

Louisiana New School Academy

Student Handbook



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.....*Soar to Success*

"A Lifetime of Success Begins with the Basics."

An equal opportunity employer

Dear Students, Parents, and Guardians:

Thank you for reading the school handbook and for acting in accordance with its contents. Louisiana New School Academy has established a clear set of expectations for you and the other students at this school to ensure a safe and secure setting for learning. As a student, we want you to not only enjoy your time at school and but we want you to be successful in your classes; so let me offer some suggestions for your consideration:

1. Be involved in your school, participate in activities and organizations sponsored by your classroom teachers and the school
2. Be prepared and open to learning. Make sure you arrive to school and class on time, prepared to learn.
3. Treat your classmates, teachers, the school support staff, administration and others in the school community with dignity and respect.

The teachers, school support staff and administration are all looking forward to working with you this year to make it both safe and successful

Thank to you and your families for choosing Louisiana New School Academy to provide your education. You have our promise to do the very best we can to provide for your education this year.

Respectfully,

Valeria Temple Thompson,
Director/CEO

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Welcome

You are now part of a great tradition that began in 1996. Louisiana New School Academy belongs to you, your parents and the community. I want you to be proud of what it stands for.

The Fundamentals

The Academy strives to make school a success for all students. Our missions is fundamental: begin with the basics, use instructive approaches which help children and youth develop needed social skills that lead to improved achievement and increased lifelong learning. Louisianan New School Academy uses a dual educational and therapeutic approach to teaching and learning. We offer a small class size for individual attention and a balanced and diverse curriculum. Important to our program is the involvement of the parent-teacher-child as a team. We will offer you a variety of academic, arts, vocational and athletic opportunities, but to be successful in this endeavor, I will need your help.

I ask that you come to school daily, on time, well groomed and in uniform. Strive daily to have the desire for success. I ask that you give your best effort in the classroom and that you strive to be a person of honor and integrity. In short, I expect you to always do the right thing. I expect you to have pride in your school and in your community. This is an important ingredient in becoming a productive citizen. The Lord's Prayer, Pledge of Allegiance, and our School Creed is recited every morning as a reminder of our freedom in country and the respect we should give to the Academy. Say the Lord's Prayer, Pledge, and School Creed with pride each day.

I challenge you to set high goals for yourself. I will expect a lot from you and we want you to expect a lot from us. Make academic achievement and getting along with others a priority. I look forward to meeting each and every one of you this year. It promised to be the best year ever at LANSA. Have a great year Eagles!

Valeria T. Thompson, B.S., M.A., A.B.D., Director



*Dare to be different.
Dare to make a
difference. Soar
with Eagle Pride!*

Academy Recitations

The Lord's Prayer

Our Father who art in Heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on Earth as it is in Heaven. Give us this day, our daily bread and forgive us our debts as we forgive our debtors. And lead us not into temptation, but deliver us from evil. For Thine is the kingdom, and the power and the glory forever and ever. Amen

Academy Code of Conduct

1. Respect the rights of others
2. Respect your own rights
3. Give everyone a chance to learn
4. Follow Academy procedures
5. Review the classroom code of conduct daily

Classroom Code of Conduct

1. Allow others to speak without being interrupted
2. Do nothing that would risk injury, harm, or discomfort to you or another person.
3. Respect the property of others.
4. Respect the rights of others.
5. Respect your own rights.
6. Give everyone a chance to learn.
7. Follow procedure
8. Use appropriate language

The Pledge of Allegiance

I pledge allegiance to the flag of the United States of America. And to the republic for which it stands, one nation, under God indivisible, with liberty and justice for all

School Creed

1. I will never feel entitled to anything I do not sweat and struggle for.
2. I will never give up. I can make it no matter what comes. I know that nothing worth having is achieved without a struggle.
3. I am never alone. I am loved unconditionally. There is nothing I can ever say or do that will take away God's love.
4. I must set goals and work quietly and systematically toward them.
5. I will assign myself. I will not do just enough to get by.
6. I will never work just for money or for power. They won't save my soul or build a decent family, or help me sleep at night.
7. I will never stop learning and improving my mind, or I will get left behind.
8. I must be reliable. I must be faithful. I must finish what I start.

People You Should Know:

Valeria T. Thompson, Director/CEO

Gralyn Reed, Operations Manager/Acting Principal

Cynthia Clark, Academic Dean/Social Studies Teacher

Board of Advisors

Michael Foster, Artistic Director

Clarence Jones, Artistic Director

Gloria Hall, Emeritus Exec. Secretary

Thomas Rhea, Emeritus President

Mildred McGhee, Emeritus Vice-President

Board of Directors

Valeria Thompson, CEO

Steve Baham, President

Tara Washington, Vice President

Wanda Reed, Executive Secretary

John Henchey, CFO

Joy Davis, Grants

Renee Taylor, Programmatic Chair

Brock Kantrow, Entr. PR

School Policies and Procedures

This informational handbook will define some of the policies of the Louisiana New School Academy as they relate to the Parent/Academy commitment to one another. This handbook is also developed as a means of communication between the home and school. There are many policies, regulations and services that are involved in the day-to-day operations of a school and it is our intent to answer your questions through this handbook. Please read and review the topics with your child(ren) and keep this information available for future reference.

Admissions: All students who are admitted into Louisiana New School Academy must submit the following documents and any required fees to the Business Office:

1. School Application
2. Birth certificate
3. Social Security Card
4. Immunization Records
5. Medical Insurance Card/Information
6. Proof of Residence (current utility bill showing name and physical address)
7. Drop slip from previous school
8. Transcript/Grade report showing current grades/credits earned
9. Proof of Income
10. Student Questionnaire

Admissions Interview: The interview is a critical part of admitting your child to the Academy. Schedule your admissions interview with the Receptionist. Interviews will not be scheduled until all required documentation has been reviewed by the Director. Depending upon scheduling, your interview may be held the same day you register your child and submit all documentation.

School Visit/Tour: Arrange for a school visit or tour by speaking with the Receptionist at any time. The Academy has an open door policy. You may visit the school prior to submitting an application or at any time during the admissions process. Depending upon the time of year, speaking with individual teachers may be limited as we would not want to interrupt the flow of the school day.

Arrival and Release of Students

The availability of school bus transportation will be determined by the the first week of August. Riding the bus is a privilege not a right and those who choose to ride must adhere to LANSAs transportation rules and regulations. Delinquent behavior will not be tolerated and is grounds for termination of bus transportation privileges and possible release from the Louisiana New School Academy program. LANSAs utilizes strategic drop off and pick up points for our bus riding students and we ask that the parents ensure that the child arrives in a timely manner to his/her drop off/pick up point.

School Bus Safety Regulations: These are general rules students shall follow while being transported to and from school or approved school related activities. Students on the bus must:

1. Never carry objects or implements which can be used as weapons.
2. Remain in your seat
3. Talk Softly and never use profane or indecent language
4. Do not fight, slap box or scuffle...keep your hands to yourself!
5. Have written permission from a parent/legal guardian and have it authorized by the Student Services Director, to get off at a stop other than your designated stop

Parents Driving Students to School: We ask that you encourage your child to enjoy each day as he or she arrives at the Academy. All students should arrive at the drop off point at the sidewalk that lies between the chapel and front parking lot between 7:35 and 8:00AM. Please do not bring your child to campus prior to this time, as there will be no adult supervision available for them and LANSAs will not be responsible for them prior to 7:35.

STUDENT ATTENDANCE

Regular attendance and punctuality are important factors during your child's enrollment at the Academy. State Department of Education Attendance Regulations (Bulletin 741) mandate that school children be in attendance a minimum of 160 days of a given school year. Students missing more than (10) days during a semester or 20 days per school year will not be given credit for the courses taken. State law also mandates that the Academy report unexcused absences of 10 days or more to Child Protection, Family Court or Child Welfare and Attendance. Exceptions can only be made in the event of extended personal illness (verified by a physician) or other extenuating circumstances approved by the parish supervisor of Child Welfare and Attendance. Excuses for extended illness must be turned in within three(3) days after returning to school to the Office manager

First Period Attendance Check: Each teacher who has a first period class will record attendance and submit it at the end of the first period class to the front desk each day.

Roll call during the day: Beginning at second hour and continuing for each period throughout the day, each teacher will check student attendance and record in their roll books. If there are any questions regarding a student, a note or e-mail should be sent to the front desk.

Absentees: A student is excused for the following reasons only:

- Personal illness
- Religious holiday
- Natural catastrophe or disaster
- Death in family
- Serious illness in family

Any student who misses a class more than nine days in a semester will receive a grade of "F" for that class. Exceptions will be made for

certain school sponsored activities. All excused notes regarding absences must be presented within five days of the student's returns to school. Students will not be allowed to make up class work or tests if the absence is unexcused.

Students who are checked out of school: At the very beginning of the school year, all students must have an emergency card filled out, signed by a parent, and filed in the Front Office. Students who have emergencies (sickness, doctor appointments, etc.) during the day must have a parent/legal guardian or the individual listed on the emergency card to check them out. This is to protect the students as well as the school. This card will be used to verify that authorized persons are permitted to check students out of school.

Steps to follow if your child is/will be absent from school:

- 1) Notify the front office. The parent/guardian must come inside the school building to sign the student out
- 2) The parent/student must make immediate plans with his/her teacher to do all make-up work
- 3) Upon returning to school, the student must bring a written excuse signed by parent or guardian and/or a doctor's permission note to return to school. This must be submitted to the Front office
- 4) All students have five (5) days after returning to school to turn in an excuse (From parent and/or doctor).

STUDENTS ARE NOT ALLOWED TO CHECK THEMSELVES OUT OF SCHOOL FOR ANY REASON.

When a student checks out and returns the same day, he/she must bring something back to the front office. If he/she does not return until the next day, the student should bring a parent or doctor note to the Front Office

Tardiness: The school program for students begins at 8:00 am. If a student arrives after 8:10am they are considered tardy. Students arriving to school after this time must be escorted by his or her parents or legal guardian to the front office before being admitted to class. Parents need to know that if you do not walk your child in and sign them in, they will not be admitted to class and the parent/legal guardian will be called to sign them in. The Registrar and classroom teachers will mark the student with an unexcused absence and log the information for state review.

Tardy to Class: Your child must make every effort to be on time to class. No running is allowed. A student is tardy if he is one second or more late to his assigned class for the period. If your child is tardy to class, he or she is to report to the front desk to get a tardy slip and return to class. If your child is more than ten (10) minutes late, a class cut will be recorded. Three unexcused tardies equals an absence.

Disciplinary procedures for Tardiness:

Tardy to school:

1- 2 tardies	Verbal warning
3rd Tardy	Written warning
4 th Tardy	Conference with Director
5 th Tardy	2 Day suspension
6 th Tardy	Expulsion from the Academy

Tardy to class:

1-3 tardies	Record and warning
4 th tardy	Parent contacted
5 th tardy	Parent spends day with student
6 th tardy	Conference with Administration
7 th tardy	Expulsion hearing

Academy Dress Code

The Academy encourages students to express their individuality through personality and achievement rather than outward appearance. The Academy also believes that uniforms put the focus on academics, not fashion. Parents please make certain you know how your child leaves your house before coming to school. Uniforms at the Academy project a neat, serious, and business-like image.....The Director accepts NO other way!

Louisiana New School Academy maintains a strict uniform dress code for all students. Indifference to and disregard for the school dress code is primary grounds for dismissal from the LANSA program. The Academy will not be liable for lost, damaged or stolen articles of clothing, including shoes and sneakers.

Violations: At the principal’s discretion, any student who appears at school without the proper uniform will not be allowed to attend class. Parents will be called immediately to bring the proper uniform for their child.

Uniform Code for Outerwear Louisiana New School Academy does not allow hooded sweatshirts or sweatshirts of any kind as an option for outerwear for its students or personnel

Additional shoe guidelines for all students:

No white athletic shoes. No shoes with textured soles that retain dirt and rocks; no soles or heels that mark tile, even if shoes meet other guidelines. No shoes without backs. No ankle-high shoes or boots.

1. SHIRTS MUST BE TUCKED IN NEATLY AT ALL TIMES.
2. Head gear of any kind is not permitted.

3. Students may **not** wear non-uniform clothing during school hours.
4. All girls must have hair styled in extravagant styles (up-do's, extravagant extensions, odd hair colors). No hair ornaments are allowed other than plain ribbons or bows.
5. Boys are not allowed to wear earrings. Girls' earrings should be simple studs or small gold or silver short hoops. Earrings should not dangle or hang down.
6. Fingernails must be short and neat. Only clear polish allowed.
7. No emblem other than the school emblem may be worn on any garment. (No alligators, foxes, etc.)
8. Uniform outerwear may be worn inside the school buildings. All uniform items should be checked regularly for rips, holes, stains and general appearance.
9. T-shirts worn under uniform shirts must be plain only.
10. Socks must be worn with uniform shoes
11. No more than two buttons (including the necktie button) may be left unbuttoned on a collared shirt (girls and boys).
12. No Dickie brand pants are permitted. No shorts, skirts, skorts, Capri pants, or ankle length pants are permitted.
13. Pants must be worn at the waist with a belt. Students refusing to adhere to and follow this rule will not be allowed to attend LANSA and will be dismissed. Parents please purchase uniforms to your child's size. Oversized clothing is **NOT permitted**.

See *LANSA Uniform Policy 2012-2013form* for further details

The following suggestions may be helpful:

1. Leave your jewelry at home because it is not allowed at school. Please do not wear it.
2. Do not bring expensive shoes or other clothing than your PE uniform for physical education class
3. Do not bring money to school. You will be provided breakfast and lunch and are not in need of purchasing anything.
4. Do not bring (iPods, CD's, CD players, etc.)
5. Do not leave any purses in your locker. Purses, books and other belongings should always be kept in sight.

Discipline Offences and Consequences

It is the daily responsibility of Louisiana New School Academy to ensure that no single person interferes with the total learning environment of the other students, faculty and staff. The Academy demonstrates concern for the campus and it's welfare by preserving the proper atmosphere for teaching and learning. Please review the following guidelines for student conduct and for the consequences of misconduct by your child.

Level 1 Offense: Dress Code Violation	
Offense	Consequence
1st Offense	Verbal warning, phone call to parent
2 nd Offense	Class ejection , student written up, phone call to parent
3 rd Offense	Parent contacted to bring student appropriate attire
4 th Offense	Parent contacted to pick up student. Student issued 2 day suspension

5 th Offense	Parent contacted to pick up student. Student issued 4 day suspension
6 th Offense	Expulsion hearing with Director

Level 2 Offenses : Include general disrespect, disrupting class, cheating, use of foul or profane language, sloth, sleeping, teasing, name calling	
Offense	Consequence
1st Offense	Verbal warning, student counseled
2 nd Offense	Verbal warning, student counseled, phone call to parent
3 rd Offense	Written warning, parent conference, detail duty
4 th Offense	2-3 day suspension
5 th Offense	Peer Court
6 th Offense	Expulsion Hearing

Level 3 Offense: Includes leaving campus, skipping school or class, gambling, forgery, cell/electronic device possession or use, horse playing	
Offense	Consequence
1st Offense	Confiscation of electronic device/parent conference/detail duty
2 nd Offense	2-3 day suspension
3 rd Offense	Peer court
4 th Offense	Expulsion Hearing

Level 4 Offense: Includes Fighting, Instigating, Vandalism, Blatant Disrespect, Threats (Written or Verbal), Extortion, Bullying, Intimidation, Theft, Refusal to Surrender cell	
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phone/electronic device, Refusal to surrender to book bag search	
1st Offense	3-5 day suspension/expulsion
2 nd Offense	Expulsion

Level 5 Offense: Includes Weapons possession, drug possession, use or distribution	
1 st Offense	Expulsion

Exceptional Student Services (Special Education) Discipline Procedures: *This section refers to students with disabilities as determined under the provisions of the Federal Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and associated Louisiana Laws and regulation. All procedural safeguards afforded students without disabilities by law must be extended to students with disabilities and their parents. In addition, discipline procedures for students with disabilities must follow Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La, R,S, 17: 1942, et seq.), Title 28, Part XLIII, Bulletin 1706 Subpart 1- Regulations for Students with Disabilities (Section 530 et seq.)*

Exceptional Student Definition: A student is considered exceptional if he/she has been identified as having an exceptionality under Louisiana's Bulletin 1508-Pupil Appraisal handbook (Title 28, Part C1). Exceptionalities include disabilities and Gifted and Talented. Any student about whom the school system has a basis of knowledge, that the student is a student with a disability before the behavior that precipitate the disciplinary action, may assert the protections under the IDEA and Bulletin 1706, Subpart 1. Such protections *do not* apply to students who are exceptional only as Gifted and/or Talented.

Exceptional Student Seclusion and Restraint Policy (La. R.S. 17:416.21): LANSA recognizes that in order for students to receive an appropriate education, a safe learning environment needs to be provided. In doing so, LANSA understands that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others

LANSA fully supports the use of positive behavior interventions and support when addressing student behavior. LANSA reserves its right, however, to use physical restraint (Preventive Management of Aggressive Behaviors-PMAB) and/or isolation with supervision consistent with state law to address the behavior of a student with an exceptionality when school personnel reasonable believes the behavior poses an imminent risk of harm to the student or others. LANSA will not preclude the use of physical restraint and/or isolation with supervision performed consistent with the requirements of a student's Individualized Education Program (IEP) or behavior intervention/management plan. For the purposes of this policy:

- A. *Imminent risk of harm* means in immediate and impending threat of a person causing substantial physical injury to self or others
- B. *Isolation with supervision* means a procedure that isolates and confines a student in a separate room or area with a designated school staff member until he or she is no longer an immediate danger to self or others
- C. *Isolation room* means a room or other confined area used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

The parent or legal guardian of a student who has been placed in isolation or physical restraint shall be notified as soon as possible.

Such notice shall include the reason for such isolation or restraint, the procedures used, the length of time of the student's isolation or restraint and the names and titles of any school employee involved.

All instances of isolation or restraint will be documented and placed in the student's file. A copy will be given to the parent or legal guardian.

Following any situation resulting in the use of isolation or restraint, a Functional Behavioral Assessment (FBA) will be considered. If a student is subject to use of isolation or restraint is involved in five (5) such incidents in the school year, the student's IEP team will review and revise the student's Behavior Intervention Plan to include any appropriate and necessary supports.

Change in Placement because of Disciplinary Removal: For a student with a disability, a change in placement occurs if (1) The removal is for more than ten(10) school days in a school year, (2) The student has been subjected to a series of removals that constitute a pattern because: (a) The series of removals total more than ten (10) school days in a school year, (b) the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and (c) of additional factors such as the length of each removal, the total amount of time the student has been removed, and proximity of the removals to one another

FOR A PROPOSED EXCLUSION OF MORE THAN 10 CONSECUTIVE DAYS, OR WHEN A PATTERN OF EXCLUSIONS HAS OCCURRED, OR UPON THE FOURTH EXCLUSION (SUSPENSION): The student's Special Education teacher must notify the parent of a Discipline Individualized Education Program (IEP) Team meeting. A Discipline IEP Team meeting must be held to determine if the behavior is a manifestation of the student's disability via a manifestation determination review (MDR). The IEP Team meeting must be appropriately constituted with, at a minimum, the following individuals: Officially designated

Representative (of the LANSAs Board of Directors), the principal or assistant principal, the student's Special Education Teacher, at least one of the student's Regular Education teachers, one or both parents of the student, the student (if appropriate) and an individual who can interpret the instructional implications of the student's evaluation results. This last individual may also be the Special Education teacher, Regular Education teacher, or any designated school personnel. Other individuals who have knowledge of special expertise regarding the student (e.g. related service personnel) may be included at the school system's or parent's discretion.

Note: If the parent does not attend the scheduled IEP Team meeting to participate in the MDR, the school will reschedule the meeting within three (3) school days. If the parent chooses not to attend or participate by phone in the rescheduled IEP Team meeting, the school personnel shall meet without the parent. Parents must be provided prior written notice of all IEP Team meetings.

If the IEP Team determines that the behavior which is the subject of the MDR is a manifestation of the student's disability, the student will not be suspended nor expelled. If the behavior is not a manifestation of the student's disability, the student is subject to the disciplinary consequences of a student without disabilities.

School personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting (IAES) for not more than 45 school days, if the student (1) carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of LANSAs; (2) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of LANSAs; or (3) has inflicted bodily injury upon another person while at school, on school premises or at a school function under the jurisdiction of LANSAs. "Serious bodily injury", "controlled substance" and "weapon" shall have the definitions provided under federal law.

An Administrative Law Judge (ALJ) with the Louisiana Division of Administrative Law (DAL) may order a change in placement of a student with a disability to an appropriate IAES for not more than 45 school days. In order for the IAES placement to occur, the ALJ shall conduct an expedited due process hearing where the ALJ receives evidence from LANSAs and the parent, and the ALJ must have determined that, based on that evidence, maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

EMERGENCY REMOVAL is used only when the student exhibits behavior which is deemed by school officials to pose a substantial danger to himself/herself or others. In no case can this removal last longer than nine (9) consecutive school days. During this removal period, school officials may also invoke an expedited due process hearing of the courts, if the school officials believe that maintaining the student in the current placement would substantially likely to result in injury to the student or others.

Confidentiality of Records

1. Parents and legal guardians have the responsibility of producing required documentation, i.e. immunization records, birth certificate, social security cards, proof of income, transcripts from formal school, pediatric assessments, etc. within 30 days of acceptance to the academy. All required documentation must be in the student's official record for review by state licensing agencies.
2. Parents, legal guardians, and students over the age of 18 have the right to review, with the Director or Deans, all official files and data, which pertain to the student personally. Parents and legal guardians may challenge the accuracy of the data through a conference. The Academy will provide a response within 30 days of the parent/guardians written request.
3. No official record, file or data pertaining to any individual (student, faculty, staff) shall be released to anyone other than the student (18 years of age or older), parents, or legal guardian except as authorized by law, unless the student, parent or legal guardian has

presented a written release of such information to a particular person or agency.

Curriculum Information: The Louisiana New School Academy staff, faculty and administration will provide is an alternative school for high school students who have had difficulties at their home school for a variety of reasons. We provide academic instruction in coursework for credits toward a high school diploma. We emphasize cooperative learning, interpersonal skills, positive interaction, self-esteem, and healthy lifestyles so the student can prepare for their future. We are dedicated to establishing a climate of respect and responsibility, and giving our students the opportunity to achieve academic and personal success in a safe and caring environment.

LA Core 4 Curriculum
(Incoming Freshmen in 2008-2009 and beyond)

English - 4 Units

- English I, II, III, IV

Math - 4 Units

- Algebra I, Applied Algebra I, or Algebra I-Pt. 2
- Geometry or Applied Geometry
- Algebra II
- Remaining unit from the following: Financial Math, Math Essentials, Advanced Math/Precalculus, Advanced Math-Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Math, or a local math elective approved by BESE

Science - 4 Units

- Biology
- Chemistry
- 2 units of the following: Physical Science, Integrated Science, Physics I, Physics of Technology I, Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology

II, Agriscience II, Anatomy and Physiology, or a local science elective approved by BESE*

- Students may not take both Integrated Science and Physical Science
- Agriscience I is a prerequisite for Agriscience II

Social Studies - 4 Units

- Civics (1 unit) or 1/2 unit of Civics and 1/2 unit of Free Enterprise. Note: Students entering the ninth grade in 2011-2012 and beyond must have one unit of Civics
- U.S. History
- 1 unit from the following: World History, World Geography, Western Civilization, or AP European History
- 1 unit from the following: World History, World Geography, Western Civilization, AP European History, Civics (second semester - 1/2 credit), Law Studies, Psychology, Sociology, or African-American Studies*
NOTE: Students may take 2 half credit courses for the fourth social studies unit.

Health - 1/2 Unit

- JROTC I and II may be used to meet the Health Education requirement provided the requirements in Section 2347 of Bulletin 741 are met.

Physical Education - 1 1/2 Units

- Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of 4 units of Physical Education may be used toward graduation
- NOTE: The substitution of JROTC is permissible

Foreign Language - 2 Units

- 2 units from the same foreign language or 2 units of speech

Arts - 1 Unit

- 1 unit of Arts (§2333), Dance (§2337), Media (§2354), Music (§2355), Theatre Arts (§2369) or Fine Arts Survey. *

Electives - 3 Units

Total - 24 Units

To qualify for a Louisiana State Dept of Education High School Diploma from Louisiana New School Academy, students must complete 24 Carnegie Units with a cumulative GPA of at least 2.0. Carnegie Units are earned only in grades 9th-12th.

Senior Dismissal: A regular school day is for the allotted number of class periods. There will be no early dismissal of Seniors during the school day

School Medication Policy

Medications brought to school that do not meet the following requirements will not be given by school staff. All prescription medications require a signed Medication Administration Request Form. Also, if a prescription medication is needed for more than 2 days a Medication Administration Request Form is also needed. This form is available in the school office. Any nonprescription medications to be administered at school for more than 10 consecutive days require a Physician signature. Parents will have up to 48 hours to submit completed authorizations to the school.

1. Medication to be given at school **must be in the original container, must have the signed Medication request Form attached and must have:**
 - A. Child's full name on the container
 - B. Name of drug on the container
2. If the medication is a prescription drug:
 - a. Pharmacy name and phone number
 - b. Prescription number
 - c. Physician's name
3. No medication is to be sent to school in baggies/envelopes
4. Supplies of non-prescription medications (Tylenol, Advil, Midol, etc) will not be kept at school for occasional use by the student throughout the year unless a physicians authorization is received.
5. All medication will be kept in a locked container or cabinet in the school office. Students must bring all medication to

the office at the start of the school day and may not be kept in backpacks or lockers.

6. The student will be supervised while taking the medication by designated school personnel at a time conforming to the indicated schedule on the Medication Administration Request Form.
7. Self-administered medications are an exception to this and require specific consent.
8. A medication record will be kept for each student receiving medication at school including self-administered medications
9. Parents must notify the school when a drug is discontinued. A physician's order is required for any prescription medication dose change. No Verbal medication orders will be taken.
10. New Medication Administration Request Forms must be received at the start of each school year.
11. Parents are asked to pick up all medication on the last day of school. All medications will be disposed of ten days after the end of the school year.
12. Students are responsible to report for medication at the appropriate time. If the student does not show and the medication is not administered for three consecutive doses or three or more times in a two-week period, the parents will be notified. Students are to report to the office for their medication between classes.
13. Medication errors will be documented and the following persons will be notified immediately: school nurse, parent/guardian of student, school administrator and student's physician.

Parent Teacher Organization: Parents are strongly encouraged to join the PTO and become involved in your child's education. Joining and becoming an active member improves student retention and involvement and shows the student that you support their school

Cafeteria Service: The Academy provides nutritious meals for breakfast and lunch daily to all Academy students. Students, Teachers and staff will sit down for daily breakfast and lunch meals together. Students are not allowed to leave campus for lunch or breakfast under any circumstances. Bagged lunches are allowed, but discouraged as lunch and breakfast is provided for all students. Fast food items and meals outside of the cafeteria are prohibited. The only exception to this rule is on the student's birthday. If the student's birthday falls during the regularly scheduled school year, the parent will be allowed to bring them lunch and join them in the cafeteria. The parent/legal guardian must first check in at the front desk area.

Clubs & Organizations: Clubs and organizations meet according to published schedule. Additional meetings may be held after school hours with the approval of the principal. A faculty sponsor must be present at all clubs and organizational meetings. Please see the school website for a listing of the current year's clubs and organizations

Library: The school library is available during school hours. Students not accompanied by a teacher should have a library pass. Books may be checked out for a two week period. A \$.50 per school day fine will be levied for each day a book is overdue. Students are expected to follow all library rules and regulations. A computer with educational databases, including the internet, are available for student use with a small copy machine available for class projects. Copies are made for \$.05 per copy.

Office Telephones: Office/school telephones are generally not for student use. Students may use telephones with permission from a staff member only

Off Limits Areas: Students will be in the designated areas at all times under all circumstances. The following areas are off limits to students.

1. Any Parking Lot area, except when arriving at or leaving school
2. Front steps of the Chapel area.
3. Reception area except when arriving at or leaving school
4. School gymnasium except during PE, basketball practice, volleyball practice or cheerleading practice
5. Any area behind the school buildings

School Sponsored Functions: Students are held responsible for their conduct while in attendance at all school functions.. A student who is on the school grounds or in attendance at a school function at any place, day or night is subject to rules of Louisiana New School Academy.

Text Books and Electronic Books: You will be held responsible for textbooks or electronic books issued to you. Any excessive abuse or damage to the device will be fined. When a textbook or electronic device is lost, the full value of the book must be paid. Loss or damage to library books will also incur a fine.

Visitors: All visitors must report to the office upon entering the building. The school policy is to accept only those visitors who have legitimate business at the Academy. Guests of students, including little brothers or sisters are only allowed at school during special functions and all children must be supervised by their parents at all times. Visitors are expected to leave promptly when their business is complete.

Dear Students, Parents, Guardians;

Thank you for reading the school handbook and for acting in accordance with its contents. Louisiana New School Academy has established a clear set of expectations for you and the other students at this school to ensure a safe and secure setting for learning. As a student we want you to not only enjoy your time at school, but we want you to be successful in your classes. Let me offer some suggestions for your consideration:

1. Be involved in your school, participate in activities and organizations sponsored by your classroom teachers and the school.
2. Be prepared and open to learning. Make sure you arrive to school and class on time, prepared to learn.
3. Treat your classmates, teachers, the school support staff, administration and others in the school community with respect and dignity.

The teachers and school support staff and administration are all looking forward to working with you this year to make it both safe and successful.

Thank you and your families for choosing Louisiana New School Academy to provide your education. You have our promise to do the very best we can to provide for your education this year.

Respectfully,

Valeria Temple Thompson, Director

Dear parents:

Please remove and return this page to school so that we have a record that you and your child have received and read this booklet.

Thank you,
Valeria Thompson, Director

This is to certify that I have received, read, understand and agree to comply with the rules and regulations set forth within this copy of the Louisiana New School Academy Student handbook.

Parent Name (Print)

Parent Name (Signature)

Student Name (Print)

Student Name (Signature)