PARENT/STUDENT HANDBOOK

NEW VISION LEARNING ACADEMY

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Reverend Andrew J. Mansfield, Founder

Dr. Andrea M. Miller, Executive Director
Tamekia Moten, Administrator

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Parent/Student Handbook

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A MESSAGE FROM THE EXECUTIVE DIRECTOR

This handbook has been prepared to provide a guide for students and parents concerning the policies and procedures at New Vision Learning Academy. Your cooperation and support are necessary for these to be effective. Please read and discuss this handbook carefully with your child and refer to it often. The faculty and staff at New Vision Learning Academy are committed to providing an education that ensures the development of the total child so that he/she may function successfully in our society. Close communication between school, home, and community will result in a sharing of this responsibility. Please feel free to call or come to the school to discuss any problem or concern you may have.

It is our hope that New Vision Learning Academy will establish a tradition of excellence for many years to come and that all students and parents will accept the challenge of making our school the best.

New Vision Learning Academy

Dear Parent,

Through the utilization of the New Vision Learning Academy Handbook, it is our goal to better inform parents and students concerning the procedures, rules, and regulations being implemented to run an effective and efficient school.

Please read this handbook carefully and discuss the contents of this book with your child. Please let your child know that you are a strong supporter of this school and its goals.

Parents are encouraged to visit the school and to attend scheduled meetings of parents and teachers to exchange meaningful information. Working together, I know we will have a rewarding and successful year.

Sincerely,

Dr. Andrea' M. Miller, Executive Director

A parent or guardian is required to detach and sign the receipt at the bottom of this sheet to indicate that you have received this handbook.

This certifies that my child and I have read and discussed the contents of this book.

Child's Name	**Parent/Guardian Signature**
Teacher's Name	**Grade Level / Date**

REPORT CARDS

Report cards for every student are prepared and issued to parents each six or nine weeks. Letter grades and numerical grades will be shown on the report cards. Parents are to sign report cards when picked up in the office. If you have any questions regarding your child's achievement, please make an appointment for a conference with the teacher. The teacher's conference time will be at a time when he/she is not engaged in teaching or when there are no students in the room. Conference times must be prearranged between the parent and teacher.

GRADING SCALE

O= Outstanding	90-100 ……..A
S = Satisfactory	80-89…….B
N= Needs Improvement	70-79…….C
U=Unsatisfactory	60-69…….D
	59 and below…….F

REQUIREMENTS FOR PROMOTION GRADES K-6

Kindergarten: Must pass all skills outlined on the Kindergarten report card.

Grades 1-6: Must pass all subjects. Third graders must pass the EOY DIBELS or retain in the 3rd grade.

PARENT TEACHER CONFERENCE

Parent teacher conference is very important in the education of children. Your interest and support at home are important to your child and appreciated by his/her teacher. Please make every effort to talk to your child's teacher during the school year.

STUDENT RECORDS

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the sole right to inspect and review their respective student records.

SCHOOL COLORS:

Burgundy and Navy Blue

SCHOOL MASCOT:

Trojans

MISSION

Enhance the personal growth and educational development of children through an academically sound program, producing intellectually able, physically healthy, capable and contributing citizens of the next century.

Increase the meaningful involvement of parents and the community in the process of educating children and to provide service and outreach support and partnerships that will strengthen families and the community.

Code of Conduct

We expect our students to be able to perform at his/her fullest potential. We believe that in order to develop competent, responsible, motivated individuals, we must provide a safe environment that is conducive to learning.

Therefore, we expect our students to know and understand the following general rules of conduct and apply those rules to themselves on a daily basis. Students are expected to:

1. Attend school whenever classes are in session;
2. Respect all school personnel and other students at all times;
3. Be on time for school and all classes;
4. Know the rules, policies, and procedures of the school and follow them at all times;
5. And in general, conduct themselves at all times in a manner that is educationally acceptable at school as well as acceptable to our society.

ATTENDANCE

Regular attendance is essential to succeed in school. Elementary students shall be in attendance a **MINIMUM OF 172 DAYS A SCHOOL YEAR** in order to be eligible to receive grades. Any student missing more than ten (**10**) unexcused days will not meet requirements for passing to the next grade.

Any student that has 5 unexcused tardies or 5 unexcused absences in a one month calendar period will be considered truant. (Truancy according to the Student Information System User Guide is when any student has 5 unexcused tardies or 5 unexcused absences in a one month calendar period)

Exceptions can be made only in the event of extended personal illness with a verified signature of a licensed physician or other extenuating circumstances approved by school officials. Excuses by physician must be submitted within **10** (**two weeks**) school days of the student's return to school.

It is the student's and/or parent's responsibility to contact the teacher to arrange for making up missed assignments and or tests. If a student misses school two days or more, his/her parents must call the office before 10:00 a.m. for all assignments missed. Assignments may be picked up from the office after 2:30 p.m. Any student with perfect attendance will be given a certificate. Students arriving late or leaving early will not qualify for perfect attendance.

It is important for the student to be on time; indeed, adherence to a schedule is an important lesson in time management and self discipline. From a practical aspect, a tardy child begins his or her day in a disruptive manner; other students and teachers are also subject to that disruption. If a student has repeated tardies, the Executive Director or designee will conference with parents. Three unexcused tardies is equal to one unexcused absence .

BIRTH CERTIFICATE AND SOCIAL SECURITY CARD

All students attending public schools must have a valid birth certificate and a social security card on file with the school. The school will not keep the original, but needs to see them when the child enters school for the first time. A copy will be made for the school and the original returned to the parent.

Transportation

School Bus Procedures and Guidelines

In order to ensure the safety of each child, New Vision Learning Academy has set bus behavior guidelines. Please review these guidelines with your children. Ignorance of the rules is not an excuse for non-enforcement. Students violating these rules may forfeit bus-riding privileges.
New Vision Learning Academy will utilize school owned buses to provide transportation to students with specific transportation accommodations in their IEP.
When the parent or guardian of a student under the age of ten (10) or with a relevant transportation accommodation on the student's IEP is not at the bus stop, the parent or guardian will be solely responsible for getting the child to school.

Bus Stop Procedures
Students should observe the following procedures at bus stops:

- Be at the assigned bus stop five minutes before the bus is scheduled to arrive.
- Stay off the road when waiting so the driver has room to stop.
- Line up in an orderly fashion and wait for the bus to come to a complete stop before boarding. Do not crowd or push.
- Use the handrail when getting on the bus. Walk up the steps one at a time.
- Have respect for people's property. Don't trample lawns, flowers, or shrubs.

- Students with bare feet will not be allowed to ride the bus.

New Vision Learning Academy will assist in solving problems at the bus stops; however, it cannot legally assume responsibility for incidents that occur.

To notify the school of issues involving transportation, the parent, guardian, or students should submit in writing the date, the issue, involved parties, and must identify themselves.

PLEASE SEE TRANSPORTATION PROCEDURES AND GUIDELINES FOR ADDITIONAL INFORMATION.

Fees

New Vision Learning Academy does not access student fees. Books and Instructional materials are free of charge unless lost//damaged by the students . Please see office for replacement process.

Student Uniform Assistance Program

New Vision Learning Academy recognizes that some families may face hardship in complying with our school's Student Uniform Policy. Families who meet the guidelines listed below may apply for assistance from New Vision Learning Academy to help defray the cost of purchasing uniform clothing.

- All families requesting assistance must complete an Assistance. Application and return it to New Vision Learning Academy.
- Families receiving benefits from SNAP and/or TANF are eligible to apply for this assistance program.
- The opportunity to participate in New Vision Learning Academy Assistance Program will begin the first Monday in August through the tenth school day of any school year. Students who enroll in New Vision Learning Academy after the tenth day of the school year, who face hardship in complying with our school's Student Uniform Policy, or a family, which incurs a significant hardship, as determined by the administration, will be eligible to apply for the assistance program.
- New Vision Learning Academy reserves the right to revise the guidelines for this assistance program each school year.

A listing of families who have received assistance enabling them to comply with New Vision Learning Academy Student Uniform Policy will be maintained by New Vision Learning Academy Office.

VISITORS

All visitors must sign in through the office. Parents are asked not to go into the classroom without an appointment. Teachers will be happy to conference with parents after school or during their planning or enrichment periods. Whenever a teacher stops to visit with a parent, the entire class loses time. Please help us give your child and others the best possible education.

Special notice:

1. Any student leaving between 8:00 a.m. and 3:15 p.m. must be signed out at the office by a parent.
2. If a student enrolled in the After School program is not staying for After School, parents must contact the office not later than 12:00 p.m. or parents will have to pick up their children at 5:30 p.m.
3. Trespassing or loitering on school premises is strictly prohibited.
4. Students are not to invite students from other schools as classroom guests at any time.

STUDENT HEALTH INFORMATION

All students entering any school within the public school system of the state of Louisiana for the first time, shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis and measles; or shall present evidence of an immunization program in progress.

SCHOOL HOURS

Students should not arrive before 7:15a.m. Teachers begin their duty at 7:15 a.m. Those students who eat breakfast should arrive no later than 7:35a.m. and go directly to the cafeteria. The first bell rings at 7:50 a.m. and the tardy bell rings at 8:00 a.m. School dismisses at 3:15 p.m.

TARDY POLICY

Students are expected to be punctual in arriving for classes. Any student who arrives after the tardy bell has rung, at 8:00 a.m., will be considered tardy. Every three (3) unexcused tardies will count as one (1) unexcused absence. **Parents must sign in** all students entering the school after 8: 00 a.m.

Helpful Guidelines for School Attendance

Keeping students healthy can be a major effort for both school personnel and parents. Here are some guidelines to consider when deciding whether your child should attend school.

FEVER is a sign of infection or illness. If your child has a temperature of 100 degrees or above, he/she should remain at home. Children must be free of fever for 24 hours without fever medication before returning to school.

VOMITING AND DIARRHEA are often contagious. Your child should be watched closely for dehydration. Children must be free of diarrhea and vomiting for 24 hours before returning to school.

Runny noses and coughs are common for children during the cold and allergy seasons. These should be watched carefully. Your child should remain at home if he/she is too uncomfortable to benefit from instruction, *has a frequent cough and/* nasal discharge. If these symptoms persist, a doctor should be consulted.

RINGWORM is a fungal infection of the skin and may be spread from one child to the other. There are two types: Ringworm of the Scalp and Ringworm of the Skin. The student must be seen by a doctor and be on medication for 24 hours before returning to school. A note from the doctor is required before being admitted to class.

RASHES vary widely, both in appearance and severity. Whereas a small, isolated area may not warrant keeping your child home, a rash coving a large portion of the body would. A doctor should be consulted if a rash accompanies an illness, if the rash covers a large portion of the body, if the rash is spreading, or if the child is too uncomfortable. If it is necessary to consult a doctor, a letter is required when returning to school.

SORES may be caused by a bacterial skin infection. These often begin around the nose and mouth but may appear at the site of a minor injury and then spread to normal skin nearby. This type infection is contagious and may cause serious problems for the infected child. A doctor's note is required when returning to school, and the student must have been on prescribed medication for 24 hours.

PINK EYE is another common condition seen in schools. It is contagious and must be treated with a medication prescribed by a doctor. Symptoms include redness, itching, swelling, drainage and excessive matter upon awakening in the morning. (Eyelids may be "stuck" together.) Do not send student to school with these symptoms. Student may return to school after being on medication for 24 hours and if symptoms have disappeared. A note stating the name of the medication used is required.

We thank you for helping us keep your children healthy.

EMERGENCY CLOSINGS

School closings are occasionally necessary. In this event, such information can be obtained from the radio, television, or the J Call Parental Notification Messaging System. Should emergency situations require the closing of New Vision Learning Academy, during the day, parents will be notified before students are dismissed by radio, television and J Call Parental Notification Messaging System announcements.

PERSONAL PROPERTY

Any articles found on the campus are to be turned into the office. Lost items should be reported to the teacher and the office. Parents may help alleviate this problem by labeling all clothing and other valuable items.

FIELD TRIPS

A field trip is any activity outside the routine school experience in which students and teachers leave school grounds. Students will be given the opportunity to participate in a field trip if they have consistently demonstrated behavior that would reflect favorable on the school. Permission slips must be returned for **every** field trip. Students must wear their New Vision Learning Academy Spirit shirt on every field trip.

TEXTBOOKS/ LIBRARY BOOKS

Textbooks and library books that have been damaged must be paid for at the time of damage. Lost or damaged books must be paid for by the last day of school, or report cards will not be issued until the payment is received.

All materials must be checked out before leaving the library. Students should not loan their library books to other students.

Students are encouraged to have a Ouachita Parish library card on file. This will allow them to check out books from the Book Mobile. New Vision Learning Academy is not responsible for lost or stolen library books or late fees.

HOMEWORK

Homework will be provided daily throughout the school year. Homework sheets are provided weekly and/or may be viewed on newvision.edgear.net/progress. Please create a login. There are several reasons for homework:

1. To provide extra practice on learned skills.
2. To provide further learning to areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits and grow in responsibility.
4. To provide you with an opportunity to see what your child is studying and how well he is doing.
5. If a student misses school for two days or more, his/her parent must call the office before 10:00 a.m. for all assignments. Assignments may be picked up, from the office, between 2:00-2:45 p.m.

Daily homework, in no way, is to be viewed as punishment, but rather as a way to encourage and extend learning.

SUGGESTIONS FOR HOMEWORK

1. Ask your child/children if he or she has homework that day. Be aware that homework is assigned every day. After school is not offered on Thursdays, please ensure that your child homework is complete.
2. Provide your child with a quiet place to work and study where he/she is not disturbed by younger children or pets.
3. Help your child set a regular homework time each day and remain with the commitment. Free your child of other responsibilities at that time.
4. Become interested in your child's homework. Ask him/her to show the homework to you and explain what the work completed was about. Sharing your child's work with him or her reinforces the importance of homework and helps the child to understand that you are interested in his/her work progress.
5. Remember that homework is your child's work, not yours. You should not do the work for your child; rather you should be concerned with whether or not your child has done the work.

AFTER SCHOOL AND SATURDAY ACADEMY PROGRAMS

You may enroll your child(ren) in the After School Program from 3:30 p.m.—5:30 p.m. Monday-Wednesday and in the Saturday Academy Program from 9:00 a.m. —1:00 p.m. After School is not held on Thursday or Friday. The After School Programs are available for all students in grades K-6, **but mandatory for all NEW students in grades K-6th**. Saturday Academy is available for all students in grades 3-6, but **mandatory for all NEW students**. The programs will provide daily assistance, skills building, enrichment, recreation, and snacks, as well as a safe place for your child during the most dangerous hours of the day.

BREAKFAST AND LUNCH

Nutritious breakfast and lunches are served daily. If a student chooses to bring his/her lunch, milk may not be purchased. No glass bottles or beverage cans will be allowed in the cafeteria. New Vision Learning Academy is a CEP school. CEP allows New Vision Learning Academy to serve breakfast and lunch at no cost to all students enrolled.

At this time, parents are not permitted to eat in the cafeteria with their children. Please consult the office concerning this policy.

Prices for student lunches and breakfasts are announced at the beginning of each school year.

Breakfast is served between 7:15– 7:35 a.m. It is offered to all New Vision Learning Academy students. All children who wish to eat breakfast must go directly to the cafeteria. The breakfast line will close promptly at 7:35 a.m. No student will be allowed to eat breakfast after this time.

Each child is allowed to bring two 8oz bottles of water to the classroom.

CAFETERIA RULES

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the cafeteria in the condition in which you would like to find it. Students will have 20 minutes for lunch.

1. No loud talking and playing in cafeteria.
2. No glass bottles or beverage cans will be allowed in the cafeteria.
3. No food or drink shall be taken from the cafeteria.
4. Food is not to be exchanged.
5. The eating area should be cleared of all paper before the students return his/her tray.
6. Candy and drinks are not allowed in the cafeteria.

UNIFORM POLICY/DRESS AND GROOMING CODE

Please be informed that all students are required to wear school uniforms. Listed below are the uniform requirements.

GIRLS		BOYS	
Item	**Color**	**Item**	**Color**
Pants, shorts, skirts, skorts, jumper	Navy	Pants, shorts	Navy
Shirts (polo or spirit shirt)	Burgundy	Shirts, (polo or spirit)	Burgundy
Blouses for jumpers	Burgundy	Belt	Brown or Black
Belt	Brown or Black		

Students should be encouraged to take pride in their physical appearance. When students come to school inappropriately dressed, the faculty and administration will take steps to correct the situation. Parents of students will be informed and asked to cooperate.

- Navy is the required color for all pants, shorts, skorts, and jumpers.
- Shoes are to be appropriate for school. No Slippers or Backless Sandals are to be worn to school at any time during the school year. NO EXCEPTIONS!
- Shoes must have soft soles. No boots with tassels may be worn. Boots must fit underneath the uniform pants. Pants tucked inside of boots are not allowed.
- Shoes and socks must match. (No mix match allowed)
- All shirts must be tucked inside and belts worn throughout the day at school.
- Caps/Hats/Bandanas/Headscarves/Do-Rags may not be worn by students.
- Ear/Tongue/Navel/Nose/Brow Rings may not be worn. Girls only may wear earrings.
- Tatoos are NOT acceptable.
- Dresses/Skirts/Shorts must be at least 3 inches below the finger tips when arms are hanging straight down. The top of any slit on the side, back or front, may be no higher than the finger tips when the arms are hanging straight down.
- Pants/shorts shall be appropriately sized with a regular fitting crotch and worn at waist level. Absolutely no "sagging."
- Revealing or tight garments considered inappropriately sized are prohibited.
- Girls can not wear hair or hair extensions with color.
- Boys & Girls no color hair.
- Girls must wear footed tights. (No leggings allowed)

New Vision Learning Academy Spirit Shirts may be purchased in the office for $12.00 for extra small to large and additional sizes may be priced in the office.
Special Note: Students arriving without belts, socks, or matching shoes will be sent to the office and parents will be contacted to bring these items to school.

MEDICATION

It is the policy of the New Vision Learning Academy that any student, who is required to take medication during the regular school day, must comply with state regulations and must update all information at the beginning of each school year. These regulations must include at least the following:

1. No drugs (aspirin, inhalers, cough drops, etc.) should be in the student's possession on the school grounds.
2. Written orders on appropriate forms provided by New Vision Learning Academy are to be received from a physician detailing the name of the drug, dosage and time medication is to be taken.
3. Written request and permission from the parent or guardian of the student is needed requesting that the school comply with the physician's order.
4. Medication must be brought to school by the parent in a container labeled appropriately by the pharmacy or physician.
5. Each medication given must be recorded on a medication log, which includes date, time, dosage, and signature of person giving medications.

Substance Laws

A. In accordance with R.S. 17:436 SEC. 436.1
Administration of Medication:
Students requiring or in need of prescription or over-the-counter drugs at school must provide the medication to the designated school employee with physician's documentation and written parental permission to administer such medications. **No student shall have permission to possess or administer to themselves or others any prescription or over the counter medication at school. Violation of this procedure will result in the discipline of the student as outlined in the New Vision Learning Academy school policy.**

B. R.S 17:46 © (I) (2) (a) (I)
In cases involving students in kindergarten through grade five (5) found guilty of possession or knowledge of an intentional distribution of or possession with the intent to distribute any illegal narcotic, drug, or other controlled substance on school property, or at a school even pursuant to a hearing as provided R.S. 17:476 © (I) shall be referred to the administration for a recommendation for recommendation for action.

C. R.S. 17:46 (3) (a)
Any student arrested for possession or of intentional distribution of, or possession with the intent to distribute any illegal narcotic, drug, or other controlled substance on school property or during school activities shall be referred by the principal or his designee, within five days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotic, drug or other controlled dangerous substance.

D. R.S. 17: 46 (B) © (1)
Any student under the age of sixteen and in grades six (6) through twelve (12) shall be expelled from school for a minimum period of twelve months.

Title I Parental Involvement

The six types of involvement are:

- **Parenting**
  Assist families with parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support children as students at each age and grade level. Assist schools in understanding families.
- **Communicating**
  Communicate with families about school programs and student progress through effective school-to-home communications.
- **Volunteering**
  Improve recruitment, training, work, and schedules to involve families as volunteers and audience at the school or in other locations to support students and school programs. Volunteers hours are not a condition for enrollment.. **Volunteer hours are optional .**
- **Learning at Home**
  Involve families with their children in learning activities at home, including homework, and other curriculum related activities and decisions.
- **Decision-Making**
  Include families as participants in school decisions, governance, and advocacy through Parent/Volunteer Support Team (PVST) and committees.
- **Collaboration with the Community**
  Coordinate resources and services for families, students, and the school with businesses, agencies, and other groups, and provide services to the community.

Homeless Policy

The Stewart B. McKinney Homeless Assistance Act
(P.L. 107-110).
The following services are provided for students:

- Identify homeless students by utilization of the Residency Questionnaire
- Immediate Enrollment Assistance, including obtaining birth and immunization records
- Free lunch
- Uniforms
- School Supplies
- Connect students to summer programs/ preschool programs

CHANGE OF ADDRESS OR PHONE NUMBER

If at any time during the school year a student moves to a different address, he/she must report this change to the school office. Likewise, a change in telephone numbers should be reported to the office. It is important to have several phone numbers listed to locate parents in emergency situations.

CLASSROOM PARTIES

Please be informed that class birthday parties **are not allowed**. It is important that parents adhere to this policy.

CHECKOUT PROCEDURES

Students may be checked out in the Office. **No checkouts will be allowed after 2:45 p.m. No checkouts will be allowed during school programs. No walk up line. Students are dismissed in carpool.**

CONDUCT

A conduct grade is a separate grade apart from the academic subject matter and will be awarded in grades PK-6.

DISCIPLINE

Despite the best efforts of a teacher, there are students who cannot, or will not control themselves and repeatedly disrupt the school program. A school administrator or teacher will inform parents of serious disciplinary problems and will arrange appropriate conferences.

Discipline Procedure

The discipline ladder is a process in which the student controls his or her own fate.

Step 1: **Warning**: Identify the problem; the teacher lets the student know what behavior is not acceptable.

Step 2: **Conference**: Teacher and student discuss the facts that contribute to the misbehavior and the consequences that will result if Disruptions continue.

Step 3: **Disciplinary Report**: The student is sent to the Dean of Students. Details of the incident are discussed with the student. Appropriate alternative strategies are also examined. Parent is notified by phone.

Step 4: **In School Discipline**: A student can be given In School Discipline in lieu of a suspension as another strategy to improve unacceptable behavior.

Step 5. **Suspension**: Students will be suspended from school for one, two, or three days. The length of the suspension will be determined by the Dean of Students. The number of offenses and the severity of the case will determine the length of suspension. State law mandates that after a child is suspended a conference is to be held with the parent, child, and principal in the school office before the child can return to class.

Step 6. **In School Suspension**: A student can be given In School Suspension in lieu of a suspension as another strategy to improve unacceptable behavior.

MISBEHAVIOR	***1ST TIME***	***2ND TIME***	***3RD TIME***
Alcohol/ Tobacco Use	Suspension	Expulsion	
Cheating on test	Zero on test	Suspension	Suspension
Destruction of school property	Replace/Suspend	Expulsion	
Disrespectful to adults	ISD/Suspension	Suspension	Suspension
Disturbing class	ISD	Suspension	Suspension
Fighting*	Suspension	Suspension	Suspension
Computer Abuse	Suspension	Suspension	Suspension
Profanity	ISD	Suspension	Suspension
Bullying	ISD	Suspension	Suspension
Sleeping in class	ISD	ISD	Suspension
Theft	Suspension	Suspension	Expulsion
Threatening faculty	Suspension	Expulsion	
Threatening student	ISD or Suspension	Suspension	Expulsion
Electronic Devices	Hold until Parents Pick up	Suspension	Suspension
Bomb Threats or Serious Threats of Physical Violence to School or Individual	Suspension or Expulsion	Expulsion	

4. Network Resources
   - A. Users will only use network resources in support of the educational goals and objectives.
   - B. Users will not intentionally waste network bandwidth (listening to online radio stations, viewing streaming videos, downloading large files, etc.)
   - C. Users will not use network resources for commercial purposes.
   - D. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.
   - E. Users will not display, download, or transmit any inappropriate material (including offensive messages, images, or videos).
   - F. Users will not send or forward email messages.
   - G. Users will respect copyrighted materials and other intellectual property . Users many not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.
5. Software
   - A. Users will not download, store, or install any unapproved or unlicensed software on school computers.
   - B. Users will not install any unauthorized or unlicensed school system software on their personal/home computers.
6. Content Filtering
   - A. Precautions have been taken to eliminate inappropriate content. However, it is impossible to restrict access to all inappropriate content.
   - B. Users will immediately report to school authorities any website they access that contains inappropriate content.
   - C. Users will not attempt to bypass the district's content filters to view inappropriate content.
7. Consequences of Inappropriate Use
   - A. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension or expulsion) as deemed appropriate by administration.

Terms and Conditions of Use

1. Personal Privacy and safety
   A. Users will not reveal any personal contact information about themselves or any other person on the Internet.
   B. Users will not agree to meet with someone they have met on the Internet without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

2. Illegal Activities
   A. Users will not transmit any material or engage in any activities in violation of any national, state, or local regulation.
   B. Users will not attempt to gain unauthorized access to any network resources including (but not limited to) computer systems and other users' accounts or files.
   C. Users will not attempt to disrupt the network or network resources or destroy data by spreading computer viruses or worms or by any other means.
   D. Users will not attempt to impersonate another individual using network resources for any reason.

3. Security
   A. Users will immediately notify administrators if a possible security problem is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
   B. Users will only use storage media (disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
   C. Users will not attach any device to the network without prior approval by the system administrators.
   D. Users should be aware that all network traffic (including Internet usages and email) is regularly monitored for inappropriate use.
   E. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.

DISCIPLINE PROCEDURES CONTINUED

Harassment, Intimidation, and Bullying Policy

Harassment, intimidation, and bullying shall mean any intentional gesture or written, verbal or physical act that:

1. Under these circumstances, a reasonable person should know the effects of harming a student, threatening his/her life, placing a student in reasonable fear of harm to his/her person or damaging his/her property; and
2. Is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment of a student. New Vision Learning Academy employees, school volunteers, and students are to report any incidents of harassment, intimidating, bullying of a student by another student.

Cyber bullying shall mean harassment, intimidation, and bullying of another student on school property by another student using a computer, mobile phone, or digital technology, or harassment, intimidation, and bullying of another student while off school property by another student using such means when the action or actions are intended to have an effect on the student when the student is on school property.

Any reported incidents will be investigated to determine the appropriate discipline for those students involved. The disciplinary actions may include a conference with the student(s) involved; a conference with parents/guardians, a warning, or in more serious cases, the student(s) may be suspended/expelled from school.

DUE PROCESS (GRIEVANCE PROCEDURES)

The Board of Directors of New Vision Learning Academy will record each student due process. A student and his/her parents or guardian may appeal a disciplinary decision within five (5) working days of the action being rendered. The written request for appeal must be submitted to the Director. The Director shall schedule a meeting with all parties involved within five (5) working days of receipt of the appeal. The Director's decision will be considered final unless the student and his/her parent chooses otherwise. In such a case, the student/parent shall submit a written request to the New Vision Learning Academy Board of Directors.

Guidelines and Procedures for Use of Seclusion and Physical Restraint

The Board of Directors of New Vision Learning Academy believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the School . The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint as defined in these guidelines should be used only as means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others.

Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraint and seclusion. The use of these methods must be done before the use of restraint and seclusion. School employees must make every effort to prevent the need for use of restraint and seclusion on students.

Seclusion or physical restraint shall never be used as a form of punishment as a disciplinary measure, as a means of coercion or retaliation, or as a convenience.

Use of seclusion or physical restraint may also be a component of a behavior intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

An appropriate training program of physical restraint and seclusion is being used at NVLA. The training program includes behavioral support, prevention, de-escalation and crisis response techniques. NVLA currently utilizes non-violent crisis intervention training provided through the Crisis Prevention Institute (CPI).

Training will be done on an annual basis and given to the appropriate employees in each building as determined by the Administration.

Except in the case of an emergency, only school employees who are current in the designated training program may implement physical restraint or seclusion with a student. An individual who applies physical restraint should use the techniques in which she/he has received such training within the preceding two (2) years, as indicated by written evidence of participation. Physical restraint and/or seclusion should be used only when a student's behavior poses an imminent threat of serious physical harm to the student or to other persons present or damage to school property .

External Invites

Students who bring invitations to school must bring one for each child in his/her classroom.

TELEPHONE

Students will not be permitted to use the phone without a pass from his/her teacher or permission from the office. Student use will be allowed for illness and emergencies only.

CELL PHONE/AUDIO/ELECTRONIC TELECOMMUNICATION EQUIPMENT

As outlined in Louisiana R.S. 17:239, students are prohibited from using or operating cell phones, smart watches, or any electronic telecommunication device in any public school building.

OTHER CONFISCATED ITEMS POLICY

It is strictly prohibited for any student to have any items (laser, cell phone, smart watches, electronic game devices, etc.) that will distract from the learning process during school hours. These items are subject to theft and/or loss at your own risk. Students with these items in the building or during school hours will have them confiscated.

ACCEPTABLE USAGE POLICY (AUP) OR STUDENTS

Internet and network resource access is available to students. We are very pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to all of our users. Our goal in providing this service to students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

The following Terms and Condition of Use are provided so that network users are aware of their responsibilities. These responsibilities include efficient, ethical, and legal utilization of the network resources. Please read the Terms and Conditions of Use, on the next page, carefully.

Guidelines and Procedures for Use of Seclusion and Physical Restraint Continued

Student Seclusion Requirements:

- Seclusion room must be free of dangerous objects and have an observation window; ceiling height, ventilation, and lighting must be comparable to operating classrooms in the school
- Only 1 student may be placed in a seclusion room at any given time.
- Student must be seen, heard, and supervised by a school employee for the entire time of seclusion.

Physical Restraint of a Student Requirements:

- Can only be used to the degree necessary to stop dangerous behavior and cannot cause physical injury.
- Any efforts used to physically restrain a student must be directly proportionate to the circumstances and the student's size, age, and severity of behavior.
- No mechanical restraint of any kind can be used.
- Only personnel with current and formally documented CPI training can use physical restraint techniques.

Requirements for Students with Disabilities:

- 0-4 Incidents: A Functional Behavior Assessment (FBA) should be considered after any incident.
- 5 Incidents: Review the student's Individualized Education Plan (IEP) and revise the student's Behavior Intervention Plan (BIP).
- 6+ Incidents: Review the student's IEP at least once every 3 weeks.
- NVLA Executive Director and Department of Education must receive a report of the incident no later than the following school day.
- NVLA will report all instances where seclusion or physical restraint is used to address student behavior to the LDOE through the special education reporting (SER) system, at least monthly.

Documentation:

- NVLA will provide board adopted guidelines and procedures on restraint and seclusion to all employees and every parent of a student with an exceptionality.
- NVLA will post guidelines and procedures on the school's website.
- NVLA will conduct and obtain appropriate training programs for school personnel designed to address the use of seclusion and restraint techniques with students with disabilities.

Notification :

- Parents/legal guardians of a student who has been secluded or physically restrained will be notified of the incident as soon as possible, and given a written report with details of the event within 24 hours.
- The school's Executive Director or Supervisor of Special Education will also be notified any time a student with an IEP is secluded or physically restrained..

The Board of Directors shall schedule a meeting to review the appeal within ten (10) working days, notify the interested parties, and hold the session no later than twenty (20) days of notifying the involved parties of the scheduled meeting. The Board of Directors will review the decision; and may also change or modify the decision based on a majority vote of the Board of Directors.

LEGAL REFERENCE: LOUISIANA R.S. 17:416.13

FIGHTING

The New Vision Learning Academy Board of Directors considers fighting an extremely serious offense that may result in expulsion for the remainder of the current semester or school year.

All students participating in planned fights, or extremely violent fights will be recommended for expulsion for the current semester or the entire school year.

After a student has had a conference with the Director or his designee and suspensions have not proven successful in changing the student behavior, the student will be recommended for expulsion.

A student who is suspended will not be permitted to participate in extra-curricular activities.

A suspended student is not allowed to make up school work. Days of suspensions count in the 10-day rule of attendance.

* Parents will be contacted by the office.

** In school discipline may be applied (in some cases) to keep a student from receiving an out of school suspension.

*** Electronic devices include cell phones, smart watches, beepers, laser pointers, or any game devices.

Other behavior determined to be inappropriate by the administrators will result in punishment determined by the administrators.

THE SERIOUSNESS OR MISBEHAVIOR MAY RESULT IN SUSPENSION OR EXPULSION ON THE FIRST OFFENSE.