



Einstein Charter Schools 2024 – 2025 Student & Family Policy Manual

*The student handbook is subject
to changes.*

*The current copy is posted on
www.einsteincharterschools.com*

TABLE OF CONTENTS

Einstein Charter Schools	6
Mission	6
General Policies and Procedures	6
Admission and Enrollment	6
Admission Requirements	6
Documents for Registration	6
Proof of Residence Requirements	6
Attendance	7
Compulsory School Attendance	8
Types of Absences	8
Attendance Requirements for Promotion	9
Tardiness	9
Early Dismissal and Check-Out	9
Withdrawal	9
Breakfast and Lunch	11
Communication	11
Contact Information	11
Emergency School Closing	11
Communication Devices	11
Cell Phone Policy	11
Communication Devices During Testing	12
Other Electronic Telecommunication Devices	12
Damage to School Property	12
Emergency Situations	12
Emergency Contacts	12
Evacuation of Building	12
Grievances	13
Homework Assistance/Academic Tutoring	13
Immunization Records	14
Medication Policy	14
Non-Discrimination Policy	15
Parents Right to Know Information	15
Protection of Employees	15
Searches	15
Student Fees	16
Student Privacy	17
Family Educational Rights and Privacy Act (FERPA) and Directory Information	17

Disclosure without Consent	17
Transfer of Personally Identifiable Student Information	18
Procedure for Inspection of Records	18
Amendment to Records	18
Technology	19
Electronic Communication	19
Electronic Communication Between Students	19
Electronic Communication Between Staff and Students/Parents	19
School-Provided Technology	19
Translation/Interpretation Services	20
Transportation	20
Truancy	21
Uniform Policy	21
Visitor Policy	22
Volunteers and Chaperones	23
Academics & Athletics	23
Advanced Placement	23
Dual-Enrollment	24
English as a Second Language	24
Special Education	24
Gifted and Talented	24
Athletic/Extracurricular Event Conduct	25
Extra-curricular Participation and Eligibility	25
Field Trips	26
Grading Policy	26
Grading Scale	26
Coursework Grading Grades 1 – 8	27
Coursework Grading Scale for Grades 9 – 12	27
Graduation/Senior Information	27
Graduation Ceremony Participation	28
TOPS	28
Homebound Services	28
Homeless/Transitional Students	29
Placement and Promotion	29
Plagiarism	29
Pupil Progression Plan	29
Discipline	29
Behavior Infractions and Offenses	29
Tier I Offenses	29
Tier II Offenses	29
Tier III Offenses	30

Consequences	30
Detention	30
Suspension	30
Expulsion	30
Discipline Procedures for Students with Disabilities	31
Discipline	31
Reporting Illegal Activities	31
Seclusion and Restraint Procedures for Students with Disabilities	32
Additional Discipline Information	34
Bullying	34
TITLE IX POLICY AND PROCEDURES	35
Contacting Einstein Charter Schools	44
Appendix	45
Signature Page	56

Einstein Charter Schools

Mission

The mission of Einstein Charter Schools is to nurture students to be academically STRONG as well as socially and emotionally resilient.

General Policies and Procedures

Admission and Enrollment

Admission Requirements

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

Documents for Registration

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

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

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

Proof of Residence Requirements

When a student initially registers at an Einstein school or if a student’s residence changes, the parent/guardian is responsible for providing one (1) form of proof of residence for the new address and one (1) LA state ID card or driver’s license. Acceptable forms include: lease or rental agreement; cable, internet service, telephone, Sewage and Water Board, or Entergy bill, and payroll check stub with home address.

Einstein reserves the right to request proof of residence documentation at any time. In the case that Einstein or an Einstein school requests proof of residence, the parent or guardian must provide one (1) form of proof of residence (acceptable forms are listed above) within five (5) business days. If the parent/guardian fails to do so, the student may be unenrolled from the Einstein school at that time.

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

Attendance

Einstein Charter schools comply with RS 17:221. Louisiana’s attendance regulations outline the minimum and maximum age required by each state in which a student must be enrolled in and attend school.

Attendance Requirements

Compulsory Attendance	<ul style="list-style-type: none"> • Children between the ages of seven and eighteen must be enrolled in a public or private school. • Louisiana’s compulsory attendance laws also apply to any child below the age of seven who enrolls in school (i.e. pre-kindergarten students).
Reporting Requirements	<ul style="list-style-type: none"> • Schools must also develop and implement a system whereby parents and/or guardians are provided verbal notification of truancy. • Further, if verbal notification cannot be provided, then the school shall provide written notification of truancy.

The interventions outlined below are aligned with state law and polity and represent best practices based on the number of unexcused absences:

Days	Intervention
1 to 4 Unexcused Absences	<ul style="list-style-type: none"> • School documents outreach efforts to reach out to parent/guardian. • When the number of unexcused absences increase, refer case
5 or more Unexcused Absences	<ul style="list-style-type: none"> • School sends written notification to parents and/or legal guardians • School refers to local parish policies regarding any additional requirements
15 Unexcused Absences	<ul style="list-style-type: none"> • School requests that the student be discharged for non-attendance

Until a student transfers to another school or is declared truant by a local court, the student will continue to be enrolled in the school. Schools must also refer to local parish policies regarding any additional requirements to report cases for truancy to the Families in Need of Service (FINS) Office or the local District Attorney’s Office.

Compulsory School Attendance

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

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

- A. Attendance Requirements –State law and school board policy require that elementary students (K – 8th) be present a minimum of 167 days per year. Secondary students (grades 9 – 12) are required to be present a minimum of 83-85 days per semester. (LA Bulletin 741).
- B. Penalties – Section 221 of Title 17 of the LA Revised Statutes states that the responsibility of a child’s school attendance is placed with the child’s parent or legal guardian. This responsibility includes awakening the child in sufficient time each morning and ensuring that the child, in fact, arrives at school at the appointed time. Any parent, guardian, or tutor found to be in violation of the compulsory school attendance law may be fined not more than two hundred-fifty dollars (\$250.00) and/or sentenced to thirty (30) days in jail or both.

Students are expected to be in school each day. Absent students cannot participate in athletic practices or games the day of the event/activity. Dated, original notes from a parent/guardian (a maximum of 10) or doctor must be submitted to the homeroom teacher/front office immediately upon return, following the absence.

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

Types of Absences

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

- Extended recuperation from an accident as verified by a state-licensed physician;
- Observation of a recognized holiday of the student's own faith with documentation provided;
- Visitation with a parent who is a member of the US Armed forces or National Guard and such parent has been called to duty for or is on leave from deployment to combat (these absences should not exceed 5 days per school year);
- Travel for educational purposes, including college and university visits, with the approval of the School Leader (Verification of the educational experience must be submitted upon return to school);
- Death in the immediate family with documentation (these absences should not exceed 4 days);
- National catastrophe or disaster.

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

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

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

Attendance Requirements for Promotion

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

Tardiness

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

Early Dismissal and Check-Out

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

Withdrawal

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

NOLAPS Common Application Process (NCAP) central enrollment system process.

Einstein Charter School Attendance Interventions

Key Considerations and Priorities in Attendance/Truancy Interventions/Expectations

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

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

Breakfast and Lunch

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

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

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

Communication

Contact Information

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

Emergency School Closing

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

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

Communication Devices

Cell Phone Policy

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

Einstein shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized usage of any kind on the electronic device.

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

Communication Devices During Testing

The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. If a student is found in possession of an electronic device during an assessment, the assessment will cease, the device will be confiscated, and the student's assessment may be invalidated. Additional disciplinary action may be taken by the school administration.

Other Electronic Telecommunication Devices

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

Damage to School Property

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

Emergency Situations

Emergency Contacts

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

Evacuation of Building

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

Alternate off campus re-unification locations may be used. Notification to students' parents/guardians will be completed by phone, text, and/or email to the parent/guardian and/or emergency contact information provided during registration and/or annual information updates. Students are to familiarize themselves with procedures for evacuation and other emergency situations, and to obey instructions of teachers and staff in all situations. Because the orderly and rapid evacuation of buildings in an emergency is a serious and urgent matter, student misbehavior will not be tolerated and may result in disciplinary action.

Grievances

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

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

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

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

The determination of the Chief Executive Officer is final.

If Einstein or its associated schools – through its Title I Programming – is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with the Louisiana Handbook for School Administrators, which is available online at <https://bese.louisiana.gov/policy>. Parents may also request a copy of this bulletin by calling the department's toll free number at 1-225-342-5840.

Homework Assistance/Academic Tutoring

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

Immunization Records

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

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

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

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

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

Medication Policy

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

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

Non-Discrimination Policy

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

Parents Right to Know Information

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

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

Specifically, you may request the following:

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

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

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

Protection of Employees

Any individual, including any parent/guardian of a student attending an Einstein school, who physically assaults or threatens harm to any teacher, staff member, student, or employee of Einstein will not be allowed to enter the campus of any Einstein school.

Searches

It is the policy of Einstein Charter Schools to reserve the right to inspect all school property at any time for weapons, drugs, alcohol, stolen goods, or other materials or objects, the possession of which is in violation of the Louisiana state, Orleans parish, or Einstein policy.

Einstein property shall include, but is not limited to, building, desks, lockers, area, computer, and grounds.

Einstein reserves the right to conduct security checks of all students and visitors. These searches may include the use of hand-held or stationary metal detectors.

Student Fees

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

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

REQUIRED ELEMENTARY & MIDDLE SCHOOL STUDENT FEES		
Item or Activity	Fee Amount	Total
Student ID & Lanyard	\$15.00	\$55.00
Technology Usage	\$20.00	
Student Accident & Insurance	\$20.00	

REQUIRED HIGH SCHOOL STUDENT FEES		
Item or Activity	Fee Amount	Total
Student ID & Lanyard	\$15.00	\$85.00
PE Uniform	\$30.00	
Technology Usage	\$20.00	
Student Accident & Insurance	\$20.00	

OPTIONAL FEES & ITEMS FOR PURCHASE		
Item or Activity	Fee Amount	Total
PTO Annual Dues	\$15.00	\$15.00
<i>*Athletic teams or extracurricular activities may require additional fees. Students and parents will be notified of the fee(s) for the specific team/club/activity when joining.*</i>		

Student fees are due by September 30, 2024.

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

Financial assistance is available for those who qualify; assistance includes full waiver, partial waiver, and payment plans. School administration will review each form to determine the

appropriate assistance, if any. The parent/guardian will be notified of the assistance decision in writing and/or by phone, via the contact information that you provide on this form.

Student Privacy

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

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

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

Disclosure without Consent

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

- A school official having access to student records is:
 - A person employed by Einstein in an administrative, supervisory, academic, research, or support staff position, including health and medical staff;
 - A person appointed or elected to the Einstein Board;
 - A person employed or under contract with the Board to perform a special task for the Board.
- A school official has a legitimate educational interest to access student records if the official is:
 - Performing a task that is specified in his or her position description or contract agreement;
 - Performing a task related to a student's education;
 - Providing a service or benefit related to the student or student's family, such as health care, counseling, job placement, or financial aid;
 - Maintaining the safety and security of Einstein property or school grounds; and/or
 - Performing other duties of legitimate educational interest as determined by Einstein's CEO or his designee on a case-by-case basis
 - Disclosures to officials of another school, school system, or post-secondary education institution where the student seeks or intends to enroll will be made without any notification to the

parent or student. The transfer of student records may include information on the date of any expulsion and the reason(s) for which the student was expelled.

- Einstein may disclose education records or information from education records, without the consent of a parent or guardian who is the subject of the records, to the State and local law enforcement officials and other officials within the juvenile system in accordance with the law.

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

Transfer of Personally Identifiable Student Information

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

Please visit

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

Procedure for Inspection of Records

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

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

Amendment to Records

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

office address located above. If a hearing is granted, the decision made at such hearing by the CEO or his/her designee will be final.

Technology

Electronic Communication

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

Electronic Communication Between Students

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

Electronic Communication Between Staff and Students/Parents

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

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

School-Provided Technology

Einstein recognizes the importance of technology and the educational benefits available through the appropriate use of technology. As such, computer labs, tablets, and laptop computer carts will be used to support and enhance the educational program. An “Acceptable Use Policy” must be on file before a student may access these resources. (See appendix for the Acceptable Use Policy.)

Translation/Interpretation Services

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

Transportation

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

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

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

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

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

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

No one is allowed access to board the school bus, an unauthorized rider is anyone other than a student, bus company employee or school/ district administration. Parents are never allowed to board a bus for any reason. The safety of all students is our top priority. We are committed to creating a secure and supportive environment for every student. To maintain this standard, we have established clear policies and procedures that everyone must follow.

Parental Conduct: To ensure the safety and orderliness of the school bus environment, parents are not permitted to board the school bus at any time. Unauthorized boarding of the bus by parents or guardians is strictly prohibited.

Consequences: Any parent or guardian who boards a school bus may be subject to having their child's bus privileges revoked. This measure is taken to ensure the safety of all students and to maintain a secure and orderly transportation system.

We appreciate your cooperation in adhering to these guidelines and helping us keep our students safe.

Truancy

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

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

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

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

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

Uniform Policy

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

- Shirts: All students are required to wear the school uniform shirt, embroidered with the official school logo. Shirt tails are to be tucked in and may not be worn outside of the pants.
- Bottoms: Pants are to be non-denim, uniform type slacks. Pants are to be the appropriate size for the students, must fit properly at the waist, and may be neither too tight nor too baggy. Bell-bottom, cargo, corduroy, patch-pocketed or jean type pants are not allowed as part of the uniform. Pants are to be hemmed (shoe-top length) and have no frayed edges or cut bottoms.
- Undershirt: Only plain white undershirts may be worn underneath uniform shirts
- Belts: Traditional solid black uniform belt
- Socks: Solid white or black crew socks
- Shoes: High School and Middle School require all black, closed-toe tennis shoes. Elementary school does not have a color requirement, however shoes must be closed-toe tennis shoes.
- Outerwear: In cold weather, students may wear the school sweatshirt or jacket over their uniform shirts. No other outerwear may be worn when inside the building.
- Accessories: Hats, caps, hoods, bandanas, handkerchiefs, visors, hair curlers, gloves, headdress, and sunglasses (unless prescribed by a physician) may NOT be worn in the building or in class during the regular school day. Excessive jewelry or jewelry including hoop and dangling earrings may not be worn. Stud type earrings are allowed.
- Bookbags: High school students are only allowed to bring and/or carry mesh or clear book bags with them to and at school. Middle school and elementary school students can carry book bags of their choice.

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

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

Visitor Policy

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

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

Volunteers and Chaperones

Volunteers and chaperones must be cleared through the Einstein Charter Schools Human Resources (HR) office and a background check with:

New Orleans Police Department and Identification Division
715 S. Broad St., 1st floor
New Orleans, LA. 70119

All individuals who are not full-time employees of Einstein Charter Schools and may have interactions with students, including the possibility of being alone with them, are required to undergo a background check. This encompasses various roles, such as field trip chaperones, part-time athletics coaches or trainers, assistant band directors or support staff, ongoing extracurricular or club volunteers, tutors, and community members who regularly volunteer in our schools.

To apply for a volunteer opportunity, individuals should reach out to the school secretary at least 30 days before the anticipated event or beginning of student interaction. The school secretary will issue all necessary forms to the individual, who must then complete and return them to the school secretary. Afterwards, the school secretary will forward the completed forms to the Einstein Charter Schools Human Resources office.

Human Resources will notify the school upon receipt of the background check results. Please note that background check processing times may vary, and it can take up to 2 weeks to receive the results. Therefore, individuals are advised to submit their volunteer applications at least a month before the anticipated volunteer event or chaperone duty.

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

Academics & Athletics

Advanced Placement

High school students may take Advanced Placement (AP) courses that are offered by the

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

Dual-Enrollment

Students shall be afforded the opportunity to participate in dual-enrollment programs, which provide the opportunity to enroll in courses offered by an accredited college or university for the purpose of earning both high school and college credit. The eligibility for dual-enrollment shall be subject to applicable policies, agreements, and regulations established by the school district, partnering educational institutions, and relevant governing bodies. The selection of courses, eligibility criteria, and enrollment procedures shall be determined by the school administration in accordance with these established guidelines. Participating students and their parents or legal guardians shall be provided with detailed information regarding the benefits, requirements, and potential limitations of dual-enrollment programs to make informed decisions. The school administration shall strive to foster a supportive environment that encourages and facilitates student participation in dual-enrollment opportunities, promoting academic advancement and college readiness.

English as a Second Language

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

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

Special Education

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

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

Gifted and Talented

Admission into Gifted and/or Talented classes is limited to those students who have been

evaluated and meet the requirements for gifted as defined by the State of Louisiana. For more information, please visit <https://www.louisianabelieves.com/academics/gifted-and-talented-students>.

Athletic/Extracurricular Event Conduct

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

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

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

Any person found in violation of the above conduct policy may be subject to having their event privileges revoked. Any fees associated will be forfeited.

Extra-curricular Participation and Eligibility

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

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

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

A designated staff member monitors all students involved in extracurricular activities weekly for their current grades. Any students in these groups who have a 2.0 GPA will have an

action plan that must be completed before they can be cleared for full participation.

- Students who have a D in a class will be required to attend 45 minutes of tutoring or study hall prior to attending practice. They may still participate in practice and games/events, as long as they complete the required amount of tutoring.
- Any student with an F on their current grades will NOT be allowed to participate in any practice or game/event until that F has been raised and removed from their grades. These students must still attend tutoring.
- The staff member who is monitoring the grades will communicate with affected students and sponsor the academic status of students who are not meeting grade requirements.

Field Trips

Field trips are taken to enrich the curriculum. Classes periodically visit educational destinations. Permission slips are sent home prior to each trip indicating date, amount, and special information. All due dates and timelines will be strictly enforced. Students not adhering to the student code of conduct will not be allowed to attend field trips.

The final authority to determine student participation in field trips rests with the principals, in accordance with applicable policies and regulations. Principals have the discretion to assess various factors, including academic standing, behavior, and safety considerations, when making decisions regarding student eligibility for field trip attendance.

Grading Policy

Grading Scale

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

K-12 Grading Scale		
Grade	Percentage	Quality Points
A	100-90	4
B	89-80	3
C	79-70	2
D	69-60	1
F	59-0	0

Coursework Grading Grades 1 – 8

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

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

The following grading category weights are to be followed:

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

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

Coursework Grading Scale for Grades 9 – 12

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

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

The following grading category weights are to be followed:

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

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

Graduation/Senior Information

Graduation Ceremony Participation

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

The principal possesses the discretion to determine whether a student is eligible to participate in the graduation ceremony, in accordance with established policies and applicable regulations. The principal's decision may be based on various factors, including academic requirements, disciplinary standing, and compliance with graduation guidelines. The school administration shall ensure that the criteria for participation are clearly communicated and consistently applied. For any inquiries or concerns regarding a student's eligibility for the graduation ceremony, individuals should direct their communication to the designated school administrator. Any appeal of the principal's decision will be reviewed by the CEO who makes a final determination after reviewing all facts, evidence and circumstances.

TOPS

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

Homebound Services

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

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

- a. English;
- b. Mathematics;
- c. Science; and
- d. Social studies.

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

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

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

Homeless/Transitional Students

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

Placement and Promotion

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

Plagiarism

Plagiarism is the act of taking the words of another person and using them as one's own. This includes copying words or ideas from a book, magazine or other print source, downloading material from the Internet and copying work from another student. In the last case, both the student who does the copying and the student who allows the copying are equally guilty. If plagiarism occurs, disciplinary action that is commensurate to the action, severity, and intent will be issued.

Pupil Progression Plan

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

Discipline

Behavior Infractions and Offenses

Tier I Offenses

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

- Distribution of drugs
- Weapons
- Illegal sexual activity with another
- Battery with Weapon or Dangerous Substance or Implement
- Aggravated Assault with Tier One Weapon
- Battery on School Staff
- Battery with Documentable Injury

Tier II Offenses

Tier II offenses may result in the suspension of the student committing the offense. Tier II

offenses include, but are not limited to:

- Possession of Drugs
- Theft (greater than \$500)
- Robbery
- Unlawful Entry
- Sexual Activity on School Premises
- Assault with a Dangerous Substance or Implement
- Dangerous Substances and Implements
- Offenses to School Safety & Security

Tier III Offenses

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

- Acts that Threaten the Safety of Others
- Drug Use and Alcohol Use/Possession
- Theft (less than \$500)
- Sharing Sexually Explicit Material
- Bullying and Intimidation

Consequences

Detention

Suspension

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

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

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

Expulsion

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

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

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

More information on processes and procedures of and contact information for the Student Hearing Office can be found here:

<https://nolapublicschools.com/documents/school-leader-portal/yoc>:

Discipline Procedures for Students with Disabilities

Discipline

If a school has documented reasons to believe that keeping a student in his/her current school is substantially likely to result in injury to the student or to others, the school should request an emergency hearing to ask a hearing officer to transfer the student to an *IAES* (interim alternative educational setting) for up to 45 school

days. The student remains in the *IAES* pending the decision of the hearing officer or until the expiration of the 45 day or code violation time period (If less than 45 school days), whichever occurs first, unless the parent and school personnel agree otherwise.

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

Reporting Illegal Activities

- Nothing in this handbook prohibits school personnel from reporting a crime committed by a student with a disability to appropriate authorities or prevents State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability.

- o School personnel reporting a crime committed by a student with a disability must ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom the agency reports the crime. Records must be transmitted only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

Seclusion and Restraint Procedures for Students with Disabilities

Notification Requirements

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

Training Requirements

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

Physical Restraint Guideline

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

1. If the student's behavior presents a threat of imminent risk of harm to self or others.
2. As a last resort to protect the safety of self and others.
3. In a manner that causes NO PHYSICAL INJURY to the student.
4. Results in the least possible discomfort to the student.
5. Does not interfere in any way with a student's breathing or ability to communicate with others.
6. Does not involve the use of any form of mechanical restraint.
7. The student is not physically restrained/held in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.
8. Applied only in a manner that is directly proportional to the circumstances and to the student's size, age, and severity of behavior.
9. When the school administration and Non-Violent Crisis Intervention (NCI) Team determine that physical restraint/hold is not effective, the student's parents/guardians will be notified. School administration will determine the appropriate action (e.g., contact the Sheriff's Department, Emergency Medical Services).

Physical restraint/hold is prohibited:

1. As a form of discipline or punishment.
2. As a threat to control, bully, or obtain behavioral compliance.
3. For the convenience of school personnel.
4. When unreasonable, unsafe, or unwarranted.

5. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the principal of the school in which the student is enrolled).

Monitoring & Documentation

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

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

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

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

Physical restraint documentation

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

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

1. Notify the parent(s)/guardian(s) of the student who was restrained on the same day that the incident occurred.
2. Document the incident using the Physical Restraints Documentation Form within 48 hours
3. Ask all participants and witnesses to review the documentation form and sign page 2.
 - a. Meet as a school leadership team with the participants/ witnesses to the incident and debrief what occurred. Determine as a group if procedures were

- followed according to CPI training standards and network policy.
- b. Ask members to sign off on the conclusions of the debrief meeting. Participants that disagree may submit a separate statement regarding their conclusions.
4. A copy of the completed form with original signatures must be kept on file in the school director or principal's office.
 5. A scanned copy of the completed form must also be sent to the Exceptional Student Support Team within 48 hours.
 6. If a student has an IEP, a copy of the form should be given to the Special Education Reporting System (eSERS) Coordinator who will enter it in eSER.

Additional Discipline Information

Bullying

Einstein Charter School believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege

- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Assignment to an alternative school

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

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

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

<https://nolapublicschools.com/families/report-bullying>

TITLE IX POLICY AND PROCEDURES

Title IX states “[n]o Person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” 20 U.S.C. § 1681(a). Einstein Charter Schools does not discriminate on the basis of sex in the education program or activity that it operates, and Einstein is required by Title IX, as amended, not to discriminate in such a manner.

This Policy explains how to report a complaint of sexual harassment, the steps Einstein takes to investigate the complaint, the decision making process, and the appeal process.

I. Notification Regarding Reporting Allegations of Sexual Harassment

To all students, parents or legal guardians, employees, and applicants for employment, Einstein’s Title IX Coordinator is:

Title IX Coordinator

My Tran

4801 Maid Marion Drive

New Orleans, LA 70128

Phone Number: (504) 202-1372

The Title IX Coordinator is the person authorized by Einstein to coordinate its Title IX

compliance program. Any person may report sex discrimination, including sex harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination), in person, by mail, by telephone, or e-mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Any Einstein employee who knows or learns information concerning conduct related to sexual harassment or allegations of sexual harassment should immediately notify the Title IX Coordinator.

Reports may be made at any time (including during non-business hours) by using the Title IX Coordinator's telephone number or email address, or by mail to the Title IX Coordinator's office address, listed above. Inquiries about the application of Title IX may be directed to the Title IX Coordinator or to the Assistant Secretary of Education at the United States Department of Education, or both.

II. Definitions Under Title IX

"Actual knowledge" is present when the Title IX Coordinator, any official with authority to institute corrective measures, or ANY EMPLOYEE (excluding respondent) of Einstein has notice or receives a report or information or learns of sexual harassment or allegations of sexual harassment. Any employee with actual knowledge of sexual harassment or allegations of sexual harassment is required to make a report to the Title IX Coordinator.

"Complainant" means the individual who is alleged to be the victim of conduct that could constitute sexual harassment. A person may be a complainant even when no complaint is filed and no grievance is pending. At the time of filing, the complainant must be participating in or attempting to participate in the educational program or activity of Einstein.

"Decision-maker" means the persons tasked with the following: 1) the responsibility of making initial determinations or responsibility (also referred to as the "initial decision-maker" or 2) the responsibility to decide any appeal (also referred to as the "appeal decision-maker") in formal complaints of sexual harassment in the Title IX grievance process.

"Deliberate indifference" is when Einstein's response is clearly unreasonable in light of known circumstances.

"Determination regarding responsibility" is the formal conclusion of the initial decision-maker on each allegation of sexual harassment as to whether the respondent did or did not engage in the alleged conducted constituting sexual harassment.

"Education program or activity" was previously defined as all the "operations of [Einstein]" The definition has been enlarged to include any location, event or circumstance over which Einstein exercised substantial control over both the respondent and the context in which the harassment occurs.

"Formal complaint" is a document filed by a complainant, the complainant's parent/guardian, or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Einstein investigate the allegations.

"Respondent" means the individual who has been reported to be the perpetrator of the conduct

that could constitute sexual harassment. A person may be a respondent even when no complaint is filed and no grievance is pending.

“Sexual harassment” - Conduct “on the basis of sex” that meets one or more of the following:

1. An employee of Einstein conditioning the provision of an aid, benefit or service of Einstein on an individual’s participation in unwelcome sexual conduct (quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Einstein’s education program or activity;
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v) means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. “Domestic violence” as defined in 34 U.S.C. 12291(a)(8). “Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction;
5. “Dating violence” as defined in 34 U.S.C. 12291(a)(10). “Dating violence” means violence committed by a person-
 - (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (b) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) the length of the relationship;
 - (ii) the type of relationship;
 - (iii) the frequency of interaction between the persons involved in the relationship; or
6. “Stalking” as defined in 34 U.S.C. 12291(a)(30). “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to- (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

“Supportive measures” are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or a respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures will be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other

course-related adjustments, modifications of work or class schedules, increased monitoring or supervision, mutual contact restrictions between the parties, etc.

III. Reports of Sexual Harassment

Any person may report sex discrimination, including sex harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination), in person, by mail, by telephone, by email, or by any other means that results in Einstein's Title IX Coordinator receiving the person's verbal or written report. **Any Einstein employee** who knows or learns information concerning conduct related to sexual harassment or allegations of sexual harassment should immediately notify Einstein's Title IX Coordinator. Failure to report will subject the employee to discipline up to and including termination.

Einstein shall follow all state laws regarding reporting allegations of criminal misconduct (i.e., sexual assault on a student) and all state laws and regulations regarding mandatory reporting.

IV. Response to Notice of Sexual Harassment

Einstein has specific obligations in responding to the notice of sexual harassment. Each of the procedural requirements set forth in the amended regulations are to ensure a fair process for both parties. Einstein must respond promptly to actual knowledge of sexual harassment in an education program or activity and respond in a manner that is not deliberately indifferent. Einstein must treat complainants and respondents equitably by offering supportive measures to a complainant and following a grievance process before imposing any disciplinary sanctions on a respondent.

A. Complainant. The Title IX Coordinator will contact the complainant promptly (even if a formal complaint has not been filed) to:

1. discuss the availability of supportive measures;
2. consider the complainant's wishes regarding supportive measures;
3. inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. explain the process for filing a formal complaint.

The process for filing a formal complaint is described below in the section of the policy entitled "Formal Complaint Process."

B. Respondent. The Title IX Coordinator's response to the respondent will also protect the respondent's due process rights so as not to impact the respondent's access to education prior to the grievance process and a determination regarding responsibility. However, the regulations permit Einstein to immediately remove a respondent from the education program or activity on an emergency basis if Einstein conducts an individualized safety and risk analysis and determines that an emergency removal is necessary to protect any student or other individual from an immediate threat to physical health or safety. This provision shall not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder. An employee respondent may also be placed on administrative leave. In either instance, Einstein must provide respondent with notice and an opportunity to challenge the decision immediately after removal.

V. Formal Complaint Process

A. Basic Elements of Grievance Process

The following are all components of Einstein's grievance process:

1. Treat complainants and respondents equitably by providing remedies to a complainant after a determination of responsibility for sexual harassment has been made against a respondent, and by following this grievance process before imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies must be designed to restore or preserve equal access to the Einstein's education program or activity. Remedies may include supportive measures but may also include disciplinary action against respondent.
2. Provide an objective and impartial evaluation of all available evidence without making credibility determinations based on a party's status as complainant, respondent, or witness.
3. The Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal process must not have a conflict of interest or bias for or against complainant or respondent. Training is provided for these individuals on definition of sexual harassment, scope of Einstein's program or activity, how to conduct an investigation and grievance process, hearings, the use of any technology to be used at hearings, appeals and informal processes. Investigators are trained on how to prepare an investigation report. Decision-makers are trained on issues of evidence and questioning.
4. There is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility has been made at the conclusion of the grievance process.
5. Einstein will strive to complete the grievance process upon initiation of a Formal Complaint within 45 days. If good cause exists for an extension of time, Einstein will provide notice to both parties of such extension and the reasons for the delay.
6. As a result of a determination that harassment has occurred, remedies may include disciplinary action up to and including suspension or termination of employment (if an employee) and suspension or expulsion (if a student).
7. Einstein has adopted the preponderance of the evidence standard to determine responsibility.
8. Procedures and permissible reasons for appeal by a respondent or a complainant are provided in this Policy.

9. Supportive measures available to complainants and respondents may include but are not limited to: stay-away or no-contact agreements; schedule changes; counseling; social work minutes. Supportive measures are intended to be a collaborative process with the complainant and/or respondent, and specific, reasonable requests by a complainant and/or respondent will be considered for implementation.

10. Einstein disallows evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

B. Written Notice

Einstein provides a written notice to all known parties upon receipt of a formal complaint. The Notice shall be sent to the parties contemporaneously. The Notice includes all of the following:

1. Notice of the grievance process, including any informal resolution process;
2. Notice of the allegations potentially constituting sexual harassment as defined in Title IX with sufficient details (names, dates, conduct, location, etc.) to allow the respondent to prepare a response before any initial interview;
3. A statement that the respondent is presumed not responsible for the conduct and responsibility will be determined at conclusion of grievance process;
4. Notice of the parties' right to have an advisor (may be an attorney) and to inspect and review evidence, and that
5. The code of conduct prohibits knowingly making false statements or providing false information in the grievance process.

If a formal complaint is initiated (1) without knowledge of the respondent's identity or (2) by the Title IX coordinator without knowledge of the complainant's identity, and the identity of the complainant and/or respondent is later discovered through the Title IX investigation, Einstein shall provide an additional, updated Notice to all parties.

C. Dismissal of Formal Complaint

1. A complaint must be dismissed if the allegations do not constitute sexual harassment as defined even if proved, did not occur in Einstein's program or activity, or did not occur against a person in the United States.
2. A complaint may be dismissed if complainant notifies the Title IX Coordinator at any time that he/she wishes to withdraw the complaint or an allegation, if the respondent's enrollment or employment ends, or if specific circumstances prevent Einstein from gathering evidence (e.g. passage of several years between complaint and alleged conduct, non-cooperation of complainant, etc.).
3. Notice of dismissal must be provided to both parties, including the reasons for dismissal.

D. Consolidation of Formal Complaints

Where allegations arise out of the same facts or circumstances, formal complaints can be consolidated against more than one respondent, by more than one complainant against one or more respondents, or by one party against another party.

E. Investigation

Einstein's investigative process:

1. Ensures that the burden of proof and gathering evidence rests on Einstein rather than the parties (note: certain treatment records cannot be obtained without voluntary, written consent; also parent consent may be sought under FERPA if applicable);
2. Provides an equal opportunity for each party to present witnesses and evidence;
3. Does not restrict either party's ability to discuss the allegations or gather and present evidence;
4. Provides the same opportunity to have others present during interviews or other proceedings, including an advisor (who may be an attorney) and ensures that any restrictions on advisor participation apply equally to both parties;
5. Provides written notice to a party who is invited or expected to attend and includes, the date, time, participants, purpose, and location of any investigative interview or other meeting with enough time to allow the party to prepare to participate;
6. Provides both parties and their advisors, if any, an equal opportunity to review all evidence that is directly related to the allegations in the formal complaint, including evidence on which Einstein does not intend to rely and any exculpatory or inculpatory evidence from any source. This evidence will be provided prior to the completion of the final investigative report and in time to give the parties at least 10 days to submit a written response, which Investigator will consider before completing the investigation report; and
7. Includes preparation of a written investigation report that fairly summarizes the relevant evidence; report will be provided to the parties and their advisors at least 10 days before a determination of responsibility for review and written response.

F. Hearings and written questions

No hearing is required in K-12 educational institutions. School officials may determine that hearings will be held in certain circumstances, and under such circumstances written notice to the parties will be provided.

With or without a hearing, after Einstein has sent the investigative report to the parties and before

reaching a determination regarding responsibility, the Decision-Maker must provide each party the opportunity to submit written, relevant questions that the party wants asked of another party or witness, provide each party with the answers, and provide for limited follow-up questions. The recent amendments to Title IX provide restrictions, with limited exceptions, on certain types of questions related to the complainant. If the Decision-Maker determines that any submitted questions shall be omitted as irrelevant, the Decision-Maker will provide written notice and explanation as to why such question(s) were omitted.

G. Determination of Responsibility

The Decision-Maker cannot be the Investigator or the Title IX Coordinator. The Decision-Maker will issue a written determination of responsibility that:

1. Identifies the allegations that potentially constitute sexual harassment as defined in the amendments;
2. Describes Einstein's procedural steps taken from the receipt of the complaint to the determination;
3. Includes findings of fact supporting the determination;
4. Includes conclusions regarding application of the code of conduct to the facts;
5. Includes a statement of, and a rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions imposed upon the respondent, and whether remedies to restore or preserve equal access to Einstein's education program or activity will be provided to the complainant; and
6. Includes procedures for appeals.

H. Appeals

1. Both parties have the right to appeal a determination of responsibility and/or Einstein's dismissal of a complaint or any allegations for the following reasons:
 - a. A procedural irregularity that affected the outcome;
 - b. New evidence that was not reasonably available at the time of the determination regarding responsibility and could affect the outcome; or
 - c. Conflict of interest on the part of the Title IX Coordinator, Investigator, or Decision-Maker that affected the outcome
2. Einstein will ensure that written notice is provided to both parties of the appeal and

provide both parties an equal opportunity to submit a written statement in support of, or challenging, the determination.

3. A written decision of the appeal will be provided to both parties simultaneously.
4. The decision-maker for the appeal (the Appeal Decision-Maker) cannot be the Title IX Coordinator, the Investigator or the initial Decision-Maker.

I. Informal Resolution

At any point during the formal complaint process, Einstein may offer to facilitate an informal process that does not require a full investigation as long as both parties receive written notice of their rights and the parties provide written, voluntary consent. Einstein cannot require the waiver of the right to an investigation and adjudication of formal complaints as a condition of employment or continuing employment of an employee, or enrollment or continuing enrollment of a student. Einstein cannot offer to facilitate an informal resolution process unless a formal complaint has been filed. Einstein cannot offer informal resolution in the context of a complaint alleging that an employee harassed a student. At any point prior to agreeing to an informal final resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VI. Record Keeping

- A. Einstein must keep records related to reports of sexual harassment for a minimum of seven (7) years, including investigation records, disciplinary sanctions, remedies, appeals and records of any action taken, including supportive measures or the complainant's decision not to file a formal complaint under Title IX.
- B. Records should reflect that Einstein's response was not deliberately indifferent and that measures were taken to restore or preserve equal access to the education program or activity.
- C. If Einstein does not provide a complainant with supportive measures, it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.
- D. Einstein must also retain for seven (7) years any materials used to train Title IX Coordinators, Investigators, Decision-Makers and any employee designated to facilitate an informal process.
- E. Einstein must post training materials on its website.

VII. Retaliation

- A. Retaliation is prohibited against any person for the purpose of interfering with Title IX rights or because the person participated, or refused to participate, in any manner in a proceeding under Title IX regulations.
- B. Complaints of retaliation may be reported and filed under the Title IX grievance process.
- C. Einstein must keep confidential the identity of a person who complains of or reports sexual harassment, including parties and witnesses, except as permitted by law to carry out the purpose of the regulations with regard to conducting an investigation into the complaint.

Einstein Charter Schools' Title II, IX and Age Act Grievance Procedure Personnel consist of the following individuals:

Position	Name	Email	Phone
Title IX Coordinator/Investigator	My T. Tran	my_tran@einsteincharterschools.org	504.202.1372
Title IX Decision-Maker	Latoya Brown	latoya_brown@einsteincharterschools.org	504.503.0109
Title IX Appeal	Tara Johnson	tara_johnson@einsteincharterschools.org	504.503.0109

Contacting Einstein Charter Schools

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

Phone: (504) 503-0109

Fax: (504) 509-6811

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

Appendix

Einstein Charter Schools Parent Student Code of Conduct Compact

Mission Statement:

At Einstein Charter Schools, our mission is to nurture students to be academically strong as well as socially and emotionally resilient.

Einstein Charter School Responsibilities:

- Provide a safe and supportive learning environment.
- Communicate regularly with parents about their child's progress and school activities.
- Offer high-quality curriculum and instruction aligned with state standards.
- Respect and value the diversity and individuality of each student.
- Encourage and support parent and family engagement in school activities and decision-making.

Parent/Guardian Responsibilities:

- Ensure that my child attends school regularly, on time, and prepared to learn.
- Monitor my child's academic progress and communicate with teachers as needed.
- Encourage my child to complete all homework and assignments.
- Participate in school meetings, events, and activities.
- Support the school's policies and procedures and reinforce positive behavior and respect for others.

Student Responsibilities:

- Attend school regularly and arrive on time, ready to learn.
- Complete all assignments to the best of my ability and ask for help when needed.
- Respect my classmates, teachers, staff, and school property.
- Follow all school rules and policies.
- Communicate openly with my parents/guardians and teachers about my academic and social progress.

Einstein Charter Schools adheres to the Orleans Parish School Board Student Code of Conduct. We strictly follow the OPSB discipline policy regarding suspensions, expulsions, and other disciplinary actions.

Acknowledgment and Agreement:

We, the undersigned, acknowledge that we have read and understand the School Parent/Student "Code of Conduct" Compact. We agree to uphold and support these responsibilities to create a positive and effective learning environment.

Please sign and date below to acknowledge that you have reviewed and agree to this School-Parent Compact. Once signed, please return this form to your child's teacher. We look forward to our school-parent partnership!

Child's Name:

_____ Grade: _____

Homeroom's Teacher Name:

Parent/Guardian Name (Printed):

Parent/Guardian Signature:

_____ Date: _____

Student Signature:

_____ Date: _____

Teacher Signature:

_____ Date: _____

Principal Signature:

_____ Date: _____

Student Fee Financial Assistance Request

2024-2025 School Year

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

STUDENT INFORMATION

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

FINANCIAL ASSISTANCE INFORMATION

A. Child Income

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

Child income	How often?			
\$	Weekly	Bi-Weekly	2x Month	Monthly
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

B. All Adult Household Members (including yourself)

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

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
<input style="width: 100%;" type="text"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input style="width: 100%;" type="text"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input style="width: 100%;" type="text"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Household Members (Children and Adults) Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member X X X X Check if no SSN

Do any of the following apply? SNAP TANF Homeless Foster Migrant Other

What is your reason for requesting student fee financial assistance?	Total \$ of Assistance Requested

FOR SCHOOL/OFFICE USE ONLY

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

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

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

- (1) The right to inspect and review their education records within 45 days of the day Einstein receives a written request.
- (2) The right to request the amendment of an education record for a student that the parent or eligible student believes are inaccurate or misleading. If Einstein decides not to amend the record, Einstein will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the education records of a student, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Einstein as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a student teacher; a person serving on the Board; contractors (a person or company with whom Einstein has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist); consultants; volunteers; or a parent or student serving on an official committee or assisting another school official in performing his or her duties. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Einstein discloses education records without consent to officials of another school where a student seeks to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Einstein to comply with the requirements of FERPA. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W.; Washington, DC 20202.

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

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

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

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

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

Please mark only one box:

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

PRINT Signer's Full Name _____

PRINT Student's Full Name _____ Date of Birth _____

Student's School ID number _____

Parent/Guardian/Eligible Student's Signature _____ Date _____

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

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

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

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

- (1) The right to inspect and review their education records within 45 days of the day Einstein receives a written request.
- (2) The right to request the amendment of an education record for a student that the parent or eligible student believes are inaccurate or misleading. If Einstein decides not to amend the record, Einstein will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the education records of a student, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Einstein as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a student teacher; a person serving on the Board; contractors (a person or company with whom Einstein has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist); consultants; volunteers; or a parent or student serving on an official committee or assisting another school official in performing his or her duties. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Einstein discloses education records without consent to officials of another school where a student seeks to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Einstein to comply with the requirements of FERPA. Written complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W.; Washington, DC 20202.

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

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

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

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

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

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

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

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

Please mark only one box:

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

PRINT Signer’s Full Name _____

PRINT Student’s Full Name _____ Date of Birth _____

Student’s School ID number _____

Parent/Guardian/Eligible Student’s Signature _____ Date _____

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

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

Einstein Charter Schools Acceptable Use Policy

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

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

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

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

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

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

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

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

Student's Name:

Signature:

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

Parent Signature: _____ Date: _____

HOME LANGUAGE SURVEY

PLEASE PRINT or TYPE

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

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

Country of Birth _____

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

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

Estudiante _____ Nombre de la Escuela _____ Fecha _____
(Apellido) (Primer Nombre) (Inicial)

de Identificación _____ Grado _____ Fecha de Nacimiento _____ Raza _____

País de Nacimiento _____

INSTRUCCIONES A LOS PADRES O ENCARGADOS: Las agencias de educación federal y estatal requieren que las escuelas determinen el idioma(s) que se habla en el hogar de cada estudiante nuevo en el distrito para que las escuelas impartan instrucción significante para todos los estudiantes. Favor de ayudarnos en este importante requisito contestando las siguientes preguntas. (Se requiere completar esta forma solamente una vez mientras su niño/a es un estudiante en el distrito escolar de las Escuelas Públicas de Orleans). Por favor firme y escriba la fecha en esta forma.

1. ¿Qué otro idioma que no sea Inglés, normalmente se habla en el hogar? _____
2. ¿Entiende o habla el estudiante otro idioma aparte del Inglés? _____. Si contesta sí, escriba el nombre del idioma _____, (A menos que lo aprendió en una academia de idiomas).
3. ¿Cuál fue el primer idioma que el estudiante aprendió a hablar? _____
4. ¿Vive el estudiante con alguien quien normalmente habla otro idioma aparte de Inglés? _____. Si contesta sí, escriba el nombre del idioma ____.
5. ¿Qué idioma habla el estudiante la mayor parte del tiempo? _____
6. ¿En qué otra lengua que no sea el Inglés, usted necesita información escolar? _____
7. ¿Esta su hijo(a) actualmente asistiendo a una clase de ESL en las escuelas de la parroquia de Orleans? _____
8. ¿Necesita servicios de traducción? NO? SI _____. Si, contesta si, que idioma? _____
9. Necesita un traductor por asuntos relacionados con la educación de su hijo(a)? NO _____ SI _____. Si, contesta sí, que idioma?

BỘ GIÁO DỤC ORLEANS PARISH
KHẢO SÁT NGÔN NGỮ

Tên học sinh: _____ Tên Trường _____ Ngày _____
(tên họ) (tên gọi) (tên đệm)

Số I.D. _____ Lớp Ghi Danh _____ Ngày Sinh _____ Dân Tộc _____ Nơi sinh _____

Hướng dẫn cho phụ huynh/người giám hộ: Bộ Giáo Dục liên bang và tiểu bang yêu cầu các trường xác định (các) ngôn ngữ được nói trong nhà của mỗi học sinh mới ghi danh vào học khu để các trường cung cấp hướng dẫn có ý nghĩa cho tất cả học sinh. Vui lòng giúp chúng tôi đáp ứng yêu cầu quan trọng này bằng cách trả lời các câu hỏi sau. (Bạn chỉ được yêu cầu hoàn thành biểu mẫu này một lần khi trẻ đang là học sinh của Trường Bán công Einstein.) Vui lòng ký tên và ghi ngày vào biểu mẫu

1. Ngoài Anh ngữ ra, ngôn ngữ nào được sử dụng tại nhà? _____
2. Ngoài Anh ngữ ra, học sinh có thể nói hoặc hiểu một ngoại ngữ nào khác không? _____, (Ngoại trừ ngôn ngữ học tại trường). Nếu có, xin kê khai? _____
3. Ngôn ngữ nào học sinh đã biết nói trước tiên tại nhà? _____
4. Học sinh có đang sống với người nào thường sử dụng ngôn ngữ khác ngoài Anh ngữ không? _____, Nếu có, ngôn ngữ nào? _____
5. Ngôn ngữ nào học sinh sử dụng nhiều nhất tại nhà? _____
6. Ngoài Anh ngữ ra, bạn có muốn thường dùng ngôn ngữ nào khác để thông báo các tin tức cho bạn và _____
7. Con của bạn hiện có đang theo học lớp ESL thuộc trường Công Lập New Orleans không? _____
8. Phụ huynh có cần người thông dịch không? Không _____ Có _____ Nếu có ngôn ngữ nào? _____
9. Phụ huynh có cần người thông dịch cho các vấn đề liên quan đến giáo dục con em của mình không? Không _____ Có _____ Nếu có ngôn ngữ nào? _____

Elève _____ Nome 'école _____ Date _____
(nom de famille) (prénom) (deuxième prénom)

Numéro D'identification _____ Année scolaire ou grade _____ Ethnicité _____

Lieu de naissance (pays) _____

INSTRUCTIONS POUR LES PARENTS D'ÉLÈVES ET GARDIENS LEGAUX: Les agences 'éducation fédérales et 'Etat exigent que les écoles soient au courant de la langue parlée dans les foyers de chaque nouvel élève inscrit dans nos écoles, ceci afin de pouvoir fournir l'instruction nécessaire à tous les élèves. Aidez-nous à réaliser ceci en répondant aux questions suivantes. (Vous ne devez compléter ce document qu'une seule fois pendant la période où votre enfant est inscrit dans les écoles publiques. Veuillez signer et dater le document.)

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

DATE

Signature of Parent/Guardian

Your Child's Rights: 6 Principles of IDEA

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

2. Free Appropriate Public Education

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

3. Appropriate Evaluation

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

4. Individualized Education Plan

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

5. Least Restrictive Environment

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

6. Parent Participation

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

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

7. Procedural Safeguards

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

Signature Page

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

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

Name of Student: _____ Grade: _____

Name of Parent: _____

Signature of Parent: _____ Date: _____