

Lycée Français de la Nouvelle-Orléans
McNair Campus School Handbook 2021-2022



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TABLE OF CONTENTS

LYCEE CORE VALUES

ABOUT Lycée Français

Description of Charter Schools
Type II Charter

ADMISSIONS CRITERIA

GRIEVANCE PROCEDURE:

GENERAL INFORMATION

Parent/Student Agreement
Field Trips and Chaperone policy

ACADEMICS & CURRICULUM

French Curriculum
Homework Policy and Homework Make Up Policy
School, Teachers, Parent/Guardian and Student Responsibilities:
Assessment and Grading
Standardized Testing
Report Cards, Progress Reports, and Parent/Teacher Conferences
Student Promotion /Retention
Withdrawal/Academic Records Request
Fees and Payment Plans
Consumable Fees

STUDENT EXPECTATIONS AND DISCIPLINE

Student Behavior - In School Expectations
Discipline
In School Suspension Procedures
Out of School Suspension Procedures
Suspension Appeals
Expulsion Procedures/ Student Hearing Office
Discipline for Students with Disabilities
Questions and Concerns
Technology and Electronic Device Policy
Dress Code Policy

ATTENDANCE POLICY

LA Compulsory Attendance Law
Excused Absences
Unexcused Absences

TRANSPORTATION

AFTER SCHOOL PROGRAMMING

ATHLETICS

For more detailed information regarding our Athletic Department, please refer to the Athletics Handbook and school website <http://www.lfno.org/athletics>.

STUDENT WELLBEING

School Counseling Program
Bullying/ Cyberbullying
Parental Relief (Parents/Legal Guardians of a victim of bullying)
Harassment
Suicide and Suicide Prevention
Child Abuse & Mandatory Reporting
Child Custody

ADULT WELL-BEING

Respectful Environment Policy

REGULATIONS

Locker Policy/ Contract
Code of Ethics
Visitors to Campus
Volunteers
Asbestos Disclaimer
Animals on Campus
Candy and Gum
Class Parties
Invitations

COMMUNICATIONS

School Website - www.lfno.org
School Facebook Page
Yearly Calendar
Parent/ Teacher Communication

Media Release
Computer and Technology Policy

EMERGENCY INFORMATION

Emergency School Closings

MEAL SERVICE/RESTO! LYCÉE

RESTO! Meal Service
School Lunch Application/ Forms
Allergens

HEALTH GUIDELINES

School Nurses
Immunizations
Illness
Lice
Medication Administration

LOST & FOUND

PROPERTY POLICY

PTO – La Liaison

SEARCH AND SEIZURE

STUDENT RECORDS/FERPA/PPRA

STUDENTS WITH EXCEPTIONALITIES

FINANCIAL DONATIONS

Lycée Core Values

Students will talk the talk and walk the walk of success in French immersion by immersing ourselves in the idea of the “Lycee” way:

Sécurité (Safety)	Tolérance (Thoughtfulness)	Apprentissages (Acquisition of Knowledge)	Responsabilité (Responsibility)
<ul style="list-style-type: none"> ● We will follow all school-wide procedures that keep us safe. ● We will follow directions given to us by all staff. ● We promote acceptance of self, others. ● We will demonstrate a willingness to accept the feelings, beliefs and habits that are different from our own by showing appreciation (and empathy) for unique differences. 	<ul style="list-style-type: none"> ● We are thoughtful and respectful members of the school community in all interactions. ● We are respectful in regards to what we say to others and in our tone of voice and body language. ● We allow others to express opinions. ● We take an active stance against bullying and discrimination. ● We will speak out against inequality. 	<ul style="list-style-type: none"> ● We agree to be active and ready learners and will be respectful of other learners. ● We will take responsibility for our own learning and work to the best of our ability ● We will follow directions given to us by all staff. ● We will seek out help from staff when needed. 	<ul style="list-style-type: none"> ● We will take responsibility for the care of classrooms and school. ● We take responsibility for our own actions. ● We accept the consequences of our own behavior. If we make a mistake, we own it. ● We will take responsibility for the care of classrooms and school. ● We will set an example for what it means to be a citizen in the “Loup-Garoux Nation”.

ABOUT Lycée Français

Description of Charter Schools

Charter schools are publicly funded schools that are run independently of the school district. Charter schools are governed by boards of directors composed of educators and business leaders in the community. Charter schools operate with more autonomy than district-run schools in exchange for greater accountability. Unlike a public school, a charter school that has persistently low student achievement is closed.

Type II Charter

Lycée Français is a Type II Charter School, directly authorized by the State Board of Elementary and Secondary Education (BESE). Louisiana charter law and all relevant and applicable State and Federal laws govern charter schools in Louisiana.

ADMISSIONS CRITERIA

Applications to Lycée Français are submitted online through OneApp (<https://enrollnola.org/>), an application lottery managed by the Recovery School District. Proficiency in French must be demonstrated by successful performance on the French Language Proficiency Test for admission of students in Grades 1 and above.

ANTI-DISCRIMINATION

Lycée Français admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, family situation, socio-economic differences, intellectual or athletic ability, disability status, or any other basis that would be illegal, in administration of its educational policies and other school-administered programs.

Lycée Français complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law.

Any questions or concerns about compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements: CEO 504-620-5500.

- With regard to Title VI/Title IX, and concerns regarding discrimination on the basis of sex/gender, please contact your principal. If you require

- additional assistance or other recourse, your principal's supervisor is the interim Interim CEO who can be reached at 504-620-5500.
- With regard to ADA/Section 504, Special Education and concerns regarding discrimination on the basis of disability, please contact your principal. If you require additional assistance or other recourse, your principal's supervisor is the interim Interim CEO who can be reached at 504-620-5500.
 - With regard to Age Discrimination please contact your principal. If you require additional assistance or other recourse, your principal's supervisor is the interim Interim CEO who can be reached at 504-620-5500.
 - All other concerns regarding discrimination, may be directed to your principal's supervisor is the interim Interim CEO who can be reached at 504-620-5500.

Any questions or concerns should be brought to the attention of the interim Interim CEO who can be at 504-620-5500.

Compliance of nondiscrimination at Lycée Français is ensured by participation in the OneApp system and is coordinated through the Director of Enrollment and Admissions. For questions or to discuss further about nondiscrimination at Lycée Français, you may contact:

Director of Admissions and Enrollment
5951 Patton Street, New Orleans, LA 70115
(504) 620-5500 ext 1757
admissions@lfno.org

GRIEVANCE PROCEDURE

Should any employee, student, family, or third party have reason to believe that he/she was discriminated against on the basis of race, color, national and ethnic origin a complaint may be filed in writing to the school principal. Complaints will be promptly and thoroughly investigated over a period of not more than one month's time and result in a written report.

Should the complainant wish to appeal the decision of the school principal at the culmination of an investigation of discrimination, the complainant may write a wish to appeal the decision to the Interim CEO. If not satisfied, the complainant may appeal to the LFNO Board of Directors.

GENERAL INFORMATION

Parent/Student agreement:

As a student of the Lycée Français de la Nouvelle-Orléans, I agree to the following:

I will read and comply with the policies and procedures described in this handbook and with the policies posted on the LFNO website, including but not limited to: the Internet Acceptable Use Policy, the Electronic Communication Policy, Discipline Policy and Dress Code.

I understand that the Lycée Français de la Nouvelle-Orléans reserves the right to change policies in this handbook at any time and that these changes will not alter my acknowledgement and agreement. I further agree to refer back to the handbook for guidance on any questions and concerns. I also understand that the Lycée Français de la Nouvelle-Orléans will inform students and parents should any substantial changes be made to the handbook.

Arrival - 7:50 AM - 8:00 AM

Dismissal - 3:35 PM - 3:50 PM (Wednesdays - 2:05 PM - 2:15 PM)

At Lycée Français, we value every minute of instructional time.

Students are expected to:

- Attend everyday
- Arrive to each class on time
- Stay until the end of the day

Calendar

Please see Lycée's website for the [2021 - 2022 Calendar](#).

Field Trips and Chaperone Policy

Because of the inherent risks of taking students off campus, students must demonstrate respectful and responsible behavior to attend off-campus excursions.

No student may leave the school campus without the express written permission of a parent on the Field Trip Consent Form. Neither handwritten notes from parents, nor verbal authorization are acceptable forms of permission for student participation. Faxed or scanned and emailed Consent Forms are acceptable for student participation.

Depending upon the nature of the field trip, teachers may request help from parents to chaperone students. Any parent who will chaperone field trips or comes into contact with students in any way must sign a chaperone agreement detailing duties and responsibilities. In addition, a current [background check](#) and mandated reporter training must be on file with Lycée Français. The background check is good only in the academic year in which it was obtained. Please see the LFNO website for access to said forms:

<https://www.lfno.org/handbook-forms>

ACADEMICS & CURRICULUM

Lycée Français de la Nouvelle Orléans follows the curriculum set forth by the French National Ministry of Education and adheres to the Louisiana Department of Education Louisiana Student Standards.

French Ministry of Education:

www.education.gouv.fr

Louisiana State Board of Elementary and Secondary Education:

www.louisianabelieves.com

Louisiana Student Standards:

<https://www.louisianabelieves.com/academics/academic-standards>

To learn more about the French Education System, please visit www.lfno.org.

Homework Policy and Homework Make Up Policy

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits; therefore, students are expected to complete assigned homework each evening. Homework may be made up according to the guidelines set up by the teacher. Upon their return following an absence, middle/high school students must arrange with their teachers to make up homework, as well as other assignments missed.

School, Teachers, Parent/Guardian and Student Responsibilities:

At the beginning of the school year, the principal (on behalf of the school), teachers, parents/guardians and students sign a detailed compact where each pledge to fulfill specific responsibilities for improved student academic achievement and the means by which we all build and develop a partnership that will help children achieve high standards. A blank copy of the compact can be found [here](#).

Assessment and Grading

Assessment philosophy:

- Assessments are tools that support students' learning
- Assessments enable teachers to gather evidence about students' achievements with regard to specific learning goals, which, in return, inform instructional actions
- Assessments measure students' proficiency on well-defined learning objectives/standards, which are practiced/have been practiced in class
- Assessments enable students to understand their strengths/weaknesses so they can improve upon their learning

Grading scale and categories:

Lycée follows the Uniform Grading Policy set by BESE and the Louisiana State Department of Education, and is as follows:

- A 93-100
- B 85-92
- C 75-84
- D 67-74
- F 58-66

Teachers assess students according to the following grading categories with the corresponding overall weight:

- Homework and Classwork: 30 %
- Formative Assessments: 20%
- Summative Assessments (including final trimester assessment): 50%

*EOC are considered as trimester 3 (T3) final assessment = count as 25%

Benchmark Screenings

Benchmark screenings happen 3 times a year in the fall, winter and spring. MAP (Measures of Academic Progress) is used to measure student progress and growth in reading, language and math. This is a universal screening tool and the data is used by the school in a variety of ways.

Standardized Testing

For the Louisiana Department of Education, high school students take LEAP 2025 exams at the conclusion of the following courses: Algebra 1, Geometry, English I, English II, Biology, and U.S. History. Please see the [LDOE website](#) for more information.

Attendance during standardized testing is mandatory and students must report to school on time. Late students will not be allowed into the classroom once testing has begun and will have to take the test on a scheduled make-up day.

Standardized testing for the French Ministry of Education will be determined as applicable.

Report Cards, Progress Reports, and Parent/Teacher Conferences

Report cards are issued at the end of each trimester for all grade levels. Parents may be invited to attend a parent/teacher conference to discuss academic progress and growth. If a conference is requested by the teacher or by the school, parents are required to respond in a timely manner. High school students do not receive a formal progress report midway through the term, rather parents and students may follow grading updates via PowerSchool. Parents may contact the teacher at any time during the school year to directly schedule a conference in order to discuss special concerns.

Student Promotion/Retention

Lycée Français de la Nouvelle-Orléans has developed a Pupil Progress Plan as it relates to student promotion according to the guidelines set forth by BESE. Promotion from one grade to the next is based on credits earned. Passing a course requires minimum attendance and academic performance (see related policies).

Withdrawal/Academic Records Request

In case of withdrawal or if a parent needs to obtain a copy of academic records, a *Records Request Form* may be completed online. The Records Request Form is also available in the front office. Please allow the Office Manager five working days to fulfill the request. Parents who withdraw their child during the course of the academic year will receive a request to complete an exit interview. The form is delivered via email and parents are strongly encouraged to complete and submit the form.

Fees and Payment Plans

Please see business office with questions.

Consumable Fees

Due to the specialized nature of our supplies, many of which are imported from France, Lycée collects consumable fees of \$95 per student to purchase these imported supplies. The consumable fees are not required, and students will not be denied access to any instructional activity due to non-payment.

Classroom supply lists are posted on the Lycée website at the end of each school year. Parents who are unable to pay for a child's classroom supplies may contact the teacher to discuss alternate arrangements.

STUDENT EXPECTATIONS AND DISCIPLINE

All students have the right to feel safe and the obligation to respect each other and all adults in and outside the school building. All students are expected to be at their best behavior in order to create a safe learning environment conducive to learning.

As we know, schools are successful when they help children grow academically, socially, and emotionally. For this to happen, it is essential that we have a safe environment that is supportive and conducive to growth. By setting forth clear social and behavior expectations and directly teaching students about those

expectations, it is our goal to create this atmosphere for learning. We will continue to use [*Positive Behavior Interventions and Supports*](#) (PBIS) at LFNO.

Student Behavior - In School Expectations

Successful PBIS programs are comprised of specific components:

- Behavioral expectations are clearly defined
- Behavioral expectations are taught
- Appropriate behaviors are acknowledged
- Negative behaviors are corrected proactively

A critical component of PBIS is the teaching and understanding of behavioral expectations at school. These expectations are defined in behavior matrices and will be taught to students at the beginning of the school year and reviewed periodically.

Classroom: Each teacher is responsible for setting classroom rules with their students and creating a positive classroom culture. In order to manage a classroom effectively, the teacher will establish a physical environment that is conducive to learning. In this environment the teacher will:

- Make students aware of rules, routines, and expectations
- Model expectations consistently in a positive, calm, courteous, and firm manner
- Use a variety of well-planned instructional techniques
- Use culturally responsive teaching practices
- Help children acquire ownership of classrooms and the school day. Make sure students feel that they are part of the classroom.

One way our teachers help establish a positive culture is through creating classroom charters. The classroom charter is a process in which the students and teachers create a positive emotional climate for everyone by creating agreed-upon norms for how we want to feel in the classroom and an action plan of how we can help each other experience these feelings. Instead of typical classroom rules that are teacher-directed, the charter is an agreement that is based on feelings. We start with the questions like ‘How do we want to feel at school?’ then, ‘How will we make sure to feel these feelings?’ and finally, ‘What will we do when there is conflict or unwanted feelings?’”

School wide: It is also very important that school wide procedures for common areas are defined such as the cafeteria, hallway, bathroom, and the playground. These common expectations are shared and taught explicitly using common language in the beginning of the year with all students. Students will be taught the procedures and routines of these common areas within the first 2 weeks of school with their

classroom teachers and reinforced with the Principal/Dean. These expectations will be reviewed with students throughout the year and after breaks as appropriate.

Behavior support

Restorative Practices: When challenging behavior presents itself, staff may respond with a restorative practices approach. The purpose of using restorative practices is to use conflict in the school as an opportunity to foster empathy as a component of social-emotional growth. LFNO emphasizes empathy because it is the key to understanding and accepting the responsibility of how behavior impacts others. When a member of the LFNO community displays challenging behavior(s) the following affective language is used to focus on empathy building: *“What happened? What were you thinking of at the time? What have you thought about since? Who has been affected by what you have done? In what way have they been affected?”* When a member of the LFNO community is impacted by challenging behavior(s), the following affective language is used to restore a positive learning environment: *“What did you think when you realized what had happened?, What impact has this incident had on you and others?, What has been the hardest thing for you?, What do you think needs to happen to make things right?”*

Discipline

Lycée Français is committed to providing a safe and effective learning environment by recognizing that:

- Students have a right to learn, and teachers have a right to teach, in a safe and orderly environment.
- No individual or group has the right to undermine the goal of providing a quality education for all students.
- Teachers, counselors, administrators, and other school personnel may take disciplinary action against LFNO students who break rules.

The goal of school discipline is to assist all students in functioning successfully in their educational and social environments, as well as to protect the school community and public property. Discipline aims to promote positive behavioral change. With this in mind, school staff will handle minor infractions in relation to classroom rules and school expectations in addition to violations of the classroom charters created. Please refer to the attached [T-chart](#) that gives examples of behaviors that are handled by the classroom teacher versus handled by the Principal or Dean of Students.

When a student acts outside of the school expectations, behavioral outcomes will happen as a result. LFNO staff members make the distinction between punishment and natural consequences by taking into consideration the frequency, intensity, and/or duration of the student’s behavior(s). Inappropriate

behaviors are grouped into three tiers according to the frequency, severity, and duration of the behaviors. Please see examples below:

Tier 1 Infractions: Minor infractions that are handled by the teacher in relation to classroom rules and school expectations. Possible Corrective Actions Tier 1:

Examples of Tier 1 Infractions	Possible Corrective Actions*
<ul style="list-style-type: none"> ● Profanity/Swearing ● Name calling ● Disruptions in class, on campus, and on bus (field trip, to and from school, etc.) ● Dress Code Violations ● Passive non-compliance in class (i.e. refusing to participate or complete work, sleeping, etc.) 	<ul style="list-style-type: none"> ● Re-teach expectations ● Behavior reflection activity ● One-on-One conference with student ● Parent contact ● Loss of privilege ● Implement behavior contract ● Detention
<ul style="list-style-type: none"> ● Inappropriate items in class ● Unexcused tardiness/ absence from class ● Without needed supplies ● Academic Honesty Violation (Cheating/ Plagiarism) ● Taking items without permission 	<ul style="list-style-type: none"> ● Confiscation of inappropriate items ● Parent contact ● Provide supplies if needed.
<ul style="list-style-type: none"> ● Horseplay/ running in class/ hallway/ resto. ● Throwing objects 	<ul style="list-style-type: none"> ● Parent contact ● Loss of privilege ● Re-teach expectations

*Note that multiple strategies will be used for the best success of the student based on the individual student's needs. This is not meant to be an exhaustive list.

Tier 2 Infractions: Tier 2: behavior(s) may be repeated Level 1 behaviors (frequency), more disruptive (intensity), and/or resistant to Level 1 interventions (duration). Level 2 behaviors may impact the safety of self and/or others. Possible Corrective Actions:

Examples of Tier 2 Infractions	Possible Corrective Actions*
<ul style="list-style-type: none"> ● Chronic Tier 1 Violations ● Chronic Tier 1 Disruptions ● Cyberbullying ● Making a threat(s) ● Physical Assault without serious bodily harm ● Distributing unauthorized academic materials/ answers. 	<ul style="list-style-type: none"> ● Detention ● Possible referral to complete a Functional Behavior Assessment (FBA) and implement an Behavioral Intervention Plan (BIP) ● School-level conference with parent, student, administrator and/ or staff member.

<ul style="list-style-type: none"> • Harassment/ Bullying • Any other violation the administration deems to be similar in severity to other Level 2 infractions 	<ul style="list-style-type: none"> • School level conference with counselor present • In School Suspension • Out of School Suspension
<ul style="list-style-type: none"> • Chronic Tier 1 Violations • Repeated Academic Honesty Violations • Theft/ possession of stolen items • Vandalism • Violation of Phone/ Smart Device Policy. 	<ul style="list-style-type: none"> • Confiscation of inappropriate items • Parent contact • Detention
<ul style="list-style-type: none"> • Skipping class/ Leaving campus without permission • Using objects dangerously or inappropriately to harm others or damage property • Instigating and/ or participating in a fight 	

*Note that multiple strategies will be used for the best success of the student based on the individual student's needs. This is not meant to be an exhaustive list.

Tier 3 Infractions: Possible Corrective Actions. Tier 3: Behavior(s) is/are defined as severely interfering with the safety of self and/others, and any unlawful activity.

Examples of Tier 3 Infractions	Possible Corrective Actions*
<ul style="list-style-type: none"> • Repeated violations of bullying/ harassment • Causing fire alarms and/ or making bomb threats • Gang related activity. • Possession of a weapon on campus • Possession of drugs/ alcohol on campus • Any other violation the administration deems to be similar in severity to other Level 3 infractions 	<ul style="list-style-type: none"> • Student conference and school-level investigation with administrator. • School level conference with counselor present • Out of School Suspension • Recommendation for expulsion • Expulsion

<ul style="list-style-type: none"> • Use of any object to harm, frighten, and/ or intimidate others • Chronic academic honesty violations 	
<ul style="list-style-type: none"> • Multiple fights/ instigations of fights. • Aggravated assault on a student/ staff member. • Sexual Assault/ Harassment. 	

*Note that multiple strategies will be used for the best success of the student based on the individual student’s needs. This is not meant to be an exhaustive list.

Appropriate consequences will be determined and communicated by teachers and administration. Under no circumstances may any school employee or official use any form of corporal punishment or locked isolation on any student.

Any student who demonstrates a pattern of problem behaviors will be referred to the Exceptional Student Service (ESS) Team in order to identify a pattern of problem behaviors and determine what, if any, extra support systems should be implemented for the individual student. Students referred to the Student Assistance Team will be treated lawfully as students suspected of a disability. For more information, refer to the section of this handbook titled Discipline for Students with Disabilities.

In School Suspension Procedures The in-school suspension is intended to provide the student with a time-out from the regular daily routine to focus on the choices the student has made that resulted in disciplinary action of this magnitude. Parents will be notified of the student’s in-school suspension. In school suspensions may be assigned the day of infraction or for the following day(s). The student will be provided with assignments from his/her classroom teachers and is expected to spend his/her time doing those assignments. Violation of the in-school suspension rules and/or refusal to serve the in-school suspension is considered grounds for suspending the student out of school.

Out of School Suspension Procedures

An out-of-school suspension, in which the student is not allowed to attend school for a designated period of time, is a Tier 2 or 3 outcome. For a student to be suspended, the following procedures must be followed:

1. The Principal/Dean of Student Culture will meet with the student. The student will be advised of the behavior infraction and given the opportunity to explain his or her version of the facts.

2. If suspension is warranted, the Principal/Dean will contact the parent/guardian by phone, email, or mail. The Principal/Dean will give notice of the suspension, the length of the suspension, provide the reason for the suspension, and explain how to appeal the suspension. The Principal/Dean will also set a date for the readmission conference.
3. The student shall remain in school until the end of the school day unless released into the care of his/her parent/guardian. However, if the student poses a danger to himself/herself or others, the Principal/Dean may remove the student from the school immediately. After the student's removal, the school will follow the regular suspension process as soon as is practicable.
4. Students suspended for three or more consecutive days will be provided schoolwork during their suspension, which may be picked up by the parent/guardian at the school or accessed via Google Classroom.
5. Before a student returns to school, the parent/guardian must participate in the scheduled readmission conference. If a parent does not respond, the Principal may choose to not readmit the student until the parent, guardian, or other adult designee responds, and the school counselor may refer the student to Municipal Court for truancy.

Out of School Suspension Appeals

Any parent or guardian of a student given an out-of-school suspension has the right to appeal the reason for the suspension or the length of the suspension. To appeal a suspension:

1. Submit a written request to appeal to the Principal. The written request must be made no later than five (5) school days after the start date of the suspension
2. Appeals are conducted in person with the Principal, student, parent/guardian and any additional representative of the student at the parent/guardian's request.
3. The Principal will assess the merits of the case and make a final determination.

Expulsion Procedures (Level 3 Infractions) and the Student Hearing Office

In an expulsion, the student is officially removed from school for at least the remainder of the academic year, and potentially longer. This corrective strategy will only be used if a student commits a Level 3 infraction. Lycée will work in conjunction with the Orleans Parish School Board Student Hearing Office. The Student Hearing Office (SHO) is a part of the Enrollment Transitions team within EnrollNOLA. The Student Hearing Office is a city-wide unified student discipline system comprehensively serving nearly 40,000 New Orleans students. The Student Hearing Office does the following for NOLA Public Schools:

1. Conducts all student expulsion hearings

2. Oversees the student expulsion hearings for students receiving special education services and 504 accommodations. This includes reviewing Manifestation Determination Reviews (MDRs) to ensure the disciplinary request is compliant with federal and state law.
3. Coordinates appeal requests
4. Screens and places students who seek to enroll in an Orleans Parish public school as a result of an expulsion from a school located in another parish or from a private school
5. Screens all safety-based Hardship Transfers and transfer requests related to bullying and fighting; Provides conflict resolution meetings, training opportunities, resources and other support to students, parents / guardians, schools, and community partners
6. In collaboration with the Youth Opportunity Center (YOC), coordinates the enrollment screening and placement of students returning to education post-incarceration in out of parish facilities and the Orleans Parish Justice Center (formerly Orleans Parish Prison)
7. Conducts accountability protocol to address enrollment violations related to Student Hearing Office policy.

For more information related to Student Hearing Office procedures, please see the following [link](#).

For non-Orleans Parish residents, Lycée will work in conjunction with similar disciplinary and enrollment bodies at the state and parish level.

Discipline for Students with Disabilities

Students with disabilities are subject to the same discipline rules and procedures as other students. Students with disabilities may need additional interventions, however, in order to fully understand and/or adhere to the school's behavioral expectations.

For a detailed, comprehensive explanation of discipline procedures for students with disabilities at Lycée Français, please consult the Louisiana's Educational Rights of Children with Disabilities:

https://www.louisianabelieves.com/docs/default-source/academics/louisiana's-educational-rights-of-children-with-disabilities.pdf?sfvrsn=8e7ffce2_17

Parents are encouraged to contact Lycée Français's Director of Exceptional Student Services with any questions about a suspension or expulsion if their child is identified with an exceptionality or if their child is in the process of being evaluated for an exceptionality. Parents/guardians have the right to request a due process hearing from the Louisiana Department of Education to appeal any

manifestation determination decision. Families may be represented by counsel at any due process hearing. Please see the [website](#) for more information.

Questions and Concerns

At Lycée, we hope to establish strong relationships between school and families. We want every family to feel welcome at our school and feel comfortable reaching out to our staff. We encourage you to participate in our school, advocate for our school and your child, and become involved! When concerns arise at school, we want to make sure that every concern is resolved. By working in partnership with your child's school, parents and school staff can find solutions. In order to make sure that all concerns receive the attention and time needed, we ask that all families adhere the following protocol in the following order*:

1. Classroom teacher/staff—When a concern arises, we ask that students/parents talk directly to the classroom teacher or other staff involved. Staff are available to talk on the phone, correspond through email, and meet in person. Please make any requests to meet with a teacher/staff member directly with them.
2. Mid-level Leadership - If your concern is not resolved after the meeting/communication with the teacher/staff, you can seek out a meeting with our mid-level leaders. They will talk through your concern and see how the issue can be resolved. We ask that you contact or schedule a meeting directly with the relevant leader, including: Director of High School, STEM Coordinator, French Humanities Coordinator, American Humanities Coordinator, Athletics Coordinator, etc.
3. Principal -- If the parents/guardians believe that the situation has still not been resolved, concerns should be taken to the principal, who will review all supporting documents and work with all parties involved to come to a resolution.
4. Interim CEO - If the parents/guardians believe that the situation still has not been resolved, a written request for an appeal must be brought to the Interim CEO as the final arbiter of the matter, who will then investigate the matter to ensure that the previous steps have been appropriately documented and completed. The Interim CEO will record the complaint and/ or appeal and will address any concerns regarding appeal of the decision, or any action or inaction taken by the school administration, within five (5) school or business days.

**To ensure that your concerns are addressed promptly and accurately by the appropriate party, we ask that only the staff member you wish to address is directly contacted and avoid adding multiple parties in the email.*

Technology and Electronic Device Policy

Student cell phone and other smart device use is not permitted at school. Parents who allow their child to bring a phone or any other electronic device to school, accept the responsibility of loss or damage to the device. Student cell phones and/or personal communication devices must remain in the assigned locker and/or bookbag and powered off from arrival to dismissal if brought to school.

If a cell phone is seen or heard by any member of the school's faculty or staff from arrival to school to dismissal from school, the cell phone will be taken to the Principal/Dean and the following actions will occur:

1. 1st offense: Phone will be taken from the student, parent will be informed, phone will be returned to student at dismissal.
2. 2nd offense: Phone will be taken from the student, parent will be informed, phone will be returned to parent after two weeks.
3. 3rd and future offenses: Phone will be taken from the student, parent will be informed, phone will be returned to parent after two weeks. Student(s) will serve a lunch detention and other consequences as seen fit by the Principal/Dean.

Dress Code Expectations

Lycée students wear a mandatory uniform to school each day. Please be sure to label all clothing, particularly outerwear. Labeled clothing is quickly returned to the rightful owner.

Embellishments or unnecessary modifications to uniform are not permitted. All apparel and accessories worn to school must be safe, appropriate, and not a distraction to learning, as determined by the principal.

There are 3 official approved vendors for the school uniforms.

- French Toast, www.frenchtoast.com. The Lycée Français source/dress code is QS5VUXZ.
- Lands' End, www.landsend.com. Click "School," then "Find My School." Scroll down and click "Or find my school using my preferred school number." The preferred school number is 900147737.
- Schiro's, 4948 W. Esplanade, Metairie, LA 70006.

Families can choose to order online or by phone from French Toast and Lands' End, or locally at Schiro's store in Metairie.

Other stores may carry some of the approved uniform items. Should families choose to purchase from an unapproved store, please see the pictures in this

handbook or check the French Toast website for item numbers to follow the approved uniform requirements. Costco and Target carry some French Toast items that may be monogrammed in either navy blue, red or white at Monogram Express, 2109 Veterans Memorial Blvd, Metairie, LA 70002. Lands' End carries the school's monogram as well.



Please note that polo shirts are available in white and red, and both short and long sleeves are available.

In addition to the normal LFNO school uniform, high school students (9th-11th graders) may wear their class shirt any day of the week. Class shirts are available for sale in the front office or via our PE uniform vendor. Letterman jackets will be available for purchase later in the school year.

**Although 8th graders are housed with the high school, the uniform class shirt policy applies only for 9th-11th graders.*

Shoes & Socks

Students are allowed to wear any socks, shoes or sneakers that meets the following criteria:

- Does not light up, make noise, inappropriate or distracting graphics
- Closed toe and closed heel - no sandals
- Flats - no high heels
- No boots higher than a high-top sneaker
- Leggings/tights under shorts or skirts must be white, black, red, gray, or navy in association with school colors.

If a student is not in proper uniform, the school will offer an alternative piece of clothing from the donated uniforms in the Nurse Office. If uniform violations happen multiple times, school consequences will be put in place and parents will be notified. Please see the example of [Tier 1 infractions](#).

Gym uniform

On days when students are participating in physical education (gym), they will be permitted to wear their school approved gym uniform (gym shirt, shorts, sweatshirt, sweatpants) as their school approved uniform all day at school. Any student wearing said uniform out of their appropriate day for physical education will be considered out of uniform and will receive appropriate consequences.

Accessories

In general, head coverings (hats, hoods, caps, scarves, etc) are not permitted at school, with exemptions made for religious, health, cultural etc. purposes. Caps and hats that shade the sun may be worn by any student when outdoors.

Spirit Days

Spirit Days are a community privilege for students to dress down or in a particular theme. Students are encouraged to wear Lycée Français spirit t-shirts from current and previous school years any Friday and other themes will be shared via Etre a la Page.

Note: The Principal/Dean reserves the right to rule on anything not included here that the school might deem unacceptable attire or appearance. Parents will be contacted for dress code violations that cannot be corrected immediately. Repeated dress code violations will result in disciplinary action.

Attendance Policy

Regular and punctual attendance at school is mandatory and is a key factor in the achievement of academic success. All students are expected to arrive on campus, prepared to engage in school activities. Students who arrive in class after the start of class will be considered tardy and must obtain a tardy slip before being admitted to the classroom.

During the day: Tardiness to class is handled by the classroom teacher. Teachers are directed to refer students with repeated tardiness to the Principal/Dean of Students for appropriate action.

The [LA Compulsory School Attendance Law](#) describes habitual absences as 10 or more unexcused absences during the school year. It is Lycée's policy that any Lycée Français student who fits these conditions is subject to the stated consequences of the state school attendance law.

Families will receive notification when the number of unexcused absences is of concern, because the school is obligated to report families to the Department of

Families in Need of Services and/or the Orleans Parish Municipal Court if families exhibit non-compliance with school interventions and meet the state definition of habitually absent or habitually tardy. We recognize that these regulations are stringent, but schools are obligated to comply with the state. Please see the LA Compulsory Attendance Law for more information.

Excused Absences

Students are required to attend each school day scheduled by Lycée Français. All absences will be reported as unexcused unless the school receives documentation of an extenuating circumstance. The Principal may excuse a student's absence in the following extenuating circumstances:

- Personal illness with a doctor's note
- Death in the immediate family (up to three days) w/ documentation
- Impassable roads due to inclement weather
- Required court appearance (court documents required)

To be considered excused, all of the above must have the appropriate documentation and Principal's approval.

Unexcused Absences

Writing a note does NOT mean that an absence is automatically excused. An absence, tardy or early departure is considered unexcused if the reason for lack of attendance does not fall into the categories listed in the Excused Absences section of this handbook. The following are considered unexcused absences:

- Personal illness without a doctor's note
- Suspension
- Lack of required immunizations
- Family vacation
- No transportation
- Oversleeping

Long Term Absences

If students are absent for any reason for ten consecutive days without parent notification or twenty days with notification, the student will be automatically dropped from the roster and will be dismissed from LFNO, unless extenuating circumstances apply or special arrangements have been made with the Principal prior to the 10th day of absence.

Religious Observance Absence Policy

It is Lycée Français' responsibility to be sensitive to the needs of individual students and their families so that no students are penalized because of their beliefs.

- Students absent for religious observances receive excused absences in class and school attendance record. Students are still responsible for making assignments. They have the number of days they were absent,

plus one, to make up work. This is to ensure there is no school interference with religious observance.

- Parents/guardians (or students if age appropriate) are encouraged to notify the school in advance when their child will not be attending school because of religious observance, so that appropriate plans can be made by teachers.
- Lycée Français requests official written documentation to keep on file specifying a student's religion and the expected days of absence if any days of school will be missed due to religious observance.

TRANSPORTATION

School Bus

Lycée Français de la Nouvelle-Orléans provides daily, free bus transportation for all students residing in Orleans Parish, and who live more than 1 mile from campus, from their primary residence to the McNair/Priestley Campus. Families utilizing the school bus are required to sign the bus transportation agreement and submit proof of residence in order to have a child's name added to the official bus roster. Students will be assigned a bus stop no more than one mile from their primary residence.

For more information, please refer to the Transportation Handbook, found on our website.

Public Transit

Families living more than a mile from their campus, demonstrating extenuating circumstances (*reviewed case-by-case*) may receive, upon request; monthly Regional Transit Authority (RTA) pass for each Lycée child over the age of 10 in the immediate family. Families choosing this option will *NOT* be allowed to utilize the yellow bus service. Qualifications will be determined by residency and availability. Families may request RTA passes by contacting the Coordinator of Transportation, via email or calling 504-620-5500. Each case will be reviewed by LFNO administration and their decision shall be final.

Arrival and Dismissal

McNair Campus (8th-11th grades):

Arrival Time 7:50 AM - 8:00 AM

Dismissal Time 3:35 PM

Wednesday Early Dismissal Time 2:05 PM

Lycée's McNair campus is located in a congested residential area and along a major street. In order to support a stress-free arrival and departure experience, please keep the following in mind:

- There is no structured in-person or carpool lines to drop off or pick up students
- Students will arrive and depart independently via public transportation, on foot or bike, via school bus, or drive themselves to school
- There are bike racks near the front doors
- We ask that student drivers and parents dropping off in the neighborhood be considerate to our residential neighbors and cognizant of the heavy traffic flow along Carrollton

Supervision

As the McNair/Priestley Campus houses students in 8th-11th grade, there is no before or after care offered and all students are allowed to leave school at dismissal without being checked out by an adult. The campus opens at 7:50 am for students and class begins at 8:00 am. School dismisses at 3:35 pm (2:05 pm on Wednesdays) and students must be either off campus or in an after school activity by 3:50 pm (2:20 on Wednesdays). The school does not supervise nor assume responsibility for students before or after those times.

Student Clubs and Leadership *(Pending Covid-19 Guidelines)*

There will be clubs and structured socialization activities available for students during their lunch break daily. Every attempt will be made to include student leadership and high student interest clubs during lunch to allow all students access to these opportunities, however, some clubs and activities will occur after school.

Athletics *(Pending Covid-19 Guidelines)*

Students in 5th-11th grade are eligible to participate in the LFNO athletic program. Seasonal sports run in the fall, winter, and spring. More information on each sport will be communicated before each season begins.

Students in 5th-8th are eligible to participate in competitive league sports. Due to a change in state regulations, LFNO will be eligible for membership with the state high school athletic association, LHSAA, in the 2022-2023 school year. For the 2021-2022 school year the 9th-11th graders will be able to join sports teams to hone their athletic abilities through coaching, practicing, and non-official games with other schools, as available.

Parents must register and pay for students' athletic participation through [Campbrain](#). All athletes are required to submit an updated [medical release form](#) signed by a physician in order to participate in any LFNO athletics.

STUDENT WELLBEING

School Counseling Program

The school counseling program helps students make the most of their educational experience. Activities focus on emotional well-being, academic progress and personal and social development. Students participate in the school's counseling program on a regular basis.

School Counseling activities may include but are not limited to:

- Classroom enrichment lessons: The counselor, along with outside experts/partnerships, provides proactive, developmentally appropriate instruction to students in a classroom setting. Activities primarily focus on personal, social and academic development of the students.
- Counseling: Individual and group sessions may take place. In a confidential safe setting, students learn to understand their feelings, attitudes, concerns and behaviors. A relationship is established through respect, trust and understanding. A school counselor can provide brief therapy but not long term, intensive therapy.
- Consultation: The counselor provides professional expertise to help the school community understand student behavior. Additionally, the counselor acts as a liaison to bring people and resources together for the healthiest development of the students.

Students may see the School Counselor by:

- *Self referral*
- *Parent /guardian referral*
- *Administration, teacher, staff referral/request*
- *Request by a friend to meet with the counselor*

Confidentiality is a critical part of a counselor's role. The four basic exceptions are suicidal thoughts, homicidal thoughts (threats), possible abuse, and possession or use of weapons or illegal substances. With these topics, the appropriate personnel are notified.

The school counselor is not able to provide the following services to a child or parent:

- Testifying on behalf of a parent in child –custody matters.
- Provide intensive, long term counseling services to a child.
- Providing counseling services to parents and other family members.

Bullying/ Cyberbullying

(Louisiana Act No. 861) Definition, Behavior Constituting Bullying, and the Effect of Bullying on Others

Bullying is a pattern of any one or more of the following:

- Gestures, including but not limited to obscene gestures and making faces
- Written, electronic, or verbal communications, including but not limited to calling names, insults, racial and/ or discriminatory remarks, verbal abuse, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
- Electronic communication, including but 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 other 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

Where the pattern of behavior as provided above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event. The pattern of behavior as described above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Many distressing behaviors are not examples of bullying, even though they are unpleasant and may require adult intervention and management. Mutual conflict, acts of aggression or intimidation are socially unpleasant situations that are often confused with bullying.

Reporting an Act of Bullying

Procedure for students and parents/guardians:

1. Report bullying incidents to the Principal by filling out the Bullying Report Form, a copy of which is available at the end of this handbook.
2. The Principal/designee will then complete the LDE Bullying Report Form.
3. An investigation of complaints and reports will be completed (see "Investigating an Act of Bullying" below). The Principal/designee is responsible for receiving complaints alleging violations of the bullying policy. All school employees and parents chaperoning or supervising school-sponsored functions and events are required to report alleged violations of this policy to the Principal or the Principal's designee. A verbal report must be reported on the same day as the employee or parents witnessed or otherwise learned of the incident and a written report

must be filed no later than two days thereafter. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a written report of bullying.

Retaliation and False Reports

Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint, or who otherwise participates in an investigation or inquiry concerning an allegation of bullying is prohibited conduct and is subject to disciplinary measures. Intentionally making false reports about bullying to school officials is prohibited and will result in appropriate disciplinary measures.

Investigating an Act of Bullying

The Principal must initiate the investigation the next business day during which school is in session after the report is received by a school official. The investigation must be completed no later than ten school days after the date the written report was submitted.

The investigation must include an interview of the reporter, victim, the alleged bully, and any witnesses, and include obtaining copies or photographs of any audio-visual evidence. The Principal/designee must notify the parent or legal guardian of a student under the age of eighteen of the allegation of bullying before the student can be interviewed and inform them of the right to attend the interview with the student.

Documented interviews of the victim, alleged offender, and witnesses must be conducted privately, separately, and confidentially. At no time will the alleged offender and victim be interviewed together. The investigator will collect and evaluate the facts using the form developed by the LDE.

The Principal may (in accordance with Act 861 of 2012) file a complaint with the court of juvenile jurisdiction pursuant to Children's Code Article 730(8) and 731(1), or Children's Code Article 730(1), if the parent or legal guardian refuses to attend a conference or meeting regarding the student's behavior. The highest level of confidentiality possible must be upheld regarding the submission of a complaint or a report of bullying and the investigative procedures that follow.

Meetings with the parents or legal guardians of the victim and meetings with the parents or legal guardians of the alleged offender must be separate.

Parents or legal guardians of the victim and alleged offender must be informed of all of the available potential consequences, penalties, and counseling options at the initial meeting with school officials. Notification to Parents/Guardians of an Act of Bullying The Principal will promptly notify the parents/guardians of all

students involved of any incident of bullying as defined by this policy. Notification of the parent/guardian of all students involved must be made on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Resolution of Investigation/Disciplinary and Criminal Consequences of Bullying

The Principal/designee shall compose a written document containing the findings of the bullying investigation, including input from the students' parents/legal guardians, and the decision of the school or school system official. The document will be placed in the record of both students. The Principal/designee shall promptly notify the complainant of the finding of the investigation and the remedial action taken, if the release of the information does not violate the law.

If the school has determined that the discipline code has been violated, the school official will take prompt and appropriate disciplinary action pursuant to LA R.S. 17:416 and 17:416.1 and report criminal conduct to law enforcement, if appropriate. The results of the investigation will determine the level of infraction for the bullying incident(s).

Procedure for Appeal in Cases of Bullying - Failure to Act

A student, parent/guardian, or school employee may report a bullying incident to the LEA (city, parish, or local school board or local school governing authority) if the school official does not take timely and effective action to address the incident. The governing authority must begin an investigation of any complaint of bullying that is properly reported the next business day in which school is in session. If the governing authority does not take timely and effective action, the student, parent, or other school employee may report the bullying incident to the Louisiana Department of Education.

Parental Relief (Parents/Legal Guardians of a Victim of Bullying)

The parent/guardian of a bullied student may request a transfer to another school if a parent, legal guardian, teacher, or other school official has made four or more reports of separate instances of bullying and no investigation has occurred (Note: The OneApp Application Process will apply).

The LEA must make space available for the student at another public elementary or secondary school under its jurisdiction within ten school days of the transfer request. If no other school that serves the bullied student's grade level is available within fifteen days of the transfer request, the superintendent or head of the LEA must facilitate the student's enrollment in a statewide virtual school or offer the student placement in a full-time virtual program or virtual school. The

school may enter into a memorandum of understanding with another LEA to secure placement and transfer for the bullied student.

If none of the options above are made available to the student within thirty days after the transfer request is made, the parent or legal guardian may request a hearing with the school's governing authority. The hearing must be granted for the next scheduled meeting or within sixty calendar days, whichever is sooner.

The parent/legal guardian may request at the end of any school year that the student be transferred back to the school in which the student was enrolled when at least three of the bullying reports were made. The district must make space available for the student at the school where the student was originally enrolled. No other school will qualify for the transfer back.

Harassment

Harassment is verbal, non-verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, citizenship status, marital status, gender, sexual orientation or any other characteristic protected by law. Harassment is prohibited in all relationships at Lycée Français and is considered an offense punishable by disciplinary action. A student who believes s/he is a victim of harassment should report the offending behavior to a teacher, the school nurse, counselor, Principal, or other trusted adult. If a staff member other than the Principal/Dean receives the complaint, the staff member will promptly inform the Principal/Dean. The Principal/Dean will work in collaboration with the Principal in all steps of the investigation. All reports of harassment will be investigated and are confidential, except as required by law.

Suicide and Suicide Prevention

Please see our [policy](#) on suicide prevention for more information.

Child Abuse & Mandatory Reporting

In accordance with the Louisiana Child Abuse or Neglect Reporting Law (L.S.A., RS 14:403), all teachers, counselors, coaches, aides, school staff members, and administrators at Lycée Français who know or suspect that a child under the age of 18 is or has been the victim of child abuse is required to report this information to the child protective agency immediately. Abuse is defined as non-accidental physical, sexual, or emotional injury. Neglect is defined as the failure to fulfill a child's physical or emotional needs. Please see the [DCFS](#) website for more details on mandated reporting.

Child Custody

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents/legal guardians are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody (domiciliary parent) during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school.

Child visitation and exchange of custody will not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering the school grounds if their conduct becomes disruptive to the school environment.

ADULT WELL-BEING

Respectful Environment Policy

Lycée Français de la Nouvelle-Orléans (LFNO) recognizes that respectful behavior regarding the rights, dignity and integrity of others is essential for the wellbeing of a community.

At Lycée Français, employees, students, guests or volunteers have the right to work and learn in a safe, orderly, productive, respectful and harassment-free environment. All adults are expected to communicate reasonably and respectfully with school personnel and other adults. Parents are entitled to reasonable consultation with their child(ren)'s teacher(s) provided those meetings are conducted under a mutually respectful climate. Those persons, whether on the school campus, or through the use of social media or other technology, whose behavior to teachers or staff is deemed disrespectful, disruptive, threatening, or likely to undermine the authority of teachers or staff and/or interferes with the successful operation of school programs and/or events, are subject to restrictions at the discretion of the Interim CEO/Principal. Restrictions may include denying access to teachers or staff members, portions of the campus, or the entire school campus(es). Non-compliance will result in removal from the campus by law enforcement.

The Interim CEO shall communicate any decision made under this policy in writing to the adult to whom it applies and such decision shall remain in effect until later modified by the Interim CEO. Such notification shall include a copy of this policy. This policy shall in no way preclude anyone from expressing their opinions or views nor exercising their First Amendment rights. This policy is

adopted to ensure the safety and security of all Lycée Français students and staff.

Adults and students are free to express concerns and register complaints with the Interim CEO/Principal without fear of retaliation or reprisal

LOCKERS (not at McNair)

All Middle School/ High School students may be issued a school locker, based on available resources. Each student is responsible for the contents, orderliness and care of this assigned locker. The school will NOT be liable for any losses that the student may incur. Students may use their lockers ONLY during approved times. The school reserves the right to enter by any means and to inspect any or all lockers at any time. Students may ONLY use locks provided by the school.

If a student loses the assigned lock, they must pay the school a \$10 replacement fee.

Locker Policy/ Contract

By signing the locker contract, I understand that locker usage is a privilege and voluntary. Therefore, I understand and agree that the use of any Lycée locker assigned to me is approved subject to the following conditions:

1. All lockers are the property of the school and are provided for approved purposes only.
2. Students may be able to access their lockers at certain times within the day.
 - Before school - Students must be seated in class at 8:00
 - Lunch
 - After school
 - One other team approved time
3. Students are NOT allowed to visit their lockers at any other time during the day unless they have a teacher-issued pass to do so.
4. Lateness to class because of lockers could mean referral to the Principal/Dean's office and potential loss of locker privileges.
5. Only students officially assigned to a locker have the right to use the locker. Students may NOT share or switch lockers.
6. Security of a locker is the responsibility of the student assigned to the locker. The school encourages students to limit their use of lockers to storage of academic materials. The school is not responsible for valuables kept in lockers (including money, jewelry, electronic equipment, etc.)
7. Students are not permitted to keep contraband items, including weapons, illegal drugs, or alcohol, tobacco products, etc., in their lockers.
8. All lockers are subject to periodic inspection, with or without prior warning.
9. Students are required to keep their lockers clean and orderly. At the end of the year, students are expected to return their lockers in the same

- condition as was issued to them. Any students with damaged or unclean lockers will be expected to pay for damages done to an assigned locker.
10. Students are not permitted to use adhesives or other materials to decorate their lockers. Nothing should be on the outside of lockers at any time (magnetic mirrors, shelves, magnetic holders are permissible on inside only).

Code of Ethics

Louisiana's Code of Ethics applies to those "engaged in a governmental function" and therefore applies to employees of charter schools.

La. R.S. 42:1102 (18)(a)(iii). The law is very comprehensive and refers to vendors seeking contractors, and family members who may have influence over those awarding contracts. Paraphrased rules that specifically apply to public school employees include:

School employees may accept gifts from students/parents as long as the value is less than \$25, and gifts from any particular student/parent may not exceed a total of \$75 for the school year. For example, a student may give her/his teacher gifts with values of less than \$25 at Christmas, for Staff Appreciation, and as a parting gift at the end of the year.

Community gifts may be given or accepted. That is, parents may collect money from multiple families and combine into a single gift provided the individual contributions do not exceed \$25.

Teachers may not receive additional income / compensation for the performance of their public duty. This means that teachers cannot be paid to tutor after school their students in the subject they teach. However, they may be paid to tutor other students in the subjects they teach.

The Ethics Board is authorized to order the forfeiture of any gifts or payments made in violation of the Code. R.S. 42:1155B

The unabridged Code of Ethics can be found at www.ethics.la.gov.

Visitors to Campus

Any school visitors must have prior approval to be on campus, check in to the front office, and must wear a visitor's badge. Visitors must be supervised by a member of our staff at all times. Visitors may be asked to leave at any time.

Volunteers

All adults working directly with students, whether in school or at school functions, must have a background check on file in the school office. All adults who wish to help in the classroom chaperone field trips or participate in school sponsored extracurricular activities must submit a validated criminal [background check](#) to the office. Any volunteer should discuss volunteer opportunities with the classroom teacher and require their prior approval. Please see the [volunteer form](#) on our website.

Background checks on file with the office must be renewed at the beginning of each academic year and are good for that school year only. The processing fee for each background check depends on the parish in which the individual resides. Background Check forms are available online for Orleans Parish residents only. Residents of other parishes must obtain forms from those respective offices.

ASBESTOS DISCLAIMER (Patton, Johnson, McNair campuses)

Asbestos is located in some ceiling products and some floor tiles in the LFNO buildings. The areas containing asbestos are closely monitored. When undisturbed, the products do not pose a health hazard.

In accordance with AHERA, Asbestos Hazardous Emergency Response Act, a Management Plan has been prepared for each campus and approved by the State Department of Environmental Quality, DEQ. This management plan is available for review in the front office of each campus during school hours. A copy of the plan will be made available at the cost of \$25.00 (which covers the cost of reproduction).

Animals on Campus

Students' pets are not allowed on campus at any time without the express permission of the Principal; service animals are permitted in accordance with the ADA.

Class Parties

There are no parties to celebrate individual birthdays of students. While individuals are recognized and celebrated on their birthday, there can be no parties.

Brief holiday parties are permitted for fall, the day before the winter break, and Mardi Gras break. Additional French celebrations may be added at the request of teachers with the approval of the Principal. Teachers may reward their classes for achieving certain milestones or other accomplishments. The Principal must approve all classroom parties.

Invitations

Invitations to private parties may not take place at school.

COMMUNICATIONS

Être à la Page

As a means of informing parents about school life, the electronic newsletter, *Être à la Page* is emailed to parents weekly and posted on the front page of the Lycée website. The *Être à la Page* keeps the school community abreast of important dates and happenings, and is the key way of communicating between school and home.

A Spanish edition of *Être à la Page* is also published. Families may request the Spanish edition by contacting the Admissions Office or the Office Manager or using the following [sign-up list](#).

Families without Internet access may opt to receive paper copies of the *Être à la Page*. To receive paper copies, families must opt out of paperless distribution during the student registration process.

School Website - www.lfno.org

The Lycée Français de la Nouvelle-Orléans website is an invaluable resource for important school information with which all students and parents should become familiar. The website is updated daily with the latest school events, news, and communications from teachers and administration. In the case of an emergency, the LFNO website will serve as one of the principal means of communication for the LFNO community. Also available on the website are downloadable school forms and documents, lunch menus, contact information for faculty and staff, upcoming events, calendar, and more.

The Interim CEO and Director of Communication have responsibility for overseeing the content of all web-based materials and all material to go on the website must have the Interim CEO's approval.

School Facebook Page

Parents may also "like" Lycée Français de la Nouvelle-Orléans on Facebook to receive updates on their newsfeeds.

<https://www.facebook.com/lyceefrancaisnola/>.

Yearly Calendar

The yearly [calendar](#) is posted on Lycee's website at:

Parent/Teacher Communication

Parents are asked to keep an active email address and check it regularly for communications from teachers and other school personnel. Please notify the school immediately if phone numbers or email addresses change.

Parents are asked to set up a conference time with teachers to discuss any areas of concern. Teachers may not conference with parents at any time while they are supervising students or providing instruction.

Media Release

There will be occasions that arise when the school will photograph or videotape our students. Parents complete the media release upon registration. It acknowledges permission for a child to be photographed and/or videoed, and to have his/her likeness reproduced in publications such as the school yearbook, promotional materials, videos, in-school communication, and other general media for education or promotional purposes, including those of our partners. Children's first and last names will not be distributed without individual parent consent. Lycée's Media Release does not extend to photographers not sanctioned by the school.

Computer and Technology Policy

Lycée Français network access is a privilege, not a right; any violation of the following will result in forfeiture of permission to use the Internet and the school network and appropriate disciplinary action. All hardware and software used in the school is the property of the school, not the student. Students may not deliberately damage the network or any part of the network's system. Restitution is required for any damage incurred.

Please see [Student Acceptable Usage Contract](#) for more information:

School administrators may discipline (up to and including loss of computer equipment access, Internet access, or expulsion for a student) who breaches or violates this Acceptable Use Policy.

EMERGENCY INFORMATION

Lycée requires all parents to complete the Emergency Information Form that provides the school with appropriate contact information in case of an emergency. This information is very important and must be updated if phone numbers change. The school will not admit students whose parents have not provided the completed Emergency Information Form. Please see the website for more information: <https://www.lfno.org/handbook-forms/>

Emergency School Closings

The Interim CEO may close school because of inclement weather, contagious disease, or other emergencies. Lycée uses a broadcast message system to notify parents of school-related emergencies via text message and telephone call. School closings will also be announced on LFNO's website, WWL 870 AM Radio and WWL Channel 4 television.

LFNO MEAL SERVICES

2021-22 [LFNO School Lunch Application](#)

We strongly recommend that **ALL** families complete the **2020-21 LFNO School Lunch Application** before the beginning of the school year.

How does filling out the LFNO Lunch Form help my school?

- LFNO qualifies to receive more money per student from the state and federal government which they can use to better student services.
- Schools may become eligible for money to fund after school programs.
- Middle and high schools with high return rates may also help the lower school qualify for free after school snacks, dinners, and on-site summer meals.
- If enough students qualify for Free or Reduced Lunch, Lycee could be eligible for CEP status, which **would ensure FREE meals for ALL students for the next 5 years.**
- **Directions for completing the application can be found [here](#).**

Allergens

Lycée Français de la Nouvelle-Orléans is a peanut-free school. Please do not send anything containing peanuts in your child's lunchbox.

HEALTH GUIDELINES

School Nurses

Nursing services are provided to address the medical needs of the students and to conduct state-required screenings. Screenings include vision and hearing for students in grades Pre-K, Kindergarten, first, third, fifth, seventh, and ninth. Parents of students at other grade levels may request hearing and vision screenings by contacting the school nurse.

Immunizations

All students entering school in Louisiana must show proof of all required age-appropriate vaccinations. Each school year, the nurse reviews vaccination records for all students. The nurse works closely with the State Department of Health, utilizing the Louisiana Immunization Network for Kids Statewide (LINKS) database to track immunization information for each child. Parents are required to update immunization records as needed.

Illness

Students with fever should be kept home. After a child has a normal temperature (less than 100 degrees Fahrenheit without the assistance of fever reducing medication) for 24 hours, student may return to school. Students recovering from communicable diseases and/or missing more than 3 or more consecutive days of school must report to the nurse or Principal with a physician's note clearing return to school prior to being readmitted to class. Anytime a child is sent home due to fever, that child is excused the day sent home and the day following.

Medication Administration

Lycée Français encourages parents to schedule the administration of medication outside of school hours whenever possible. In cases where medication must be administered at school, the following procedures apply:

- No medication may be administered to, or self-administered by any student without a Medication Administration Form signed by their physician and an authorization form signed by the student's parent or guardian. The Medication Administration Form is available on the school website or directly from the school nurse.
- LFNO is not responsible for a student's reaction to medication when it is given in accordance with the prescriber's directions.
- The first dose of any medication must be given outside of school jurisdiction in order for parents to have sufficient time for observation for adverse reactions.

Lost & Found

Lycée maintains a lost-and-found area at each campus. Students are encouraged to check this area as soon as they notice an item missing. Unclaimed items are donated to charity; unclaimed uniforms may be re-sold at uniform sales sponsored by La Liaison (PTO).

Property Policy

All buildings, desks, boards, books, and other school materials are the property of Lycée. Students will be required to pay for damaged or lost property. Additionally, all willful destruction or defacement of school property is grounds for suspension, expulsion or other disciplinary action. Lycée is not responsible for the loss of personal property at school.

PTO – La Liaison

All parents are invited to join the PTO (La Liaison) of LFNO. The purpose of the PTO is to provide support for the school and its mission. Additionally, PTO meetings provide opportunities for parents to meet each other and develop lasting friendships and work together on school fundraising activities and projects.

Search and Seizure

Students should have no expectation of privacy for anything carried onto or stored on school property, including book bags or purses. A student and his/her possessions can be searched if there is a reasonable suspicion that a law or school rule has been violated. School administrators or teachers may seize any contraband that is illegal or violates school rules, including weapons and drugs. Students' lockers, bookbags, desks, and other school property can be searched at any time for any reason, with or without notice. Lycée guarantees that:

- Parents will be notified of all searches and seizures.

- Searches will be conducted by staff, including at least one administrator at all times, out of the sight of other students.
- Staff members of the same sex as the student will conduct potentially invasive searches in privacy with a witness present.
- Lycée will keep all results of searches confidential, except to report illegal activity to the proper authorities.
- Disciplinary action will be taken against staff who violate any provisions.

Student Records/ FERPA/PPRA

Lycée Français complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Individuals with Disabilities Education Act and the rules of the Louisiana State Department of Education. All student educational records are collected, maintained, inspected, disseminated and destroyed pursuant to these federal and state regulations. Please see our [Student Records and Privacy Policy](#) and the following [link](#) from the US Department of Education for more information.

STUDENTS WITH EXCEPTIONALITIES/ GIFTED SCREENING PROCESS

Please see our website about Exceptional Student Services:

<https://www.lfno.org/ess/>

FINANCIAL DONATIONS

Donations can be made online at www.lfno.org/support-us or by check made payable to Lycée Français; when giving by check, please note “donation” in the memo line. All donations are fully tax-deductible.