



# Élan Academy Family Handbook 2023-2024

## A WELCOME FROM...

*Dr. Melanie Askew Clark, Founder, and Head of School*

Dear Élan Families,

We are honored to welcome you to Élan Academy Charter School. Élan Academy holds a high standard for excellence, providing an academically challenging, disciplined, and joyful school for the children of New Orleans, LA. We are thrilled that you have made Élan Academy your school of choice, and we welcome you to our school community. We know that our success as a school depends on the support of our families, and we look forward to having a positive partnership with you. We expect a lot from the members of the Élan Academy community, and in turn, you can expect a lot from us.

The start of each new school year presents a new opportunity to engage in your child's learning and growth. I invite each of you to explore how you might contribute to our school community -- from volunteering in the classroom to joining Momentum, our family, and community association. We welcome family involvement in all its forms and believe that a vibrant school community depends upon the engagement of all its members.

As a family, please take the time to read through our entire handbook. The following pages clarify many of the essential details for families to participate fully in our community and will help you become familiar with the school procedures, policies, and practices. When you have finished reading the handbook, you should complete and detach the mandatory signature page, which is located at the end of this handbook. Please return this page to the main office.

While this handbook is very detailed, we know that it will not address all the questions that you may have about Élan Academy. If you do have any additional questions, please contact the school for any clarification.

We look forward to embarking on this journey with you, as we set your child on the path to college starting in Kindergarten.

Leading together,

Dr. Melanie Askew Clark,  
*Founder and Head of School*

## MISSION AND VALUES

### MISSION

Through a classical curriculum, *high-quality* instruction, and leadership development, Élan Academy Charter School ensures that all students have the foundation necessary to thrive in high school, succeed in college, and access lives of opportunity.

### CORE VALUES

Élan Academy is characterized by rigorous academics and positive character. School and life success *depends* on the internal character and hard skills an individual develops in their formative years. We strategically develop in students the school's LEADER values – of Leadership, Enthusiasm, Achievement, Determination, Empathy, and Respect. These values are reinforced explicitly by teachers throughout the day, and implicitly through the actions teachers and staff model for children.

#### **Leadership.**

We believe every student has the potential to demonstrate leadership, as early as pre-kindergarten. Students who are intrinsically motivated, take initiative and learn from failure. We explicitly teach these qualities to students daily, and as adults, we aspire to them as well.

#### **Enthusiasm.**

Élan, our school name, means enthusiasm and liveliness. Enthusiasm is “putting my whole heart into what I do.” Whatever the task, no matter how big or small, it will always turn out better if you put your whole heart into it! Another great thing about enthusiasm is—it's contagious! We teach our students the value and power of enthusiasm.

#### **Achievement.**

We define achievement as a successful *accomplishment* because of effort. We work hard and celebrate our *students' desires* to achieve. We explicitly teach the importance of achievement in both academics and character goals.

#### **Determination.**

We define determination as “overcoming obstacles to reach a goal.” Determination is like climbing a mountain. You must know what you want to achieve, then put one foot in front of the other until you reach the top. Climbing a mountain takes a lot of effort. Determination means pressing on, pushing forward, and not giving up.

#### **Empathy.**

We define empathy as the ability to understand and share the feelings of another. Empathy builds relationships between people and promotes a sense of belonging for all. By practicing empathy, we will all be able to relate to others with backgrounds different from our own. We believe that empathy is something people can develop, and we aspire to help our students do so.

#### **Respect.**

We define respect as “treating others with honor and dignity.” We believe everyone has worth and dignity as a human being, whether they are young or old, wealthy or poor, or any other difference.

Our students are expected to demonstrate the following elements of respect:

- **SELF-RESPECT** - by their manner and in their school uniform dress, students are to carry themselves with a sense of dignity.

- **RESPECT TO PEERS** - by showing support and encouragement; by refraining from insulting, bullying, or humiliating others; and by refraining from physically, emotionally, or sexually harassing other students.
- **RESPECT FOR ALL ADULTS** - by listening and following instructions; by using an appropriate tone of voice; by honoring a teacher's need to present a lesson to the entire class; by demonstrating an awareness of the right time and place to disagree with a teacher's decision; and by accepting feedback.
- **RESPECT FOR DIFFERENCES** - by demonstrating sensitivity to physical, cultural, religious, gender, and sexual orientation differences, and by refraining from the use of stereotypes.
- **RESPECT FOR PROPERTY** - by respecting their personal property and the property of other students; by maintaining their textbooks and other school materials; and by caring for the school grounds and property, especially by pitching in to keep them clean and neat. (Items that could be used to deface property are forbidden in school.)

## **ACADEMIC APPROACH**

The academic approach at Élan Academy is created with the guidance of the *Louisiana State Standards*. Through this, we do not lose sight of the value of critical thinking, a student-centered approach to learning. Children are nudged to work independently and alongside others to become great readers, writers, mathematicians, and thinkers. Our *goal is for all students to have the knowledge necessary for success in high-performing highschools that will catapult them to college.*

## **CLASSICAL EDUCATION**

Our curriculum is knowledge-rich and built around the belief that there is a collective body of knowledge all members of our society should master in the core areas and the arts. Students regularly memorize and recite important works of literature and history as an integral part of their educational formation. History serves as the framework around which all other subjects form a complementary and unified approach to knowledge. Emphasis is placed on minds-on learning and on fostering a spirit of inquiry in students.

- **Grammar, Greek, and Latin.** Greek and Latin root words are taught in upper elementary grades. Latin studies are an integral part of the upper school curriculum. Greek and Latin constitute the foundational foreign language component for training in grammar, vocabulary, and critical thinking and as a bridge to the study of other languages. Our students will spend time in early elementary grades engaging in memorization of historical and scientific facts through songs and chants. In grammar, students master rules of grammar, phonics, and spelling, and Latin vocabulary.
- **Logic.** Logic is based *on the* inquisition. Students want to know the “why” of something—the logic behind it. In all grades, logic lives in mathematics. Math is taught conceptually. Mathematical and scientific knowledge should be pursued for their sakes, not merely for their practical applications; both disciplines aim at human excellence. Science instruction is grounded in a historical context.
- **Rhetoric.** As *students* study rhetoric, they concentrate on applying knowledge and expressing ideas through writing and speaking. Students learn to articulate their stance on a subject, anticipating and responding to *counter-arguments* during debate lessons.

- **Classic Novels.** Classic and whole works of literature constitute the core canon of books that students read, examine, and discuss with depth. Classical virtues, as well as principles of self-government and civility, are identified and explicitly taught in a seamless manner through course content. Students are trained in study skills, planning and organization, a close reading of the text, and note-taking.

## THE BALANCED LITERACY APPROACH

This approach to teaching children to read and write mixes individual and group learning, with varying levels of teacher support. Some tasks are modeled by the teacher, some are supported by the teacher, and others are done independently by students, with the teacher as a guide. In addition to Reading and Writing Workshops (described below), students partake in daily Word Study instruction (phonics/spelling), guided reading, reading comprehension, and writing, blended learning, and interactive read aloud.

## READING WORKSHOP

The Reading Workshop approach teaches key reading behaviors and deep comprehension strategies that allow children to flourish as readers. The Élan Academy reading program values student choice, independence, and collaboration as key tenets in building passion and purpose for reading. Reading Workshop follows a predictable structure that allows daily for explicit instruction in reading skills and strategies and time devoted to practice through long stretches of time to read. *We supplement our literacy program with an online, self-paced program called Lexia.*

### *In our lower school, we utilize the following:*

Each day, your child's Reading Workshop time consists of small group rotations: a guided reading or reading comprehension lesson, phonics/spelling, and a student-centered computer literacy program that guides students based on their personal academic needs. Reading Workshop not only provides students with the instruction they need to improve their decoding (how they read words) but also builds their deep comprehension of stories and ability to process informational texts as they learn about the world around them.

### *In our upper school, we utilize the following:*

*We utilize Into Literature developed by HMH for our ELA curriculum. The rigorous curriculum and culturally responsive pedagogy meet both the needs of our scholars and incorporate classical text. In addition, our students engage in writing and rhetoric utilizing the Classical Academic Press materials.*

## WRITING WORKSHOP

Learning to write provides children unbelievable power as readers, thinkers, and makers of meaning. Writing Workshop is a rigorous daily writing curriculum. It begins with a *mini-lesson* in which teachers provide ten minutes of direct and explicit handwriting instruction. This lesson follows with an author's craft/writing technique lesson. Students then work in a structured and responsive environment to draft and revise writing pieces in ways that incorporate the instruction. Teachers confer with students individually or in small groups during this time.

## MATH

Curiosity and engagement are hallmarks of mathematics teaching. Students are encouraged to be mathematicians as they investigate the big ideas of mathematics. At Élan Academy, there are four [www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720

programs in place to foster and support our learning goals of having highly interactive math and supporting a deep sense of concept with *numbers*. We acknowledge that no program will meet all the student's needs. We use these resources as support and supplement when useful.

*In our lower and upper school, we utilize the following:*

**Math Curriculum (K-8):** i-Ready Classroom Mathematics (K–8) is a comprehensive core mathematics program that makes math accessible to all students. Everything works together to support teachers and empower students to connect to mathematics in new ways. *i-Ready Classroom Mathematics* is a discourse-driven blended mathematics curriculum that enables all students to become independent mathematical thinkers and reasoners. *i-Ready Classroom Mathematics* provides instruction and activities that focus on academic language to help English Learners and all students develop content knowledge.

The program includes:

- An instructional design that allows students to take ownership of their learning
- Rigorous practice opportunities that build students' conceptual understanding and procedural fluency
- In-depth reports that enable instructional decisions so teachers can help students reach their greatest potential
- A wide range of accessibility features to maximize usability for all students
- Support and resources for learning at home

## SCIENCE|SOCIAL STUDIES | HISTORY

### Science

*Inquiry-based learning at Élan Academy gives students the opportunity to immerse, investigate, and collaborate. We utilize this type of learning particularly in our science and lessons. We refer to this programming as CORE for grades K-8. Our science curriculum, Amplify Learning, uses inquiry-based learning through the investigation cycle model, providing students with a rigorous curriculum that maximizes student learning and engagement with the world.*

### Social Studies & History

*For grades 3-8, we utilize New Schools for New Orleans Social Studies. For grades K-2, we utilize Social Studies Weekly.*

## FOREIGN LANGUAGE

*At Élan Academy, we value the classic nature of the Latin Language. At least 60% of English words trace their origins to Latin. This means that students of Latin generally read and write better than their peers.*

- *Latin greatly improves students' English vocabulary.*
- *Latin greatly improves students' understanding of English grammar.*
- *The study of the history and culture of the Roman world provides students with insight into their own lives in the 21st century.*

[www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720

- *Studying Latin opens hundreds of brilliant myths from the Roman and Greek traditions.*

*In addition, students have the opportunity to take Spanish courses. Our 8th grade scholars may earn a high school credit in Spanish I.*

## **ÉLAN FAMILY ENGAGEMENT**

### **ÉLAN' S VIEW OF FAMILY ENGAGEMENT**

Élan Academy wants all families to be an active part in the daily academic and social experiences of their child. We recognize that this looks different for each family. Some families may consider engagement as attending events at school while others may view engagement as sending *donations* or cutting out materials for a teacher. We encourage and value all forms of family participation, and we actively strive to foster direct family engagement with the Élan Academy community. Above all, we seek to make Élan Academy a welcoming environment for all family members who are important in the lives of our students—grandparents, aunts and uncles, cousins, godparents—and encourage them to engage with Élan Academy. New ideas for engagement are always welcome and can be suggested to teachers or the community association, Momentum.

### **HOW FAMILY ENGAGEMENT AFFECTS STUDENT ACADEMIC ACHIEVEMENT**

We place significant emphasis on family engagement because it creates a rich school culture and has strong positive effects on students' academic and social growth and achievement. When families are involved in students' learning, students perform better, enroll in higher-level programs, and are more likely to graduate and to enroll in postsecondary education. Children do best if parents play multiple roles to support their learning, like helping at home or volunteering at school. Family engagement is also closely linked to positive student behavior and enhanced social skills. When families take an active interest in what students are learning students show better behavior both in and out of school.

### **HOW ÉLAN FOSTERS FAMILY ENGAGEMENT**

Élan Academy focuses family engagement programming around two components.

1. Help families build relationships with their child's teacher and support their child's learning outside of school. Programming to support this component includes:

- Conferences with teachers each trimester
- Workshops and/or videos to teach parents about Élan Academy's academic model and character approach
- *Room parents who volunteer as the liaison between teachers and parents to provide communication reminders and support in class activities and events.*
- Suggestions for discussions or activities that parents can use to engage students outside of the classroom in ways related to what their child is learning in school

2. Help families develop relationships with each other, the school, and the community. Programming to support this component includes:

- Opportunities for parents to volunteer in the classroom and to support school-wide events/needs
- Events to help families build relationships with each other, such as group play dates for children and school-wide social activities/ celebrations

[www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720

- Information to families about what activities other students are involved with outside of school and how their child can get involved
- **Momentum** -The primary responsibility of our version of a Parent-Teacher-Organization is to build community among our *families*. *Momentum* provides opportunities for families to support the school through joining the development committee's fundraising activities.

Any parent or guardian of an Élan Academy student may be a member of the Momentum, as well as teachers and school leaders. **We look forward to you being a part of this great community!**

## COMMUNICATION

At Élan Academy, we want all family members to know who to contact to voice questions or comments, and to feel comfortable doing so. Teachers find it extremely helpful when parents and family members feel comfortable contacting them with any questions that may arise. The chart below outlines who you should contact for specific types of questions and comments.

### Whom should I contact?

CONTACT THIS PERSON:	FOR QUESTIONS RELATING TO:
Dr. Melanie Askew Askew <i>Founder and CEO</i>	<ul style="list-style-type: none"> <li>• Questions relating to Élan's growth, Board of Directors, Mission/Vision, Strategy, Policy</li> </ul>
Sherie Garza Assistant Head of School	
Rashad Patterson PK - 4th Grade Instructional Coach  Frances David 5th - 8th Grade Instructional Coach	<ul style="list-style-type: none"> <li>• <i>Questions relating academics</i></li> <li>• <i>Concerns regarding instructors, assessments, and/or behavior</i></li> <li>• <i>Ideas or suggestions for scholar events and incentives</i></li> <li>• <i>Attendance</i></li> </ul>
Wyane Colbert Director of Culture & Community	<ul style="list-style-type: none"> <li>• Non-academic school policies and procedures</li> <li>• Recess related issues and concerns Mini camps and summer camp Volunteer opportunities</li> <li>• Student health care</li> <li>• Medication administration</li> </ul>



Kayla Tanner Special Education Coordinator	<ul style="list-style-type: none"> <li>• <i>Special Education</i></li> <li>• <i>Student Evaluations/Screenings</i></li> <li>• <i>Special Education records requests</i></li> <li>• <i>Discipline/behavior intervention (note: parents should always contact their child's teacher first.)</i></li> <li>• <i>Gifted Education services</i></li> <li>• <i>Student mental health</i></li> <li>• <i>English Language (EL) services</i></li> </ul>
Andrew McBride	<ul style="list-style-type: none"> <li>• <i>Intervention</i></li> <li>• <i>504</i></li> <li>• <i>MTSS/RTI</i></li> </ul>
Main Office	<ul style="list-style-type: none"> <li>• <i>Daily changes to your child's end-of-day transportation method</i></li> <li>• <i>Urgent messages for your child's teacher</i></li> <li>• <i>Questions about upcoming events</i></li> <li>• <i>General questions</i></li> <li>• <i>Special Education records requests</i></li> <li>• <i>Updating contact information</i></li> <li>• <i>Documentation for excused absences report cards (non-academic issues) Student records requests</i></li> <li>• <i>Enrollment and withdrawals</i></li> <li>• <i>After-school programming and logistics</i></li> </ul>

In addition, family members may request an in-person meeting with their child's teacher or an administrator by calling or *emailing* to set up an appointment. All meetings should be **pre-arranged** at a time that is convenient for both parties. Please note that teachers are unable to have conversations during class time, as well as during arrival and dismissal times. **Communication with Élan Academy staff members should happen at a mutually convenient time and not outside of the hours of 7:30 a.m. to 5:00 p.m.** All Élan Academy staff members are committed to returning voicemails and emails within 48 business hours. We also encourage you to stop by the office to speak with the Director of Operations. He is available to assist Élan Academy families and address their questions and concerns.

### TO ENSURE YOU RECEIVE COMMUNICATION FROM US:

- Connect to Deans List and ParentSquare
- Review all material sent home in your child's Lifework folder nightly
- Like the Élan Academy Facebook (facebook.com/elanacademyNOLA) and Instagram page (@elanacademynola).
- Checkout our website at [www.elanacademy.org](http://www.elanacademy.org)
- Contact the office to let us know of any changes to your email address, phone number, or mailing address, or if there are additional family members or caregivers you would like to receive communications from Élan Academy

---

## KEY LOGISTICS

School Address	6501 Berkley Dr. New Orleans, LA 70131
Phone	504-619-9720
Fax	504-324-0417
Bus Transportation	A&S Transportation; SLW Transportation
Bus Transportation Phone	

## SCHOOL HOURS

Facility Hours	7:20 a.m. - 6:00 p.m.
Morning Breakfast	7:20 a.m. - 7:45 a.m.
Morning Carpool Drop Off:	7:20 a.m. - 7:50 a.m.
Student Start Time	7:50 a.m.
Student Tardy Time	7:51 a.m.
Student dismissal time	3:45 p.m. (M-Th) & 2:00 p.m. on Friday's
Afternoon carpool pick up:	3:45 p.m. - 4:00 p.m.
After school program	3:45 p.m. - 6:00 p.m. (M-Th); 2:00 p.m. - 4:00 p. m. (F)

## Parking Regulations

Parking Area	Regulations
<b>Staff &amp; Visitor's Lot:</b> Located to the left of the school.	<ul style="list-style-type: none"><li>Parents who arrive <b>after the carpool line closes at 7:50am</b> must escort their child through the main entrance. <b>Do NOT drop your child off without signing them in at the office.</b></li><li>Parents must wait to be buzzed in by a member of Élan staff and sign the tardy log.</li></ul>

## SCHOOL DIRECTORY

### Leadership Team

**Dr. Melanie Askew Clark**

Founder and Head of School, [maskew@elanacademy.org](mailto:maskew@elanacademy.org)

### Operations

Operations Manager, [jjefferson@elanacademy.org](mailto:jjefferson@elanacademy.org)

Office Manager, [asorapuru@elanacademy.org](mailto:asorapuru@elanacademy.org)

### Board of Directors

**Darren Patin, Chair**

**Jeremy Thibodeaux, Vice-Chair, Treasurer**

**Daphne Barnes, Secretary**

**Scot Rademaker, Director**

**Gary Briggs, Director**

**Erin Marrero, Director**

All Board Meetings are held *the last Wednesday of the month* at Élan Academy at 6:00pm, unless otherwise noted. The Élan Academy Meeting schedule is announced each *July and can be found on our website*. Board meetings and agendas are posted to the school website. We post agendas at least 24 hours prior to meetings online and *on the front door of the school*. *Board meeting minutes* are published once they are approved at the subsequent meeting

---

## POLICIES & PROCEDURES

### ACADEMICS & BEHAVIOR

#### Grading

We measure student performance as progress toward grade level Louisiana State Standards as well as internally created benchmarks for student learning. We use portfolios, rubrics, and other assessments; both standardized and internally created to measure student progress. We report progress to parents/ guardians through trimester report cards. Teachers also support students in developing cumulative, multi-year digital portfolios. Families will have access to our online learning management system, to track their child's academic and behavior performance.

**Grades K-2:** Elementary students receive standards-based report cards that reflect student progress toward mastering the power standards for each grade level. Students are expected to master all standards by the end of each grade level. Elementary students are graded on a scale of 0 to 4.

- 0 – The student has no mastery of the standard.
- 1 – The student has minimal mastery of the standard and needs continued support.
- 2 – The student has partial mastery of the standard and needs minimal support.
- 3 – The student has grade level mastery of the standard and can work independently.

4 – The student has above grade-level mastery and is able to apply this standard in new situations.

**Grades 3-6:**

<b>Letter Grade</b>	<b>Percentage Mastery</b>
<i>A (Exceeding expectations)</i>	93-100%
<i>B (Meeting expectations)</i>	85-92%
<i>C (Approaching expectations)</i>	75-84%
<i>D (Below expectations)</i>	67-74%
<i>F (Far below expectations)</i>	0-66%

### **Report Card & Progress Report Conferences**

We hold report card conferences at the end of each trimester and conduct progress report phone calls as needed or by request near the *midpoint* of each trimester. Parents/ guardians are required to attend all report card conferences and to participate in all progress report phone calls. If a parent/ guardian is unable to participate in a specific conference or call, he or she should make alternate arrangements with their child's teacher(s).

### **Lifework**

Lifework (homework) is an essential component of Élan Academy's educational program. Lifework reinforces the concepts and skills that are taught in class, *supports* students to develop a deeper understanding of academic concepts, and *promotes* the habits that we recognize will be important in college and in life. **Lifework is assigned every night at Élan Academy, including weekends.** It is critical that families review their child's Life Work and monitor progress every night.

**Lifework includes 20 minutes of required reading every night**, including weekends, holidays, and vacations. Parents and guardians will be required to sign their child's reading log every night. Lifework must be completed in full and meet the high standards that Élan Academy sets for effort and presentation.

[www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720

All students *are* given an Élan Academy *folder* that includes the work that needs to be completed as well as a nightly Reading Log. Lifework folders are designed to teach students essential organizational skills. Reading Logs must be filled out properly and completely and signed by a guardian; all Lifework must be completed neatly and thoroughly and returned with the child in the folder. Élan Academy *folders are* turned in to teachers every morning as soon as the student arrives at school.

Students are expected to complete Lifework assignments each day it is assigned. If Lifework is consistently late, missing, incomplete, or of poor quality, the parent or guardian will be notified. If a student has completed less than 90% of Lifework assignments in a trimester, consequences include a parent action planning meeting, or if ongoing, . *Students receive a completion grade for both lifework and the reading log.*

## ÉLAN ACADEMY LIFEWORK REQUIREMENTS

### The teacher should:

- Create meaningful assignments
- Make sure that Lifework is recorded on the daily log
- Be certain that every assignment is clearly understood
- Relate the assignment to what was learned in class
- Vary the types of assignments
- Use Lifework to check for understanding of the skill and content
- Provide immediate feedback when assignments are completed

### The student should:

- Promptly inform parents/guardians of the Life Work assignment by showing the daily Lifework Log
- Be responsible for completing assignments on time, accurately, and neatly
- Complete missing assignments due to absences
- Read every day
- Always try his/her best

### The parent/guardian should:

- Provide time and a quiet place for students to study
- Help the student develop responsibility by completing all their assignments
- Be aware of all assignments (by looking at the Life Work Log), review the child's work, and assist as needed
- Make sure that every assignment is completed to Élan Academy's standards
- Talk to their child about what he or she learned at school and encourage child to develop a positive attitude about learning
- Read with their child every night for 20 minutes and sign the reading log

## Promotion

*As a part of the Orleans Parish School Boards Local Education Agency, Élan Academy complies with the district's Pupil Progression Plan. For more information, please see our website.*

## Special Education Policy

[www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720

Élan Academy has a duty under the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 to identify, refer, and evaluate students with disabilities. Any parent/guardian who thinks their child may have a disability and wishes to learn more or request an evaluation should contact their child's teacher.

---

## **DISCIPLINE**

At Élan Academy, we create a warm, safe, and joyful environment that encourages students to take risks, learn, and feel that they are members of a positive community. Orderly and structured classrooms are necessary to create learning environments in which time is used efficiently. The structure that Élan Academy provides will ensure that school is a safe place where students are free of the stress that unstructured, undisciplined settings create.

Élan Academy students are expected to conduct themselves as young professionals always. This means that students are kind and courteous in all situations. Students are expected to use good manners and say "Please" and "Thank you" as well as excuse themselves when they need to speak to people who are already engaged in conversation. This culture of professionalism prepares our students for life outside of the Élan Academy community.

## **CONSEQUENCES**

When students break the code of conduct, the teacher will correct them, review the correct behavior and practice behavior with them. However, if the behavior continues the students will face a series of consequences agreed upon and supported by all the teachers and parents. These consequences progress in a hierarchy designed to deter a student from poor choices. In administering consequences school personnel will consider such factors as the severity of the offense, the age of the student offenders, students' histories or inappropriate behaviors, and any other factors deemed relevant.

## **BEHAVIOR INTERVENTION AND REMEDIATION**

When deemed appropriate by School Leaders, a student may be placed on a behavior intervention plan to support behavior improvements and closely monitor progress toward specific behavior goals. When necessary, students with disabilities will be provided with behavior plans as per specifications outlined in their IEP or 504 plans. Students not meeting the goals in their behavior plan face consequences as outlined below.

## **DISCIPLINE PENALTIES**

- Verbal warning
- Cool off time or Time Out
- Seat change within the classroom
- Written warning
- Written notification to parent(s)/guardian(s)
- Sending the student to the office or other assigned area
- Conference with parent(s)/guardian(s)
- Temporary confiscation of items that are disruptive
- Assignment of school duties such as cleaning or picking up litter
- Exclusion and/or removal from a class or event
- Suspension from the cafeteria, recess, commons, social, athletic, field trips, extracurricular, or other activities or privileges
- In-school suspension
- Short term suspension (less than five days) from school
- Long term suspension (more than five days) from school
- Recommendation to the NOLA-PS Hearing Office for disciplinary conference that may result in transfer or expulsion from school

## **LOSS OF PRIVILEGES**

Élan Academy offers students many privileges that can be taken away consequently for poor behavior. Privileges that can be lost include specials, choice time, participation in birthday celebrations, participation in field trips, coming to school early or staying late, participating in after school activities, and socializing with classmates during breakfast, or lunch.

## **DETENTION**

Teachers, the Head of School, or other school personnel may use the loss of privileges during enrichment, lunch, recess or choice time for violations of the LEADER values or the Code of Conduct.

## **ZERO TOLERANCE FOR FIGHTING**

There is zero tolerance for fighting. In almost every case, both students will be suspended. Parents will be required to come to school and pick up the student involved in the fight on the day of the incident. The school encourages non-violent conflict resolution. Students are expected to use the techniques of conflict-resolution to settle all disputes in a non-violent manner. Faculty will work to spot problems and students are expected to report conflicts before they escalate.

## **HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

The Board of Élan Academy prohibits acts of harassment, intimidation or bullying by or toward any students or school community members. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act, or any use of electronic or wireless communication (including telephone, cell phone, computer, or pager) that takes place on school grounds/property, at any school-sponsored function or on a school bus and that:

- a. is motivated by any actual or perceived characteristic, such as race, color, religion, [www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720

*ancestry, national origin, gender, sexual orientation, gender identity and expression, native language or a mental, physical or sensory disability; or,*

- b. by any other distinguishing characteristic; and*
- c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or*
- d. has the effect of insulting or demeaning any student, group of students, or staff in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.*

In accordance with ACT 697, Élan Academy has provide a bullying reporting form to our schools website.

*Élan Academy expects students to conduct themselves in keeping with our core LEADER values. In addition, Élan Academy strongly believes that passive action can be as significant as active action—witnessing wrongdoing can implicate the observer. Students are expected to do what they reasonably and safely can do to divert a situation and must also inform an Élan Academy staff member.*

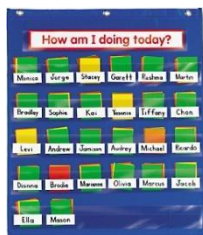
### **BEHAVIOR EXPECTATIONS**

At Élan Academy, student independence is emphasized within established boundaries and limits. It is important to us to establish a positive and supportive school community, in which both students and adults feel safe, secure and have the greatest opportunity to learn. More than anything, we view students' words and actions to be an opportunity for them to learn, develop and grow. While at school we focus on teaching and helping students understand what is expected of them to have this necessary positive learning environment.

***For our lower school (PK-4):***

#### **LEADER Report:**

Each student will have a Daily Log documenting the choices they made at school that day with a check indicating the color they ended the day on. The Daily Log will also report missing homework, tardiness, uniform violations, and other notes for families. The Daily Log is designed as a two-way form of communication between families and schools and must be signed nightly by a parent/guardian.



- ***Orange: Excellent Impression – You are being your best ME!***
- ***Green: Good Impression – You are working towards being your best ME!***
- ***Yellow: Mediocre Impression (Check-In) – You can work to be your best ME!***
- ***Red: Community Violation – Let's work together to ensure you can be your best ME!***

At the end of every week students who have received at least 4 orange stamps will get to pick from the

[www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720



treasure chest! If a student has received at least 5 orange stamps at the end of the week, they get to have a “lunch bunch” with the teacher.

**Daily Praise:** Teachers will recognize students who follow the code of conduct and STARS behaviors by giving praise and sometimes providing students with stickers or notes.

**Community Shout-Outs:** Teachers will recognize students who have shown growth or improvement, done well on an activity, project, or assignment.

**Homework Superstar:** At the end of the month, any student who has completed homework assignments to the Élan Academy standard for every single day of the month will receive a Homework Superstar certificate.

**For our upper school (5-6):**

### ***Scholar Dollar Paychecks:***

Each day students earn money towards their ‘paycheck’ by attending school and demonstrating and embodying our “L.E.A.D.E.R. core values. Students earn \$20 per class at a total of \$100 SD a day. Paychecks are our main determinant when deciding whether a student is meeting our behavioral expectations or not. Scholars are able to purchase various items at our school store from the “Scholar Dollars” earned. Parents can login to SchoolRunner to view their child’s Pay Slip at any time. **Pay Slips are sent home on Friday each week, and must be signed by a parent/guardian and returned to school on Monday.**

- Students receive \$100 SD for coming to school each day.
- Students earn \$20 SD each class
- Students who are absent and do not have a doctor’s note will have to forfeit their \$100 SD for the day.
- Throughout each day, students can earn merits, +\$2SD, or deductions, -\$2SD. Above and beyond behaviors can earn students super merits, +\$5SD, and more severe misbehaviors can earn students significant deductions, -\$5SD.
- Any student who ends the week with fewer than \$450 SD does not earn Fun Friday.
- Students who earn more than \$380SD by the end of the school day on Thursday are allowed to wear a t-shirt and any sneakers on Friday.
- Students can spend scholar dollars at the student store to purchase various items including school apparel.
- Scholar dollars do not roll over year to year.
- Every Friday, students receive a scholar dollar paycheck that details all the merits and deductions earned for the week, as well as a breakdown of all merits and deductions in each core value category.

Students who earn 450 points in a week are eligible to attend field trips and events. However, students with less than 450 point paycheck may be excluded from participating in an event due to grossly inappropriate behavior.

---

### ***Behavior Infractions***

Discipline incidents will be classified as Level 1, Level 2, Level 3, and Level 4 infractions. The tables below identify the Élan Academy's behavioral expectations, examples of expected behaviors, types of infractions and potential corrective strategies. In the effort to fully implement Positive Behavior Support and reduce the loss of instructional time due to out-of-school suspension and expulsion, EACS utilizes a wide variety of corrective strategies that do not remove children from valuable instructional time when appropriate.

<b>Level 1 Infractions - Productive Personal Environment</b>		
<i>Behaviors that occur in the classroom and affect only the misbehaving student.</i>		
<b>Positive Behavioral Expectations</b>		
<i>Walk, not run, in hallways</i>	Arrive to class on time and participate in class	Follow the teacher's directions and use positive language with peers
<b>Level 1 Infraction Categories</b>		
1.1 Horseplay or running in the hall/class 1.2 Throwing objects 1.3 Out-of-assigned seat/table/area	1.4 Inappropriate items in class 1.5 Passive non-compliance i.e., sleeping, refusing to participate 1.6 Unexcused tardiness and absenteeism to class 1.7 Cheating or plagiarism	1.8 Profanity/cursing 1.9 Disrespect of an adult 1.10 Disrespect of a peer 1.11 Disruption in class, on school grounds, on school buses 1.12 Any other infraction that the School Leader deems to be similar in severity to other Level 1 infractions 1.13 Ongoing commission of Level 1 infractions
<b>Possible Corrective Strategies</b>		
<p><i>First Infraction:</i></p> <ol style="list-style-type: none"> <li><i>Re-teach the behavioral expectations</i></li> <li><i>Have the student apologize and make amends with those affected</i></li> <li><i>Provide a reflective activity</i></li> </ol> <p><i>Corrective Actions for Repeated Infractions:</i></p> <ol style="list-style-type: none"> <li><i>Contact and/or conference with parent/guardian</i></li> <li><i>Implement a home/ school communication system</i></li> <li><i>Utilize check-in/check-out</i></li> <li><i>Loss of privilege</i></li> </ol> <p><i>A student may or may not receive a suspension unless they are a habitual offender.</i></p>		

<b>Level 2 Infractions - Productive Classroom and School Community Environment</b>		
<i>Behaviors that occur in the classroom or within the school community that affect a misbehaving student and threaten to or interfere with the learning of others, and behaviors that are non-compliant with reasonable requests and directions by an adult in the school, despite clear understanding of expectations and an attempt to redirect by an adult.</i>		
<b>Positive Behavioral Expectations</b>		
Solve problems peacefully	Take care of school property and ask before borrowing other people's property	Consider other people's feelings and respect personal space
<b>Level 2 Infraction Categories</b>		
2.1 Fighting or instigating a fight 2.2 Using or possessing tobacco products, matches or lighters 2.3 Possession of fireworks	2.4 Unauthorized display or use of a cell phone or other disallowed electronic property during school hours 2.5 Stealing/possession of stolen property 2.6 Vandalism	2.7 Willful Disobedience 2.8 Making a threat 2.9 Physical assault without bodily harm 2.10 Leaving school grounds without permission 2.11 Any other infraction that the principal deems to be similar in severity to other level 2 infractions 2.10 Ongoing commission of Level 2 infractions
<b>Possible Corrective Strategies</b>		
<p><i>For level 2 Infractions, the following steps must be implemented:</i></p> <ol style="list-style-type: none"> <li>1. <b>MANDATORY</b> parent contact to inform parents of the situation and status of investigation. <i>Parents will be given the option to attend the student conference.</i></li> <li>2. <b>MANDATORY</b> student conference and school-level investigation.</li> <li>3. <b>MANDATORY</b> confiscation of disallowed property during school hours.</li> </ol> <p><i>If the Head of School determines that discipline action is warranted:</i></p> <ol style="list-style-type: none"> <li>1. <b>MANDATORY</b> school level conference with student, parent, Head of School or designee and staff member(s) involved in determining and implementing appropriate corrective strategies</li> <li>2. Referral to the Response to Intervention Team for tiered interventions, counseling, and/or completion of a Functional Behavioral Analysis (FBA) and implementation of a Behavioral Intervention Plan (BIP)</li> <li>3. <b>MANDATORY</b> suspension or alternative to suspension</li> <li>4. Possible disciplinary conference with NOLA-PS Hearing Office</li> </ol>		

Level 3 Infractions - Orderly and Safe Environment		
Behaviors that occur inside and outside the classroom and negatively affect an orderly environment. These behaviors are generally not intended to cause physical or mental harm to another individual and are not necessarily illegal. Behaviors that are intended to cause another individual serious physical or mental harm and/or are illegal.		
Positive Behavioral Expectations		
Ask for help if you are not safe	Be cooperative in the event of an emergency	Understand when the answer given to you is, "No"
Level 3 Infraction Categories		
3.1 Coming to school under the influence of drugs or alcohol 3.2 Aggravated assault to another student or school employee with bodily harm 3.3 Inappropriate and unwanted sexual behavior and/or contact 3.4 Inappropriate use of technology 3.5 Starting a fire 3.6 Use of any object to harm, frighten or intimidate others	3.7 Causing false fire alarms or making bomb threats 3.8 Extortion 3.9 Theft of property 3.10 Inciting Violence 3.11 Failure to follow instructions during school-wide lockdown or emergency	3.12 Bullying 3.13 Burglary 3.14 Robbery 3.15 Possession of a dangerous instrument or the use/display of an instrument deemed by others to be dangerous (includes toy weapons) 3.16 Any other infraction that the Head of School deems to be similar in severity to other Level 3 infractions 3.17 Ongoing commission of Level 3 infractions 3.18 Conviction of a felony or conviction of an offense which, had it been committed by an adult, would have constituted a felony 3.18 Use of electronic device to repeatedly threaten, intimidate, or bully another student or to share sexually explicit material
Possible Corrective Strategies		

	<ol style="list-style-type: none"> <li>1. MANDATORY parent contact to inform <i>parents</i> of accusation and status of investigation. <i>Parents are</i> given the option to attend the student conference.</li> <li>2. MANDATORY student conference and school level investigation.</li> <li>3. Investigation may result in referral for a disciplinary hearing conference with NOLA-PS.</li> <li>4. MANDATORY suspension or alternative to suspension.</li> </ol>
--	--

#### Level 4 Infractions - Expellable Offense

Behaviors that are illegal, defined and regulated by Louisiana education law, and extremely harmful to the misbehaving student and/or others, including possession of a dangerous weapon, possession of a controlled substance, and assault with maiming.

1. Weapons - A student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the school's jurisdiction.
2. Drugs - A student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the school's jurisdiction;
3. Serious Bodily Injury - A student inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the State or EACS.

#### Level 4 Infractions Categories

- 4.1 Possession, use, or concealment of illegal drugs at school or school related activities
- 4.2 Possession of a dangerous weapon
- 4.3 Assault with maiming
- 4.4 Sexual Assault and activity
- 4.5 Well-documented and ongoing commission of serious acts that threaten the safety of others (bullying & intimidation).
- 4.6 Any other infraction that the Head of School deems to be similar in severity to other Level 3 or Level 4 infractions
- 4.7 Injury to school staff
- 4.8 Theft
- 4.9 Unlawful and/or Robbery

#### Corrective Strategy

MANDATORY expulsion or disciplinary conference with NOLA-PS Hearing Office

## SUSPENSION & EXPULSION POLICY

While we do not anticipate such a situation arising, an out-of-school suspension, *in which* the student is not allowed to attend school for a designated period, is a consequence the school may utilize if a student commits a major behavior infraction. When the suspension of a student is considered the following procedures will be followed:

1. *The behavior interventionist or school designee* will meet with the student to advise him/her of the infraction and *offer an opportunity* to explain his/her version of the facts.
2. Afterwards, if suspension is the decision, *the behavior interventionist or school designee* will contact the student's parent(s) by phone, email or mail, notifying them of the suspension, its length and the reason.
3. The school leader or designee will *offer an explanation* of grievance procedures and set a date for a readmission conference if applicable. Readmission *conferences* may take place either in person or by phone.
4. Students suspended 3 or more consecutive days will be provided schoolwork to be completed during their suspension. Students suspended less than 3 days will receive assignments upon return of the suspension.

Élan Academy does not foresee expelling any of our students. However, procedures and due process for recommendation for expulsion are administered by the *New Orleans Public Schools*. As a *NOLA-PS* authorized charter school, Élan Academy is required to participate in the city-wide common expulsion process. Expulsion will be reserved for students whose conduct is of such character as to constitute a continuing danger to the physical or emotional well-being of themselves, other students and/or the staff. There will be zero tolerance for bringing a gun, knife, or other deadly weapon to school or for any assault on school employees or students. A student may also be liable for expulsion for possession, use of, or selling of alcohol or controlled dangerous substances while on school property; for sexual misconduct; and/or when a student is so repeatedly disruptive that a teacher and classroom cannot function, due to repeated suspensions, continued and willful disobedience, open defiance of authority and/or any of the causes included in the *NOLA-PS* Code of Conduct as expulsionary offenses. These procedures and policies are on file at the school.

## GRIEVANCE PROCEDURES

If a student or parent has a complaint regarding an event that takes place at school or during a school sponsored activity, the student or parent should take the following steps:

- Try to resolve the problem directly with those involved, if appropriate. These conversations must take place at a scheduled, mutually convenient time.
- The student or parent may seek assistance from a teacher or administrator, if direct problem solving is unsuccessful or inappropriate. The teacher or administrator will assist in resolving the problem to the best of his/her ability.
- If the matter is still not satisfactorily resolved, the grievance may be taken to any board member, in writing, who will share the grievance with the board. The board will review the grievance and advise the student or parent of the steps to be taken based on the nature of the grievance.

Élan Academy welcomes productive problem solving and opportunities to improve our program. ***Personal attacks on staff members or other students/ families will not be tolerated. When addressing a problem experienced at Élan Academy, please be courteous and respectful. Problems between adults should not be discussed in front of children.*** Good problem solving occurs when all parties are focused on the issue rather than on personalities. If a parent, guardian, or family member attacks any Élan staff member verbally or physically, they will be banned from the school for the remainder of the scholar's tenure at Élan.

## **DISCIPLINE FOR STUDENTS WITH DISABILITIES**

Students with disabilities are subject to the same discipline rules and procedures as other students, but with limitations. The federal laws providing protection to disabled students, the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 are very complex and detailed, and require different protections and procedures based on several factors. The information in this document merely provides a brief overview of some of the most important procedures and protections.

The Élan Academy Special Education Department and special education teachers at school will ensure that all procedures and protections required by law for special education students are followed and will be able to provide more detailed information on all the protections and services to which your individual child is entitled. If you have questions about the treatment of your individual student regarding special education while at school, please contact the Exceptional Children Services at OPSB.

## **Bus Conduct**

All students are expected to uphold the same behavior expectations on the bus as they do at Élan Academy, acting responsibly and respectfully always. Certain additional rules will apply to the bus.

- Students will have assigned seats. Students are expected to sit in and stay in these seats unless given permission by the driver or school administrator to move.
- An administrator will meet the bus every day. No child will exit the bus before the administrator checks with the driver regarding behavior.
- Failing to be in the assigned seat, putting hands out of the bus, throwing objects, using bad language, not obeying the bus driver, are all infractions, as well as those listed in this Code of Conduct.
- More serious behavior (i.e. fighting) will be investigated, and students will be treated exactly as if the incident happened on school grounds.

**Any student who *exhibits unsafe behavior* may lose their privileges to be provided bus service.**

Please note that bus drivers will NOT drop off students at the bus stop when the designated pick-up guardian is not there. Families will be notified of the location where their child will be transported to if a guardian is not there for pick up and monitored until transportation is arranged.

Families may request a bus stop near their child's after school program with certain restrictions. The requested stop must be on one of the school's regular bus routes. You may contact the Director of Operations for details.

## **WHAT HAPPENS IF...**

[www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720

- **You move during the school year?** Please contact the main office and ask to speak to the school's *Operations Coordinator*. We will update your new address for your child to receive a new transportation assignment.
- **The bus is late?** Students are NOT marked "tardy" if their school bus arrives at school late. Call the bus to have the dispatcher track the location of your child's bus.

**Transportation Accommodations:** Special transportation service for students with disabilities is stated in their Individualized Education Plan (IEP) or Section 504 Plan. Some students receive door-to-door bus service. Other students with disabilities are picked up and dropped off at a corner near home, or walk to school. Some students with medical or physical conditions may receive door-to-door service by submitting a letter from the doctor to the principal. The school nurse will contact the doctor to discuss the appropriate transportation services for these students and the time limits of those services.

**Loss of Transportation Privilege:** We consider the school bus to be an extension of the classroom. That means that we have the same standards of behavior on the school bus. Students who violate the discipline code while on the bus may be disciplined and may be denied transportation, either for the remainder of the year or for a temporary suspension. The student is expected to come to school on the days when he or she is not allowed on the bus, unless the student has also been suspended from school.

Please note that parents or guardians are not allowed to get on the school bus or van to confront the driver, monitor, or any student. If there is a problem with the school bus driver, monitor, or a student, inform the Head of School of the situation by completing a bus complaint form. School administration will then investigate your complaint.

School buses and vans will drop students off at the school between 7:15 and 7:20 in the morning, and will bring students home immediately after dismissal in the afternoon. The buses will drop off and pick up students at the school's rear entrance off Lawrence.

## **TRANSPORTATION, ARRIVAL & DISMISSAL**

### **SCHOOL BUS TRANSPORTATION**

Élan Academy offers free school bus transportation to any family that requests it. The bus is a convenient way to ensure your child gets to school on time each day, while helping parents avoid morning and afternoon congestion at the school building. Please contact the *front office* to request bus transportation for your child.

For safety, every school bus has a bus monitor. A parent/guardian or an adult listed on the child's emergency contact form must be present at the bus stop to drop off and meet the student. If there is no one at the stop to meet the student in the afternoon, the bus monitor will attempt to call the student's parent/ guardian while the driver continues the route. The family must meet the bus along the route or pick the student up from the bus yard. Students who are at least 8 years of age are permitted to exit the school bus without an adult.

### **CARPPOOL LANE**

Families that opt to drive their child to Élan Academy must use the carpool lane, which runs alongside the side of the school building. During carpool, Élan Academy staff members will be stationed at the [www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720



end of the carpool lane to greet students, and help them exit vehicles and safely enter the school building. To reduce congestion, parents are encouraged to consider the school bus whenever feasible. Parents are also encouraged to arrange carpools with other families to reduce the number of vehicles traveling through campus. Please follow the carpool line rules and ensure that you come to a complete stop before your scholar is allowed out of the vehicle. Scholars should keep seatbelts on until the car comes to a complete stop. An Élan Academy staff member will open the door and escort the child to and from the car. Scholars are to stand behind the green cone for dismissal and are not allowed to cross the threshold without an adult.

The carpool lane is open in the mornings between 7:20 and 7:45 a.m., and in the *afternoon* between 3:45 p.m. and 4:00 p.m.

Parents are NOT allowed to drive up and park down the street and pretend to operate as a walker to skip the carpool line. This does not model the values of Élan as we teach our scholars to respect others and to follow school policy and rules.

## Morning Arrival Schedule - Car Riders and Walkers

Time	Process	Notes
7:20 a.m.	School building opens	No students are allowed on campus before 7:20 a.m.
7:20 a.m.	Breakfast begins Carpool lane opens	Please arrive no later than 7:40 for breakfast to provide your child's time to eat. All food is picked up at 7:49am.
7:50 a.m.	Morning <i>Instruction</i> begins	Students who arrive after 7:50 are tardy and must be signed-in at the office.
7:48 a.m.	Carpool lane closes	Parents who arrive after 7:48 a.m. must park and walk their child into the school building. <b>Do not park in front of the school in the emergency lane.</b>

## AFTERNOON DISMISSAL

In the afternoons, students will depart the school as bus riders, car riders, walk- ups or they will stay for after-school activities. **(Note: after-school does not begin until *the second week of school*, so all students are bus riders or car riders/walk-ups for the first week of the school year.)**

Bus riders are dismissed first, at approximately 3:45 p.m. Bus riders load the school buses.

Car riders and parent walk-ups are dismissed second, at approximately 3:50 p.m. Parents who are picking up their child as a car rider should not line up at the carpool lane before 3:50 p.m.

Walk-Up parents will pick up their child from the walkers area Please proceed to the staff member at the gate to request your student. All parents and guardians will be responsible for retrieving their child from the designated staff member.

Afternoon Dismissal Schedule

Time	Process	Notes
3:00 p.m.	Deadline to communicate daily transportation change requests	Call the main office before 3 p.m. with these changes
3:00 p.m.	Early check-out ends	No early check-outs are permitted between 3pm and 3:30 p.m.
3:45 p.m.	School day ends and bus riders are dismissed	
3:47 p.m.	Car riders dismissed	
3:50 p.m.	School buses depart	
4:00 p.m.	Carpool lane closes	Parents who arrive after 4:00 p.m. should park and proceed to the main office.

After-School Programming

Pick up will not be permitted before 5:00pm. This is to ensure that students enrolled in the after-school program can fully utilize the services provided. Parent sign out is required for after school pick up. During registration for After School, parents and families will have the opportunity to sign up for the preferred window for daily pick-up. The cost of aftercare is \$250 for the entire school year per student. Payments can be split into Fall and Spring. The Fall payment is due August 30 and the Spring payment is due January 30.

Monday - Thursday, all after school programming will end at 6:00 p.m. Students must be picked up no later than 6:00 p.m. Consistent late pickups can result in a student’s loss of after school program privileges.

Please note that the after school program is available on Fridays from 2 p.m - 4 p.m.

Changes to End of Day Transportation

It is critical to inform the school whenever your child’s afternoon transportation schedule will differ from his or her normal schedule. These changes must be communicated to the Operations Assistant/main office before 3 p.m. each day. Any transportation changes received after 3 p.m. cannot be honored. Do not contact your child’s teacher for daily transportation changes. Such a change may include a child staying for after care who usually does not, a child being picked up instead of taking the bus, an adult not listed on the emergency contact form picking up a child, etc.

## **Inclement Weather**

*If OPSB schools are listed as closed, Élan Academy is also closed.*

Arrival and dismissal may be occasionally impacted by inclement weather. School administration actively monitors weather radar and NOAA alerts for potentially hazardous weather and determines when weather conditions are unsafe to conduct arrival or dismissal activities.

To ensure the safety of students, staff and visitors, the following changes could be taken during heavy rain, lightning or heavy wind:

- Bus dismissal may be delayed by either 15 minutes or 30 minutes to allow for conditions to improve. (Note: all families of bus riders will receive copies of the
- 15-minute and 30-minute delay schedules at the start of the school year. These will be updated each time a bus route is updated.)
- The carpool lane may be temporarily closed and students will be kept inside the school building to allow for conditions to improve
- The outdoor pickup area may be closed.

In the instance of a weather disruption to arrival or dismissal, parents and guardians will be notified via text message. Please ensure your cell phone number is always kept up-to-date to receive these notices.

## **After-School Program**

The After-School program at Élan Academy, in concert with the daily academic experience, aspires to have students engaged in a variety of activities that serve to build greater self-awareness of skills and talents, builds capacity and self-regulation, and contributes to shaping a highly diverse, informed, and engaged community of parents, families, students, and staff. We are inclusive of new and bold ideas, encourage reflection and exploration, foster the development of skills, talents, and passions- all while preserving the wholeness and integrity of every single child in our care. Our programming provides a wide array of academic and enrichment activities for students to tap into throughout the year. *During the aftercare program, our students engage in various experiments and lessons as well as explore the world of science and beyond. The application process at the beginning of the year is required for students to be able to participate and select their classes. After-School participants are selected on a first-come basis.*

## **ATTENDANCE**

Our regular school day is from 7:50 am to 3:45pm on Mondays, Tuesdays, Wednesdays, and Thursdays. We have an early release every Friday at 2:00pm. Please refer to the school's annual calendar which lists holidays and the early release days of which we are currently aware.

To succeed at Élan Academy, students must be present. Students are learning a great deal of content every day and being at school supports their success. So much learning goes on each day that cannot be sent home and made up. Students who miss a lot of school do not perform as well as those who attend every day. Therefore, we expect students to be at school every day unless they are legitimately sick and unable to function.

## Types of Absences

**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. Students with excused absences are eligible to make up work and tests and receive credit for work completed on those days. Absences are considered unexcused until the school receives proper documentation of the absence.

**Unexcused absences** are any absence not meeting the requirements set forth in the excused absence definitions below. All absences are considered unexcused until documentation of an excuse is provided to the school. Students are required to make up work missed during unexcused absences.

**Suspensions** are absences in which a student may not make up work and may be given failing grades for missed work. The absence is considered when determining whether a student may or may not be promoted, but is not considered for purposes of truancy.

In the event of a planned absence or tardy, please call the *office*. Students are considered tardy beginning at 7:51 a.m. All absences will be considered unexcused until the school receives documentation of extenuating circumstances that merit an excused absence. It is preferred that the parent/guardian provide written documentation regarding a child's absence to the front office on the day the student returns to school. **Documentation may also be submitted by sending an email with the information attached to [lmartin@elanacademy.org](mailto:lmartin@elanacademy.org).** Documentation for excused absences must be submitted during the marking term that the student was absent. Excuses will not be accepted for a previous term immediately following a given term's Report Card Conference.

**Family vacations or other absences unrelated to the student's medical condition and family visitation will be considered unexcused with no exceptions.**

Examples of extenuating circumstances and documentation are:

- Personal illness (as verified by a written note from a physician, dentist, or nurse practitioner licensed to practice in Louisiana)
- Death in family (not to exceed one week, as verified by a written note from the parent)
- Natural catastrophe and/or disaster
- Participation in school-approved off-site activity
- Absence for the observance of recognized holidays of the child's own faith (as verified by a written note from a religious official)
- Any other extenuating *circumstances* as approved by the school leader

### **Four Unexcused Absences in a Year:**

If a student is absent *four* days of school, it is considered a significant amount of time missed and raises serious concerns. A formal letter will be sent *home*. *Additionally*, parent/guardian will receive a call from the *school social worker or appointed designee*. *During this call*, both the family and the school will discuss the problem and its impact on the student's education and an attendance plan will be developed.

**Eight Unexcused Absences in a Year:** If a student is absent eight days of school in a year, it is considered a significant amount of time missed and a serious problem. At this point a second formal letter is sent home and added to the students file. The family must meet with the *grade level*

*instructional leader or appointed designee. In addition, the student may lose activities and retention in current grade is considered. The scholar is at risk for retention*

**Ten Unexcused Absences in a Year:** If a student is absent ten days of school in a year, the student is considered habitually truant from school. After the tenth unexcused absence or tardy, the student’s parent/ guardian can be issued a summons to Orleans Parish Juvenile Court, as required by the State of Louisiana School Attendance Policy (RS 17:233). At this point, the student may be at risk of not being promoted to the next grade due to having not mastered the academic grade level content. The Head of School will meet with the family to discuss the issue and may take further action, as needed.

# of Absences	Actions
4	<ul style="list-style-type: none"> <li>● Phone call home from our school social worker</li> <li>● Attendance plan established</li> </ul>
8	<ul style="list-style-type: none"> <li>● Formal letter sent home</li> <li>● Meeting with Grade Level Instructional Leader</li> <li>● Student loses activities and retention in current grade is considered</li> </ul>
10	<ul style="list-style-type: none"> <li>● Truancy report filed with Orleans Parish</li> <li>● Formal letter sent home</li> <li>● Meeting with the School Leader</li> <li>● Scholar will be retained in current grade</li> </ul>

### **TARDIES**

# of Tardies	Consequences
5	<ul style="list-style-type: none"> <li>● Phone call from office manager</li> <li>● Formal letter sent home; Family required to sign</li> </ul>
10	<ul style="list-style-type: none"> <li>● Meeting with the school social worker</li> <li>● “On Time” Plan established</li> <li>● Formal letter sent home</li> </ul>
15	<ul style="list-style-type: none"> <li>● Meeting with Head of School</li> <li>● Scholar is at risk for retention</li> </ul>

### **Long-term Absences**

A student will be issued a warning of automatic withdrawal after ten consecutive unexcused absences and withdrawn from the school after 15 consecutive unexcused absences.

### **Student Check-Out**

Check-outs must always be made from the Main Office. Parents are prohibited from going directly to their child’s classroom. A student may only be checked out by a parent/guardian or other adult

[www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720

designated on the student's emergency form. **All parents/guardians and emergency contacts must show a photo ID to the school staff member when they sign out their child.**

**All early check-outs end at 3 p.m.** No student will be checked out of school after this time, except in an emergency. If a student has a medical or dental appointment requiring early dismissal, a note should be sent to the school ahead of time. Appointments should be scheduled after school hours whenever possible

## Withdrawals and Transfers

We do not want any student to leave Élan Academy. However, we know that sometimes withdrawals are necessary. Withdrawal procedures are handled by the Director of Operations. To withdraw a student the school must be notified of where a student will transfer and a parent/ guardian must complete a withdrawal form. Upon withdrawal, a student's parent/guardian must return all school materials and pay any financial obligations to the school.

## VISITOR REQUIREMENTS

### Visitors

All visitors must carry a valid photo identification card and obtain a visitor's badge from the office. Any adult who is not an Élan Academy employee or vendor's employee must obtain a visitor's badge every time they visit. If a visitor arrives without a photo ID, they will not be permitted to visit any area of the campus besides the main office. There are no exceptions to this policy. All visitors must enter through the school's main entrance on L B Landry. No visitors may enter the school building via any other entrance. Visitors must exit the school via the main entrance. The emergency exit doors are clearly marked and should not be used except in case of an emergency.

### Classroom Visitation Policy

All adults that volunteer at Élan must complete a background check. The processing fee for each background check depends on the Parish/County in which the individual resides. Background forms are not available in the office. Forms must be obtained from the parish or county office in which the individual resides. The following is the form for Orleans Parish:

<http://www.nola.gov/nola/media/NOPD/Documents/NOPD-Request-For-Criminal-History-Background-Check.pdf>

While we are always excited to welcome families into our classrooms, we wish to limit the number of distractions during the school day. Parents and guardians must always obtain advance permission from their child's teacher if they intend to visit the classroom at any time. Permission is not required for special events such as *Friday celebration*, class celebrations and performances, etc. However, parents and adult visitors must still obtain a visitor's badge from the office.

Parents must part with their child at the entry door and will not be permitted to enter the school building in the morning. Parents play an important role in ensuring a smooth transition into the classroom each morning. Some helpful tips to make arrival to school as independent as possible include allowing your child to unpack their own belongings, walk into their room independently, and saying a quick and loving goodbye.

Please be mindful that teachers are very busy in the mornings preparing for your child's day. Your child's teacher will likely be unavailable to engage with you for a long period. You are encouraged to [www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720

set up an appointment with your child's teacher to discuss any concerns, rather than trying to address them during arrival and dismissal.

## **VOLUNTEER REQUIREMENTS**

Research shows that scholars with family involvement at their school perform better on nationally normed tests. It is important that our scholars see their families and the school as a village. All families are required to provide 20 hours of volunteering for the school year.

## **HEALTH & NUTRITION**

### **SCHOOL NURSE**

Élan Academy employs a School Nurse. The School Nurse is a resource for families to address student health issues, provide first aid, develop care plans for students with specific medical needs, and ensure that health screenings (ex: vision and hearing) are performed for all students. Any chronic health issues should be reported to the School Nurse.

### **Emergency Response Team**

If the School Nurse is not on campus, routine and emergency student medical care is the responsibility of the school's emergency response team. This group of administrators and teachers is trained in first aid, adult and pediatric CPR and AED, medication administration, inhaler administration, and Epi Pen administration. This team is trained regularly by the School Nurse and other organizations (such as the American Red Cross.)

### **Medications**

By law, the school cannot dispense any medication that is not specifically prescribed for a student by a physician or dentist. This includes over-the-counter remedies, lotions (including sunscreen), eye drops, and any other type of medication.

If possible, parents/guardians should give medication to students at home. Students may not bring over-the-counter medication to school for self-medication.

All *medications* (prescription and nonprescription) must be accompanied by a physician's or dentist's medication order which includes the date, the name of the medication, dosage, time to be given at school, route of administration, and any special instructions. Only oral, aerosol/inhalant medication in pre-measured *doses*, and emergency medications can be administered at school. All medication must be in a container and properly labeled. The label must agree with the physician or dentist's orders as to the name of the medication, dosage, time, and route of administration.

The medication orders will be reviewed by the School Nurse who will write a Medication Plan. The parent/guardian must sign the plan, giving the school permission to administer the medication. The "initial dose" of the medication must be administered at home to see if any reactions occur. A parent/guardian must deliver the medication to the School Nurse. The identification of the medication, as well as a count, will be done now and each time medication is brought to the school.

A parent/guardian must supply all necessary items needed for the proper administration of the medication (i.e. syringes, cups, measuring spoons, etc.) All medications will be disposed of seven days after the physician's or dentist's recommended date to discontinue and/or at the end of the school year, if not claimed by the parent/legal guardian.

The school will send home Medication Refill Request forms when the student is nearing the end of the supply of medication.

Louisiana law allows students, under certain circumstances, to carry their inhaler. A student may carry his or her own inhaler only if their physician has written an order that the student can carry it, the parent/guardian has agreed in writing, and the School Nurse has completed her assessment and agreed that the student is capable.

**Illness/ Injury at School (minor first aid)**

A student who becomes ill or injured while at school will be referred to the School Nurse or member of the emergency response team, and a parent/guardian will be contacted. If deemed necessary, an emergency contact will be called to pick up the student. For minor injuries (minor cuts and scrapes, bruises, etc.), the student will receive first-aid treatment and be returned to class. An incident report form is filled out by the nurse and or staff member who *witnessed the incident* and followed up with a phone call to *the guardian* to inform them of *the incident* or injury.

Any major or life-threatening injuries will be immediately referred to New Orleans Emergency Medical Services for transportation to the hospital. Parents/guardians will be notified immediately after EMS has been summoned.

**RETURNING TO SCHOOL AFTER ILLNESS**

Students who return to school after being treated by a physician (doctor’s office, emergency room visit, etc.), must provide the office with a copy of the doctor’s orders listing any restrictions or limitations. This does not apply to wellness visits. Students must be fever-free and diarrhea-free for 24 hours without medication before they may return to school.

<b>Rash Policy</b>	<i>Rashes noticed at school will be sent home due to potentially contagious conditions. If your child is undergoing care for a known rash please ensure that it is covered, and send a note to the School Nurse.</i>
<b>Fever Policy</b>	<i>Parents and/or emergency contacts will be notified whenever a student presents with a temperature higher than 99 degrees. Students with a fever above 100.4 degrees must be picked up immediately from school. Students must be fever-free for 24 hours before returning to school.</i>
<b>Diarrhea Policy</b>	<i>Parents and/or emergency contacts will be notified whenever a student presents with ongoing diarrhea. A parent or guardian may be requested to remove their child from school if the child’s diarrhea does not stop, or if the child has soiled his or her clothing. Students with soiled clothing will be sent immediately to the School Nurse. If a change of clothes is not available, the child must be picked up immediately from school.</i>
<b>Head</b>	<i>The School Nurse and/or specially trained school personnel respond immediately to all instances of a child bumping his or her head. The child will be evaluated for signs of a concussion. If the child shows any signs of a concussion, New Orleans Emergency Medical Services will be summoned and the child will be transported to the hospital. If the child does not show signs of</i>



<b>Bump Policy</b>	<i>a concussion, he or she will be monitored by the School Nurse and/or trained personnel. In all instances of a suspected head bump, school staff members are required to immediately contact the parents/guardians via telephone and provide a written form to parents or guardians the same day.</i>
<b>Head Lice</b>	<i>Any student who is present at school with head lice will be excluded from school and from riding the school bus until that student is free of active infestation and all lice and nits. The student will be allowed to return to school when his/her head is free of all nits as verified by visual inspection by the School Nurse.</i>
<b>Immunizations</b>	<i>All Élan Academy students must have documentation of current immunizations in their student file. Élan Academy follows Orleans Parish School Board policy regarding immunizations.</i>
<b>Epi Pen Policy</b>	<i>Epi Pens are prescription devices that can help deliver emergency epinephrine when a person is having a severe allergic reaction. In accordance with Act 315, the student's parent or legal guardian to annually provide the school with an epi-pen supply to be kept <u>in each classroom</u>, <u>written authorization</u> for the administration of medication, <u>written certification</u> from the student's licensed medical physician, and a written treatment plan. The teacher in each classroom where an epi-pen is stored shall be provided information for how to access and administer the epi-pen, as well as the signs and symptoms of anaphylactic reactions and how to care for the student. <b>Élan Academy shall incur no liability as a result of any injury sustained by the student from the good-faith administration of an epi-pen.</b> For students with prescription Epi Pens, please contact the School Nurse to develop an emergency plan and obtain an Epi Pen that will be housed at school. As with other prescription medications, Epi-pens will be brought with students to all off-site activities and administered by a trained staff member if necessary.</i>
<b>AED</b>	<i>The school maintains an Automated External Defibrillator (AED) in the office foyer. This device is used in case of cardiac arrest. The School Nurse or other trained staff members will administer the AED if necessary.</i>

## **Nutrition**

Élan Academy offers free breakfast, lunch, and snack. Students may bring a healthy bag breakfast or lunch if they choose not to eat the school breakfast or lunch. **Students may not bring any candy, soda/ pop/cold drinks or other food considered unhealthy (typically food with high sugar content and/or limited nutritional value.)** Students with these foods will be instructed to put the food away and be given a healthy school-provided breakfast or lunch option. Due to possible food allergies, students must not share or trade food in the cafeteria. Élan Academy provides free food service under the Community Eligibility Provision (CEP). If the

school remains under the provision, all students wishing to eat school meals can do so free of charge. This is subject to change at any time.

**SCHOOL FOOD ACCOMMODATIONS**

Students with food allergies or dietary restrictions may request alternative breakfast and lunch options. These options include vegetarian, gluten free, and dairy free. Vegetarian and dairy free meals are available without a doctor’s note; however, a doctor’s note is required to provide gluten-free meals. To *request food* service accommodations, please contact the Office.

**School Safety**

**AUTHORIZED PICK-UP PERSONS**

To ensure the safety of your child, only those adults who are listed as emergency contacts on your child’s school record may pick up your child from the school office. Please ensure that your child’s records list the three adults who are most likely to pick up your child from the office.

**FIRE/EMERGENCY DRILLS**

Élan Academy regularly conducts announced and unannounced fire, weather, active-shooter, and lockdown drills. Students and adults should follow the directions for exiting the building posted in each classroom. To ensure everyone’s safety, students must remain silent during fire and emergency drills and always follow their *teacher’s direction*.

**NOTIFICATION OF EMERGENCY SCHOOL CLOSURE / EARLY DISMISSAL**

Élan will notify families of an emergency school closure or early dismissal via email, phone and text message. Morning TV and radio stations will also broadcast information about whether Élan Academy will be closed. In most circumstances, Élan will follow OPSB emergency school closures. Parents/guardians must ensure their contact information is always kept up-to-date. At any time, families can request a “family contact information update” form. These will also be issued at the start, middle, and end of each school year.

**SEARCH POLICY**

A student and his or her possessions can be searched if there is a reasonable suspicion that the student violated the law or the Student Behavioral Expectations. A school leader or teacher may seize any item that is illegal or violates school rules, including cell phones, weapons or drugs. Students’ desks or other school property can be searched without notice at any time and for any reason.

**MANDATORY REPORTING**

Based on Louisiana Children’s Code Article 603, all Élan Academy staff members are mandated reporters of suspected abuse and/or neglect. The following matters must be reported: physical injuries, indication of child neglect such as failure to provide food, clothing, or shelter, even when there is not physical injury; and indication of sexual abuse, sexual assault, or child molestation. Questions about this mandate can be answered by the Student Support Services Coordinator.

## ASBESTOS MANAGEMENT

Élan Academy complies with the Asbestos Hazard Emergency Response Act (AHERA) through periodic surveillance and repair to assumed asbestos- containing materials within its rented facility. The asbestos management plan is available for review in the main office during regular school hours.

## GENERAL SCHOOL POLICIES

### UNIFORM POLICY

We show respect for our appearance and our cohesion as a community through our uniforms. Students in our community are expected to follow the school dress code. If a student comes to school without the correct uniform, a phone call will be made home requesting the correct uniform be brought to the school immediately. Neither girls nor boys may wear makeup, temporary tattoos, glitter or shiny lip gloss. Earrings can be no larger than a quarter. Dangly earrings are not permitted. If boys have their ears pierced, the size of the earring should be no larger than 2mm. Students may wear one chain but it must be under the uniform. All shirts must be tucked in.



If a student shows up without the correct uniform, the following consequences will occur:

- *First Infraction – Uniform Reminder Notice sent home. Parents/Guardians are contacted*
- *Second Infraction – Uniform Violation Form sent home. Parents/Guardians are called to bring uniform items to the school.*
- *Third Infraction – Students will receive a behavior check/demerit from their homeroom teacher. Parents/Guardians will be contacted by the School Social Worker. Students may be in jeopardy of not participating in extracurricular activities.*
- *Fourth Infraction - Students will receive a behavior check/demerit from the homeroom teacher and a lunch detention. Mandatory parent conference will be scheduled with the School Social Worker and Director of School Culture to discuss a corrective plan. Students may be in jeopardy of not participating in extracurricular activities.*

Whenever any element of physical appearance or grooming—even if it is allowable under the school’s current rules—becomes a distraction to one’s self or to others, it is no longer acceptable and steps will be taken to remove the distraction.

### PURCHASE UNIFORMS

We want to keep school clothing costs as low as possible. Élan Academy monogrammed shirts, jumpers, vest, and ties may be purchased through Logo Express. The other components of the uniform are available at the store of your choice.

#### **Boys K-4:**

- *Light blue button down oxford shirt with Élan logo*

- *Light blue button down oxford shirt may be worn without logo if student is wearing a vest or cardigan with Élan logo*
- *Navy pants or shorts*
- *Solid navy, black, gray or white socks*
- *Solid black or brown belt (optional belt for PreK and Kindergarten)*
- *Solid black or brown shoes*
- *White, black, gray or blue undershirt*
- *Optional plaid tie*

#### **Girls K-4:**

- *Light blue button down Peter Pan shirt with Élan logo*
- *Light blue button down Peter Pan shirt may be worn without Élan logo if wearing a jumper or cardigan with Élan logo*
- *Navy pants or shorts*
- *Navy “Skorts” that are no more than 2 inches above the knee*
- *Plaid uniform jumper or skirt*
- *Solid navy, black, gray or white tights, socks, or knee high stockings*
- *Solid black or brown belt (optional belt for PreK and Kindergarten)*
- *Solid black or brown shoes*
- *Optional cross tie*

#### **Pre-K Only:**

- *Light blue polo shirt with Élan logo*
- *Extra change of clothing kept at school*

#### **5th - 8th Grade Scholars Only:**

- *Gray polo shirt with Élan logo*
- *Navy pants or shorts*
- *Navy “Skorts” that are no more than 2 inches above the knee*
- *Plaid school skirt*
- *Solid navy, black, gray or white socks*
- *Solid black or brown belt*
- *Solid navy, black, gray or white tights, socks, or knee high stockings*
- *Solid black or brown shoes*
- *White, black, gray or navy blue undershirt*

### **Optional Wear**

**Sweater:** Navy cardigan sweater with the Élan Academy logo (no fleeces or sweatshirts may be worn under a cardigan). The collar of the light blue dress shirt must be seen while students are wearing cardigans. Students will not be able to wear coats during class. Students may not wear hooded sweaters or sweatshirts. We ask parents to write the initials of their child on the tags of cardigans, and teachers will mark the tags of cardigans with initials if we notice that they are not marked. This is so the cardigan can more easily be returned to the student if it is lost.

### **EXTRA CHANGE OF CLOTHING**

Parents of Pre-kindergarten, kindergarten, and older students with a record of bathroom accidents are required to send an extra pair of pants, extra underwear, and an extra pair of socks to school and the extra clothes will be kept in the child's cubby at school. If the child must change into the extra set of clothes, a clean set of clothing must be sent the next day. If the child is prone to accidents, we recommend keeping more than one change of clothing at school. Students will not be permitted to return to class with soiled clothing. Additionally, please consider donating your child's used uniform pieces when he or she outgrows them; this ensures that we have sufficient extra uniform pieces at school and will enable us to provide recycled uniforms at a lower cost to some families.

### **FIELD TRIPS**

Élan students take several field trips throughout the school year. During registration, parents/guardians signed a permission slip for the student to take part in such activities. One permission slip will be maintained for all field trips in the student's file. Notification of a field trip will be sent home no later than 48 hours in advance of the trip, with the opportunity for a parent/guardian to let the school know if they do not want their child to attend. **Any parent or guardian wishing to attend a field trip must have an NOPD background check on file with the Director of Operations.**

### **RECORDS RELEASE**

Parents/Guardians may inspect their child's education record in accordance with the Federal Family Education Rights and Privacy Act (FERPA). Élan student records can only be released at the written request of a parent or legal guardian with proper documentation on file. Education records will be produced within five business days of receiving the request. To request general records, contact the Director of Operations. For Special Education records, contact the Student Support Services Coordinator.

### **CELL PHONES**

Students wishing to bring cell phones to school must turn them into the appropriate bin during morning arrival. Cell phones must be kept in silent or vibrate mode. **Students are not permitted to video or record their peers or Élan team members.** Students are not permitted to take photos of their peers or Élan team members. Cell phones brought into the classroom will be collected by teachers or school staff and returned only to a student's parent/guardian. The school is not responsible for lost or

[www.elanacademy.org](http://www.elanacademy.org) | 6501 Berkley Dr., New Orleans, LA 70131 | 504.619.9720

stolen cell phones. Phone use may prompt investigation that includes review of *personal phone information*.

## VALUABLE ITEMS

Students should not bring money or expensive items, such as jewelry, cameras, watches, electronic devices, etc. to school. Students--not the school--are responsible for their personal items. Inappropriate items will be collected by teachers or *other* school staff and returned only to a student's parent/guardian. The school is not responsible for lost or stolen valuable items.

## TOYS

Personal toys are not allowed at Élan at any time. Toys brought into the classroom will be collected by teachers or *other* school staff and returned only to a student's parent/guardian.

## BIRTHDAYS

We will celebrate all Élan students on their birthday or in May (in the case of summer birthdays.) **Families wishing to bring a special treat to school on a child's birthday may do so during the afternoon, but prior arrangements must be made with the classroom teacher and enough treats must be brought to be shared among the child's class.** Everything, *such as serving* utensils (plates, cups, napkins, eating utensils) must be provided by the child's family. The school will not provide any of these items. To ensure student safety, only disposable utensils should be used. Goodie bags and classroom parties are not permitted. *All consumable* items must be purchased from a vendor. **Homemade consumable goods may not be consumed by students.**

**Invitations for birthday (or other celebratory) activities off site may only be distributed in school if the family invites every child in the student's respective classroom.** There will be absolutely no exceptions to this policy.

## LOST AND FOUND ITEMS

Parents must label all their child's clothing, books, and all personal items using permanent *markers* or other *types* of permanent labels. Found items will be placed in the Lost and Found. Items not claimed will be donated to charity periodically throughout the school year. The school is not responsible for any lost clothing or any other personal article.

## PERMISSIONS

1) *The INTERNET ACCEPTABLE USE AGREEMENT shall be distributed to the student and parents/guardian and will be posted on the School Board website. Students and parents/guardian are required to sign the Internet Acceptable Use Agreement in order for students to access the internet. 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 websites*
- *Permission to have unidentified photos of students published to classroom websites*

## 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 (E-Mail) 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 or designee, who shall immediately contact the Director of Information 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 the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, 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: In 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.”*

8) *Chromebook Care:Technology plays an integral role in our educational program. As a community, we do our best to value and keep up with all of our valued resources.*

- *Students are assigned a Chromebook number and this is used for all of their classes.*
- *NO food or drink is permitted next to a Chromebook.*
- *Chromebooks must remain free of any writing, drawing, stickers, and labels.*
- *Chromebooks should be carried with two hands at all times.*
- *Heavy objects should never be placed on top of a Chromebook.*

**Statement of Understanding**

By signing this, students indicate that they have received and read a copy of Élan Academy’s Family Handbook and understand and agree to the rules, regulations, and procedures of the school. Student signatures further show that scholars understand that if they ever have any questions regarding school policies, they can always ask their parent/guardian or other *members* of the school community for a further explanation.

By signing this, parents indicate that they have received and read a copy of Élan Academy’s Family Handbook and understand and agree to the rules, regulations, and procedures of the school. Parent signatures further show that parents understand that if they ever have any questions regarding school policies, they can always ask a teacher or staff member for further clarification.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent / Guardian Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

A signed copy of the Statement of Understanding is due one week after receipt of the Handbook.

We thank you for your cooperation and look forward to partnering with you as a member of our community.