to personnel of the LEA that the student is in need of special education and related services;
  - B) The behavior or performance of the student demonstrates the need for these services, in accordance with the definition of a student with a disability;
  - C) The parent of the student has requested an evaluation of the student; or
  - D) The teacher of the student or other personnel of the LEA has expressed concern about the behavior or performance of the student to the LEA or to other personnel in accordance with the LEA's established child find or special education referral system.

- 2) An LEA would not be deemed to have knowledge, if as a result of receiving the information specified above, the LEA either:
  - A) Conducted an evaluation and determined that the student was not a student with a disability; or
  - B) Determined that an evaluation was not necessary and provided notice to the student's parents of its determination.
- 3) Certain conditions apply if there is no basis of knowledge.
  - A) If an LEA does not have knowledge that a student is a student with a disability, prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as measures applied to students without disabilities who engaged in comparable behaviors.
  - B) If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in less than 60 business days without exception or extensions.
- 4) Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
- 5) If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by the LEA and information provided by the parents, the LEA shall provide special education and related services in accordance with the provisions of Bulletin 1706.

Expedited due process hearings shall follow the procedures prescribed below.

- 1) The hearing shall meet the requirements of §507.A of Bulletin 1706.
- 2) The hearing shall be conducted by a due process hearing officer that meets the criteria established in §508 of Bulletin 1706.
- 3) The hearing shall result in a written decision that shall be mailed to the parties within 20 business days of the LEA's receipt of the request for the hearing, without exceptions or extensions.
- 4) The hearing shall have time lines that are the same for hearings requested by the parents or the LEA.
- 5) The hearing shall be conducted according to guidelines established in §508 of Bulletin 1706, where appropriate, except for the timelines at §508.C.4., and according to guidelines established by the Department of Education.
- 6) The decisions on expedited due process hearings are appealable consistent with the procedures established at §512 of Bulletin 1706.

Nothing in this part prohibits an LEA from reporting a crime committed by a student with a disability to appropriate authorities or to prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and state law to crimes committed by a student with a disability.

- 1) An LEA reporting a crime committed by a student with a disability shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime.
- 2) An LEA reporting a crime under this section may transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

*Ref: LA Department of Education Bulletin 1706  
LA Department of Education Bulletin 1706 §519*

### **Limited English Proficiency**

Vision Academy recognizes that the inability to speak and understand the English language limits the student's effective participation in educational programs. Students whose primary languages are languages other than English shall be provided special assistance, in conformity with applicable Federal and State statutes and regulations.

Parents shall be notified of their children's eligibility for the limited English proficiency program no later than thirty (30) days after the student's entrance into Vision Academy.

Written communications to parents shall be in a uniform format that is comprehensible to families and in a language the parents can understand.

*Ref: Language Instruction for Limited English Proficient and Immigrant Students*

### **Emergency Procedures**

It is the policy of Vision Academy that upon registration and periodically throughout a student's enrollment, the school will secure information necessary to complete the Emergency Contact Card. It is the responsibility of the student and/or the parent/legal guardian to notify the school if changes occur. Falsification of information on the Emergency Card by a student may result in disciplinary action.

It is the policy of the Vision Academy to act in a responsible manner in the event of any emergency, accident, and/or incident.

### **Hurricane Evacuation or Other Natural Disaster**

In case of an evacuation of the city, area, or region, stay tuned to local media and news (Channel 4), including their associated websites and radio stations, for information on Vision Academy. Also, review our website [www.visionacademymonroe.com](http://www.visionacademymonroe.com) for updated information.

### **Emergency Procedures**

At times during the school year it may be necessary to dismiss students early for various emergencies which sometimes occur. Any decision regarding the early dismissal or emergency closing of schools will be made by the designee in cooperation with the Executive Director or his/her designee.

In the event of emergency closing of schools or early dismissal of students in schools, announcements will be made to the news media regarding this decision. Specifically, local radio stations have been selected as the official station to carry announcements from Vision Academy regarding school closings.

In the event of a crisis at school (a fire, a tornado, individual with a weapon, chemical leak, etc), parents must be aware of the following:

- ☐ Parents should NOT ATTEMPT TO RUSH TO THE SCHOOL since multiple vehicles may block the access of emergency vehicles and personnel. Depending on the emergency, you may also be driving into a dangerous situation. Students may be evacuated or locked down, so you need to wait for directions on where to go.
- ☐ Parents will be contacted according to the most updated information provided to the school
- ☐ Emergency information will be provided to local radio and other media outlets
- ☐ A gathering site for parents/guardians will be announced as soon as a safe site is determined
- ☐ Strict release procedures will be enforced. Every person picking up a student under the age of 18 MUST show a photo ID of any sort and will sign a release form prior to the student being released.

### **Procedures for Handling Emergency Care of Students**

In the event of an injury, or serious illness, which necessitates immediate removal of a student to a hospital for emergency treatment, the following procedures may be implemented:

- ☐ Every attempt shall be made to contact the parent/legal guardian or other person(s) listed on the Emergency Card
- ☐ An ambulance is to be called by contacting the appropriate police agency at 911. It is the policy of the ambulance company to transport the patient to the nearest hospital for emergency treatment. Ambulance drivers shall be requested to indicate to which hospital they will deliver the student.

- ☐ If the school is unable to reach the parent/legal guardian listed on the Emergency Card and an ambulance has been called, an adult staff/faculty member carrying a copy of the student's Emergency Card shall be dispatched immediately to the destination of the ambulance. In the meantime, efforts shall continue to reach the student's parent/legal guardian listed on the Emergency Card.
- ☐ The ambulance service fee is payable through student or family insurance where applicable. In cases where insurances are not effective, the parent/legal guardian of the patient will be billed by the ambulance service provider.

### **Evacuation of Buildings**

Procedures for quick and orderly evacuation of school buildings have been established by each school and shall be posted in classrooms and other rooms.

Students are to familiarize themselves with these procedures for evacuation and to obey instructions of faculty and staff in all situations.

Because the orderly and rapid evacuation of buildings in an emergency is a serious and urgent necessity, student misbehavior during evacuations may result in disciplinary action.

### **Fire Alarms, Discharge of Fire Extinguishers**

The setting off of a fire alarm in a school at any time is a serious act which interrupts the instructional program and could result in student injury.

Students guilty of setting off a fire alarm may be subject to disciplinary action and possible removal from school. The discharging of a fire extinguisher by a student, except in the case of a fire, is also an act which has serious consequences and could result in appropriate disciplinary action.

### **Fire Drills/Bomb Threats**

Fire drills are held on each campus. When the signal is given, students will leave the classroom in a quiet and orderly manner. When evacuating the classroom students are to:

- ☐ Form a single line.
- ☐ Leave books behind. (Girls, however, should take their purses.)
- ☐ Proceed as a class to the designated area.
- ☐ Remain with the teacher throughout the drill.
- ☐ When the ALL CLEAR signal is given, students will return to their classrooms with their teachers to await further instructions.

Under no circumstances are students to yell, run, or create general disorder during a fire drill. Students shall follow the same procedure during a bomb threat.

### **Suicide (Threats or Attempts)**

Any suicide threat or gesture shall be reported to the office and a Suicide Referral Form shall be completed and given to the designee and will immediately call the Local Parish Officers and Parish Suicide. The designee will refer the student to the appropriate mental health professional who will conduct an investigation. Those conducting this investigation shall be trained/experienced in suicide assessment. As part of this investigation, the mental health professional or designee will gather as much information as possible from parents/guardians and others who know the student's condition and threat.

The following information is essential to collect:

- ☐ Exact dates and times of any written or verbal material discussing a threat of suicide or self-harm
- ☐ Does the student have a plan to harm self, intent to harm self, or means to harm self
- ☐ Identify all triggers precipitating these events, including social circumstances, conflict between student and peers, teachers or family members, current grudges, mental health and substance use history and recent losses

If no further action is necessary, the designee shall complete/sign the Suicide Referral Form.

If the mental health professional and/or designee determine that the threat was serious and that the student is at risk for suicide, action is taken and the mental health professional will complete the suicide referral and will contact Ouachita Parish Crisis Team .

As in any case of emergency where a student's safety and wellbeing are concerned, the mental health professional and designee will contact the parent/legal guardian, convey information regarding the severity of the student's condition and inquire about ongoing mental health treatment. If the student is under the care of a mental health professional, the parent/legal guardian will contact the mental health professional and arrange for an emergency assessment. If the student is not under the care of a mental health professional, the parent/guardian will come to the school and will contact the appropriate Crisis Management Health Care Professionals and request an emergency evaluation.

The school will forward all copies to the crisis team or the child's mental health professional.



If the mental health evaluation results in hospitalization, the parent/guardian shall inform the school within 24 hours. Upon release from the hospital, the parent/guardian will provide documentation to the school of the student's mental health.

If the student received a mental health evaluation and was not admitted to a hospital, the parent/guardian will provide documentation of the evaluation and will provide any necessary recommendations to avoid a future crisis.

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

It is the policy of Vision Academy to provide a safe school environment for students and employees. Therefore, there exists a cooperative endeavor among these agencies: law enforcement, juvenile justice, the district attorney, parish administration, human services authority, and Vision Academy. The goal of the cooperative endeavor is to keep the schools in the parish 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. The responding deputy or police officer will come to the school, arrest the student if the investigation warrants, and secure the evidence. Initial notification of the parent/legal guardian of the student's arrest will be made by a school official. The school official will instruct the parent/legal guardian that the student has been arrested and taken to the appropriate detention center. The student will not be released from detention until a hearing on the matter is held before a judge in the appropriate court.

### **Counseling & Guidance**

It is the policy of Vision Academy that a planned comprehensive guidance and counseling program that is preventative and developmental in nature shall be provided in the school through an interdisciplinary approach. Individual and group guidance services shall be provided to students at all levels. Immediate assistance shall be provided for students who experience problems and long range services shall be made available when necessary. These services shall include, but are not limited to, providing educational information, career/occupational information, personal/social information and services, referral services, orientation, testing, placement, and follow-up through teacher-facilitators.

## **Children on Campus**

Vision Academy is designed to provide an environment conducive to academic activities performed by students and employees. The presence of children is often a disruptive factor, not just because a child can be active, but because even inadvertently, attention is centered on the child rather than on the teaching and learning process. For reasons that include safety of children, and assuring efficient performance of academic pursuits, operations, and services, Vision Academy cannot accommodate unsupervised children on campus. The designee has the discretion to make exceptions. In these cases, (a) the child in question must be the child of a student, (b) the child's parent must sign a waiver of liability agreement, and (c) the child must remain with the student-parent and should not to be unsupervised in any locations on campus. There will be a designated area for children for abbreviated time periods on campus.

## **Deliveries**

Deliveries of flowers, balloons, gifts, etc. will be held in the school office until the end of the classroom. No food will be delivered to school unless approved by the office.

## **Work Permits**

It is the policy of Vision Academy to require minors between the ages of fourteen (14) and seventeen (17) to obtain permits prior to becoming employed.

To obtain a work permit:

- 1) Students may visit the local school district for which they are applying or the governmental offices on Saint John Street- Monroe, LA 71201
- 2) Minors aged fourteen (14) through seventeen (17) MUST come in person with the following completed items in order to obtain a work permit:
  - a) Intention to Employ Form - form approved by parent.
  - b) Birth Certificate, Driver's License, Baptismal Certificate, or Passport

## Homeless Students

Vision Academy shall provide a free appropriate public education to any homeless child or youth within the jurisdiction of the enrolling school. For the purpose of this policy, the term *homeless* includes an individual who lacks a fixed, regular, or adequate residence; or has a primary nighttime residence in a shelter, an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term does not include any individual imprisoned or adjudicated.

Homeless students requesting enrollment will be placed in school immediately, even if required registration documents are unavailable. School documents needed should be requested after the student has been enrolled. There will be no barriers to homeless children and youth entering school.

In addition to the above, Vision Academy shall:

- ☐ Maintain and have immediately available, any records ordinarily kept by the school of each homeless child or youth (immunization records, academic records, birth certificates, guardianship records, evaluations for special services or programs, etc.).
- ☐ Continue the education of homeless children or youth for the remainder of the academic year, or for the following academic year if the family becomes homeless between academic years.
- ☐ Provide services comparable to services offered to other students in the school of attendance, including transportation services, educational services for which the child or youth meets the eligibility criteria (Title I programs, special education, limited English proficiency) and programs in vocational education.
- ☐ Designate a homeless liaison to coordinate services and ensure that there are no barriers to the enrollment, transportation, attendance, and success in school for homeless children and youth.

*Ref: Stewart B. McKinney Homeless Assistance Act  
Title I - Improving the Academic Achievement of the Disadvantaged  
Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education*

## Family Education Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Such students are heretofore referred to as "eligible student."

### **Records Release to Parents (Custodial & Non-custodial) and Legal Guardians**

In accordance with FERPA, it is the policy of Vision Academy not to deny access to student educational records to any parent/legal guardian of a child unless it is stated in the court ruling granting custody that the non-custodial parent is not to have access to the child's educational records. In such cases, a copy of the papers should be on file at the school and the instructions of the court followed.

### **Records Release**

Educational institutions shall not release educational records or personally identifiable information without the written consent of the parent/legal guardian or eligible student except to the individual school's authorized professional staff, and to other schools or school systems in which the student seeks or intends to enroll.

### **Directory Information**

The term "directory information" means information contained in a student's education records that would not generally be considered harmful or an invasion of privacy if disclosed. The term includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, participation in officially recognized sports and activities, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational agency or institution the student attended.

Prior to publication and distribution of directory information, the Operations Director or his/her designee shall give notice of the categories of information to be published and distributed and must allow the eligible student or parent/ legal guardian to inform the school of any objection to the release of such information. Any parent/legal guardian or eligible student wishing directory information to be withheld must sign a Directory Information Not to Be Released Form and submit it to the school for each student's information to be withheld.

### **Educational Records: Access/Hearing Procedures**

Educational records as defined by law are those records which are directly related to a student and are maintained by an educational agency or institution. Upon request, a parent/legal guardian or eligible student may inspect/review the student's educational records. Prior to the educational records being shown, the parent/legal guardian or eligible student must sign a release form. If the records contain information on more than one student, the reviewer may only inspect specific information about the one student.

The parent/legal guardian or eligible student has a right to a copy of the student's educational records within a reasonable period of time and there may be a charge for copies.

The parent/legal guardian or eligible student may ask the school system to amend the student's educational records that contain information that is inaccurate, misleading, or in violation of the student's right to privacy. The request to amend the educational records must be made in writing and specify the changes to be made. The right to challenge the educational records is not a grade grievance mechanism and there is no right to a hearing for a grade dispute. Within a reasonable amount of time after receiving the request to amend the educational records, the designee will decide whether to amend the educational records and will notify the parent/legal guardian or eligible student in writing of the decision.

If the decision is to not amend the educational records, a written notice will be sent informing the parent/legal guardian or eligible student of his/her right to a hearing. The parent/legal guardian or eligible student requesting a hearing may apply to the Executive Director and complete a Request for Hearing to Amend Records Form. The parent/legal guardian or eligible student will be notified in writing of the date, time, and location of the hearing. The written notification will also state the rights of the parent/ legal guardian or eligible student to present evidence and be represented by an individual of their own choice, including an attorney paid for at their own expense. The results of the hearing will determine if the information is false or not false and the records will or will not be amended. If the decision is not to amend the educational records, the written decision will inform the parent/legal guardian or eligible student of their right to place a statement in the records commenting on the contested information or a statement why the parent/legal guardian or eligible student disagrees with the decision not to amend the records.

### **Field Trips and Off-Campus Activities**

Field trips are a valuable part of the school curriculum and arrangement for such trips are made by instructors, faculty, staff, or administration well in advance.

The procedure for field trips and off-campus activities shall be as follows:

- 1) The school employee planning the activity must complete the Field Trip Request Form, and submit it to the designee
- 2) Upon approval of the request, the school employee planning the activity must distribute a Field Trip Permission Form to each eligible student with the necessary information completed. Parents will be notified of the date, time, destination, and cost and will receive a permission slip to sign and return to school by a specified date. If the field trip permission slip is not signed and returned to the school employee in charge of the event, the student will not be allowed to attend the field trip. Students ages 18 years and older may complete

the Field Trip Permission Form themselves; however, contact must still be made with the parent/guardian to inform them of the activity.

- 3) On the day of the activity, the school employee planning the event must provide the Attendance & Office Manager, and all instructors with a list of students participating in the activity.

In the event the student has paid the fee to attend a field trip and for some reason cannot attend, money can be refunded only if the school has not yet paid for the cost of the activity.

Parents who serve as chaperones on field trips are responsible to the school employee in charge of the event.

If, while attending a field trip, a student displays unacceptable behavior, he/she may not be allowed to attend future field trips for which he/she would otherwise be eligible to participate.

## **Parental Involvement PLAN**

Vision Academy's Parent Involvement Plan provides the framework for promoting parental engagement not only in their student's academic efforts but in program and policy development and review. Strong relationships between Vision Academy and its students' support systems build trust, identify needs on a proactive basis, and create a powerful alliance to support students. "Parents" at Vision Academy is defined not solely as parent but includes caregivers, guardians, and extended family as necessary.

### **Part I. General Expectations**

The Vision Academy agrees to implement the following statutory requirements:

- ☐ Vision Academy will put into operation programs, activities and procedures for the involvement of parents with children in Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- ☐ Consistent with section 1118, the charter school will ensure that its parental involvement policy meets the requirements of section 1118(b) of the ESEA, and includes, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- ☐ Vision Academy will incorporate this parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

- ☐ In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the charter school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- ☐ If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the charter school will submit any parent comments with the plan when Vision Academy submits the plan to the State Department of Education.
- ☐ Vision Academy will involve the parents of children served in Title I, Part A in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.
- ☐ Vision Academy will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) That parents play an integral role in assisting their child’s learning;*
- (B) That parents are encouraged to be actively involved in their child’s education at school;*
- (C) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) The carrying out of other activities, such as those described in section 1118 of the ESEA.*
  - The charter school informs parents and parental organizations of the purpose and existence of the:

Louisiana Parental Information and Resource Center  
520 Olive Street, Suite C-4  
Shreveport, Louisiana 71104

**Part II. Description of How the Charter School Will Implement Required Parental Involvement Policy Components**

- 1) Vision Academy will take the following actions to involve parents in the joint development of its parental involvement plan under section 1112 of the ESEA:
  - A) Include parents in appropriate committees
  - B) Create the Parent Advisory Council with members of current student and alumni parents
  - C) Solicit input and feedback from community members

- D) Assure that all parents are involved to the fullest extent in their student's education
- 2) Vision Academy will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - A) Include parents in all appropriate committees
  - B) Hold meetings for the purpose of soliciting parent involvement
  - C) Create the Parent Advisory Council and hold regular meetings
- 3) Vision Academy will coordinate and integrate parental involvement strategies in Part A with parental involvement with other community programs by:
  - A) Informing parents through school newsletters, Parent Advisory Council events, and website about the availability of other family support programs and activities
  - B) Whenever possible engage representatives of other organizations to make presentations or deliver workshops



- 4) Vision Academy will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Vision Academy will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
  - A) An evaluation instrument will be developed and distributed by the school through home-school communication methods including both paper and electronic delivery. The evaluation instrument will be available in multiple languages as needed by the school community.
  - B) The policy will be discussed and evaluated at Parent Advisory Council event
  - C) Evaluation results will be used to inform policy and revise plans as needed
  
- 5) Vision Academy will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - A) Host events to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will host events at convenient times for parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
  - B) On the request of parents, Vision Academy shall provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. Vision Academy will respond to any such suggestions as soon as practicably.
  - C) Provide each parent timely notice when their student has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

- D) Provide to parents of participating student's information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure student's progress, and the proficiency levels students are expected to meet.
- E) Provide to each parent an individual student report about the performance of their student on the State assessment(s).
- F) The charter school will provide assistance to parents in understanding topics such as the following, by undertaking the actions described in this paragraph -
  - The State's academic content standards,
  - The State's student academic achievement standards,
  - The State and local academic assessments including alternate assessments,
  - The requirements of Part A,
  - How to monitor their child's progress, and
  - How to work with educators.

The district will use the following methods to achieve understanding of the above topics:

- Parent-Teacher Conferences
- Parent Advisory Council events
- Vision Academy Website
- Parent-Student Handbook
- School Newsletter
- Community outreach programs
- Parent-Student Orientation events
- Online curriculum parent portal access
- Student mentor communications
- G) Vision Academy will provide materials and training to help parents work with their student to improve their student's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
  - Providing educational materials for loan
  - Providing academic remediation workshops when requested
  - Providing community support presentations and workshops when available
- H) Vision Academy will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and the school, by:
  - Developing a student mentor program
  - Supporting the activities and involvement of the Parent Advisory Council

- Providing professional development for faculty, staff, and administration focusing on the importance of effective communication and the value of parental involvement
- I) Vision Academy will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with community programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Informing parents through school newsletters and website about the availability of other family support programs and activities
  - Whenever possible, engage representatives of other organizations to make presentations or deliver workshops to Vision Academy parents
- J) Will take the following actions to ensure that information related to the school and parent (programs, meetings, and other activities), is sent to the parents of participating students in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Information sent to parents will be structured in a clear and concise format in a family's preferred language.

### **Part III. Adoption**

Vision Academy's Parental Involvement Policy has been developed jointly with, and agreed on with, parents of students participating in Title I, Part A programs, as evidenced by the previous policy.

This policy was adopted by the Vision Academy and will be in effect for the period of 2014-2015. Vision Academy will distribute this policy to all parents of participating Title I, Part A students.

### **Vision Academy-Student-Parent Compact**

Vision Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which Vision Academy and parents will build and develop a partnership that will help children achieve the State's high standards.

"Parent" at Vision Academy defined not solely as parent but includes caregivers, guardians, and extended family as necessary

Per Louisiana Department of Education Bulletin 741:§1115.B, each parent or guardian of each student in grades 4 through 12 in any public school in the state shall sign a statement of compliance.

### **Vision Academy Responsibilities**

Vision Academy- will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State's student academic achievement standards. Vision Academy provides small classroom environments with individualized learning opportunities with certified teachers as well as tutors in each classroom. Students are also assigned a faculty, staff, or administration member to serve as his/her mentor allowing for additional support and family communication to ensure students are progressing through academics at an appropriate pace. Parents are given the opportunity to track student progress through the online curriculum's Parent Portal. Students are also given the opportunity to remain on campus beyond standard school hours for additional tutoring and one-on-one remediation with faculty and tutors.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement.
3. Provide parents with frequent reports on their student's progress. Vision Academy will provide Work Ethic updates on a regular basis as well as Progress Reports (including student progress and grades) every eight (9) weeks. Parents will also receive a mid-year and a final academic year report which will include the student's progress, current grades, grade point average, and credits attained.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their student's class, and to observe classroom activities

### **Parent Responsibilities**

We, as parents, will support our student's learning in the following ways:

1. Monitoring attendance and ensuring that he/she attends school daily
2. Ensuring that he/she arrives to school each day on time
3. Monitoring course progress and encouraging students to work towards progress outside of scheduled school hours
4. Attending parent/teacher conferences and participating in campus activities, such as the Parent Advisory Council.
5. Staying informed and active in decisions related to my student's education and communicating with Vision Academy to build a partnership to ensure my student's success.
6. Instilling proper respect for authority figures, including teachers and other adults.

### **Student Responsibilities**

As a student at Vision Academy, I will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

1. Monitor my attendance, striving for daily attendance and no less than 90% attendance
2. Arrive daily to school on time and prepared to learn, taking seriously the course of study
3. Come to school dressed appropriately following the Vision Academy dress code
4. Monitor my course progression and request assistance from my instructors and tutors when needed
5. Bank additional time to increase my course progress and to plan for unforeseen, but necessary, absences
6. Participate in academic and testing remediation as required during the school day as well as during Flex Time
7. Communicate with Vision Academy faculty, staff, and administration with the understanding that Vision Academy is working with my success in mind.

## Vision Academy Contact Information

School Office Hours 7:30AM-4:00PM, Monday-Friday

Office: 318-651.3984

Website: [www.visionacademymonroe.com](http://www.visionacademymonroe.com)