



Student and Family Handbook

RISE Today. Success Tomorrow.

Jefferson RISE Charter School Student and Family Handbook

Updated 8/11/2021

Approved by Jefferson RISE Charter School Board on 8/13/21

The Board adopts this handbook and student code of conduct. The provisions and statements of this handbook and student code of conduct apply to all employees and enrolled Jefferson RISE students.

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With a diverse multicultural population speaking dozens of languages, Jefferson RISE takes steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and career/technical preparation programs. Jefferson RISE provides written translations and oral interpretation services in Arabic, Spanish, and Vietnamese to help support the common foreign languages spoken by students attending JPPSS schools and their families. Translation Services accommodates other foreign languages on an “as-needed basis.”

To assist with your language needs, including but not limited to Translation Services (written translations and interpretations at school meetings and events); Special Education (Interpretation for Special Needs Students (i.e. IEP meetings) - Please contact frontdesk@jeffersonrise.org (504)233-9163.

Servicios de Traducción

Con una población multiculturalmente diversa que habla una docena de idiomas, Jefferson RISE tomará medidas para asegurarse que la falta de conocimiento del idioma Inglés no sea una barrera para la admisión y participación en todos los programas de preparación educativa y profesional/técnico. Jefferson RISE ofrecerá traducciones escritas y servicios de interpretación oral en Árabe, Español, y Vietnamés para ayudar a apoyar los idiomas más comunes hablados por los estudiantes que asisten a las escuelas de JPPSS y familias. El Servicio de Traducción dará servicio a otras lenguas extranjeras “según su necesidad.”

Para asistir con sus necesidades de idioma, incluimos pero no limitamos los servicios de traducción (traducciones escritas, interpretaciones en las reuniones y eventos de las escuelas); Educación Especial (interpretación para estudiantes con necesidades especiales (i.e. reuniones de IEP) – Por favor contacte: frontdesk@jeffersonrise.org (504)233-9163.

Văn phòng phiên dịch

Để hướng về nền văn hóa đa dạng của các dân tộc khác nhau với nhiều ngôn ngữ khác nhau, Ty học chánh quận Jefferson RISE từng bước chắc chắn rằng kỹ năng ngôn ngữ Anh vẫn bị giới hạn sẽ không là rào cản trong việc hội nhập và tham gia vào tất cả các chương trình giáo dục, nghề nghiệp / kỹ thuật đã được đề xuất. Bộ phận phiên dịch căn bản cung cấp các tài liệu bằng văn bản, hoặc đối thoại trong cùng các ngôn ngữ như: tiếng Tây ban nha, tiếng Ả rập, tiếng Việt nam nhằm hỗ trợ cho các học sinh & gia đình có con em đang theo học trong hệ thống của Ty học Chánh quận Jefferson. Căn bản của văn phòng phiên dịch là “as-needed basis”.

Để hỗ trợ quý vị trong nhu cầu cần thiết văn phòng phiên dịch không giới hạn cung ứng ngôn ngữ bao gồm: (văn bản, thông dịch viên tại trường trong các buổi họp và lễ hội); Giáo dục đặc biệt (thông dịch cho các học sinh đặc biệt (hội họp của i.e.IEP) Vui lòng liên lạc với bộ phận: frontdesk@jeffersonrise.org (504)233-9163.

خطوات لضمان أن نقص مهارات اللغة Jefferson RISE مع وجود مجموعة متنوعة من السكان متعددي الثقافات يتحدثون عشرات اللغات ، يتخذ ترجمات مكتوبة وخدمات Jefferson RISE الإنجليزية لن يكون حاجزاً أمام القبول والمشاركة في جميع برامج الإعداد التعليمية والمهنية / التقنية. يوفر JPPSS الترجمة الشفوية باللغات العربية والإسبانية والفيتنامية للمساعدة في دعم اللغات الأجنبية الشائعة التي يتحدث بها الطلاب الذين يحضرون مدارس "وعائلاتهم. تستوعب خدمات الترجمة اللغات الأجنبية الأخرى "حسب الحاجة

للمساعدة في احتياجات لغتك ، على سبيل المثال لا الحصر خدمات الترجمة (الترجمات المكتوبة والتفسيرات في اجتماعات وفعاليات المدرسة) ؛ التعليم frontdesk@jeffersonrise.org يرجى الاتصال بـ - (IEP الخاص (تفسير لذوي الاحتياجات الخاصة (أي اجتماعات

Section 1: Operations and Services

Accidents

Any student injured during school should immediately report it to the staff member present. The staff member will report the injury using an Incident Report Form. A parent/guardian will be contacted by the staff member or a member of the admin team. The accident will be reported to the insurance provider.

Emergency Card Information

Upon registration and every year thereafter, the parent/guardian will submit emergency contact information for each student. It is the responsibility of the parent/legal guardian to notify the school if changes occur during the school year by updating the SchoolMint account. Falsification of information on the Emergency Card by a student may result in disciplinary action.

Emergency Care for Students

Jefferson RISE will act in a responsible manner in the event of any emergency/accident/incident.

Procedures for Handling Emergency Care of Students

In the event of an injury, or serious illness, which necessitates immediate removal of a student to a hospital for emergency treatment, the following procedures may be implemented:

1. An ambulance is to be called by contacting the appropriate police agency at 911.
2. Every attempt shall be made to contact the parent/legal guardian or other person(s) listed on the Emergency Card, even after school hours.
3. It is the policy of the ambulance company to transport the patient to the nearest hospital for emergency treatment. Ambulance drivers shall be requested to indicate to which hospital they will deliver the student.
4. If the school is unable to reach the parent/legal guardian listed on the Emergency Card, an ambulance shall still be called. An adult staff/faculty member carrying a copy of the student's Emergency Card shall be dispatched immediately to the destination of the ambulance. Efforts shall continue to reach the student's parent/legal guardian listed on the Emergency Card. The employee will remain until the parent/legal guardian arrives.
5. In cases where the student is uninsured, the parent/legal guardian of the patient will be billed by the ambulance service provider. The parent is responsible to contact the ambulance service to see if the fees will be waived if indigence is the basis of nonpayment.
6. If emergency treatment is necessary at the hospital and attempts have been unsuccessful to secure the parent/legal guardian's approval to cover the costs of emergency treatment, the Head of School may be contacted for a recommendation.

Admission

Jefferson RISE Charter School is an open enrollment, tuition free public charter school. As a Type 1 charter in Jefferson Parish, any student who resides in Jefferson Parish is eligible to apply. Preference is given to siblings of current students and Westbank residents (see Lottery Preferences section).

Application Period

Jefferson RISE's application opens at 8am on January 1 and closes at 5pm on March 31 unless otherwise published. If the number of applications submitted with the application period exceeds the number of seats available for any grade level, a computer-generated, random lottery will be run in order to determine who is offered a seat at the school. Applications submitted after March 31st are put in an ordered waitlist. All applications submitted within the application period will have an equal opportunity for admission, regardless of whether they are submitted on the first day or the last day of the application period. Applications are not valid, rolled over, or processed for any subsequent school year. A new application must be submitted in order to be considered. Once a student is admitted, s/he does not need to reapply each year.

Geographic Boundaries

Any student of appropriate grade that resides in Jefferson Parish is eligible to apply. Students that reside on the Westbank of Jefferson Parish (Gretna, Terrytown, Harvey, Marrero, Bridge City, Westwego, Avondale, Waggaman) receive preference in the lottery.

Lottery Preferences

Lottery preferences shall be considered in the following order:

1. Applicant sibling of a currently attending student
2. Applicants who are Westbank residents

Therefore, students who are siblings and Westbank residents are admitted first, then students with siblings that reside on the Eastbank, then students who reside on the Westbank, and finally students who reside on the Eastbank.

Student Application Process

Applications must be submitted online at www.jeffersonrise.org. Jefferson RISE uses SchoolMint to manage applications. Each family must create an account with SchoolMint through the RISE website. Families can also register in person at Jefferson RISE or over the phone, and the Front Desk Manager will fill out the application details online.

The last day to submit an application is March 31st at 5:00 pm. All required documents must be submitted online with the application or in person at the school no later than 48 hours prior to the lottery. Applications with missing required documents will not be eligible for the admissions lottery. The lottery is open to the public. Notification of admission or placement on the waitlist will be announced at the lottery and will be emailed to parents/guardians after the lottery is complete and results are verified.

Required Student Documents

The following documents are required PRIOR to the lottery and must be received at least 48 hours before the lottery to be processed:

- Two (2) proofs of residency
- Proof of guardianship (birth certificate or guardianship papers)

Additional documents will be requested and required after the lottery, including health forms, immunization records, emergency card, student survey, etc. See "Immunization Requirements" section below for details.

Waitlist

If the total number of applicants exceeds the school capacity, applicants shall be admitted based on a weighted admissions lottery. The school will use the lottery in order to reach maximum capacity, and also to determine the order in which students are placed on a waitlist. If an opening occurs at the school, the following procedure will be followed. If a student withdraws, the seat will be filled by the next student on the waitlist. The waitlist is active from the time of the lottery to January 31 of the year of application. Any student who remains on the waitlist must re-apply the following school year. All applicants offered a seat shall be required to confirm their enrollment status.

Lottery

The lottery is open to the public, but a family's presence is not required in order to secure a seat. All applicants will be notified by email of their enrollment status or number on the waitlist following the lottery within 1 week.

Rules and Procedures:

- A lottery shall be conducted by the school to include all grades in which the number of applicants exceeds the number of expected seats available.
- If the number of applicants is less than the number of seats anticipated to be available, seats will be awarded and no lottery shall be conducted for that grade.
- All applicants (students not already attending school, including siblings of those already attending) participate in the lottery.
- Only completed applications received prior to the end of the application deadline are eligible to participate in the lottery.
- All applicants offered a seat shall be required to confirm their enrollment status within the designated time.
- All preference categories shall be published prior to the lottery being conducted.
- All applicants entitled to receive a lottery preference shall be identified PRIOR to the lottery.

Immunization Requirements

- In accordance with Louisiana law, it is the policy of the Jefferson RISE that students registering, at the time of registration, shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, rubella, measles, mumps, meningitis, Hepatitis B, and Varicella (chickenpox) or shall present evidence of an immunization program in progress.
- The State of Louisiana Universal Certificate of Immunizations is required to verify immunizations. If the student has not been immunized, or an immunization program is not in progress, and no written statement has been provided by a physician stating that the immunization procedure is contraindicated for medical reasons or by the parent/legal guardian dissenting, the student shall be denied registration by the Head of School.
- A student transferring from another school in the State of Louisiana must show evidence of immunization.
- If booster injections are advised by the nurse, such booster injections shall be administered before the student enters school. If such injections are required during the school year, the student shall be given five (5) school days from notification to obtain the required injection. If not obtained within the allotted five (5) school days, the student shall be excluded from school until the required immunization is administered.
- No student shall be required to comply with provisions of the Louisiana Revised Statute 17:170, if the student or parent/legal guardian submits either a written statement from a physician stating that the procedure is contraindicated for medical reasons or written dissent from the parent/legal guardian is presented in person to the school.

- If there is an outbreak of a communicable disease for which the student is not immunized, he/she will be excluded as directed by DHHS.

Attendance

Compulsory School Attendance/Compulsory Ages/Duty of Parent-Legal Guardian/Consent to Withdraw

Students enrolled in Jefferson RISE Charter School must attend school regularly in accordance with Louisiana Revised Statute 17:221. In order to prepare our students to succeed, they must be at school. Attendance is required of all students enrolled at the school during the days and hours that the school is in session. Any day a student does not attend school is considered an absence.

In compliance with the Louisiana Revised Statute 17:221, every parent/legal guardian having control or charge of any child from that child's seventh (7th) birthday until his/her eighteenth (18th) birthday, shall send such child to a public or private day school, or have him/her enrolled in an approved home study program, unless the child graduates from high school prior to his/her eighteenth (18th) birthday. Every parent/legal guardian responsible for sending a child to a public or private day school under provisions of this section shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the School Board.

Marriage of minors under the age of eighteen (18) years results in their emancipation; hence there is no person in charge or control of them and no method or procedure by which their attendance in school can be compelled.

Types of Absences

There are four (4) types of absences at RISE in compliance with LA state law:

1. **Exempt and Excused (EE)**: The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays.
2. **Non-Exempt and Excused (NE)**: The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempt and excused absences cannot exceed eleven (11) days per school year.
3. **Unexcused (U)**: The student is not allowed to make up the missed work and the absence is counted against the attendance requirements. An example is skipping school.
4. **Suspensions (S)**: The student is allowed to make up the missed work but the absence is counted against the attendance requirement.

Attendance Requirements to Receive Carnegie Credit and Eligibility for Promotion

Middle School: According to the policy of the state of Louisiana, students must attend elementary or middle school for a total of 60,120 minutes to be eligible for promotion. Based on a standard 360-minute instructional day, a student can miss no more than 10 days of school to be eligible for promotion.

High School: In order to receive grades for a semester/year, high school students must be in attendance for a minimum of 30,060 minutes in a semester or 60,120 minutes in a year for schools not operating on a semester system. Based on a standard 360-minute instructional day, this means that students in a high school on a semester system can miss no more than 4.5 days in the 90-day first semester and 5.5 days in the 93-day

second semester. Students in schools not on a semester system can miss no more than 10 days to be eligible for promotion and to earn Carnegie units based on minutes.

Attendance Requirements – Carnegie Credit

In addition to meeting overall attendance requirements, middle and high school students must also meet certain attendance requirements to receive Carnegie Credit for individual classes.

In order to earn one Carnegie Credit, students must be in attendance in a specific course for 7,515 minutes. The length of periods and courses varies by school, but as an illustration, if a school is on a 4X4 block schedule and has courses that are 90 minutes long, a student must attend at least 84 classes (7,515 divided by 90). If there were 89 course meetings, the student could miss a maximum of 5 courses (89-84) and still receive credit. For middle school students to earn Carnegie Credits, the same standards apply.

Attendance and Extracurricular Activities

Students who are absent for all or part of any day may not participate in any extracurricular event on that day or night except with written permission from the Head of School.

Reporting Absences

Absences must be reported to the Front Desk using the procedure below.

1. Prior to 9:00 am on the morning (or in advance of) the absence, contact the Front Desk at frontdesk@jeffersonrise.org (504)233-9163 to report the absence
2. If the absence is to be exempt-excused, a doctor's note or other official notification must be submitted to the Front Desk
3. If the absence is to be excused, a parent note (or email) must be submitted to the Front Desk
4. Any absence without notification will be considered unexcused
5. Between 9:00 am and 10:00 am, Jefferson RISE Front Desk staff will contact parents/guardians of students that are not in attendance for the day

Tardiness Procedures

A student that is tardy to school must be signed in by a parent or guardian at the front desk prior to proceeding to class.

These procedures shall be followed for student tardiness. Actions for excessive unexcused tardiness of students shall be:

1. 1st and 2nd tardy in each semester - verbal warning to students with signature of student and parent
2. 3rd tardy in each semester - conference shall be scheduled with the parent/legal guardian and a referral shall be made to a counselor
3. 4th and 5th tardy in each semester - conference shall be scheduled; additional disciplinary action may be taken
4. 6th or more tardies in each semester - conference shall be scheduled; additional disciplinary action may be taken

Make Up Seat Time (MUST)

A student in a high school course accumulating more than 7 unexcused absences in a semester course or 14 unexcused absences in a year-long course will NOT receive credit for the course. Students enrolled in a half credit course accumulating more than 3.5 unexcused absences in a quarter will NOT receive credit for the

course. The student will be issued a F* on their report card. A parent has 15 school days from the issuance of the report card to dispute and clear all attendance and grade issues. Students may recover days absent by participating in the school's Make Up Seat Time (MUST) Program. MUST is recovered using a district approved online learning program.

For students in danger of failing due to excessive absences who may have experienced extenuating circumstances, the student's parent or legal guardian must make a formal appeal to the Jefferson Parish Schools Compliance Office. Parents or guardians must complete an Extenuating Absences Appeal and attach any supporting documentation which will be considered by the Hearing Officer and two other district personnel. The decision of the committee is final. A student shall not receive grades if they are unable to complete make-up work or pass the course.

Truancy (Not Reporting to School/Cutting Class/Leaving Campus Without Permission)

A child within the compulsory attendance age who is absent from school during regular school hours when there is no valid reason is considered truant. La.R.S. 17:230. The term "truant" includes students within compulsory attendance age who are not enrolled in school, are absent from school without a valid reason, leave campus without permission, do not report for or leave class during regular school hours without permission or a valid reason.

1. When no valid reason is found for a child's non-enrollment or unexcused absence from school or class, the parent/legal guardian, or other person having control or charge of a child within the compulsory attendance age range will be given notice, either in person or by registered mail, requiring the child's enrollment or attendance in school within three (3) days from the date of notice. (La.R.S. 17:230)
2. When a student is truant, the Head of School or designee may conduct a counseling session or conference at the school with the child's parent/legal guardian related to school attendance and discipline.
 - a. The Head of School or designee will notify the child's parent/legal guardian in writing or by telephone of the conference.
 - i. The willful failure of the child's parent/legal guardian to attend a meeting with the child's teacher, Head of School, or other appropriate school employee to discuss the child's repeated truancy may be grounds for a Family in Need of Services Referral/Complaint. (La. Ch.C.Art. 730)
 - ii. The FINS Complaint/Referral to Juvenile Court Form may be used.
 - b. When it is determined that the student has been truant, the student may be disciplined in accordance with Jefferson RISE's policy. Progressive discipline will be used.
 - i. The student will be disciplined by detention or other measures prior to being suspended.
 - ii. When a student is truant more than once, the Head of School or designee may follow the above procedure or may suspend the student according to RISE's discipline policy.
 - iii. If the student is returned to the school by a law enforcement officer, and it is the student's first truancy offense, the Head of School or designee will follow the procedures set out in this policy.
3. The Head of School or designee will make a Families in Need of Services (FINS) referral to Juvenile Court when the school has established that a student is truant or has willfully and repeatedly violated lawful school rules. (La.Ch.C.Art.730)
4. Deviations from this policy shall be approved by the Head of School.

Early Dismissal

In order to check a student out prior to the end of school, the parent/guardian or designee indicated on the Check-Out Card must go to the Front Desk to sign the student out. The parent/guardian or designee must provide appropriate identification and be listed on the Check-Out Card.

Students will not be permitted to be checked-out 30 minutes prior to the end of school. For example, if school dismisses at 3:00 pm, no student will be allowed to check out from 2:30 pm to 3:00 pm. In the case of an emergency, written authorization from the Head of School is required and will only be issued in extreme emergency situations.

Student Attendance Policy for Off-Campus Programming

Bulletin 741 defines tardiness as including but not limited to, “leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day[.]” Therefore, a student who is granted the ability to leave early, along with parental permission, shall not be counted as tardy. Furthermore, attendance is required to be checked by the school at the beginning of the school day and at the beginning of each class period. If a student does not have any additional classes for the day, the student will have fulfilled their attendance responsibilities under the law. This is similar for students who drive as well.

- Students must be marked present in homeroom classes to be considered in attendance for the school day.
- Upon leaving the campus students will be marked in attendance at the off-campus programming site.
- Upon completion of the off-campus program students must report to their next period class to be marked in attendance.
- Failure to report to next period class will result in the student being marked absent and will receive a parent notification of absence.

Student Self Check-Out

Self-check-out by any student, even those who are over the age of 18, is prohibited under state law. Louisiana Revised Statute 17:232 provides:

Effective with the 1995-1996 school year and thereafter, no public elementary or secondary school pupil shall be permitted for any reason to absent himself from school attendance during the school day upon his own authority. The school principal or the principal's designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the pupil's school attendance of any such prohibited absence by a pupil. For the purposes of notification as required by this Paragraph, a parent or other person responsible for a pupil's school attendance may designate in writing with the school principal, or designee.

According to BESE Bulletin 741, Louisiana Handbook for School Administrators, which provides, “No public elementary or secondary school student who has not been emancipated by judicial decree or by marriage shall be permitted for any reason to leave school during the school day on his or her own authority.” As indicated by both passages, parental authority is needed for a student to leave school during the school day.

Late Arrival/Early Release Policy

High School students taking courses outside of Jefferson RISE (e.g., through the Cuillier Career Center) and Jefferson RISE Seniors who have a free period at the beginning or end of the day may be granted permission to be released early or come to school late.

To qualify for Late Arrival or Early Release, students must meet certain requirements and maintain their eligibility for the entire year. Eligibility is checked at the end of each grading period, and any student who fails to maintain eligibility will have their Late Arrival/Early Release Option suspended until such time as they become eligible to have it reinstated. Students who fail to qualify for Late Arrival/Early Release Option may re-apply at the end of the school year. A student's Late Arrival/Early Release Option may be revoked at any time during the school year by the student's parent or guardian, or by the School as a disciplinary consequence. The final decision on any student's receipt of a Late Arrival/Early Release Option rests with the School.

To qualify for Late Arrival or Early Release, students must complete and submit a Late Arrival/Early Release Option Application to the Director of Culture and Operations. This Application must be signed by the student's parent or guardian, and must include a viable contact phone number that allows the school to contact the student's parent or guardian. In addition, students must meet the following criteria: (1) be in good academic standing with the school; (2) have no disciplinary In-School-Suspension or Out-of-School Suspension in the previous or current academic year; (3) be on track to graduate within four years as determined by the School; and (4) have no more than 5 absences in the previous school year.

Contagious Diseases

Jefferson RISE works with LDOE, JPS, CDC, and local agencies for the prevention, control, and containment of communicable and contagious diseases in schools. Students may be excluded from school or riding the school bus until reliable evidence from a physician is provided in writing that his/her condition is not or no longer contagious.

For the safety of all students and staff, parents/guardians are asked to immediately notify the school (either the Front Desk or Head of School) if their child has been diagnosed with the flu, chickenpox, whooping cough, mumps, measles, COVID-19, lice, or any other contagious disease or medical condition.

For more information on COVID-19 specific procedures and policy, please see the Board approved Jefferson RISE COVID-19 Reopening Policy.

Education Records

Definitions

The following terms and definitions apply when discussing student records.

- "Access" to be provided the ability to look at, inspect, and make use of.
- "Eligible student" means a student who is 18 years of age.
- "Education records" means records that are directly related to a student that are maintained by Jefferson RISE or by a third party acting for the School.
- "Parent" means a student's natural parent, guardian, or individual acting as parent in the absence of a parent or a guardian.
- "Personally identifiable information" is defined as information about an individual that can be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
 - Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date and place of birth, mother's maiden name, or biometric records.
 - Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.
 - Two or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person

Privacy Rights

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) requires Jefferson RISE provide access to student educational records to any parent/legal guardian. Jefferson RISE does not release education

records or personally identifiable information without the written consent of the parent/legal guardian except to Jefferson RISE staff and those authorized by the Head of School for an educational purpose.

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99) affords parents and students over 18 years of age (“eligible students”) certain rights when respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day JR receives a request for access. Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The JR official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amount of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask a school to amend a record that they believe is inaccurate. They should write to the school principal or appropriate school system official, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent 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 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 student’s education records, except to the extent that FERPA authorizes disclosure without consent. As an exception to the requirement for consent, JR will disclose without consent records to school officials with legitimate educational interests as allowed as an exception to FERPA. A school official is a person employed by RSL as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the RSL Board of Directors; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, nurses, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A JR official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Disclosures Without Consent

1. Upon request, JR discloses education records, including disciplinary records, without consent of parent or a student emancipated in accordance with state law to school officials, including teachers, with legitimate educational interest and to officials of another school district in which a student seeks or intends to enroll. In addition, the law allows release of education records without the consent of the parent or student to an authorized representative of the Comptroller General or Attorney General of the United States; to an authorized official of the financial institution to which the student applied to receive financial aid; to an authorized official of an accrediting organization; to an authorized representative of the Secretary of the U.S. Department of Education; to an authorized representative of the Louisiana State Department of Education; to comply with a judicial order or lawfully issued subpoena to appropriate officials in connection with a health or safety emergency; to the Louisiana juvenile justice system or as otherwise authorized by law or regulation. The information may also be released without consent to organizations conducting certain studies for or on behalf of RSL. The above are samples of possible disclosures and not a complete list.
2. Further, two federal laws require local educational agencies such as JR to provide military recruiters, upon request, with three information categories – names, address and telephone listings – unless parents have advised JR that they do not want their student’s information disclosed without their prior written consent.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Jefferson RISE to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
 - Family Policy Committee
 - U. S. Department of Education
 - 400 Maryland Avenue, SW
 - Washington, D.C. 20202-4605
4. Other federal laws may require release of certain education records or student information, such as The National School Lunch Act and the Patriot Act.

La. R.S. 17:3914 provides limitations on the access to student personally identifiable information by the Louisiana Department of Education.

1. Provide a student's identification number as provided by law, and aggregate data to the local school board, the state Department of Education, or the State Board of Elementary and Secondary Education solely for the purpose of satisfying state and federal reporting requirements.
2. Provide to the state Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student. No official or employee of the state Department of Education shall share such information with any person or public or private entity located outside of Louisiana, other than for purposes of academic analysis of assessments.
3. Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided by law.
4. Provide for the transfer of student information pursuant to the provisions of R.S. 17:112.

Notwithstanding any provision of law to the contrary Jefferson RISE shall share student information with the Department of Children and Family Services for the purpose of facilitating program administration, including but not limited to the automatic issuance of benefits to eligible families. Such information shall be limited to the first name, middle name, last name, address, school site code, student unique identifier, and date of birth of each student eligible for free or reduced price meals at school. Jefferson RISE shall not share a student's information if the parent or legal guardian has chosen not to share information pursuant to Jefferson RISE policy.

Directory Information

Jefferson RISE in accordance with FERPA and La. R.S. 17:3914(H), has authorized its Head of School to authorize the disclosure of appropriately designated directory information without written consent, unless parents/guardians/eligible students opt-out of such disclosure. Directory information allows Jefferson RISE to include student information in certain school publications, and announcements, including but not limited to year books, honor roll and scholarships, graduation programs, sports activity notices, and sporting events. Jefferson RISE: may disclose appropriately designated "directory information" without written consent, unless you have advised the Principal of your child's school, in writing, to the contrary in accordance with Jefferson RISE procedures. The primary purpose of directory information is to allow the Jefferson RISE to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;

- The annual yearbook;
- Honor roll or other recognition lists;
- Purchase of class rings;
- Providing transportation services;
- Internet and WiFi access;
- Photography services for school pictures or school publications
- Graduation programs; and
- Sports activity sheets or programs, such as for soccer, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Jefferson RISE to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the Principal of your child’s School, in writing, by August 31 of each school year of your withdrawal of consent to release information designated as directory information. Without any written request to the Principal of your child’s school withdrawing your consent, Jefferson RISE will release directory information of its students as necessary. Jefferson RISE has designated the following information as directory information:

- Student’s name
- Address (home and school)
- Telephone number
- Electronic mail (email) address (if available)
- Photographs
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Diploma, honors, and awards received
- Student ID number
- Grade level

Authorization for Jefferson RISE Staff and Other Authorized Personnel

At the start of each year, Jefferson RISE parents/guardians sign a Student Privacy Policy regarding the sharing of student information.

Student Privacy Policy

Jefferson RISE understands and respects the importance of student privacy. We are committed to keeping all personally identifiable information about your child(ren) private and only sharing that information when legally required to do so or when necessary for the education, health, or safety of your child(ren). Below are examples of what information may be shared.

- Directory information and educational records may be shared with employees of Jefferson RISE, including teachers and administrators, to be used for designing, implementing, and evaluating educational programming and academic achievement

- Directory information and educational records may be stored on third-party computer systems for data storage and back-up purposes
- Directory information and educational records may be shared with Jefferson Parish, the Louisiana Department of Education, and third party providers to provide and bill for special education and mental health services and evaluations
- Directory information may be shared with third-party providers to provide educational programming, co-curricular programming, and assessments
- Directory information and health information may be shared with medical professionals and third-party providers to provide medical care or billing for medical care services
- Directory information may be shared with third-party providers for the provision of transportation and food services
- Samples of student work and accomplishments may be displayed in the school or published to recognize your child(ren)'s achievements

We will NOT share personally identifiable information with any person or entity who desires to use the information for purposes that do not benefit the education, health, or safety of your child(ren).

Collection of Student Data

Unless voluntarily disclosed by a student's parent or legal guardian, no employee of the school system shall require disclosure to the school system by the student, parent or legal guardian of any of the following information:

- (a) Political affiliations or beliefs of the student or the student's parent.
- (b) Mental or psychological problems of the student or the student's family.
- (c) Sexual behavior or attitudes.
- (d) Illegal, anti-social, self-incriminating, or demeaning behavior.
- (e) Critical appraisals of other individuals with whom a student has a close family relationship.
- (f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
- (g) Religious practices, affiliations, or beliefs of the student or the student's parent.
- (h) Family income.
- (i) Biometric information.
- (j) Social security number.
- (k) Gun ownership.
- (l) Home Internet Protocol Address.
- (m) External digital identity.

Notwithstanding any provision of this Part to the contrary, Jefferson RISE, with the permission of a student's parent or legal guardian, shall collect the following personally identifiable information for each student enrolled in grades eight through twelve:

- (a) Full name.
- (b) Date of birth.
- (c) Social security number.
- (d) Student transcript data.
- (e) Race and ethnicity data.

Jefferson RISE shall disclose the information collected pursuant the above paragraph, upon request, only to:

- (a) A Louisiana postsecondary education institution, to be used solely for the purpose of processing applications for admission.
- (b) The Office of Student Financial Assistance, to be used solely for the purpose of processing applications made to the office for state and federal grants and for required grant program reporting.
- (c) The Board of Regents, to be used only by board staff for the purposes of providing reports to each public school governing authority on the postsecondary remediation needs, retention rates, and

graduation rates for each high school under its jurisdiction and to evaluate comparative postsecondary performance outcomes based upon student transcript data in order to develop policies designed to improve student academic achievement.

Jefferson RISE shall provide a form to be signed by the parent or legal guardian of each student enrolled in the school, whereby the student's parent or legal guardian may provide consent or deny consent for the collection and disclosure of the student's information as provided above.

Access and Hearing Procedures for Educational Records

As part of Jefferson Parish Schools (JPS), Jefferson RISE follows the JPS policy regarding educational records. According to the Jefferson Parish Procedures and Policies for Parents and Students,

Educational records as defined by law are those records which are directly related to a student and are maintained by an educational agency or institution. A parent, legal guardian, or eligible student (18 years of age or older) shall be provided the opportunity to inspect education records upon written request to the school principal responsible for maintenance of the records. Only information pertaining to the student who is the subject of the request shall be made available. The education records shall be made available within a reasonable time, but no longer than ten (10) days, for inspection and/or reproduction. ...

If a parent, legal guardian or eligible student believes that information contained in the education record is inaccurate, misleading or in violation of the student's right to privacy, s/he may submit a written request to amend specific information contained in the record along with an explanation as to why the requester believes that the record should be amended. The right to request amendment of an education record may not be used to dispute grades and does not afford any party the right to a hearing with respect to disputed grades. Within a reasonable time, the [Director] will inform the parent/legal guardian or eligible student, in writing, as to whether the record will, or will not, be amended, along with an explanation of the reason(s) for the decision. If the decision is not to amend the record, the requester will also be informed of his/her right to request a hearing before the [Head of School], who shall function as the hearing officer and the Superintendent's designee for purposes of this appeal process. ... The parent/legal guardian or eligible student will be provided written notice of the date, time and location of the hearing. The hearing shall be held within a reasonable time after receipt of the request. The parent/legal guardian or student is entitled to be assisted or represented, at his/her own expense by an individual of his/her own choosing, including an attorney. The parent/legal guardian or eligible student may present evidence at the hearing. Upon completion of the hearing, the [Head of School] shall communicate his/her decision to the parent/guardian or student within ten (10) working days following the date of the hearing. If the [Head of School] decides not to amend the record, the requester may submit a statement, to be included in the education record, as to why he/she disagrees with the decision regarding amendment of the record.

Emergency Situations

It is the policy of Jefferson RISE to act in a responsible manner in the event of any emergency/accident/incident.

Procedures for Handling Emergency Care of Students

In the event of an injury, or serious illness, which necessitates immediate removal of a student to a hospital for emergency treatment, the following procedures may be implemented:

1. The witness(es) to the event or emergency situation will call 911 and communicate to Admin via our internal communication system.
2. Every attempt shall be made to contact the parent/legal guardian or other person(s) listed on the Emergency Card, even after school hours.
3. It is the policy of the ambulance company to transport the patient to the nearest hospital for emergency treatment. Ambulance drivers shall be requested to indicate to which hospital they will deliver the student.
4. If the school is unable to reach the parent/legal guardian listed on the Emergency Card, an ambulance shall be called. An administrator, or designee, with student's information shall be dispatched immediately to the destination of the ambulance. Efforts shall continue to reach the student's parent/legal guardian listed. The employee must remain until the parent/legal guardian arrives.
5. The ambulance service fee is payable through student or family insurance where applicable. In cases where the student is uninsured, the parent/legal guardian of the patient will be billed by the ambulance service provider. The parent is responsible to contact the ambulance service to see if the fees will be waived if indigence is the basis of nonpayment.

Emergency Procedures

At times during the school year it may be necessary to dismiss students early for various emergencies which sometimes occur. Any decision regarding the early dismissal or emergency closing of schools will be made by the Head of School.

In the event of emergency closing of schools or early dismissal of students in schools, announcements will be made to parents and families via email, text message, Google Classroom posts, and social media.

Depending upon the existing weather conditions, a decision will be made as to whether students should be kept at school or released. If the decision is to hold students at school, all students, including walkers, will be held. Of course, the parent/legal guardian may come to the school at any time to pick up their student(s).

Evacuation of Buildings

Procedures for quick and orderly evacuation of the school building have been established by Jefferson RISE and are posted in classrooms and other rooms.

Students are to familiarize themselves with these procedures for evacuation and to obey instructions of teachers in all situations. Because the orderly and rapid evacuation of the building in an emergency is a serious and urgent necessity, student misbehavior during evacuations may result in disciplinary action.

Fire Alarms, Discharge of Fire Extinguishers

Triggering a fire alarm in a school at any time is a serious act which interrupts the instructional program and could result in student injury.

Students guilty of triggering a fire alarm may be subject to disciplinary action.

The discharging of a fire extinguisher by a student, except in the case of a fire, is also an act which has serious consequences and could result in appropriate disciplinary action.

Fire Drills/Bomb Threats

Fire drills are held at regular intervals. The signal for a fire drill is the sounding of a loud buzzer. When this signal is given, students will leave the classroom in a quiet and orderly manner.

When evacuating the classroom students are to:

1. Form a single line (students will be led from the building by a staff member)
2. Leave books and other materials behind
3. Proceed as a class to the designated area
4. Remain with the staff member throughout the drill
5. When the ALL CLEAR signal is given, students will return to their classrooms with the staff member to wait for further instructions
6. Under no circumstances are students to yell, run, or create general disorder during a fire drill
7. The above procedure will also be used during a bomb threat

Safety and Security

Closed Campus

Students will not be allowed to leave campus unless they are signed out by a parent/guardian or authorized adult. A parent/guardian must provide the school with a list of authorized adults in the Enrollment Form.

Student Searches

In order to maintain the security of all students, Jefferson RISE staff reserves the right to conduct searches of students, their property, and Jefferson RISE property when there is reasonable suspicion to do so.

- School cubbies, desks, computers, school grounds, and lockers remain the property of Jefferson RISE, and students should have no expectation of privacy in those areas
- If searches are conducted, the school will ensure that the privacy of the student is respected to the extent possible
- Jefferson RISE may use a hand-held metal detector or a stationary metal detector as well as inspect any bags, items, containers, etc. that are brought onto school property for the school day or a school event
- Jefferson RISE authorizes searches of RISE property and automobiles parked on school property using the services of canines whose reliability and accuracy for sniffing out drugs have been established

Title IX and Nondiscrimination

Notice of Non-Discrimination

Jefferson RISE adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to the School System and its schools. Jefferson RISE does not discriminate against anyone employed, or any person enrolled in its educational programs, or otherwise entitled to services on the basis of race, color, religion, national origin, sex, disability, or age (Section 504, Title VI of the Civil Rights Act of 1964) (Title IX of the Education Amendments of 1972) (Title II of the Americans with Disabilities Act).

Title IX Notice

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to

stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of a recipient’s educational programs and activities.

As part of their obligations under Title IX, all recipients of Federal financial assistance must designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title IX and must notify all students and employees of the Title IX Coordinator.

Inquiries concerning the application of Title IX or a report of sexual harassment or other violation may be initiated by submitting a grievance letter or e-mail to the Title IX Coordinator or Head of School.

Notice Regarding Reporting Allegations of Sexual Harassment

To all students, parents or legal guardians, employees, and applicants for employment:

Jefferson Rise’s Title IX Coordinator is:

Taren Latta
3645 Lapalco Blvd.
Harvey, LA 70058
tlatta@jeffersonrise.org
504-432-4084

The Title IX Coordinator is the person authorized by Jefferson Rise to coordinate Jefferson Rise's 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 Jefferson Rise 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 to Jefferson Rise may be directed to Jefferson Rise’s Title IX Coordinator or to the Assistant Secretary of Education at the United States Department of Education, or both.

Definitions Under Title IX

- “Actual knowledge” is present when the Title IX Coordinator, Jefferson Rise official with authority to institute corrective measures, or ANY EMPLOYEE (excluding respondent) in Jefferson Rise 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 report 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 Jefferson Rise.
- “Decision-maker” means the persons tasked with the following: 1) the responsibility of making initial determinations of 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.
- “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 conduct constituting sexual harassment.

- “Education program or activity” was previously defined as all the “operations of a [district]....” In 34 C.F.R. § 106.44(a), the definition has been enlarged to include any location, event or circumstance over which Jefferson Rise 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 Jefferson Rise 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 report is filed and no grievance is pending.
- “Sexual harassment” - Conduct “on the basis of sex” that meets one or more of the following:
 - An employee of the recipient (Jefferson Rise) conditioning the provision of an aid, benefit or service of Jefferson Rise on an individual’s participation in unwelcome sexual conduct (quid pro quo sexual harassment);
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Jefferson Rise’s education program or activity; or
 - “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v).
 - “Domestic violence” as defined in 34 U.S.C. 12291(a)(8).
 - “Dating violence” as defined in 34 U.S.C. 12291(a)(10) “
 - “Stalking” as defined in 34 U.S.C. 12291(a)(30). “
- “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 should 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.

Response to Notice of Sexual Harassment

Jefferson Rise 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. Jefferson Rise 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. Jefferson Rise 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:
 - a. discuss the availability of supportive measures;
 - b. consider the complainant’s wishes regarding supportive measures;
 - c. inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
 - d. explain the process for filing a formal complaint.
- 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 Jefferson Rise to immediately remove a respondent from the education program or activity on an emergency basis if Jefferson Rise 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. Jefferson Rise must provide respondent with notice and an opportunity to challenge the decision immediately after removal. This provision does not modify any rights under IDEA, Section 504 of the Rehabilitation Act of 1973, or the ADA. An employee respondent may also be placed on administrative leave when a formal complaint has been filed.

Formal Complaint Process

The following are all components of Jefferson Rise's grievance procedure:

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 Jefferson Rise's education program or activity. Remedies may include supportive measures but may also include punishing respondent.
2. Provide an objective 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 Jefferson Rise's program or activity, how to conduct an investigation and grievance process, 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. Reasonably prompt time frames for completing the grievance process, including a process for delays such as law enforcement involvement, absence of a witness, party, etc. with written notice to both parties explaining the reasons for the delay.
6. Identify possible disciplinary sanctions and remedies that may be implemented. 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. Jefferson Rise has adopted the preponderance of the evidence standard to determine responsibility.
8. Provide procedures and permissible reasons for appeal by a respondent or a complainant.
9. Provide a description of the range of supportive measures available to complainants and respondents.
10. Disallow evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

A. Written Notice

Jefferson Rise provides a written notice to all known parties upon receipt of a formal complaint. 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.

B. Dismissal of Complaints

1. A complaint must be dismissed if the allegations do not constitute sexual harassment as defined, did not occur in Jefferson Rise'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 Jefferson Rise 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.

C. Consolidation of 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 of more respondents, or by one party against another party.

D. Investigation of Complaints

Jefferson Rise's investigative process:

1. Ensures that the burden of proof and gathering evidence rests on Jefferson Rise 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 the 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 Jefferson Rise does not intend to rely and any exculpatory or inculpatory evidence from any source; must 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 must 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.

E. Hearings and Written Questions

No hearing is required in K-12 educational institutions. After Jefferson Rise 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 amendments provide restrictions, with limited exceptions, on certain types of questions related to the complainant.

F. Determination of Responsibility

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 Jefferson Rise'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 Jefferson Rise’s education program or activity will be provided to the complainant; and
6. Includes procedures for appeals.

G. Appeals

1. Both parties have the right to appeal a determination of responsibility and Jefferson Rise’s dismissal of a complaint or any allegations for the following:
 - 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. Jefferson Rise 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) for Jefferson Rise is:

Kathleen Sullivan, Head of School
 3645 Lapalco Blvd., Harvey, LA 70058
 ksullivan@jeffersonrise.org
 504-715-8048

5. Appeals must be made to the appeal decision maker within ___ days of receiving the determination of responsibility.

No Retaliation

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. Complaints of retaliation may be reported and filed under the Title IX grievance process.

Confidentiality

Jefferson Rise 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.

Visitors

Parents are welcomed and encouraged to visit Jefferson RISE at any time during the school year. Jefferson RISE is a secured campus. Visitors are NOT allowed on campus during our regular school hours without checking in at the Front Desk and securing a visitor pass. This includes before school, after school, and during lunch JR reserves the right to deny an individual entry to any school building when there is reason to believe that such an individual's presence would be detrimental to the operation of the school and the learning environment. Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.

- All visitors are required to report to the Front Desk
- Each visitor must submit a driver’s license to be copied
- A visitor pass will be provided
- Depending on the nature of the visit, some visitors will be escorted to their desired location, while others will be given instructions on how to proceed
- Under no circumstances can a parent/guardian contact any student in the classrooms without reporting to and receiving permission from the Front Desk
- Visitors are expected to support the teaching and learning environment at RISE
 - Please do not disturb the classroom environment
 - If you need to speak with a student, please be sure to request permission to speak in class or remove him/her from class
 - Refrain from using cell phones as much as possible

Withdrawal from Jefferson RISE

Any parent/guardian wishing to withdraw his/her student from Jefferson RISE must submit a withdrawal form, which shall be signed by the parent/guardian and Head of School. Withdrawal forms will be finalized within three (3) business days of parent/guardian signature per Jefferson Parish Schools policy.

Work Permits

As a Type 1 charter in Jefferson Parish, Jefferson RISE follows Jefferson Parish Schools policy in regards to work permits. It is the policy of Jefferson Parish Schools to require minors in Jefferson Parish between the ages of fourteen (14) and seventeen (17) to obtain permits prior to becoming employed. For more information on work permits, please see the Front Desk.

Student Fees

Jefferson RISE does not charge fees as a condition of or requirement before enrolling in the school. Jefferson RISE does charge fees for specific items, events, or activities that are applicable to the student enrolled. Any fee not authorized under this policy shall be prohibited. Failure to pay any required fee shall not result in the withholding of a student’s education record. All fees listed below may be paid by cash, check, or money order and shall be collected by the Front Office Manager.

Activity or Item:	Fee:
Passbook	\$5
Bus Pass	\$1
IDs	\$5
MS Polo	\$12
HS Polo	\$12
Gym Shirts	\$7
Sweatshirts	\$15

Athletic (Sports team)	Price varies by sport
Field Trips/events	Price varies

Economic Hardship Waivers

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria which shall include, but not be limited to the following, relative to the student or his/her family:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families,
2. Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
3. Is in foster care or is caring for children in foster care.
4. Is homeless.
5. Is serving in, or within the previous year has served in, active military service.
6. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program
7. Is an emancipated minor

A written request for a waiver of fees shall be submitted to the head of School or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the Head of School for a waiver be denied, a written appeal may be made to the Chair of the Jefferson RISE Board of Directors or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal. All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential. All records associated with a fee waiver request due to economic hardship shall not constitute a public record, but may be audited to ensure compliance with Jefferson RISE policy. A student's personally identifiable information associated with such a waiver request shall not be made public.

Section 2: Culture and Discipline

Athletics

Athletic events provide entertainment, social interaction, and the development of school pride. The following rules and conduct are for the benefit of the participants and spectators and their pleasure and comfort. The following code of conduct will be expected from all persons in attendance at all athletic events:

The qualities of good sportsmanship shall be exhibited by all spectators and participants at all athletic events. All participants and spectators at all athletic events shall maintain the qualities of self-control at all times, especially during the playing of the National Anthem and the Alma Mater of the respective schools.

Jefferson RISE's athletics program is governed by the Louisiana High School Athletic Association (LHSAA) and will follow all rules and regulations in accordance with LHSAA policy for athletic events and competitions.

While in attendance at any athletic event, all spectators and participants will be expected to refrain from the following:

- using or possessing unlawful drugs or articles which may be injurious to self or others
- consuming, possessing, or being under the influence of any alcoholic beverage
- using or displaying obscenities
- damaging public or private property
- entering restricted areas without proper authorization
- loitering in entrances, exits, dressing rooms, press box, etc.
- fighting
- throwing objects
- any other act of harassing spectators, participants, and game officials

Academics

- All participants must maintain a 2.0 GPA during the season to be eligible for participation
- GPA checks will be done on a weekly basis before competition
- Any students receiving a letter grade below a C in any class will be asked to attend after school tutoring

Behavior

- All participants must meet the behavior guidelines set by Jefferson RISE (see Section 2: Culture and Discipline > Discipline > Code of Conduct)
- Students serving a suspension during the week of competition will not be eligible to participate

Attendance

- A student must be present at school a minimum of four (4) hours on the day of the game/event in order to participate unless excused by a written doctor's note
- A student must be present at school on Friday in order to participate in a weekend game/event in order to participate unless excused by a written doctor's note

Backpacks and Other Bags

In order to keep all students and staff safe, the following policies apply to backpacks and other bags, purses, fanny packets, etc.:

- Bag must be either clear or mesh material due to safety precautions
- Students should remove all relevant materials for class prior to class beginning
- Under no circumstances should students go in their backpack during class without prior permission from the teacher
- In the classroom:
 - Middle School - Backpacks are placed in back of classroom, small pencil pouch can go in their desk
 - High School - Backpacks must be placed either under the student chair or on the back of the chair
- Large purses, handbags, fannie packs, drawstring bags, etc. will NOT be permitted
- Students are permitted to have a clutch purse or pencil pouch
 - Not to exceed six (6) inches in length
 - Must have only one concealed compartment
 - Must NOT have a strap

Confiscation of Items

- Any items not in accordance with Jefferson RISE policy may be confiscated
- Any item confiscated from a student by a staff member MUST be accompanied by a written referral
- The confiscated item must be given in-hand to the Director of Culture for safekeeping
- See Section 1: Operations and Services > Safety and Security for more information on student searches and privacy

Transportation and Buses

Buses

Participation in bus transportation is a privilege. All school rules apply on the bus - all of the expectations outlined in the Jefferson RISE Code of Conduct apply to school bus transportation. Students who take the school bus are expected to act responsibly and respectfully at all times. Additional rules, as outlined below, also apply to the bus.

- Students may be given assigned seats. If assigned, students are expected to sit in and stay in these seats unless given express permission by the driver or school staff member
- A school staff member will meet the bus every day. No student will exit the bus before the administrator checks with the driver
- Students will not put hands out of the bus, throw things, use bad language, or disobey the bus driver

Students who violate bus rules will lose bus privileges:

- One (1) Infraction: Loss of bus privileges for one day
- Two (2) Infractions: Loss of bus privileges for one week
- Three (3) Infractions: Loss of bus privileges for one month
- Four (4) Infractions: Loss of bus privileges for the remainder of the school year

The student may also receive additional consequences as outlined in the Code of Conduct including detentions, suspensions, etc. Discipline for special education students can be found as Attachment A.

Serious behavior (i.e. fighting) infractions will result in an immediate loss of bus privileges for the remainder of the semester or a five (5) month period, whichever is longer. If there are less than five (5) months left in the school year, the Discipline Committee will determine the length of the bus suspension. The decision will be, at

minimum, the remainder of the school year with possible suspension continuing for the following year, not to exceed the previously stated five (5) month period (which excludes summer months).

Families are expected to reinforce the importance of proper bus behavior and the potential consequences for poor behavior. Should a student lose bus privileges, that student and his/her family are responsible for arranging alternative transportation.

Bus Suspension Appeals

Any parent/guardian of a suspended student shall have the right to appeal a suspension to the Head of School or designee.

1. To appeal a suspension, the parent/guardian must submit a written statement of appeal request within five (5) school days after the beginning date of the suspension to the Head of School.
2. The Head of School or designee will conduct a hearing to review the suspension and make a decision.
3. The decision of the Head of School or designee shall be final.
4. Parents/guardians of a student with disabilities who disagree with any long-term removal for disciplinary reasons have the right to request a due process hearing.

Alternative Transportation

In order to use an alternative mode of transportation to and from school or any off campus program that is not provided by the school, the student must have sign consent from their parent/legal guardian excusing the student from using school transportation and allowing them to use an alternative form of transportation to and from the school or any off campus program site.

Parental consent can be given by completing the Student Transportation Authorization form (this form).

Students using an alternative form of transportation:

- Must arrive at school, park, and be in the school building by 7:30 a.m.
- Be present in class within 15 minutes of the period beginning

Failure to arrive by above times will result in the student being considered tardy.

- Parent/guardian will be notified by the school of student's tardy
- Parent/guardian must complete a tardy approval form within 30 minutes of the notification. (RISE does not require a parent to come to the building to complete form)
- Failure to complete the form will result in the student being subject to disciplinary action up to and including out-of-school suspension.

Student Driver

Student drivers must abide by the guidelines set in the Jefferson RISE Student Parking Permit Application. Application must be completed and approved by the school prior to student driving to and parking on campus.

Rideshare

Any student being dismissed from school via a rideshare service (taxi, Uber, Lyft) will be permitted to ONLY if:

- Communicated to frontdesk@jeffersonrise.org by parent/guardian
- Parent/Guardian must include written consent releasing school of liability for releasing the student to a third party

Students meeting those requirements utilizing a rideshare service will be dismissed with walkers. Rideshare pickups are prohibited to pick students up from the car line or on Jefferson RISE property.

Cell Phones and Other Electronic Devices

Cell phones must remain turned off (not vibrate or silent) inside a student's backpack at all times. Any visible cell phone (including in a pocket) will be considered a disciplinary infraction. Students can use cell phones while waiting to be picked up outside the building; however, they cannot be used inside the building during the school day. A cell phone can be used during afterschool programming if given permission by the coach or staff member. Any cell phone use while inside the RISE building (before or after school) must be authorized by the Head of School.

If a student violates the cell phone and other electronic devices, the following may occur:

- Device Confiscation - the staff member will confiscate the device and place in the hands of the Director of Culture (if the Director of Culture is not present, the device can be turned over to the Chief of Staff or Head of School); failure to give the device to a RISE staff member when requested is considered a serious offense and will add to the severity of the consequence
- Referral to the Culture Team - upon confiscation of the device, the staff member will immediately write the referral
- Consequences According to the Code of Conduct - depending on the referral, the Culture Team will determine appropriate consequences
- Device Pick-Up - the device must be picked up by a parent or guardian (no siblings, family friends, etc.)

If a parent/guardian needs to reach a student at any time, they should call the Front Desk (504)233-9163.

Students shall be personally and solely responsible for the security of their cell phone and/or other electronic devices. Jefferson RISE shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized calls made on a cell phone

The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. Jefferson RISE may collect such devices before students are administered an assessment. (The electronic device will be returned to the student after the assessment has concluded.) If a student is found in possession of an electronic device during an assessment, the assessment may cease, the device will be confiscated, and the student's assessment may be invalidated. Additional disciplinary action may be taken.

No person, including students, shall be prohibited from using or operating any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone service, intercom, or electro-mechanical paging system or beeper, in the event of an emergency. "Emergency" means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

Communication

Effective communication is essential for success. When parents/guardians have a question, want more information, or need clarification of a situation concerning classroom matters, academic or social concerns, their child's classroom/homeroom teacher should be the first point of contact.

To see a particular teacher, parents/guardians should schedule an appointment in advance, so the teacher can bring any necessary materials and arrange for a time to adequately discuss the matter.

The most efficient way to make an appointment with a teacher is to email the teacher directly. Please allow up to 2 work days for a response.

All communication between employees and students must be appropriate and in accordance with state law. Employees may not communicate with, entertain, socialize with, or spend an excessive amount of time with

students in a way that might reasonably create the impression to other students, parents, or the public that an improper relationship exists. All electronic communication between an employee and a student must be related to the educational services provided to the student and delivered by means provided or made available by Jefferson RISE for this purpose. Approved electronic communication methods include school issued email (not personal email), school-sponsored teacher websites, and school websites, school-provided phones, and other electronic communication approved by Jefferson RISE. At no time shall any Jefferson RISE staff or employee communicate (this includes accepting a student as a “friend”) with a student via any social media platform.

For further information on other concerns see Section 2: Culture and Discipline > Parent/Guardian Concern

Community Service

Jefferson RISE offers several Community Service opportunities. For high school students, authorized by Act 295 of the 2012 Regular Session of the Legislature and beginning with freshmen entering school year 2013-14 and beyond, local education agencies (LEAs) may award a Community Service Diploma Endorsement to students completing a minimum number of documented, approved community service hours by graduation as outlined below.

Grade	Minimum Hours
9	10
10	20
11	25
12	25
Total Hours	80

A student who (1) transfers into a participating LEA after the 9th grade or (2) graduates early may receive a community service endorsement if that student:

- Meets the minimum requirements for each year, and
- Completes a total of 80 community service hours by graduation

High School students must track their hours on the state template.

Middle schoolers can opt to volunteer, but there is no requirement to volunteer.

For questions regarding Community Service, please contact the Director of Culture and Operations.

Network and Internet Access

Jefferson RISE recognizes the role of educational technologies in stimulating innovative approaches to teaching and learning. Use of network resources and the Internet is for educational purposes only. Adherence to policies and guidelines will be required in order for students to continue access to Jefferson RISE’s technological resources.

Any student use of the JR’s network must be for educational purposes. The School network policy applies to the online environment whether the student is on campus or working remotely. The School’s network is owned by JR and subject to search by JR personnel, representatives, and agents. Cyberbullying is strictly prohibited.

Students must:

- a. Login and use network resources only with their student account.
- b. Logoff and close applications immediately after completing work to prevent unauthorized use of the user ID.
- c. Not use email, chat rooms, net meeting rooms, and other forms of direct electronic communication including instant messaging systems for use outside of school-related matters.. School system rules prohibiting bullying, indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language apply to all forms of electronic communications.
- d. Not distribute private information about themselves or others.
- e. Not send spam, chain letters, or other mass unsolicited mailings.
- f. Not view, use, or copy passwords to which they are not authorized.
- g. Use Internet search engines and/or other Internet tools only under the direction and supervision of teachers.
- h. Observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher and/or librarian.
- i. Not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works, including, but not limited to, music, games, and movies.
- j. Not intentionally access, transmit, copy, or create any materials or visual depictions on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors.
- k. Not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
- l. Not download and install any file sharing program that bypasses the district filtering device.
- m. Not use technology resources to further other acts that are criminal or violate the school or district code of conduct.
- n. Not make any purchase on the Internet while using school equipment or Internet service.
- o. Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher. The Board does not condone any illegal or inappropriate activities and will not be responsible for such use by students. The Board does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason.
- p. All JR rules apply to the Internet the same as they do in the classroom, elsewhere on school grounds or school functions.

Any violation of this policy may result in the loss of access to the Internet through the JR network. Additional disciplinary action for students will be determined in accordance with existing rules and procedures of the student code of conduct.

JR recognizes that changes in technologies and local, state, and federal laws may from time to time require adjustments to policies and guidelines governing technology usage in the District and hereby authorizes the Superintendent or designee(s) to make such adjustments as deemed necessary.

Discipline

Jefferson RISE students will abide by a strict Code of Conduct based on the philosophy that classroom respect and order are essential for academic progress, that students benefit from the explicit teaching of acceptable behavior, and that having immediate and clear consequences for seemingly minor infractions significantly reduces the likelihood that major infractions will not take place. Students, parents, teachers, and the Head of School will sign the Family and School Statement of Commitment, which demonstrates knowledge of the Code

of Conduct. The purpose of the Code of Conduct is to bring absolute clarity to the expectations and consequences of student behavior so that misunderstanding is never the reason for student misbehavior.

Students who do not meet the school community’s clearly defined standard for reasonable and acceptable behavior will not be permitted to disrupt the education of others. We believe that choices come with consequences – good and bad. Our goal is to teach students acceptable behaviors and hold them accountable. RISE focuses on evidence-based interventions and supports and prioritizes interventions in class and in school over out-of-school disciplinary measures.

Positive Behavior Intervention Supports (PBIS)

PBIS is a research-based framework that can help schools design, implement, and evaluate their approach to school discipline. PBIS uses a three-tiered approach to preventing and intervening in problem behavior.

- Tier 1 focuses on supports for all students in the classroom and school-wide to prevent problem behavior
- Tier 2 focuses on “specialized” supports tailored to target groups of students who engage in misbehavior
- Tier 3 provides highly individualized responses for those students who continue to face disciplinary problems despite the presence of Tier 1 and 2 supports

PBIS is meant to work collaboratively with specific practices such as restorative justice practices to promote positive behavior in classrooms and on school campuses.

PBIS is a system designed to help Jefferson RISE use data to design school-wide and individual student interventions. The three primary elements of PBIS are:

- An efficient system for gathering information
- A systematic approach for behavior tracking and report generation
- A practical process for using information for decision making

These three elements give school personnel the capability to evaluate individual student behavior, the behavior of groups of students, behaviors occurring in specific settings, and behaviors occurring during specific time periods of the school day. PBIS reports indicate times and/or locations prone to elicit problem behaviors and allow teachers and administrators to shape school-wide environments to maximize students’ academic and social achievement.

Infractions, Responses, and Consequences

Type	Infractions	Response to Behavior	Potential Consequences
<p>Class 1 Minor</p>	<ul style="list-style-type: none"> ● Horseplay or running in the hall/class ● Throwing objects ● Out of assigned seat/table/area ● Inappropriate items in class ● Non-compliance with teacher or staff requests (i.e., refusal to participate in class) ● Unexcused tardiness to class ● Any class disruption or unacceptable behavior on school grounds including school buses and public transport 	<ul style="list-style-type: none"> ● Teacher addresses behavior ● Teacher issues consequences ● Documentation into Schoolrunner ● Repeated offenses result in a discipline referral 	<ul style="list-style-type: none"> ● Lunch Detention ● Teacher-Student Conference ● Afterschool Detention ● Parent Call or Conference ● Saturday Detention

	<ul style="list-style-type: none"> Any other infraction the Jefferson RISE deems to be similar in severity to other Class 1 infractions 		
Class 2 Moderate	<ul style="list-style-type: none"> Profanity Fighting Sexual Misconduct Use or possession of tobacco and any accompanying products (ex: lighter) Possession of fireworks Coming to school under the influence of drugs or alcohol Stealing/possession of stolen property Vandalism Bullying Extreme threats of bodily harm Inappropriate behavior Assault Truancy Any habitual Class I behavior or other unacceptable behavior on school grounds, including school buses and public transport Any other infraction the Principal deems to be similar in severity to other Class II infractions 	<ul style="list-style-type: none"> Immediate alert sent by staff to the Culture Team Staff member submits a detailed discipline referral Parent/guardian notification Infractions are investigated and dealt with swiftly and justly by the Culture Team May include notification of proper authorities 	<ul style="list-style-type: none"> In-School Suspension Out-of-School Suspension
Class 3 Major	<ul style="list-style-type: none"> Possession or distribution of a firearm, meaning any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive. Possession or distribution of a knife (the blade of which equals or exceeds two and a half inches in length) Possession or distribution of another dangerous instrument Possession or distribution of any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form (including any student who distributes, sells, gives, or loans one of these substances) Any action or activity that may be deemed as criminal in accordance with Louisiana State Law 	<ul style="list-style-type: none"> Immediate alert sent by staff to the Culture Team Staff member submits a detailed discipline referral Parent/guardian notification Infractions are investigated and dealt with swiftly and justly by the Culture Team May include notification of proper authorities 	<ul style="list-style-type: none"> Out-of-School Suspension Expulsion

Code of Conduct

In accordance with the Louisiana Department of Education Student Code of Conduct, Jefferson RISE acknowledges that every teacher and other school employee shall endeavor to hold every student accountable for any disorderly conduct in school or off-site during any school-related functions. Each teacher and/or administrator may take disciplinary action to correct a student who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another student, who engages in bullying, who violates school rules, or who interferes with an orderly education process.

Disciplinary action may include but is not limited to:

- Oral or written reprimands
- Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management
- Written notification to parents of disruptive or unacceptable behavior
- Other disciplinary measures approved by the Head of School and in compliance with school board policy

Pursuant to La. R.S. 17:416(A)(1)(a), Jefferson RISE endeavors to address student behavior with a focus on evidence-based interventions and supports and prioritizes classroom and school-based interventions in lieu of disciplinary removals in order to minimize the loss of instruction time. However, when a student's behavior prevents the orderly instruction of other students or poses an immediate threat to the safety or physical well-being of any student or teacher, when a student violates the school's code of conduct, the teacher may have the student immediately removed from his classroom and placed in the custody of a member of the culture team.

The student will be advised by the culture team of the particular behavior in which he/she is accused of as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The culture team then shall collaborate to determine the appropriate course of action.

The culture team may provide oral or written feedback to teachers on the written referral. The Director of Culture may provide guidance and support on practicing effective classroom management to the teacher including but not limited to positive behavior supports.

When a student's behavior results in a suspension, Jefferson RISE requires that the parent or legal guardian of the student have a conference with the Director of Culture before the student is readmitted. Such a conference may be in person or by telephone or other virtual means. Written notice of the conference will be provided to the parent upon the removal.

Students are expected to:

- Demonstrate respect for self and others
- Behave in a responsible manner
- Attend class regularly
- Be prepared for class
- Take academics seriously
- Dress appropriately
- Cooperate with school staff
- Respect property of school, students, and staff
- Avoid violation of the student code of conduct

Consequences for Violation of Code of Conduct

In-School Suspension (ISS)

In-School Suspension is the removal of a student from their normal classroom setting but maintaining them under supervision within the school. In cases as described in the discipline plan, students committing Class I or II infractions may be assigned to In-School Suspension. Students who are assigned an ISS will remain actively engaged in learning as they will work with assigned staff to complete their academic requirements for the duration of their visit. This option is the preferred method of dealing with cases in which a student's behavior disrupts the learning opportunities of peers. Moreover, students reflect on the situation, in writing, and determine the appropriateness of their behaviors. This process allows the student time to think about his/her actions, and is an instrumental step in teaching all students responsibility and accountability. Students must meet with the Director of Culture or designee before returning to the normal educational program.

Behaviors that warrant ISS include but are not limited to:

- Low-level disrespect to staff or peer
- Low-level forging, cheating, plagiarism, or dishonesty
- Repeated disruptions of a similar nature
- Communication with a student who is also serving an In-School Suspension
- Being removed from class because of behavior more than three (3) times in a week

Procedure for ISS:

1. If a student is assigned ISS, s/he will be notified by staff in writing the day before the ISS and the parent/guardian will be notified by phone call
2. The student must return the next day with the ISS notification signed by a parent/guardian
3. On the morning of the ISS, student checks in with a member of the Culture Team
4. The student will be escorted to obtain classwork, or a member of the Culture Team will collect assignments
5. The student must complete all class assignments and homework given for the day. The student shall receive credit for those completed assignments.
6. Once class assignments are completed, the student will complete a character class assignment to reflect upon actions
7. Student must follow all ISS rules, including:
 - a. No communication with any students throughout the day, including during breaks and lunch, except when specifically instructed
 - b. No attendance at reward events including field trips, dances, etc.
8. If student does not attend the entire day of ISS, does not complete all assignments, or does not attend ISS that day due to absence, the student will be assigned an additional day of ISS; repeated non-completion of ISS may result in OSS and/or additional consequences
9. Once the student completes all assigned days of ISS, the student will have a re-entry meeting with the Director of Culture that may include his/her parent/guardian
10. If required, student will present a letter of apology to the appropriate student or staff member
11. Student will, if suspended two or more times, submit a reasonable plan for improvement
12. Additional conditions may be assigned as indicated by the Head of School, Chief of Staff, or Director of Culture and Operations

Out-of-School Suspension (OSS) and Expulsion

"Out-of-school suspension" means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities. In cases as described in the discipline plan, students committing Class II or III infractions may be assigned to OSS. The process for OSS, in which the student is not allowed to attend school for a designated period of time, will follow the due process procedures outlined below.

All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion.

Infractions that may warrant OSS include, but are not limited to:

- Gross disrespect (including bullying and harassment)
- Fighting, causing physical harm
- Damaging, destroying, or stealing personal or school property
- Disrupting ISS with misbehavior
- Using abusive, vulgar or profane language
- Making verbal or physical threats, empty or otherwise
- Setting off false alarms
- Gambling
- Forgery, plagiarism, dishonesty, or cheating
- Lying
- Leaving school grounds without permission
- Repeated offenses for which the student has already earned ISS

Expulsion is defined as a removal from all regular school settings for a period of not less than one school semester. Any student, after being suspended for committing an expellable offense, may be expelled upon recommendation by the Head of School.

The Head of School may immediately suspend and recommend for expulsion if a student is found carrying or possessing:

- A firearm, meaning any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.
- A knife (the blade of which equals or exceeds two and a half inches in length)
- Another dangerous instrument
- Any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form (including any student who distributes, sells, gives, or loans one of these substances)

The conviction of any student for a felony or the incarceration of any student in a juvenile institution for an act which, had it been committed by an adult, would have constituted a felony may be cause for direct expulsion of the student for a period of time as determined by the Head of School. The expulsion shall require the vote of two-thirds of the elected members of the Board. Registration and school placement of students convicted of a felony or returning from incarceration will be reviewed by the Head of School in a conference with parents. The conviction of any student of a felony or the incarceration of any student in a juvenile institution may be sufficient cause for the Head of School to refuse admission of said student except upon review and approval of a majority of the elected members of BESE if and when a request for admission is made.

Infractions that may warrant Expulsion include, but are not limited to:

- Possessing, distributing, selling, giving away, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body¹;

¹ This provision does not apply to any student possessing any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law that has been obtained directly or pursuant to a valid prescription or order from a licensed physician medical provider. However, such the student shall carry evidence of that the prescription or physician's medical provider's order on his person at all times when in possession or any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

- Carrying, possessing, or using a firearm, knife with a blade of two and half inches or longer, or any other instrument of which the purpose is lethal force;
- Sexual assault and other sexual acts where the ability of one party to consent is compromised by age, intellectual ability, intoxication, or incapacitation;
- Intentional battery or assault on any individual using a weapon, or which causes serious, documentable injury that necessitates medical care;
- Engaging in an intentional physical altercation with a member of the school staff that does not rise to the level of battery, does not involve using a weapon, and does not result in serious, documentable injury necessitating medical care;
- Possession or use of any implement/substance with the ability to seriously harm another person;
- Robbery of an individual on school property or at any activity over which the school has jurisdiction;
- Engaging in consensual sexual acts on school property or at any school-sponsored activity;
- Well-documented and on-going commission of serious acts that threaten the safety of others;
- Sharing sexually explicit material, including through the use of an electronic device; and
- Theft of school property or the personal property of individuals on school property or at any activity over which the school has jurisdiction.

Procedure for OSS and/or Expulsion:

The process for OSS and/or expulsion, in which the student is not allowed to attend school for a designated period of time, will follow the due process procedures outlined below. All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion.

1. The school will conduct a student conference and school-level investigation within a 24-hour period led by the Director of Culture.
2. Prior to any suspension or recommendation for expulsion, the Director of Culture will inform the student of the “particular” misconduct of which s/he is accused and the basis for the accusation.
3. Prior to any suspension or recommendation for expulsion, the Director of Culture will give the student an opportunity to present his/her version of the incident. The Director of Culture may call witnesses requested by the student. The Director of Culture shall make a reasonable effort to reach a fair determination of the incident before making any recommendation.
4. The Director of Culture will make a recommendation of suspension or expulsion.

If the Director of Culture recommends OSS:

5. The Director of Culture will request approval for a suspension, which must be granted by written signature.
 - a. Any suspension less than or equal to three (3) days - Chief of Staff OR Head of School signature required
 - b. Any suspension greater than three (3) days - Chief of Staff AND Head of School signatures required
 - c. Any suspension of a student with a 504 or IEP - Director of Special Education and Student Supports signature required in addition to other signatures
 - d. Any suspension that puts a student out of school for more than ten (10) days in a school year - Chief of Staff AND Head of School signature required (ex: if a student was previously suspended for a total of nine days and now has earned a two-day suspension, both signatures would be required)
6. The school will contact the parent/guardian by telephone giving notice of the suspension, the reason for the suspension, and the date and time of a re-entry meeting with the Director of Culture. This re-entry is required for the readmission of the student.
7. The Director of Culture will determine if a student must remain at school until s/he is released into the care of a parent/guardian or if the student can take normal transportation home. A suspended student will not be allowed to return to school or take the bus until after the re-entry meeting. In extraordinary

circumstances, the Head of School is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.

8. Upon the end of the days of suspension, the parent/guardian and student must attend the scheduled re-entry meeting with the Director of Culture. Such a conference may be in person or by telephone or other virtual means. Written notice of the conference will be provided to the parent upon the removal. If the parent/guardian fails to attend the required re-entry meeting, the truancy laws shall become effective.
9. The student will make up all work in accordance with the school makeup policy. The student shall be granted the same credit originally available for any make-up work.
10. Any parent/guardian of a suspended student shall have the right to appeal a suspension to the Jefferson RISE Board of Directors. This decision will be final.
 - a. To appeal a suspension, the parent/guardian must submit a written statement of appeal request within five (5) school days after the beginning date of the suspension to the Head of School.
 - b. After formal notification of the request, the Head of School will notify the Jefferson RISE Board of Directors within one (1) business day.
 - c. The Jefferson RISE Board of Directors will conduct a hearing to review the suspension and make a decision based on the merits of the case.
 - d. The decision of the Jefferson RISE Board of Directors shall be final.
11. Parents/guardians of a student with disabilities who disagree with any long-term removal for disciplinary reasons have the right to request a due process hearing.
12. If a student is suspended for a second time within one school year, the Head of School or their designee may require that a counseling session be held with the parent and the student by the school counselor or between the parent, student, and all of the student's teachers and relevant administrators if no counselor is available.

If the Director of Culture recommends Expulsion:

1. The Head of School will review the case and either overturn the expulsion recommendation (see suspension procedures) or make a final recommendation for expulsion. The student will be suspended pending an expulsion hearing. Procedures for suspensions will be followed.
 - a. The school will contact the parent/guardian by telephone and by email or paper copy, giving notice of the recommendation for expulsion, the reason for the recommendation for expulsion, the date and time of a hearing to determine whether the student will be expelled, and advisement of the student and parent's rights.
 - b. The student will remain in school until s/he is released into the care of a parent/guardian. The student will not be allowed to walk or take the bus home. In extraordinary circumstances, the Head of School is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.
 - c. A hearing will be conducted by the Head of School or designee within fifteen (15) school days of the incident.
 - d. Until a hearing takes place, the student shall remain suspended from the school with access to classwork and the opportunity to earn academic credit.
 - e. A determination of whether to expel the student will be made by the Head of School or designee.
 - f. The Head of School, teacher, and/or student may be represented by someone of their choice at the expulsion hearing.
 - g. The parent/guardian of the student, within five (5) days after the decision to expel the student has been rendered, may request the Jefferson RISE Board of Directors review the findings of the Head of School or designee. Otherwise, the decision of the Head of School or designee shall be final. The parent shall have the right of review even if the recommendation for expulsion is reduced to a suspension.
 - i. To appeal an expulsion the parent/guardian must submit a written statement of appeal request to the Head of School and Jefferson RISE Board of Directors within fifteen (15) school days after the recommendation for expulsion.

- ii. The time for the hearing will be set by the Board. After formal notification of the request and after reviewing the findings of the Head of School or designee, the Board may affirm, modify, or reverse the action previously taken. A written notice of the hearing will be provided to the student and parent or legal guardian and they will be advised of their rights
- iii. Until the hearing the student shall remain suspended with access to classwork and the opportunity to earn the same academic credit as was originally assigned
- iv. If the Board upholds the decision of the Head of School or designee, the parent/guardian may within ten (10) days appeal to the 24th Judicial District Court under RS 17:416. The court may reverse the ruling of the Board. The parent shall have the right of review even if the recommendation for expulsion is reduced to a suspension.

Discipline in the Virtual Setting

For the purposes of this Section, "virtual instruction" means instruction provided to a student through an electronic delivery medium including but not limited to electronic learning platforms that connect to a student in a remote location to classroom instruction. At this time Jefferson RISE follows and incorporates the Jefferson Parish Public School Board's virtual instruction discipline policy, but reserves the right to develop additional rules or policies should the school return to virtual instruction. Any provisions related to mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home

Special Education Rights of Students and Discipline of Students with an Exceptionality

Notice of Rights for Students with Disabilities

Jefferson RISE prohibits discrimination on the basis of disability in its programs, services and activities and makes reasonable efforts to identify and locate students with disabilities residing within its jurisdiction. Qualified students with disabilities under Section 504 are provided equal access to the School System's programs and services and the opportunity to receive a free appropriate public education as may be necessary to meet individual student needs.

Like students with disabilities under the Individual Disability Education Act, students eligible under Section 504 may not be suspended or expelled for more than ten (10) school days in a school year for misconduct that is a manifestation of the student's disability. If the school system is considering a change in placement for a Section 504-eligible student, the School District must convene a group of knowledgeable people who meet the Section 504 requirements to conduct a re-evaluation and manifestation determination to decide whether the misconduct at issue is a manifestation of the student's disability. The School Building Level Committee (SBLC)/Section 504 Committee is established to satisfy these requirements. **Assistance is available from the Section 504 Coordinator, Andrew McBride (Director of Student Supports), amcbride@jeffersonrise.org.**

If the student's misconduct is determined to be a manifestation of his/her disability, the SBLC/Section 504 Committee shall meet to consider a functional behavioral assessment and interventions to address the behavior.

If the student's misconduct is determined not to be a manifestation of his/her disability, the student may be disciplined like a student without a disability, except that the student must continue to have access to the general curriculum and other services identified in the student's Section 504 Plan and must receive behavioral intervention services and modifications to address the behavior.

Inquiries, concerns, requests for additional information and assistance should be directed to the Section 504 Coordinator, Andrew McBride (Director of Student Supports), amcbride@jeffersonrise.org.

Suspensions and expulsions of a student with disabilities shall be handled in accordance with the requirements of state and federal laws and regulations applicable to such students. Copies of such laws and regulations may be obtained from Jefferson RISE upon request or at the email address provided below. **The Director of Special Education, Heather McBride, may be reached at hmcbride@jeffersonrise.org.**

For more information regarding the rights of students with disabilities please visit:

<https://www.louisianabelieves.com/docs/default-source/academics/louisiana's-educational-rights-of-children-with-disabilities.pdf?sfvrsn=12>

Bullying

Bullying Policy

Jefferson RISE Charter School believes that all students have a right to a safe and healthy school environment. All Jefferson RISE Charter School employees have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. A student shall not bully or intimidate any student through words or actions. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy. Jefferson RISE Charter School strictly prohibits bullying and/or harassment, as defined herein. The Board of Directors shall take reasonable steps to end bullying/harassment, to prevent its recurrence and to prevent retaliation against any individual who reports allegations of bullying/harassment or cooperates in the investigation of an alleged violation of this policy. This policy applies to students on school grounds, while traveling to and from school, or a school-sponsored activity, and during school-sponsored events. 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.

Bullying/Harassment Definition

Bullying/harassment may take many forms, including, but not limited to:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communication, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumor;
- electronic communication including but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or another electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities;

Bullying/harassment need not include intent to harm, be directed at a specific target, or involve repeated incidents. Bullying/harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. When bullying or harassment is based on race, religion, gender, age, national origin, color, disability, genetics, marital status, or sexual orientation, such conduct violates the victim's civil rights and District anti-discrimination policy

Bullying/Harassment Complaint Procedures

All students and/or staff shall immediately report incidents of bullying, harassment, or intimidation to the Director of Culture or a RISE staff member. Students, parents/guardians, and other school personnel may report incidents of bullying to an administrator, teacher, counselor, or another staff member orally or in writing.

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.

1. Investigation: Upon receipt of any report of bullying, the school will direct an immediate investigation of the incident. The investigation will begin no later the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten (10) school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.
2. Notification: Parents or legal guardians of the victim, witness(es), and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.
3. Discipline: Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum; disciplinary action or counseling.
4. Follow Up: Complainants will be promptly notified of the findings of the investigation and the remedial action taken.
5. Documentation: Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

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 Head of School, the student or the parent of the student should contact the Jefferson RISE Board of Directors at board@jeffersonrise.org.

Jefferson RISE prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Bullying Consequences

Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.

Consequences for a student found guilty of bullying include but are not limited to:

- Loss of a privilege
- Character class
- 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.

Dating Violence

Teen Dating Violence

Teen Dating Violence is defined as the physical, sexual, psychological, or emotional violence within a dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner. Several different words are used to describe teen dating violence.

Below are just a few.

- Relationship abuse
- Intimate partner violence
- Relationship violence
- Dating abuse
- Domestic abuse
- Domestic violence

Warning Signs:

These warning signs do not mean a relationship will definitely turn violent. However, if you notice several of them in your relationship or partner, you may need to re-evaluate your dating relationship. These warning signs include:

- Excessive jealousy
- Constantly checking in with you or making you check in with him or her
- Attempts to isolate you from friends and family
- Insulting or putting down people you care about
- Is too serious about the relationship too quickly
- Has had a lot of bad prior relationships, and blames all of the problems on the previous partners
- Is very controlling, which may include giving you orders, telling you what to wear and trying to make all of the decisions for you
- Blames you when he or she treats you badly by telling you all of the ways you provoked him or her
- Does not take responsibility for own actions
- Has an explosive temper
- Pressures you into sexual activity you are not comfortable with
- Checking cell phones, emails or social networks without permission

Reporting Teen Dating Violence:

All allegations of teen dating violence shall be reported to school administrators, school counselor, school nurse or other faculty members. Any student complaint process will be forwarded to the Director of Culture and Operations for full investigation. Once an allegation is initiated and a confidential file is started the parent/legal guardian will be contacted of both the victim and the perpetrator.

Corporal Punishment

Corporal Punishment Policy: Corporal punishment in any form is prohibited at Jefferson RISE. The Board does not authorize or condone the use of corporal punishment by any administrator, teacher, or other employee as a means of maintaining order, discipline, or for any reason of the students in its schools. Corporal punishment does not include the use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student. See. La. R.S. 17:416.1.

Hazing

Hazing Policy

Jefferson RISE is committed to ensuring that our school is a safe, positive learning environment for all students. No form of hazing will be permitted or tolerated for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity. All staff members will take reasonable measures to prevent any acts of hazing. All students and employees are responsible to immediately report any acts of hazing to the Director of Culture or a RISE employee.

Hazing Definition

According to RS §17:183, "hazing" means any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop.

Hazing Complaint Procedures

All students and/or staff shall immediately report incidents of hazing to the Director of Culture or a RISE staff member. Students, parents/guardians, and other school personnel may report incidents of hazing to an administrator, teacher, counselor, or another staff member orally or in writing.

School staff members are expected to immediately intervene when they see a hazing incident occur. Each complaint of hazing 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. Hazing will not be tolerated. Disciplinary action will be taken following each confirmed incident of hazing.

1. Investigation: Upon receipt of any report of hazing, the school will direct an immediate investigation of the incident. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the hazing incident will be reviewed, if available.
2. Notification: Parents or legal guardians of the victim, witness(es), and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.
3. Discipline: Upon confirming that hazing has occurred, the accused student will be charged with hazing and will receive age-appropriate consequences which shall include, at minimum; disciplinary action or counseling.
4. Follow Up: Complainants will be promptly notified of the findings of the investigation and the remedial action taken.
5. Documentation: Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

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 Head of School, the student or the parent of the student should contact the Jefferson RISE Board of Directors at board@jeffersonrise.org.

Jefferson RISE prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Restraint and Seclusion Policy

This section provides procedures/guidance for the use, reporting, documentation and oversight of seclusion and restraint within Jefferson RISE following issuance of regulations by the Board of Elementary and Secondary Education (BESE), Louisiana Department of Education (LDE). These procedures specifically address the statutory requirements of La.R.S. 17:416.21 (Louisiana Act 328 of 2011) and revised Louisiana Bulletin 1706 regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools. It is understood that this procedural/guidance document in no way constitutes the totality of interventions and strategies that may be used by Jefferson RISE and its personnel in addressing the educational and social-emotional needs of students with exceptionalities.

Definitions

Definitions of terms as provided by the Louisiana Legislature in Act 328 which governs seclusion and restraint of students with exceptionalities:

“Emergency” – A sudden, generally unexpected set of circumstances that require immediate action.

“Imminent risk of harm” – An immediate and impending threat of a person causing substantial physical injury to self or others. The risk is “imminent” if it is likely to occur within a matter of moments.

“Mechanical Restraint” – The application of any device or object used to limit a person's movement.

Does NOT include:

- A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider.
- Any device used by a duly licensed law enforcement officer in the execution of his official duties.

“Physical Escort” – Touching or holding a student with or without the use of force for the purpose of directing the student to a new location. Physical escort does not include the unforced holding of a student's hand or other physical prompts for the purpose of safely guiding the student from one task to another or directing the student in and educational activity.

“Physical Restraint” – Bodily force used to limit a person's movement.

Does NOT include:

- Consensual, solicited, or unintentional contact.
- Holding of a student, by a school employee, for less than five minutes in any given hour or class period for the protection of the student or others.
- Holding of a student, by a school employee, for the purpose of calming or comforting the student - provided the student's freedom of movement or normal access to his or her body is not restricted.
- Minimal physical contact for the purpose of safely escorting a student from one area to another.
- Minimal physical contact for the purpose of assisting the student in completing a task or response.

“Positive Behavior Interventions and Support” – A systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

“Seclusion” – A procedure that isolates and confines a student in a separate room or area until he or she is no longer an immediate danger to self or others.

“Seclusion Room” - 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.

“School Employee” - A teacher, paraprofessional, administrator, support staff member, or a provider of related services.

“Substantial Risk of Injury” – Behavior which has both the intent and available means to cause serious physical harm to self or others.

“Time Out” – A behavior reduction procedure that involves the absence of positive reinforcement for a limited period of time. Time out may include: (1) Inclusionary time-out where the student remains in sight and sound of others in the classroom; (2) Exclusionary time-out where the student leaves the learning environment and goes to another location but is not isolated and prevented from leaving. These forms of time-out are NOT considered by Jefferson RISE to constitute seclusion but must be monitored and documented at the school level to ensure that repetitive incidents of time-out do not occur and, if occurring, do not result in substantial isolation of the student from instructional activities.

“Written Guidelines and Procedures” – The written guidelines and procedures adopted by a the Board regarding appropriate responses to school behavior that may require immediate intervention

Reporting of Restraint or Seclusion

Notification Requirements for School Officials and Parents/Legal Guardians.

The principal or designee in absence of the principal is responsible for ensuring that parents/legal guardians are notified that their child has been restrained or secluded. It is also the principal or designee in absence of the principal to notify the Director of Special Education when a student has been restrained/secluded. The Director of Special Education is responsible for notifying the LDE when a student has been restrained/secluded via the incident reporting function of the state’s Special Education Reporting system (SER)

Explanation of Methods of Physical Restraint

Methods of physical restraint employable by Jefferson RISE personnel are those designed by the Crisis Prevention Institute (CPI), and employees shall use professional judgment in the use of such methods, guided by professional practice and/or standards. In addition, school employees are to be provided training in crisis intervention methods annually that include verbal de-escalation procedures, the utilization of appropriate methods of physical restraint, and determination of circumstances in which the use of physical restraint is appropriate.

Training Requirements Relative to the Use of Restraint

Jefferson RISE will have select members of their special education and administrative staff trained on CPI’s methods and techniques. These staff will receive CPI certification. The initial training for new staff members will consist of two full-days of training, while previously certified teachers will complete a one-day recertification course annually. Documentation of training will be maintained on a school level by the Director of Special Education and the Director of Human Resource.

Seclusion

Seclusion is a procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others. Seclusion does not include time-out, “which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming”. The term does not include in-school suspension or student requested breaks.

Seclusion is **permitted** only:

1. For behaviors that involve an imminent risk of harm.
2. As a LAST resort when de-escalation attempts have failed and the student continues to pose an imminent threat to self or others.
3. As long as necessary to minimize the imminent risk of harm while summoning the assistance of crisis intervention personnel, emergency medical services personnel, and/or law enforcement officers when a crime has been committed.

Seclusion is **prohibited**:

1. For addressing behaviors such as general noncompliance, self-stimulation, and academic refusal. (Such behaviors shall be responded to with less stringent and less restrictive techniques).
2. As a form of discipline or punishment.
3. As a threat to control, bully, or obtain behavioral compliance.
4. For the convenience of school personnel.
5. When unreasonable, unsafe, or unwarranted.
6. 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 school in which the student is enrolled).

Seclusion Room

Seclusion Room is **permitted** only under the following conditions:

1. As a last resort if and when less restrictive measures such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student’s environment, have failed to stop a student’s actions that pose an imminent risk of harm.
2. By a school employee who uses accepted methods of escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while he/she is in the seclusion room.
3. If one student is placed in a seclusion room at any given time and the school employee supervising the student is able to see and hear the student the entire time the student is placed in the seclusion room.
4. The room is free of any object that poses a danger to the student placed in the room.
5. The room has an observation window and is of a size appropriate for a student’s size, behavior, and chronological and developmental age.
6. The room has a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Seclusion Room 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 school in which the student is enrolled).

Mechanical Restraint

No student shall be subjected to any form of mechanical restraint by school employees. Mechanical restraint is any restrictive device (e.g., seatbelt, straitjacket (camisole), vest, or physical device that confines an individual) used to restrict a person's free movement, most commonly in emergency situations. Such devices are prohibited.

Physical Restraint

Physical Restraint 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. To the degree necessary to stop dangerous behavior.
4. In a manner that causes no physical injury to the student.
5. Results in the least possible discomfort to the student.
6. Does not interfere in any way with a student's breathing or ability to communicate with others.
7. Does not involve the use of any form of mechanical restraint.
8. The student is not physically restrained in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.
9. Applied only in a manner that is directly proportional to the circumstances and to the student's size, age, and severity of behavior.

Physical Restraint 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 school in which the student is enrolled).

Monitoring and Documentation

Seclusion and Restraint requires monitoring, documentation, and analysis of data collected onto the regional form:

1. Continuous monitoring.
2. Documentation every 15 minutes (with adjustments made accordingly).
3. Student is released/removed as soon as the reasons for the action have subsided.
4. Parent or guardian must be notified as soon as possible by face to face conversations, phone calls, electronic communications and/or home visits.
5. Parent or guardian notified in writing within 24 hours of each incident of seclusion/restraint.
6. Reason for seclusion/restraint
7. Description of procedures used
8. Length of time of seclusion/restraint
9. Names and titles of school employees involved.

Review data/documentation at least once every 3 weeks for students secluded and restrained and whose challenging behavior continues or escalates. When a student is involved in 5 incidents of restraint/seclusion in a single school year*, the IEP Team must reconvene to review and revise the student's behavior intervention plan to include any appropriate and necessary behavioral supports. The IEP team may reconvene prior to the 5th incident in order to add or adjust the behavior plan and/or add a crisis plan.

***Five (5) incidents in a school year includes the cumulative number of incidents of restraint AND seclusion. (e.g., 2 restraints + 3 seclusions = 5 incidents)**

Dress Code

Jefferson RISE has a strict, non-negotiable dress code. The Jefferson RISE dress code applies during all school days and during all school-sponsored events unless otherwise stated in writing by the school.

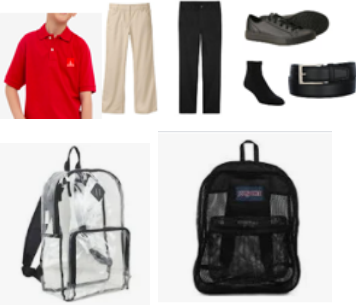
The dress code has been adopted to improve the educational environment for all students. Specifically, we are preparing students to act and dress as scholars, to foster a sense of school community, and to increase security and safety in the building.



All students must adhere to the school uniform daily, except when “free dress” is permitted. In all cases, the school shall inform the student, parent/guardian, and school community about the school dress code policy. All students and parents/guardians are expected to follow the written policy. Questions about the uniform policy should be referred first to the Director of Culture. Individuals who still have questions about the uniform policy may then contact the Director of Culture.

Dress Code

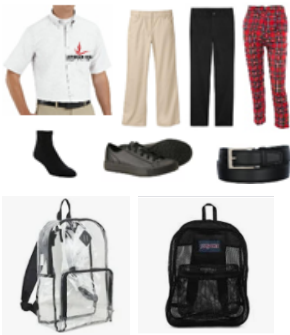

- Student IDs are a part of the school uniform and must be worn at ALL times
- Students can wear either a gym uniform or a regular uniform (see Middle School/High School Uniform descriptions below). PE teachers will provide guidance and rules on requirements for their PE classes
- RISE IDs will be provided at the start of school
 - Replacement IDs
- Items that can be purchased at RISE:
 - Polo Shirt
 - Button-Down Shirt
 - Gym T-Shirt
 - Sweatshirt
- Items that must be purchased elsewhere:
 - Khaki/Plaid/Black Pants (no Khaki/Black Jeans, Leggings, No Stripes, etc.)
 - Black Gym Shorts and/or Black Sweatpants
 - Black Socks
 - Black Shoes
 - Black Belt


Middle School Uniform (Grades 6-8)

Uniform Type	Items	Picture	Description
Regular Uniform	RISE Polo Shirt (Red) Khaki or Black Pants Black Belt Black Shoes & Black Socks Clear/Mesh Backpack RISE ID Card		<ul style="list-style-type: none"> ● Shirt must be tucked in ● Pants cannot be tight-fitting or “skinny” style ● Pants cannot be made of jean fabric ● Shoes and socks must be ALL black ● Belt must be ALL black except for buckle ● Backpack must be clear or mesh

Gym Uniform	RISE Gym T-Shirt (Red) Black Shorts OR Black Sweatpants Black Shoes & Black Socks RISE ID Card		<ul style="list-style-type: none"> • Shirts must be tucked in • Shorts OR pants must be ALL black (no stripes); a small logo is acceptable • No yoga pants, black jeans, or anything tight-fitting • Shoes and socks must be ALL black
Optional Uniform Items	RISE Sweatshirt and RISE Cardigan Long Sleeve Shirt (under uniform) Compression Pants (undershorts)		<ul style="list-style-type: none"> • RISE Sweatshirts or Cardigans can be worn over the normal uniform shirt • Honors Sweatshirts can be worn over the normal uniform shirt (given to those on the honor roll for the entire year) on any day • Long sleeves can be worn under the RISE shirt as long as they are black, red, or white • Compression pants can be worn under PE shorts as long as they are black, red, or white
Optional Friday Uniform Items	Any RISE T-Shirt		<ul style="list-style-type: none"> • Students can wear any RISE t-shirt on Fridays • Examples: honor roll, prom, advisory, SmartiePants, RISEFest, etc.

High School Uniform (Grades 9-12)

Uniform Type	Items	Picture	Description
Regular Uniform	RISE Button-Down Shirt (White) Khaki or Black or Red Plaid Pants Black Belt Black Shoes & Black Socks Clear/Mesh Backpack White RISE polo (Seniors Only) RISE ID Card		<ul style="list-style-type: none"> • Shirt must be tucked in • Pants cannot be tight-fitting or "skinny" style • Pants cannot be made of jean fabric • Shoes and socks must be ALL black • Belt must be ALL black except for buckle • Plaid pants must be purchased from a RISE uniform vendor (Logo Express) • Backpack must be clear or mesh
Gym Uniform	RISE Gym T-Shirt (Gray) Black Shorts OR Black Sweatpants		<ul style="list-style-type: none"> • Shirts must be tucked in • Shorts OR pants must be ALL black (no stripes); a small logo is acceptable

	Black Shoes & Black Socks RISE ID Card		<ul style="list-style-type: none"> No yoga pants, black jeans, or anything tight-fitting Shoes and socks must be ALL black
Optional Uniform Items	RISE Sweatshirt Long Sleeve Shirt (under uniform) Compression Pants (undershorts)		<ul style="list-style-type: none"> RISE Sweatshirts or Cardigans can be worn over the normal uniform shirt Honors Sweatshirts can be worn over the normal uniform shirt (given to those on the honor roll for the entire year) on any day Long sleeves can be worn under the RISE shirt as long as they are black, red, or white Compression pants can be worn under PE shorts as long as they are black, red, or white
Optional Friday Uniform Items	Any RISE T-Shirt		<ul style="list-style-type: none"> Students can wear any RISE t-shirt on Fridays Examples: honor roll, prom, advisory, SmartiePants, RISEFest, etc.

Other Dress Code Considerations

Jefferson RISE Spirit Wear: Students are permitted to wear Jefferson RISE Spirit Wear in place of their uniforms on specific days and/or as a positive consequence. Students should still present a neat and professional appearance when wearing Spirit Wear.

Accessories and Makeup: For health and safety, and in order to minimize distractions, only conservative jewelry is permitted; visible body piercings (except earrings), facial piercings, tongue piercings, or Band-Aids covering piercings are not permitted. Necklaces must be tucked inside the shirt. Other distracting accessories, as determined by Jefferson RISE staff, are not permitted.

Embroidery: Additional embroidery on the RISE uniform is not permitted, including name embroidery.

Hair: Students who bring hair products or grooming tools to school can have them taken if used or seen anywhere other than the restroom or carried within a purse.

Other: All other items must be authorized in writing by the Head of School. The school staff retains the sole right to interpret and enforce the school’s dress code.

Students Out of Dress Code

Warnings will not be given.

The following procedure will be used for students who are violating the dress code:

1. Students identified at the door out of dress code will report to a member of the culture team.
2. Parent/guardian of students will be called to bring in the appropriate item(s).
3. Student will receive uniform violation tag with name, infraction, and date
4. Student will serve assign consequence if the necessary item to correct uniform infraction is not brought to school by student’s lunch period

Confiscation

1. Any items not in accordance with Jefferson Rise policy may be confiscated
2. The confiscated item will be given to the Director of Culture for safekeeping
3. Parent/Guardian must meet with Director of Culture in order to retrieve confiscated item(s)

Parent/Guardian Concern

Jefferson RISE values the partnership between the students, their families, and the RISE faculty, staff, and administration. Effective communication is essential for success. When parents/guardians have a question, want more information, or need clarification of a situation concerning classroom matters, academic or social concerns, their child's classroom/homeroom teacher should be the first point of contact.

To see a particular teacher, parents/guardians should schedule an appointment in advance, so the teacher can bring any necessary materials and arrange for a time to adequately discuss the matter.

The most efficient way to make an appointment with a teacher is to email the teacher directly. Please allow up to 2 business days for a response.

We respectfully ask that you follow the steps outlined below. You need not contact every person listed on the diagram. It is our wish that the issue is resolved very early in the step-by-step process outlined below.

Concerns involving a student	Concerns involving a staff member	Concerns involving an Administrator, Chief of Staff, or Head of School
Contact teacher	Contact Director of Culture and Ops	Contact Head of School
If academic, contact Director of Academics If behavioral, contact Director of Culture and Ops If special needs, contact Director of Special Education and Student Supports	Contact Chief of Staff	Contact Board Chair at board@jeffersonrise.org
Contact Chief of Staff	Contact Head of School	

Parent Involvement

Jefferson RISE understands the importance of a partnership between students, families, and the school. To specifically address expectations for each party, Jefferson RISE utilizes a School Family Engagement Policy, which is revised and adopted at the start of each year.

Parents/guardians and families that wish to volunteer should contact the Director of Culture.

Parent Organization (JRPO)

When schools and families work together to support learning, children perform better in school. At Jefferson RISE, it is our goal to ensure that each student reaches his or her personal best level of excellence. The Jefferson RISE Parent Organization (JRPO) plays a key role in educational success by connecting the energy, knowledge, and resources of our students' families with the needs of our school. Every parent/guardian, faculty, and staff member at Jefferson RISE can become a member of the JRPO.

Parents/guardians, families, faculty, and staff that wish to join should contact the Director of Culture and Ops.

Suicide (Threats or Attempts)

As a Type 1 charter school, Jefferson RISE follows Jefferson Parish Schools policy on suicide, utilizing our own school-based personnel.

Any suicide attempt, threat, or gesture should be taken seriously and reported to a Jefferson RISE staff member immediately. The student should remain in constant sight of an adult. An administrator will refer the student to a licensed school-based mental health professional which may include a social worker, counselor, or administrator who will conduct a risk assessment. Those conducting risk assessment shall be trained/experienced in suicide assessment. It is also recommended that the evaluation take place twenty (20-30) minutes after an initial statement is made to allow time for the student to regulate emotional distress. As part of this assessment, the mental health professional will gather as much information as possible from parents/legal guardians and others who know the student's condition and threat.

The following information is essential to collect:

- Exact dates and times of any written or verbal material discussing a threat of suicide or self-harm
- If the child has a plan to harm self, intent to harm self, or means to harm self
- Identify all triggers precipitating these events, including social circumstances, conflict between child and peers, teachers or family members, current grudges, mental health, and substance use history.

If it is determined that no risk is posed, Jefferson RISE will contact the parent/guardian and advise them of the situation and provide any necessary recommendations/suggestions.

If it is determined that the threat was serious and that the student is at high risk for suicide then part 3 of the Suicide Referral Form will be completed and will include parent contact made and to where the student has been referred for further assessment/evaluation. As in any case of an emergency where the student's safety and well-being are concerned, the mental health professional and Head of School or designee will contact the parent/legal guardian, convey information regarding the severity of the student's condition and inquire about ongoing mental health treatment. If the student is under the care of a mental health professional, the parent/legal guardian will contact the mental health professional and arrange for an emergency assessment. If the student is not under the care of a mental health professional, the school mental health professional will require the parent to come to the school and may refer the family directly to a hospital ER and request an emergency evaluation. The school will forward all copies to the crisis team or the child's mental health professional.

If the evaluation results in hospitalization, the parent/guardian will be encouraged to communicate openly with Jefferson RISE and to share the results of the evaluation, as well as recommendations of the student's mental health providers, in order to avoid future crises.

Section 3: Academics

Student Support Services

Students at Jefferson RISE are able to receive additional in-class supports. Students may qualify for these supports through both informal and formal processes:

- Academic and Behavioral Intervention Team (ABIT)
- English Learner Services
- Individual Accommodation Plan (504)
- Individual Education Program (IEP)
- JPPSS Pupil Appraisal Services

If parents or guardians believe their students are struggling and are in need of supports, they should first reach out to the student's teacher(s). If parents or guardians believe that students need additional supports, they should contact the Director of Student Supports, Andrew McBride, at amcbride@jeffersonrise.org.

In-Class Supports

In-Class Supports can range from very informal to extremely systematic interventions developed for students who may require more support in a classroom setting. This could include small changes to seating and grouping that can help make grade-level content more accessible to students in need.

At RISE, we also have push-in teachers and interventionists who support several classrooms to help students who may need that extra support. These staff members generally support students with exceptionalities or students who are learning English, but are also available to assist any student requiring help with content.

Accommodations and Modifications

Accommodations and Modifications are used to support students in their educational setting. These are meant to support academic, behavioral, and social/emotional needs of students who qualify. Students can qualify for Accommodations and Modifications through an Individual Accommodation Plan (IAP), Individual Education Program (IEP), or as an English Learner (EL). Providing Accommodations and Modifications for students who qualify for the services is a legal requirement.

Report Cards and Interim Reports

Teachers will use Report Cards to communicate students' academic and behavioral performance. Report Cards are distributed during Report Card Conferences and mailed out on the dates outlined in the school calendar or newsletter. We do encourage families to attend report conferences to meet with teachers to discuss scholar performance. Progress reports will be distributed at the midpoint of each quarter so parents will have an idea of where their scholars are in their course work. A parent or guardian can check their scholar performance at any time via Schoolrunner.

Academic Dishonesty and Plagiarism

Academic Dishonesty

Academic dishonesty is taken very seriously at Jefferson RISE. Reference Section 2: Culture and Discipline for consequences as a result of academic dishonesty. Academic dishonesty can include, but is not limited to:

- Copying another student's work
- Allowing another student to copy your work
- Taking an author's words and using them as your own, without giving credit
- Using notes or books on a test or quiz without permission
- Looking at another student's test or quiz
- Using technology in a way that is not permitted on a test or assignment
 - Calculator or calculator application on computer
 - Internet search (ex. "googling" the answer)
 - Communicating with other students
- Accessing assignments, tests, quizzes, etc. from teacher without permission

Plagiarism

- Defined as the following on Merriam Webster:
- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source
- Examples of plagiarism from plagiarism.org include, but are not limited to:
 - Turning in someone else's work as your own
 - Copying words or ideas from someone else without giving credit
 - Failing to put a quotation in quotation marks
 - Giving incorrect information about the source of a quotation
 - Changing words but copying the sentence structure of a source without giving credit
 - Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)
- Media and Plagiarism
 - Audio, video, and pictures and other images can also be plagiarized
 - Credit must be given to the original artist or author

Academic Schedule

Middle School Schedule

- RISE utilizes an A-Day B-Day schedule with four (4) block classes per day
 - Students are scheduled in four (4) core classes and two (2) elective classes
 - Students attend math and English every day
 - Students attend science, social studies, and elective classes every other day
- Core classes include:
 - Math
 - English
 - Science
 - Social Studies
- Elective classes include but are not limited to:
 - Technology

- Physical Education
- Art
- Band
- Media Arts

High School Schedule

- Daily schedule is a 4x4 schedule
 - Four (4) classes each semester
 - Classes meet daily for block periods
 - One (1) full credit for one (1) course is earned over a semester
- Course Selection
 - Students complete a course selection form each spring or summer to indicate their course preferences for the following year. These selections are not guaranteed.
 - If a student is transferring from another high school, all attempts will be made to keep his/her schedule the same (course offerings and openings impact ability to match schedule)
 - Students may request to change their schedule within the first week of the semester.
- Individual Graduation Plan (IGP)
 - Act 1124, the Career Options Law, requires six (6) career awareness activities for students in grades 6-8 and it requires completion of an IGP at the end of 8th grade.
 - Students work with an academic advisor to create an IGP to chart their graduation pathway.
 - Students have different graduation pathways based on the type of diploma and post high school plans. More information can be found by contacting the student's academic advisor.
 - Each graduation plan will be reviewed annually and signed by the student, parent or legal guardian, and the academic advisor after each completion of the review.
 - Prior to any changes to the IGP, the students must meet with the academic advisor to explain possible impact the revision might have.
 - Any changes to the IGP requires written authorization by a parent or legal guardian.

Academic Supports

There are several different types of academic supports offered at Jefferson RISE. We understand the importance of multiple opportunities for students to demonstrate their knowledge and improve their skills.

Afterschool Academic Assistance

- Afterschool academic assistance is available Monday-Thursday for 1 hour after dismissal.
- Students must arrange transportation or take the afterschool bus home. The afterschool bus has a limited number of stops. More information on after school Transportation will be made available to students before the start of the program.
- In order to be eligible for after school tutoring, students must complete classwork and homework on a consistent basis.
- Students must stay on campus if they are attending after school tutoring. If they leave campus for any reason, they will not be permitted to stay.
- There are two (2) types of afterschool tutoring:
 - Homework Help (by a tutor or volunteer)
 - Remediation and homework help is available for students who need help with specific skills or help with a homework assignment.
 - Middle school students must have a signed pass from their parent prior to attending. Passes can be requested from the Front Desk.
 - High school students are responsible for managing their time and transportation. A signed pass is not required for high school students.
 - Tutoring (by a RISE teacher or interventionist)

- Students may request time from their teacher or interventionist to stay on an agreed upon day for remediation, homework assistance, and make up assignments.
- Teachers will work with students individually or in small groups.
- Middle school students must have a signed pass from their parents prior to attending. Passes can be requested from the appropriate teacher.
- High school students are responsible for coordinating with the appropriate teacher. A signed pass is not required for high school students.

Remediation Courses

- Remediation courses are offered in English and Math
- Student placement is based on teacher recommendation and assessment data. It is approved by the Director of Special Education and Student Supports

Saturday School

- Begins in fall (September/October) and runs through spring (April/May)
- Students will be accepted on a rolling basis throughout the year
- Invitation only opportunity for students to receive additional academic support and/or credit recovery
- In order to be eligible for Saturday school, students must complete classwork and homework on a consistent basis

Summer Programs

- Begins in June and runs through mid July. Hours vary, but are between 8:00 am and 3:00 pm depending on the number of courses and program type.
- Student placement is based on teacher recommendation, course grades, and assessment data. It is approved by the Head of School.
- Students must wear their Jefferson RISE school uniform.
- All summer school programs have a registration fee of \$50. Additional costs are listed within each program type below.
- There are three types of summer programs:
 - Summer School Credit Recovery
 - Students who fail core classes during the school year may be able to recover credit during Jefferson RISE's summer school program.
 - Summer school credit recovery is taught by teachers, tutors, and proctors.
 - Middle School
 - Students who fail both English and Math are not eligible for summer school
 - \$150 per course
 - Up to two (2) courses may be taken for credit recovery
 - Additional courses require written approval from the Head of School
 - High School
 - Up to two (2) courses may be taken for credit recovery
 - \$200 per course
 - Additional courses require written approval from the Head of School
 - Enrichment Camp
 - Eligibility is determined by Director of Special Educator and Student Supports
 - Goal is to increase confidence, exposure of content, and skill in core content courses
 - Students in need of remediation in one (1) or more core courses
 - Skill building through hands on activities, field trips, and virtual experiences
 - Taught by teachers who specialize in small group support and remediation
 - \$100 supply fee
 - Voluntary Athletic Workouts

- Goal is to allow students to have a place for structured fun and physical activity during the summer
- \$100 supply fee

Advanced Placement (AP) Courses (High School)

Juniors and Seniors enrolled at Jefferson RISE may choose to enroll in AP courses. Students may earn college credit upon successful completion of the course and a passing score on the corresponding AP exam. AP exams are conducted by the College Board in the month of May. Additional information on the grading scale can be found in the Grading Policy section. Refer to the course catalog for AP course availability.

Dual Enrollment (High School)

Juniors and Seniors may choose to enroll in college courses that earn both high school and college credit. Courses may be taken at a technical, community, or a four (4) year college. More information can be found by contacting the enrollment office at local institutions or contacting the Director of Academics.

Comprehensive Exams

Students will have exams at the end of each semester (December and May). Please refer to the printed Academic Calendar for specific dates.

- Middle School:
 - Core classes only (math, English, science, social studies)
 - Midterm: December; accounts for 10% of the overall course grade
 - Final: May; accounts for 10% of the overall course grade
- High School:
 - All high school classes have final exams at the end of the semester except those that have a LEAP2025 HS exam, which will count as the final exam grade
 - In rare exceptions (generally for advanced elective classes), a teacher will receive approval from the Director of Academics to use a project as the exam grade

Grade Point Average (GPA)

All classes are included in GPA with the exception of Pass/Fail classes. Class rankings are based on a 4.0 scale, however students enrolled in honors and/or AP courses could earn higher than a 4.0 average. Students' grade point averages are determined by averaging the final grades for all courses at the end of each semester.

Grading Policy

At the end of each quarter, grades are composed of three (3) weighted categories:

- Classwork: 25%
- Homework: 25%
- Quizzes/Tests/Projects: 50%

Final Course Grade Breakdown

	Middle School (Core Course)	Middle School (Elective Course)	High School (All Courses)
Quarter 1	20%	25%	40%
Quarter 2	20%	25%	40%
Comprehensive Exam	10%	Elective courses do not have comprehensive exams	20% *LEAP2025 HS exam will be used as grade if tested course
Quarter 3	20%	25%	Grade breakdown repeats in second semester with new course
Quarter 4	20%	25%	Grade breakdown repeats in second semester with new course
Comprehensive Exam	10%	Elective courses do not have comprehensive exams	Grade breakdown repeats in second semester with new course

Grade Scale

Jefferson RISE Grading Scale:

- A: 100 - 93
- B: 92 - 85
- C: 84 - 75
- D: 74 - 67
- F: 66 – 50

All final grades will be rounded to the nearest whole number. (For example, 92.5 would round to a 93.) As per Jefferson RISE policy, a score less than 50% may not be entered in the electronic gradebook.

Homework Policy

Homework is a key part of the Jefferson RISE educational program and is weighted as 25% of the student's grade. It is designed to reinforce skills taught in the classroom, help students develop a deeper understanding of concepts, and promote good study habits.

- Core courses assign a **minimum** of one homework assignment per week.
- Enrichment/Elective courses assign homework based on teacher discretion.
- Homework assignments will be entered into the grading system on a regular basis.

Honors Program

Honors Program

The Jefferson RISE Honors Program is an optional, but selective, program with the purpose of preparing high school students for the rigorous work of college.

- An honors selection committee carefully selects students based primarily on academic performance.
- Students must attend Jefferson RISE for at least one (1) year before being selected for honors. However, on a case-by-case basis, teachers may nominate students new to Jefferson RISE based on performance.
- Students nominated for the program can choose which honors courses they want to take. Students do not have to enroll in all offered honors courses in order to remain eligible for the program.
- Parents/guardians will be notified of nomination for the program during the summer.

Honors Courses

Students are eligible to take specific honors courses even if they are not enrolled in the honors program. For example, a student that performs high in math might be enrolled in Algebra I Honors, but take non-honors courses for English, science, and social studies.

Honors Requirements

Students enrolled in honors courses are required to complete a content based project for the corresponding course.

Late Work Policy

All assigned classwork, homework, and projects are to be completed by the due date assigned by the student's teacher. Students are expected to submit complete and thorough work that exemplifies the Jefferson RISE value of excellence. Work turned in after the deadline will earn partial credit as assigned by the teacher. Students may not earn credit after ten (10) school days have passed. Students with an excused absence (this includes suspensions) are eligible to complete missed assignments without penalty within five (5) days of their return to school unless given a different deadline in writing by a teacher.

Parent-Teacher Conferences

Conferences can be held at any time throughout the school year. Parents or teachers may request that an administrator is present. Types of conferences include:

- Report Card Conferences
 - Held two (2) times per year (beginning of 2nd and 4th quarters; refer to Academic Calendar for specific dates)
 - Scheduled in-person with grade level team teachers, walk-in, and scheduled phone call options are available
 - Restricted time limit; longer, in-depth meetings require additional coordination with teachers
- Parent or Teacher Request
 - Can be requested anytime during the school year
 - Allow two (2) business days for a response. If you do not hear back within two (2) business days, contact a Director.
 - Topics can include a student's academic, behavior, or social/emotional well being.

Progress Reports

Progress reports are printed and distributed to students mid-quarter. Parents/guardians must sign and return the progress report within two (2) business days. Refer to the Academic Calendar for specific dates.

Promotion and Retention

Student promotion and retention is based on Jefferson RISE's Pupil Progression Plan (PPP). For the full policy, reference the document on our website.

Middle School

- To be promoted to the next grade, a student must have a passing final average in all four (4) core subjects of English, mathematics, science, and social studies.
- If a student does not pass all four (4) core subjects, he/she may be eligible for summer school for credit recovery. A student who fails both English and Math is not eligible for summer school and must repeat the grade. Additional information can be found in the Summer School section for more information.

High School

- In order to be promoted from one grade classification to another in any type of schedule (4X4, AB block, six-period day, seven-period day, etc.) a student must have earned Carnegie units of credit as follows:

9th to 10th grade	6 credits
10th to 11th grade	12 credits
11th to 12th grade	18 credits

- Carnegie Credit/Carnegie Unit: A unit represents a single subject taught for one (1) classroom period for five (5) days a week. Fractional units are awarded for subjects taught less frequently. One (1) credit is approximately 120-180 hours of work.
- In order to be classified as a 12th grader, a student must be able to meet all state and diploma requirements for graduation in the spring of the academic year. Proficiency is required in all course work attempted.
- If a student is unsuccessful in a half or full credit Carnegie unit course, he/she may be rescheduled in that course in the second semester, if the school's master schedule allows. In order to receive credit for any Carnegie unit course, students must meet both the grading and attendance requirements. If a student is unable to reschedule the course in the spring semester, he/she may be eligible for summer school for credit recovery. Additional information on summer school can be found in the Summer School section.
- In addition to completing the required Carnegie units, students must pass the required state assessments in certain courses in order to earn a standard high school diploma.

Make Up Attendance and Make Up Work

In the event of an absence, it is the sole responsibility of the student to complete their missing assignments. Students are given up to one week from the date of the absence to submit all work they missed during their absence.

If for any reason a student fails to submit their work within the one week deadline, then they are required to submit an extension request to the teacher of record for approval.

Supplies

Jefferson RISE provides one (1) free planner per student, per year. Additional planners may be purchased for \$10. Students must have a planner with them at all times. Planners are used for a hall/restroom pass. Students are not permitted to leave class without a planner.

Students should bring basic supplies to class each day (paper, pencils, etc).

Other supplies are minimal and at the teacher's discretion. Teachers will notify students of additional supplies during the first week of the course. Occasionally, additional supplies might be needed later in the year. In this case, teachers will notify students as appropriate and should be at a minimal cost.

Schoolrunner

Jefferson RISE's online portal for parents and students to view grades, attendance, and behavior. This is the first line of communication for grades and is updated in real time. If you have questions about a particular grade, contact the student's teacher.

- Grading portal - view current and past quarter grades, comprehensive exam grades, yearly averages, and individual assignment details such as dates, title, and weight of assignment
- Attendance portal - view tardies, absences, excused absences, and suspensions
- Behavior portal - view suspensions, incidents, detentions (served and unserved), and Blazer Bucks (positive behavior rewards). Additional information can be found in the Section 2: Culture and Discipline>Discipline section of the handbook.
- If you need support logging in, contact the Front Desk at frontdesk@jeffersonrise.org.

State Testing

LEAP 2025 - Middle School

- Measures knowledge and skill obtained in a particular course.
- Administered in the Spring
- Courses that require the LEAP 2025 assessments:
 - English
 - Math
 - Science

- Social Studies

LEAP 2025 (formerly End of Course) - High School

- Measures knowledge and skill obtained in a particular course
- Administered at the end of each semester
- Courses that require LEAP 2025 assessments:
 - English I
 - English II
 - Algebra I
 - Geometry
 - Biology
 - American History
- Students' scores account for 20% of their final course grade
- For students with disabilities who have passed two (2) of the three (3) required assessments and have exhausted all opportunities available through the end of the 12th grade to pass the required assessment, a waiver may be requested to the Louisiana Department of Education (LDOE). The LDOE will determine the student's eligibility and if the student's disability significantly impacted his/her ability to pass the assessment. Additional information can be obtained by contacting the Director of Special Education and Student Supports.
- Act 833: IEP teams may establish individual performance requirements for a student that are aligned to the grade level standards for the specific course(s) of enrollment and shall be incorporated by the teacher of record when awarding course credit.

LEAP Connect

- Students who receive Special Education services, participate in an altered curriculum, and have qualified based on standardized scores from an educational evaluation take an alternative assessment
- This assessment is in lieu of the LEAP 2025 assessment
- Additional information can be obtained by contacting the Director of Special Education and Student Supports

English Language Proficiency Test (ELPT)

- All students who are identified as English Language Learners (ELLs) are required to take the ELPT each Spring to assess their English language proficiency
- Additional information can be obtained by contacting the Director of Special Education and Student Supports

Taylor Opportunity Program for Students (TOPS) - High School

TOPS is a program of state scholarships for Louisiana residents who attend either one of the Louisiana Public Colleges and Universities, schools that are a part of the Louisiana Community and Technical College System, or institutions that are a part of the Louisiana Association of Independent Colleges and Universities. The four (4) different award components of TOPS are:

1. TOPS Opportunity Award
2. TOPS Performance Award
3. TOPS Honors Award
4. TOPS Tech Award

In order for a student to qualify for college benefits through Louisiana TOPS, specific requirements must be fulfilled. Parents/guardians should consult the TOPS website at https://www.osfa.la.gov/tops_mainlink.html for requirements and possible changes to the program.

Parents/guardians must sign and submit the appropriate Privacy Act form before a student's educational record will be released. This form gives permission for the collection and distribution of the student's Personally Identifiable Information (PII) from the Louisiana Department of Education to the Louisiana Office of Student Financial Assistance, Board of Regents to postsecondary institutions.

Transcripts - High School

Transcripts are released at the end of the senior's academic year, once all final grades are recorded. Requests can be made by the student or parent/guardian, including the specific location to which the transcript should be sent. When transferring to another school, the receiving school must contact the original school for an official transcript through the records request process. Allow three (3) to ten (10) business days for receipt of transcript(s). Official transcript requests can be made by completing the following form:

<https://www.cognitoforms.com/JeffersonRISECharterSchool2/RequestForTranscriptDocuments>

Appendices

Appendix A: Special Education Rights of Students and Discipline of Students with Disabilities

The State of Louisiana's full policy can be found here:

<https://www.louisianabelieves.com/docs/default-source/academics/louisiana%27s-educational-rights-of-children-with-disabilities.pdf?sfvrsn=12>

Appendix B: Teacher Bill of Rights

A. Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

(1) A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.

(2) A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.

(3) A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).

(4) A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).

(5) A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.

(6) A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.

(7) A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).

(8) A teacher has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation, adheres to the law or regulation and does not result in overly cumbersome interpretations of that law or regulation.

(9) A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him

become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

(10) A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section.