

Edgar P. Harney
Spirit of Excellence Academy
Charter School



STUDENT HANDBOOK

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OVERVIEW

Edgar P. Harney Spirit of Excellence Academy Charter School is a Kindergarten through 8th grade school located in uptown New Orleans and operated by the non-profit Spirit of Excellence. We opened our doors as a charter school beginning in the 2010-2011 school year.

MISSION AND VISION

ONE SCHOOL, ONE SCORE....MASTERY

As stated in our charter, our mission is simple – to bring the children of Edgar P. Harney Spirit of Excellence Academy to academic mastery in all core subject areas. To accomplish this mission, we will create the expectation of mastery for students, teachers, parents and the community. Harney will utilize research-based best practices for both curriculum design and instructional methodology, ensure high performance teaching and learning through professional development, and build a base of community support for students through our partnerships.

With regard to our academic philosophy, we envision Harney as an environment that expects, supports, promotes, encourages and reinforces subject mastery and academic achievement for all students. From this educational platform, the students of the Spirit of Excellence Academy will be positioned, not only for the rigors of secondary education, but will also have a solid foundation of academic expertise, social and cultural experiences, community support, and critical thinking and decision-making skills to support long-term academic success.

ATTENDANCE

General

For students to achieve, they must be at school every day. **By Louisiana law, timely, regular attendance is required. Parents/Guardians must ensure that children are in school daily.**

All absences (Excused and Unexcused) are still counted as absences. By law, any day a child misses school is an absence, including absences due to illness or a death in the family. Doctors' excuses for absences must be submitted for students to make up work missed due to absence. Doctors' notes are considered if a student fails to meet attendance requirements for promotion. Only five (5) parent notes are permitted and accepted for absences.

Wellness visits and other appointments should not be scheduled during school hours. In the rare case that a student has a medical appointment when school is in session, s/he should not be absent for the entire school day and a doctor's note should be given to the school.

Suspensions Are Considered Absences

If a student is absent from school due to suspension, the days will be treated the same as an absence.

Compulsory School Attendance law of Louisiana

This law requires that children ages seven (7) and up to their 18th birthday whose parents or guardians are residents of Louisiana or who are wards of the district, must attend school. Parents and guardians are responsible for sending their children to school and those who fail to do so may be subject to court action. If convicted, they may be punished by a fine, a commitment to jail or community service.

(An absence of ten (10) days is considered educational neglect and a violation of the attendance law.) Violations of the Compulsory School Attendance Law are under the jurisdiction of the Youth and Family Services Division of Louisiana Superior Court.

Parents will be alerted to attendance violations either in writing or by a phone call after four (4) tardies. You will be referred to court at 5 absences or tardies; at 10 absences a student can be retained. A student may lose their elective or be issued a detention for unexcused tardies or absences.

Absences are classified as either excused or unexcused. The definition of both is as follows:

Unexcused: Truancy, missing the school bus, waking up late, babysitting, birthday or other celebrations, trip not approved by the principal, vacations during school year, bus suspension days, other non-medical personal appointments, car trouble, etc. Suspensions are also considered unexcused absences and count toward the total number of days absent.

Excused: illness or death in the family (with documentation), religious holidays

To be classified as chronically ill, a student must present a written notice from his/her physician stating the nature of the illness. The statement will list the nature of the student's illness, which may cause excessive absences. Because this letter will be on file in the school office, it will not be necessary to send a warning letter after five (5) days of absence.

Should a chronically ill student experience a reoccurrence of the illness, he/she may be requested to present additional signed statements from the physician.

(If a student misses three (3) or more consecutive days of school due to an illness, the student cannot return to school without a doctor's note.)

Student absences should be limited and make-up remedial work may be required of students with absences. Teachers shall inform students and parents of the time allotted for completing make-up work after an absence. Each student shall be responsible for finding out what the assignments are and for satisfactorily completing the work within the allotted time.

*see pages 33-34 in the Code of Conduct

Tracking Attendance

Harney SOEA will take attendance daily and keep records of all student absences. If a student misses school, we will attempt to contact the student's parent/guardian by telephone, writing, or in person. School officials will conference with parents/guardians when attendance issues become excessive.

Arrival

Getting to school on time is key to each child's success – at school and in life. At Harney SOEA, learning begins the moment students walk in the door. Late students miss academics and tardiness in general is a bad habit.

- Students arriving after 8:00 A.M. are tardy. Students arriving after **8:15 am** must be accompanied by an adult to the office in order to receive a tardy slip before reporting to class. Students are not considered tardy if their school bus arrives after 8:00 A.M.

- Students may be dropped off beginning at **7:45 A.M.** Please do not drop off your son or daughter before **7:45 A.M.**, since staff members are not available to supervise the entranceways prior to **7:45 A.M.**

No Tardies in a Quarter – The student is congratulated and recognized for being “on time,” as well as their true commitment to education.

Release of Students

No student will be released to any individual who is not listed on the emergency form unless the parent/guardian notifies the office in writing. Anyone seeking the early release of a student from school must report to the office, show satisfactory identification, and sign the student/s out in the office.

Students may not be signed out after 2:30 pm, since teachers are preparing for dismissal and giving homework assignments.

Certified copies of any court orders or divorce decrees which restrict a parent's ability to seek the release of a child shall be maintained in the office. It is the obligation of the custodial parent to provide this information. If the person seeking release of a child shows an out-of-state custody order, he/she must speak to the school administrator and the school social worker.

ARRIVAL / DISMISSAL PROCESS AND BUS TRANSPORTATION

ARRIVAL PROCESS

BUS RIDERS

Please be aware that the drivers cannot predict traffic and/or other issues along their route. Therefore, the bus may arrive a few minutes earlier or a few minutes later than scheduled.

ALL STUDENTS

In the morning, Harney students are expected to enter the building through the cafeteria doors on the Third Street side of the school. The doors will open by staff members on duty at **7:45 AM**. **ALL students** (bus riders, car riders, and walkers) will enter and proceed to the security officer for check-in through these doors. All entrances are monitored. **NO CHILD WILL BE ADMITTED IN THE BUILDING THROUGH THE FRONT DOORS UNTIL 8:15 AM.**

Breakfast begins at **7:45 AM** and ends at 8:10 AM. If a student is not in the breakfast line by 8:05 AM he/she will not be served breakfast, unless he/she is riding a school bus. If a Harney school bus arrives late, all of the students will be served breakfast upon the arrival of the bus.

NOTE: Classes begin at 8:15 AM

DISMISSAL

Early Dismissal

Students leaving after 2:30 are disruptive to the learning environment. Harney SOEA will not release students after 2:30 P.M., since teachers are preparing for dismissal and giving homework assignments.

Late Dismissal

Parents must pick up students on time. Teachers plan after school and cannot chaperone students when parents fail to arrive on time. When late pick-ups become excessive, the school will alert authorities of possible abandonment.

DISMISSAL PROCEDURES

BUS RIDERS

Dismissal begins at **3:15 PM** for bus riders. All buses will leave Harney School at **3:30 PM**. Please be aware that the drivers cannot predict traffic and/or other issues along their route. Therefore, the bus may arrive a few minutes earlier or a few minutes later than scheduled. Students will not be allowed to come to the office and call a parent to find out how he/she is getting home. All dismissal arrangements must be made before the child leaves home in the morning. This policy is in place to provide for the safety of our students.

WALKERS/CAR RIDERS

Students who are walkers and/or car riders will be dismissed at **3:15 PM** through the Second Street gate. No students will be allowed to leave the building through the front door.

RAINY DAY DISMISSAL

Bus students will depart through the Third Street door beginning at **3:15 PM**. Buses will leave at **3:30 PM**.

Car riders and walkers will also leave out through the second street gate; they will begin dismissing about **3:15 PM**. On rainy days, all parents must enter through the cafeteria door on the 2nd street side of the building.

NOTE: Cars may not park on the school side of Third Street between Claiborne Avenue and Willow Street until all buses have departed.

SAFE BUS RIDING

Students at Harney SOEA School are expected to conduct themselves appropriately and practice the Bee Attitudes: Be Respectful, Be Responsible, Be Safe, and Be Prepared in all school settings,—including on the bus. Following the school rules on the bus is essential not only for developing good character, but for ensuring students' safety.

Each student riding the bus should adhere to the following bus rules ALL year:

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

Harney SOEA provides transportation for any student living more than a mile from school. However, we believe the **privilege** of free transportation **is dependent on a student's behavior while waiting for and/or riding the school bus.**

For reasons of safety, if a child does not follow the school-wide expectations on the bus (the Four "Bee" Attitudes) as previously outlined, on the first offense, there will be a documented report, a conference, and the parent will be notified. On the second offense, there will be a documented report, a conference, and the parent will be notified. On the third offense there will be a documented report, a conference, and the parent will be notified of the BUS suspension. On the fourth offense, the child will lose their BUS riding privilege for as short as a week and/or as long as the semester. FIGHTING on the bus will result in immediate BUS suspension. During the time of the suspension, the parent or guardian is responsible for bringing the child to school and picking the child up from school. Absences will not be excused.

OTHER INFORMATION

- **Be early!** Children should be at the bus stop at least 10 minutes before their stop time. The bus will not wait.
- **Children Ages 7 and under** must be accompanied by a parent/guardian when getting on and off the school bus.
- **Poor Bus Behavior** – Students must remain in their seats, talk quietly, and follow all directions given by the bus driver. Students who behave poorly on the bus compromise the safety of themselves and others. **Poor bus behavior may result in suspension or termination of transportation services. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.**
- **In an Emergency, call the school** – If there is an emergency that requires a change in your child's transportation plans, please call the school immediately to make arrangements. **The school does not accept transportation change requests. All request MUST be made in writing.**

If you have any questions or need to change your address, please notify the office. It will take at least 3 days for a bus stop change to be approved. Please plan in advance if you know you are moving.

ALL SPECIAL BUS ARRANGEMENTS MUST BE MADE FORMALLY, IN WRITING WITH the DEAN OF STUDENTS.

Additionally, students will be assigned **1 bus stop**. Students **cannot** change buses and/or stops nor have more than 1 stop.

If a student(s) is **not** at their scheduled and assigned stop for five consecutive days, they will be removed from the bus. (Unless prior formal arrangements have been made)

All bus riders are expected to get on the bus at dismissal time. If you do not want your child to ride the bus home, **you must send him/her with a signed note on that day**. If the child does not have a signed note, he/she will be placed on the bus. This policy is in place to ensure the safety of all Harney students.

ACADEMICS

Grading Scale

Teachers shall evaluate students periodically in accordance with the school calendar or more often if needed. Numeric grades will be recorded in Power School and a hard copy will also be kept on file. Parents and students will be made aware of the school's grading scale. Teachers shall be prepared to interpret the meaning of the grades that have been assigned.

Grades are used to inform parents of the progress that their children are making in school. Grades should represent the following: (1) Tests, class work, projects, homework, and participation.

The following designations are to be used in grading of students in elementary school:

Grades K-8

Grades:

A = Excellent (100-93)

B = Above Average (92-85)

C = Average (84-75)

D = Below Average (74-67)

F = Failing (66-60)

To determine a student's quarterly grade in the promotional subjects, the following weights will be assigned:

25% Quarterly Exams

50% Tests/Projects/Quiz

10% Homework

10% Classwork

5% Participation

Students who earn an A or B overall average in promotional subjects will be recognized as Academic Honor Roll students. Parents are required to check student progress weekly on Power School.

PROMOTION TO NEXT GRADE

Harney SOEA students must earn promotion to the next grade by showing mastery of grade-level knowledge and skills. Promotion will be based on attendance, grades, test scores, developmental readiness and other measures. **Timely, regular attendance is required for promotion.**

Students with an Individualized Education Plan (IEP) will be promoted to the next grade based on successful completion of their IEP goals.

Students with IEPs must meet attendance requirements for promotion.

NOTE FOR STUDENTS WITH EXCEPTIONALITIES: general education and teachers of exceptional children will collaborate on determining grades for relevant subjects. PowerSchool coding will indicate that the grade reflected is with interventions.

DISCIPLINE AND CULTURE

Positive Behavior and Intervention Support (PBIS)

In line with Edgar P. Harney Spirit of Excellence Academy's vision and mission, the PBIS Committee seeks to improve student behavior, increase student achievement, and ultimately raise test scores in part by establishing a positive culture. Large components in this culture building

process come from increased parental involvement and rewarding positive student behavior.

Currently at Harney SOEA, we have four general expectations, or the four “Bee” Attitudes. These expectations are that students will *Be Respectful, Be Responsible, Be Prepared, and Be Safe*. When students demonstrate these “Bee” attitudes, the students are rewarded in order to promote our positive behavior school-wide culture. These expectations go unchanged and guide the behaviors that ALL students follow in ALL Harney settings: the classrooms, the cafeteria, the hallways, the restroom, the playground, the buses, on field trips, and at assemblies. Students earn “Harney Bucks” on a daily basis for exhibiting these positive behaviors and following the four expectations in every Harney setting.

Students have multiple opportunities to spend their Harney Bucks. We hold raffles every week where students use their “bucks” as raffle tickets for prizes. We also have a “Stinger-Mart” store, which is open every month where students can purchase school supplies, books, and various other items with their Harney Bucks. We also host monthly celebrations, picnics, and Spirit Weeks throughout the year. We also have end of the week treats and special dress down days. All of these incentives and culture-building events are a snapshot of what constitutes Harney’s positive culture.

DESCRIPTION OF DISCIPLINE PROCEDURES:

The Student Code of Conduct classifies discipline incidents as Level 1, Level 2, and Level 3 Infractions. Edgar P. Harney SOEA has adopted these terms and has further distinguished low level intensity behaviors as “minor” (m-) infractions and higher level intensity behaviors as “Major” (M+) infractions. Please see and discuss with your child the included list of Infractions and their consequences: **ASD** = After School Detention, **ISR** = In School Reflection, and **OSS** = Out of School Suspension. For a complete list, please refer to the Student Code of Conduct.

As seen on the flow chart, 5 or more minor infractions (m-) become “Habitual”. Habitual minor Infractions automatically become Level 2 Major Infractions. Therefore, the fifth minor infraction and subsequent infractions equal automatic After School Detention (ASD) and could possibly lead to In-School (ISR) or Out-of-School Suspensions (OSS).

Note: *No one will be excused from attending After School Detentions or In-School Suspensions. As written in the School Code of Conduct, failure to attend ASD or ISR is a Level 2 Major Infraction and will result in an Out-of-School Suspension. If any student is absent on their assigned day of detention, their detention will automatically be carried over to the next detention session.*

If your child serves three (3) After School Detentions and continues to display negative behavior, your child will obtain an In-School Reflection (ISR). Likewise, and as seen in the flowchart, if your child serves three (3) In-School Suspensions and continues to display negative behavior, your

child will receive an Out-of-School Suspension which will automatically be placed on your child's academic record.

The Behavioral Expectations and Responsibilities for students and parents are also included in this packet. Please go over the contents thoroughly with your child and sign/return the **Discipline Contract** and **School Bus Student Contract** if you haven't already done so. Please keep the rest of the packet for your information.

We have initiated these policies for the safety of all students enrolled at Edgar P. Harney SOEA, as well as to ensure an appropriate learning environment. We thank you for your support and cooperation with these procedures.

Building positive culture in a school is multi-faceted and needs the support of the Harney neighborhood, teachers and administrators, and community partners, but most importantly, PBIS needs the support of our children's parents. The following chart explains what is expected of the Harney students. The students are reminded that the four "bees" extend well beyond Harney; that when applied to ALL parts of their life, being respectful, responsible, prepared and safe will lead to inevitable successes in life.

Behavioral Expectations And Responsibilities at Edgar P. Harney Spirit of Excellence Academy:

The "BEE" Attitudes (See Attached Chart)

Be Respectful, Be Responsible, Be Prepared, and Be Safe

Responsibilities of Students:

- ! Be in attendance EVERY school day scheduled by Harney SOEA
- ! Follow the Student Code of Conduct
- ! Follow the school's [Edgar P. Harney Spirit of Excellence Academy's (SOEA)] expectations and rules
- ! Follow the school's (SOEA's) dress code
- ! Respect school property, bus property, and the property of others
- ! Work hard and do your best
- ! Ask teachers, school social work specialists, parents/legal guardians, school administrators, and other adults for help to solve problems
- ! Report bullying and cyberbullying immediately to the social worker or an administrator

Responsibilities of Parents/Legal Guardians:

- ! Read the School Code of Conduct
- ! Support your child in following the School Code of Conduct
- ! Understand your child's rights and responsibilities
- ! Teach your child to respect the rights of others
- ! Make sure your child comes to school every day on time and ready to learn
- ! Teach your child to respect school property and the property of others
- ! Recognize that school personnel must enforce the Student Code of Conduct
- ! Seek available resources to assist and support your child within the school and the community

Money and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home (including expensive watches). The school assumes no responsibility for the loss or theft of such articles.

Candy, Gum, Chips, Toys, etc.

Students may not bring candy, gum, chips or other non-school related items to school, unless approved by the school administration and/or the teacher. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited, as are headphones, radios, games, virtual pets, Game Boys, etc.

ELECTRONIC DEVICES

No electronic devices, such as, cell phones, iPods, cameras, or games, are allowed at school or on the school bus. If the student chooses to bring a cell phone or any other electronic device to school, he/she will have to turn it in to the security officer or designated representative upon entering the campus. The cell phone will be placed in a storage container with the student's full name and locked in the classroom or the main office. These items will be returned at the end of the school day, just prior to dismissal. Harney and its employees assume no responsibility for the loss or theft of confiscated items.

If a student is found to have a cell phone during the course of the day, it will be confiscated and brought to the Dean of Students office. For the first offense, a parent/guardian will have to come to the school and recover the cell phone after a 48 hour hold.

If a student is found to have a cell phone a second time, it will be confiscated, and will not be returned until the end of the quarter.

SCHOOL UNIFORMS

We are very strict about uniforms because we expect every child to follow every rule completely. There are several reasons we believe uniforms are important:

•**Uniforms reduce distractions and clothing competition.** Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.

•**Uniforms look professional.** Students look neat when they arrive with shirts tucked into their pants. The students come mentally prepared for school and “dressed for work.”

Daily Uniform Checks:

Uniforms will be checked upon entering the building. Belts must be worn at all times.

Uniform Policy

GIRLS K-2nd Grade

Plaid jumpers, plaid knee length shorts or plaid pants
White Button-up shirt or red polo shirt with Harney patch (the patch can be purchased at Harney)
Solid White socks or Harney socks which can be purchased at Harney
Solid navy or black belt with shorts and pants
Shoes- Black and white saddle oxfords only
Red or Navy Blue Harney sweatshirt which can be purchased at Harney



GIRLS 3rd- 5th Grade

Plaid skirt, plaid knee length shorts or plaid pants
Red polo shirt with Harney patch (patch can be purchased at Harney)
Solid White socks or Harney socks which can be purchased at Harney
Solid navy or black belt
Shoes- Black and white saddle oxfords only
Red or Navy Blue Harney sweatshirt which can be purchased at Harney

GIRLS 6th- 8th Grade

Plaid skirt or plaid pants
White Button-up shirt or red polo shirt with Harney patch (patch can be purchased at Harney)
Plaid tie optional
Solid White socks or Harney socks which can be purchased at Harney
Solid navy or black belt
Shoes- Black and white saddle oxfords only
Red or Navy Blue Harney sweatshirt which can be purchased at Harney



BOYS K-5th Grade

Navy pants or Navy shorts

Red Polo shirt with Harney patch (the patch can be purchased at Harney)

Solid White socks or Harney socks which can be purchased at Harney

Solid navy or black belt

Solid Black or solid White tennis shoes (No Boots or high tops)

Red or Navy Blue Harney sweatshirt which can be purchased at Harney

BOYS 6th-8th Grade

Navy pants

White Button down shirt

Navy Blue Pullover vest

Navy and Red striped tie or solid red tie

Solid White socks or Harney socks which can be purchased at Harney

Solid navy or black belt

Solid Black or solid White tennis shoes (No Boots or high tops)

Red or Navy Blue Harney sweatshirt which can be purchased at Harney



COMMUNICATION

Harney SOEA expects parents to be partners in the education of their children. If there is a concern, we want to hear about it. We promise to treat you and your concern with respect and we insist parents do the same. Harney will not tolerate disrespect toward any Harney staff, teachers or administrators.

In order to be effective partners, we will communicate in the following ways:

Daily Homework: Each day, students in grades K-4 bring home a homework sheet listing homework assignments and notes/information from teachers. **Students in grades 5-8 must write HOMEWORK assignments in a tablet designed for homework.**

Phone Calls: Teachers will regularly contact parents by phone or email to solve problems as they arise.

Meetings: Face-to-face meetings may be requested by the school, teacher or the parent/guardian to address certain problems. Parents/Guardians are expected to attend all requested meetings by school officials. Students may be suspended from school if the parent does not show.

Progress Reports are sent home between grading periods. Progress Reports communicate student progress before the end of the marking period. Parents are required to view student progress via PowerSchool.

Report Card Conferences: Three times a year, parents must come to the school for Report Card Conferences with their child's teachers. Parents are encouraged to attend the Report Card Conferences. Parents receive a written Report Card at this conference. **Report Card conferences are REQUIRED as WE WILL NOT SEND REPORT CARDS HOME WITH STUDENTS, if he/she has earned a grade of D or below in a core subject.**

School Visitors: Parents are encouraged to visit the school and actively participate in the education of their children. Please schedule conferences with teachers during their planning times. Any parent wishing to see a teacher or administrator for a conference should make an appointment in advance. Teachers cannot be interrupted during class time to meet with parents. For the safety of all students, it is required that any person entering the school campus come directly to the office and present a state ID. No visitor will be allowed to visit a classroom without an office pass.

STUDENT/PARENT APPEAL OR COMPLAINT PROCESS

The purpose is to establish a process for the timely and orderly resolution of student and/or parent appeals or complaints.

The Appeals Committee will act on behalf of the school in regard to appeals or complaints that it hears.

Step 1: If the complaint or appeal involves a problem that results from the action of a teacher, the student/parent shall discuss the matter with the teacher involved. If an acceptable resolution is not achieved at this step, the teacher will arrange for a Step 2 meeting. If the complaint involves alleged discrimination, retaliation or harassment by a teacher, the student/parent shall discuss the matter with the principal or designee who will attempt to resolve the matter.

Step 2: If the problem does not involve a teacher or if an acceptable resolution was not achieved at Step 1, the student/parent shall meet with the principal or designee discuss and resolve the matter. If an acceptable resolution is not achieved at this step, the principal will arrange for a Step 3 meeting. If the complaint involves alleged discrimination, retaliation or harassment by a principal designee, the student/parent shall discuss the matter with the Board President or designee who will attempt to resolve the matter.

Step 3: If an acceptable resolution is not achieved at Step 2, the student/parent may submit to the President of the Board a written request for an appeal to the Appeals Committee. The Appeals Committee may, in its sole discretion, determine that a complaint or appeal (including but not limited to complaints or appeals regarding demerits or detentions) does not require a Step 3 meeting and issue a determination without such a meeting. If the Appeals Committee determines to hold a Step 3 meeting, or if otherwise requested by the Appeals Committee, both Appeals Committee and the student/parent shall submit a written description that includes a statement of the issue, the facts that support his or her position, and the solution sought. The Appeals Committee shall conduct a meeting with the Board President and the student/parent present. The Appeals Committee shall render its decision in writing and the decision shall be reported to the Board at the Board's next regularly scheduled meeting.

EMERGENCY FORM INFORMATION: Edgar P. Harney Spirit of Excellence Academy requires that every student have a completed and updated emergency form on file at the school. It is the parents'/guardians' responsibility to notify the school if any information on the form changes during the school year. Falsification of information on an emergency form may result in disciplinary action. It is very important that parents/guardians include the following information on their child's form:

1. Three local working telephone numbers
2. The names and telephone numbers of people who are authorized to pick up the student. Only those who are listed on the form will be allowed to sign your child(ren) out of school.
3. Correct address information must be provided so that mailed school correspondences will be received.

EMERGENCY DRILLS: The safety of our students is of great importance to us. The school holds regular drills to teach students to stay calm in the event of an emergency. Detailed exit plans are posted inside of each classroom. Each class has an exit route to an outside area, a safe distance from the school building. We also have a School Emergency Crisis Plan.

EMERGENCY SCHOOL CLOSING: In the event of an emergency closing of school or early dismissal of students, announcements will be made over the news media. Any or all official announcements concerning emergency closing of our school should be listed on Radio Station WWL-AM 870, WWL-TV Channel 4, WDSU-TV Channel 6, and WVUE-TV Fox8. School Reach, an automated system, is used to contact parents with emergency information. Finally, Information can also be obtained from the Edgar P. Harney Spirit of Excellence Academy website at www.soeanola.com.

HOMEWORK

Homework is an important part of learning and teaches students the importance of responsibility, managing time, developing good study habits, and staying with a task until it is done. **Homework will be assigned daily at Harney SOEA Elementary.**

If a student's homework is incomplete, then he/she will be assigned a consequence and receive a grade deduction. Parents/ Guardians will receive a phone call if a child has missed several assignments. Students' failure to complete homework can result in failing the subject.

SCHOOL SUPPLIES: A school supply list for each grade is available in the school office. Each student should come to school daily with the necessary school supplies.

SCHOOL BREAKFAST/LUNCH PROGRAM

Breakfast and lunch are served at Harney SOEA. All parents/guardians must complete and submit a lunch application form. The form is used to determine the level of assistance that a child will receive. Families who qualify for partial assistance only, and families who are not eligible for assistance, may be billed monthly for the cost of each lunch. The school's Business Manager will review the costs and set up a payment plan, if needed.

Parents may send lunch to school. If you send lunch to school with your child, it must be nutritious foods, such as a sandwich, fruit, vegetable, apple juice, etc. Snacks are not lunch. No junk food (gum, noodles, soda, chips, or candy) is allowed. Unhealthy food and drink items will be confiscated. We are **NUT FREE** school. **Nut products will be confiscated and replaced with a school lunch.**

PARENT INVOLVEMENT

VOLUNTEERING

A solid partnership between home and school is critical to student success. There are many ways to get involved through events sponsored by the Parent-Teacher Organization (PTO). If you are interested in volunteering at Harney, you must complete a volunteer packet which includes fingerprinting and a background check. Volunteers are expected to complete the packet and comply with all guidelines.

COMPACT

Each student in grades K-8 and each parent/guardian of a student in grades K-8, shall annually sign a **Compact**, in accordance with state law. For students, the (Compact) shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the Compact shall state that the parent/guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attends all required parent/teacher/administrator conferences.

Birthday Celebrations

Parents are encouraged to celebrate their child's date of birth within three days of the actual birth date. Parents may bring a store bought cake or cupcakes that will feed the entire class. Ice cream is **NOT** permitted. No balloons, decorations, or gifts are allowed. A celebration must take place between 2:00pm-2:30pm **ONLY**.

NURSING SERVICES AND MEDICATION

ILLNESS

Nursing services are available on campus in compliance with state regulations. If a student becomes too ill to remain in class, we will attempt to reach you by phone and recommend that you come to school and pick up your child. This is one of the reasons it is so important that we have an updated, working phone number on your child(ren)'s emergency form at all times. If your child (ren) is ill, **please** do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, or impetigo (Indian Fire), will be sent home and must remain at home until cleared by a physician to return to school. Physician's notes **must** be presented to the school upon the student's return to school. Students with head lice **must** remain home until there is no evidence of infestation. No student can return to school without a recheck for infestation. The parent must return the student and wait until cleared.

HEALTH FORMS

The Louisiana General Law requires that Harney SOEA collect completed Health History forms for every student. The health form documents any illness or condition that your child(ren) has. The nurse reviews the health history of the student and if necessary, will collaborate with the school staff, physicians, community resources, and the student's parent/guardian to facilitate services available. All student information shall be kept confidential.

IMMUNIZATIONS

Louisiana General School Law requires all children entering school to provide adequate proof of immunizations. These immunizations should be up to date prior to starting school and remain up to date throughout the school year. Vaccinations will be arranged throughout the school year.

The school nurse will assess the immunization status of the Kindergarten, first time enterers in first and sixth grade and above who are enrolled at the school. The school nurse will notify the principal of any immunization deficiencies identified. After parental notification that a student's immunizations are not up to date, the student shall be excluded from school until evidence has been presented that the required immunizations/immunization program is in progress. Exemptions may include: parent/guardian waivers for religious or personal reasons, a written statement from a physician stating contraindicated medical reasons or a shortage in the supply of vaccines.

MEDICATIONS

If your child requires medication during school hours, please contact the school's nurse to request a Medical Administration Form (or MAF). **By law, medication cannot be administered to your child until your child's physician has completed the form.** This requirement pertains to all medicine, including Aspirin, Tylenol, and other over-the-counter medicines.

The school will keep a detailed log of all medicines administered on campus.

22Revised July 25, 2015

HEARING AND VISION SCREENINGS

The school nurse will coordinate and conduct vision and hearing assessments of all kindergarten students, first time enterers in first grade, all third grade students, all fifth grade students, and all seventh grade students.

The school nurse will also assess the vision and hearing status of students referred by the RTI Appraisal Team or teacher for the purpose of evaluation for Special Education services or suspected sensory deficits. These referrals will be done after the nurse receives a complete referral. The school nurse will have 10 days to conduct the requested vision and hearing assessment.

According to *Louisiana Bulletin 741*, the parents/guardians of any student who fails the vision or hearing assessment will be notified in writing and a follow-up on the deficiencies noted will be conducted within 60 days.

COUNSELING

At Edgar P. Harney Spirit of Excellence Academy we offer individual and group counseling to students who need help with school adjustment. Immediate assistance is provided for those students who experience problems, and long-range services are made available when necessary. These services may include providing educational information, social work services, and/or referral services.

STUDENT RECORDS

Student Records Review Procedures

The school administration is responsible for all student records. We will discuss, explain, and/or make any records on file available to legal parents/ guardians. If a parent would like to examine a child's record, the parent should submit a request in writing to school administrators. Within 10 days, the parent/guardian will be allowed to inspect the file and may request a copy of any information contained in the record. There are two different types of student records, which will be treated differently:

1. **Directory Information:** Directory Information is basic information about students, such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use with the consent of the parent/guardian. If a parent/guardian would not like such information released, he/she should submit a request in writing to the Principal.
2. **Confidential Records:** Confidential Records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parent/guardian.

Correcting Student Records

If a parent would like to examine or amend a child's record due to inaccurate or misleading information, the parent should submit a request in writing to school administrators. This written request must cite the information to be reviewed and the reason and evidence supporting amending the student's record. Edgar P. Harney Spirit of Excellence Academy will respond within 30 calendar days after receiving all information regarding the informational discrepancy. If Edgar P. Harney Spirit of Excellence Academy decides not to amend the record as requested, the parent or guardian will be notified of his/her right to a hearing. The records will be amended in accordance with the results of the hearing and the parent will be provided a copy of the amended documents.

Release of Student Records

The principal shall provide for the transfer of the education records, including special education records, of any current or former student at the school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school within or outside of the state of Louisiana, where the student has become enrolled or is seeking enrollment.

1. The transfer of such records, whether by mail or otherwise, shall occur no later than 10 business days from the date of receipt of the written request.

2. If a student has been expelled, the transferred records shall include the dates of the expulsion and the reasons for which the student was expelled.

To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian or the student if he/she is 18 or older. Such consent shall state which records shall be released, to whom they shall be released and the reason for the release. A copy of the student record being sent shall be made available to the person signing the release forms if he/she so desires.

The School Board and employees may disclose education records or information from education records, *without the consent* of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials in compliance with judicial orders or pursuant to any lawfully issued subpoena.

Safeguarding Student Records

Cumulative Record information files and reports shall be stored with limited accessibility and shall be kept reasonably safe from damage and theft. Cumulative Education files will be locked in file cabinets in the main office. Special Education Records are kept separate from cumulative file folders, and are accessible for viewing only to service providers, who sign the folders prior to, and after, viewing file contents.

Edgar P. Harney Spirit of Excellence Academy complies with the requirements of R.S. 44:411 regarding schedules for the retention of official records; records for which a formal retention schedule has not been executed shall be retained by the Edgar P. Harney Spirit of Excellence Academy for not less than three years.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities promote positive behavior, intrinsic motivation, and expose children to both physically and mentally engaging activities, which in turn promote the well-being of children.

In order to participate in extracurricular activities, students must meet the academic requirements of his/her individual classroom, as well as display the Bee Attitudes at all times.

In order for your child to remain in a club, timely transportation at dismissal is imperative! Failure to pick up your child on time may result in him/her being removed from the club.

ACCEPTABLE USE POLICY
Edgar P. Harney Spirit of Excellence Academy
2503 Willow Street



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EDGAR P. HARNEY SOEA SCHOOL BOARD

Children's Internet Protection Act (CIPA) - Compliance Policy

STUDENT/ STAFF COMPUTER ACCESS AND USE

Adopted August 6, 2012 Revised July 25, 2017 (to include Use of Personal Portable Devices)

INTERNET SAFETY

In accordance with the *Children's Internet Protection Act (CIPA)*, the Edgar P. Harney SOEA Board shall enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access to certain visual depictions, including without limitation those that are obscene, child pornography, or otherwise harmful to minors. Sites that are excessively, violent, pervasively vulgar, sexually harassing or that contain information regarding the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable the blocking or filtering mechanism *for an adult user* in order to enable Internet access for bona fide research or other lawful purposes.

In addition to filtering requirements, it shall be the policy of the **SOEA Board** to:

- 1) Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- 2) Institute measures to ensure the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, such as "Instant Messaging";
- 3) Prohibit unauthorized access, including what is now known as hacking, and other unlawful on-line activities by minors online;
- 4) Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- 5) Institute measures designed to restrict minors' access to materials harmful to minors.

26Revised July 25, 2015

PERMISSIONS

- 1) The PROCEDURES AND POLICIES FOR PARENTS AND STUDENTS shall be distributed to the student and parent/guardian and will be posted on the School's web site. Students and Parental/guardian are required to sign the Parental Consent form for Student Access to the Internet Computer Network & Student Agreement Regarding Internet Access. The student and parent/guardians signatures shall be **legally binding** on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.
- 2) Parental/guardian permissions that are assumed include:
 - ! Access to the Internet and email system
 - ! Permission to publish students' work to classroom web sites
 - ! Permission to have unidentified photos of students published to classroom web sites

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

- 1) *Acceptable Use* The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School District regulations shall be prohibited.
- 2) *Netiquette* - Users shall be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - ! Be polite. Do not send abusive messages to others. Use appropriate language.
 - ! Do not reveal personal addresses or phone numbers of students or colleagues.
 - ! Note that Electronic Mail (Email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities. All users should be aware that routine monitoring of the system may lead to discovery that the user has or is violating the Acceptable Use Agreement, the Student Handbook and/or the law. Routine maintenance of the system may also purge files from individual accounts.
 - ! Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass email messages, or annoying other users using the talk or write functions). Hardware or software shall not be destroyed, modified, or abused in any way.
 - ! Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system shall be prohibited.
 - ! Hate mail, harassment, discriminatory remarks and other antisocial behaviors shall be prohibited on the network.

- ! The illegal installation of copyrighted software for use on district computers shall be prohibited.
- ! Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network (LAN) shall be prohibited.

- 3) *Privileges* The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, or staff.
- 4) *Security* Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the principal, who shall immediately contact the Director of Technology or designee. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.
- 5) *Vandalism* Vandalism shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. *Vandalism* is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses, “Digital Graffiti”, defacing Websites, unauthorized changes to websites, programs, applications, databases, etc. No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.
- 6) *Consequences of Misuse* School principals and district administrators may discipline (up to and including expulsion) any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates any Board policy.
- 7) *Cyber Bullying*: The State of Louisiana, Cyber bullying is defined in LA Rev Stat § 14:40.7 as is punishable under the law. The law defines Cyberbullying as,
 - “the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen.”

RESPONSIBLE USE / CODE OF CONDUCT

The Edgar P. Harney SOEA is a place of tolerance and good manners. Students may not use the network or any school's computer facilities for hate mail, defamatory statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability.

Code of Conduct applies to all users of the Internet. Honesty, integrity, and respect for the rights of others should be evident at all times. E-mail shall be limited to teachers and whole classes. Individuals shall not have accounts unless specifically authorized by the parent. In no case shall photographs be permitted. Students shall only be identified by first names.

The use of the Internet, including the World Wide Web must be in support of education and academic research and consistent with the educational objectives of. The **School Board** shall not be responsible for any financial obligations incurred by users of the Internet.

Cyberbullying shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. Any validated reports of Cyberbullying which contains true threats of intent to harm a person, will be reported to law enforcement. The test of "intent to harm" is whether a reasonable person sending a communication would foresee that the listener would interpret the statement as a serious expression of intent to harm. Under LA Rev Stat § 14:40.7 persons convicted of Cyberbullying shall be fined not more than five hundred dollars, imprisoned not more than six months or month.

The computer user shall be held responsible for his/her actions and activities. Unacceptable uses of the computers and/or the Internet shall result in appropriate disciplinary action, including suspension, expulsion or revoking of these privileges. If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

If a student accidentally accesses inappropriate material, he or she should back out of that information at once. Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher.

Students shall use the Internet search engines and/or other Internet tools only under the direction and supervision of teachers.

Regulations for the use of computers and the participation by anyone on the Internet include but are not limited to, the following:

- 1) Student use of e-mail and other forms for direct electronic communication including instant messaging systems is prohibited unless authorized and directly supervised by a teacher.
- 2) School system rules prohibiting cyber bullying indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language apply to all forms of electronic communications.
- 3) Students shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.
- 4) Students shall not post personal information about themselves, (last name, addresses, or telephone numbers) or any other person.

- 5) Students shall not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.
- 6) Students shall not access over the Internet visual depictions that are obscene, pornographic, or harmful to minors.
- 7) Students shall not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
- 8) Students shall observe copyright law and fair use guidelines. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
- 9) Students shall not make any purchase on the Internet while using school equipment or Internet service.
- 10) Degrading or disrupting equipment or system performance shall not be permitted.
- 11) Invading the privacy of individuals, sending of hate mail, harassing, or making discriminatory remarks or other antisocial behavior shall be prohibited.
- 12) Using an account owned by another user shall be prohibited.
- 13) Posting anonymous messages shall not be permitted.
- 14) Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
- 15) Downloading information without permission of the Director of Technology or designee shall be prohibited.
- 16) Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion shall be prohibited.
- 17) Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that describe or represent in an offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals shall be prohibited.
- 18) Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole lack serious literary, artistic, political, or scientific value as to minors shall be prohibited.
- 19) Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited.
- 20) Social Media websites will be reviewed and restrictions will be applied as needed.
- 21) Subscriptions to list servers, bulletin boards, and online services must be pre-approved by the Superintendent or his/her designee.

CIPA MONITORING AND TRAINING

In addition to the use of technology protection measures, the monitoring of student's online activities and access to the Internet and World Wide Web may include, but shall not be limited to, the following:

- 1) Ensuring the presence of a teacher and/or other appropriate School personnel when students are accessing the Internet including, but not limited to, the supervision of students when using electronic mail, chat rooms, **instant messaging** and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail and chat rooms, **instant messaging and other forms of direct electronic communications** may be blocked as deemed necessary to ensure the safety of such students.
- 2) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors.

Provide annual training regarding CIPA policy to all students and faculty. Training for students and faculty will address key issues such as cyber bullying, social networking dangers and emerging technologies that may endanger children while using the Internet. Teachers will train students by incorporating within their lesson plans age appropriate Internet Safety training for students. Teachers will access training materials from <http://commonsense.org>. The curriculum specialist or the designated representative will periodically review lesson plans to ensure all students are trained.

Mobile Devices Policy

If Harney provides a user with a mobile computer or other devices to promote learning outside of the classroom the users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care.

Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students may not have personally-owned devices (including laptops, tablets, smart phones, and cell phones) at school—unless instructed by a teacher in writing for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices. Please remember, this Acceptable Use Policy applies to privately-owned devices accessing the Harney SOEA network, the Harney SOEA Internet connection, and private networks/Internet connections while on school property. Edgar P. Harney SOEA's Board prohibits individuals from using their personal communication devices (PCDs) to access the District's technology resources (e.g., networks, servers, projectors, printers, etc.) while at the school's facility. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), and/or cell phones (e.g., mobile/cellular Telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)

The Board however, permits employees, Board members, and guests, as well as contractors, vendors, and agents to use their personal communication devices ("PCDs") to wirelessly access the School's technology resources (guest or business networks, servers, projectors, printers, etc.) while they are on-site at the School's facility. Access to the business/guest network shall require authentication.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phone (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, etc.), and/or other web-enabled devices of any type.

The Technology Coordinator is charged with developing (or, is directed to develop) the necessary standards for connecting PCDs to the School's technology resources. The standards shall be available upon request.

The standards shall be designed and enforced to minimize the School's exposure to damages, including, but not limited to, the loss of sensitive school data, illegal access to confidential data, damage to the school's intellectual property, damage to the school's public image, and damage to the School's critical internal systems, from unauthorized use.

Staff Use of Communication Devices. When an individual connects to and uses the School's technology resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws. The user will need to accept the stated terms and conditions before being provided with access to the specified technology resource(s).

In order to comply with the Children's Internet Protection Act ("CIPA"), the School has implemented technology protection measures that protect against (e.g., filter or block") access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Any user who violates the established standards and/or the School's Acceptable Use policy, or who accesses the School's technology resources without authorization may be prospectively denied access to the School's technology resources. If the violation is committed by a contractor, vendor or agent of the School, the contract may be subject to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the School.

Adopted; August 6, 2012

Revised July 25, 2017

Ref: Ref: 47 USC Section 254 (Telecommunications Act), Pub. L. 106-554 (Children's Internet Protection Act), La. Rev. Stat. Ann. §17:81, 17:100.7, 17:280.

Student/Staff/Stakeholder Agreement

Children's Internet Protection Act (CIPA) - Compliance Policy

AUP User Agreement (to be signed by all adult users and student users).

Parents must sign for all students grades K-8.

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the Edgar P. Harney Spirit of Excellence Academy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

32 Revised July 25, 2015

Student's Please Print Name

Student's Signature

Parent Agreement FOR ALL STUDENTS (to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student] _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes Edgar P. Harney Spirit of Excellence Academy has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold the [Edgar P. Harney Spirit of Excellence responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet that are available through Edgar P. Harney Spirit of Excellence Academy

Parent's Name (please print)

Date

Parent's Signature _____

Edgar P. Harney Spirit of Excellence Academy



2503 Willow Street
New Orleans, LA 70113
(504) 373-6230
Lynn Polk, School Leader
www.soeanola.com

Dear Parents and Guardians,

Contained herein is a Discipline Contract. This **must be signed and returned** by every parent/guardian of a student attending Harney. This signature indicates that you, the parent, understand the discipline and school bus discipline protocols of the school. Additionally, every student and parent/guardian of a student attending Harney has certain *Behavioral Expectations and Responsibilities*. Please go over these responsibilities with your child(ren).

Description of Discipline Procedures:

Harney SOEA Student Code of Conduct classifies discipline incidents as Level 1, Level 2, and Level 3 Infractions. Edgar P. Harney SOEA distinguished low level intensity behaviors as “minor” Infractions and higher level intensity behaviors as “Major” Infractions. Various behaviors result in varying consequences. Please see and discuss with your child the included list of Infractions and their consequences: **ASD** = After School Detention, **ISR**= In School Reflection, and **OSS** = Out of School Suspension. For a complete list, please refer to the Student Code of Conduct.

After School Detention:

Each teacher may schedule detentions at any time. Detentions held on Wednesday and Thursday afternoons from 3:30 pm to 5:00 pm. If a student is assigned detention, the student **MUST** serve the detention. No student will be excused from attending After School Detentions or In-School reflection. As written in the School Code of Conduct, failure to attend ASD or ISR is a Level 2 Major Infraction and will result in an Out-of-School Suspension. If any student is absent from school on their assigned day of detention, their detention will automatically be carried over to the next detention session.

Out of School Suspension

If a student receives an OSS, the parent/guardian **MUST** return for a parent/teacher conference on the student’s return date.

Bus Referrals:

Riding the bus to/from school and on fieldtrips is a privilege, not a right. Students must follow the Bee Attitudes on the bus at ALL times. Harney follows a three strike discipline protocol with bus behavior referrals. On the third referral the student shall be suspended from their bus privileges and not allowed to ride the bus for a minimum of three days. Fighting on the bus will result in immediate bus suspension and possible OSS.

“A *school bus suspension* does not necessarily mean a *suspension* from school. If a child is suspended from the school bus, it is the parent(s)/legal guardian(s)’ responsibility to ensure that the child gets to school on time.

We have initiated these policies for the safety of all students enrolled at Edgar P. Harney SOEA to ensure an appropriate learning environment. We thank you for your support and cooperation with these procedures.

Edgar P. Harney Spirit of Excellence Academy



**2503 Willow Street
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Lynn Polk, School Leader
www.soeanola.com**

Discipline Contract for: _____ Grade: _____ Teacher:

Student Name Printed Here

I UNDERSTAND the list of infractions and their consequences. I further understand that infractions committed habitually automatically become Level 2 and Level 3 Major Infractions which result in more severe consequences.

I UNDERSTAND THAT no student will be excused from attending After School Detentions or In-School Reflection. As written in the School Code of Conduct, failure to attend ASD or ISR is a Level 2 Major Infraction and will result in an Out-of-School Suspension. If any student is absent from school on their assigned day of detention, their detention will automatically be carried over to the next detention session.

I UNDERSTAND THAT if my child is suspended, I **must return** with my child for a parent/teacher conference on their return date.

I UNDERSTAND THE Behavioral Expectations And Responsibilities at Edgar P. Harney Spirit of Excellence Academy.

I UNDERSTAND THAT *if my child does not follow the BEE Attitudes on the bus, he/she may receive a bus referral. After two bus referrals, the third offense will result in a "school bus suspension". If this happens, I understand that my child will be suspended from the bus for a minimum of 3 days and that I will be responsible to find another way to transport my child to and from school on time.*

Signing this DISCIPLINE CONTRACT indicates your acknowledgement, understanding, and agreement to these (Edgar P. Harney Spirit of Excellence Academy's) discipline procedures and protocols.

Parent Printed Name: _____ Contact Number: _____

Parent Signature: _____

Date: ____ / ____ / ____

Student Name (Signature) _____
Date: ____/____/____

Parent/Guardian Commitment

I have read the above rules with my child and have talked with them about the importance of following the BEE Attitudes. My child understands that this is for the quality of their learning environment, their safety, and the safety of other children. I will support the school by teaching the values of respect, responsibility, preparedness, and safety at home.

Parent Name (Signature) _____
Date: ____/____/____

Abridged List of Infractions and Consequences

Level 1/Level 2 minor Infractions Will Be Documented	Level 2 Major Infractions Documented and issued ASD or ISR, or in some cases, OSS	Level 3 Major Infractions Documented and issued IMMEDIATE ISR or OSS
<ul style="list-style-type: none"> ! Dress code violations ! Talking in class ! Sleeping in class ! Not participating in class ! Not having or incomplete homework ! Not having proper materials or supplies for participation ! Eating, drinking, chewing, and littering ! Horseplay – rowdy, rough, or boisterous play ! Using/possessing electronic devices ! Using Profane language ! In a restricted area ! Skipping class ! Public display of affection ! ANY OTHER INFRACTION DEEMED BY THE PRINCIPAL OR DESIGNEE SIMILAR IN SEVERITY TO OTHER LEVEL 1 INFRACTIONS ! Willful disobedience ! Treating another student with disrespect ! Using computer w/o permission 	<ul style="list-style-type: none"> ! Habitual Infractions ! Stealing ! Physical assault <u>without</u> serious bodily injury ! Writing or drawing obscene/profane language/pictures ! Treats authority with disrespect (including profanity towards an authority figure) ! Leaving school campus and/or traditional classroom without permission ! Using inappropriate objects to harm others or damage property ! Cutting, defacing, damaging school/vandalism ! FAILURE TO ATTEND ASD (After School Detention) or ISR (In School Suspension) ! Using/possessing tobacco ANY OTHER INFRACTION DEEMED BY THE PRINCIPAL OR DESIGNEE SIMILAR IN SEVERITY TO OTHER LEVEL 2 INFRACTIONS 	<ul style="list-style-type: none"> ! Habitual Infractions ! Instigate or participate in fighting ! Bullying or cyber-bullying ! Conduct or habits injurious to others ! Threatening or intimidating students or faculty ! Throwing missiles liable to injure others ! Improper use of computer ! Major disturbance in the school or on the school bus ! Sexual harassment ! Bodily contact without consent ! Cell phone/internet violations (sexting, harassment texting, messaging) ! Physical assault <u>with</u> serious injury ! Using/possessing controlled substances ! Using/possessing alcohol ! Using/possessing weapons ! Using/possessing fireworks ! Aggravated assault to another student or employee ! Arson ANY OTHER INFRACTION DEEMED BY THE PRINCIPAL OR DESIGNEE SIMILAR IN SEVERITY TO OTHER LEVEL 3 INFRACTIONS

EXPECTATION	CLASSROOM	CAFETERIA	HALLWAY	RESTROOM	PLAYGROUND	BUS
Be Respectful	Use good manners at all times.	Sit at assigned table and eat, then whisper.	Yield to Adults.	Give privacy and space.	Play fairly and include everyone.	Walk to from the and follow bus driver directions.
Be Responsible	Follow directions the first time given.	Keep your area clean and pick up after yourself.	“Zip and Grip”	1 Flush 1 Squirt 1 Pull	Stay in playground area where you can be seen at all times.	Load/Unload patiently promptly.
Be Prepared	Bring all materials needed for class.	Respond to school-wide freeze signal (raised arm).	Follow adult directions and classroom procedures.	Be quick and quiet.	Freeze at hand signal and wait to line up.	Face the and obey bus rules.
Be Safe	Keep hands, feet, & objects to self “Zip and Grip”.	Hold tray with two hands.	Walk in a silent, straight line, and to the right.	Keep restroom clean.	Use playground equipment properly.	Stay in and keep voices down.

(1)
(Grades K-2)

As per Code of Conduct, habitual (FIVE OR MORE) minor (m-) Infractions *immediately* become Major (M+) Infractions.

(2)

As per Code of Conduct, habitual (FIVE OR MORE) minor (m-) Infractions *immediately* become Major (M+) Infractions.