



Lycée Français de la Nouvelle-Orléans
Parent & Student Handbook
Middle/High School Handbook
2019 - 2020
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MISSION STATEMENT

Lycée Français de la Nouvelle-Orléans students will matriculate into the finest colleges and universities throughout the world. Lycée Français will provide the opportunity for its students to achieve both the French Baccalaureate and the Louisiana high school diploma in an academically challenging and culturally diverse educational environment.

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 comprised 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, or disability.

Any questions or concerns should be brought to the attention of the following persons: Jessica Aris at jaris@lfno.org and Marina Schoen at mschoen@lfno.org, or you may call our main office 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 CEO. If not satisfied, the complainant may appeal to the LFNO Board of Directors.

GENERAL INFORMATION

Parent/Student agreement:

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

1. I will read and comply with the policies and procedures described in the Middle / High School Student Handbook and with the policies posted on the LFNO website, including the Internet Acceptable Use Policy and the Electronic Communication Policy.
2. I will comply with the 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 anytime 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.

Middle/High School Hours:

Arrival - 7:45AM - 8:00AM

1	8-8:50
2	8:52-9:42
pause	9:44-9:54
3	9:56-10:46
4	10:48-11:38
lunch	11:40-12:15
5	12:17-1:07
6	1:09-1:59
pause	2:01-2:11
7	2:13-3:03
Accompagnement Personnalisé	3:05-3:35

Dismissal - 3:35PM - 4:00PM (Wednesdays - 2:35-3PM)

Early Checkout

Students may not be checked out during the last 30 minutes except in cases of documented emergency.

Calendar

Please see Lycee's website for the 2019-2020 Calendar:

<https://www.lfno.org/wp-content/uploads/2019/05/2019-2020-School-Calendar-527.19.pdf>

Field Trips and Chaperone policy

Because of the inherent risks of taking students off campus, only the most compliant and responsible students will be permitted to experience these 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 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 not completed because of an excused absence, illness, religious observance or a family emergency 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. If homework requires the use of the internet, families with no internet capabilities should contact the teacher to explore alternatives, which may include the use of Lycée's computer lab after school. In some instances, qualifying students without technology may be issued loaner equipment to complete assignments.

Missing/ Late/ Exempt/ Absent Homework:

Missing homework: If there is a situation where a student has not turned in homework assignments or other types of assignments (projects, classwork,...) due to negligence, students will have a certain amount of school days to turn in said assignment based on the discretion of the teacher. If said homework or assignments is not turned in the allotted time, this will result in said grade to be given a "0" in Powerschool.

Late: Students will have the opportunity to make up or revise a late assignment, the timeline for said revision will be up to the teacher. Late assignments may not receive full credit for said assignment due to the discretion of the teacher.

Exempt/ Excused Absences: At the teachers discretion, student work may be exempted if student is absent due to a school-approved excused absence (Medical, School function, etc).

Absent: If a student is absent during any said assignment, they will be marked as absent on Powerschool for said assignment. It will be at the teacher’s discretion.

Homework not turned in on time will be entered as “Missing” in Powerschool.

Teachers will enter at least one homework or classwork grade per week. This can be one assignment or an average.

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

Grades in the French and US systems differ both in philosophy and in form. In the French system, grades are determined on a numerical scale of 0 to 20 or on a percentage based on 100.

Grades 6th to 9th follow the grading scale posted below, which is a French equivalency scale adapted from the Franco-American Fulbright Commission for the Exchange of Scholars. Grades entered in Powerschool will be on a percentage based on 100.

20	100%	A	Excellent
19	98%		
18	97%		
17	96%		
16	94%		
15	93%	B	Bon
14	92%		
13	88%		
12	85%	C	Satisfaisant
11	84%		
10	79%		
9	75%	D	Fragile
8	74%		
7	71%		
6	69%		
5	67%	F	Insuffisant
4	66%		
3	%		
2	%		
1	%		

Grading in Powerschool

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

*0 indicates work not attempted or turned in

The Lycée Français of New OrLéans has different categories for different types of assignments:

Formative assignments: 20% of average trimester grade

Summative assignments: 25% of average trimester grade

Final Trimester exam: 25% of average trimester grade (can be project based or in-class test based on teacher's discretion)

Classwork assignments:: 20% of average trimester grade

Homework assignments: 10% of average trimester grade

Teachers will send home grading formulas as well as classroom policy/requirements in the beginning of the school year via course syllabi. This information will be placed in the student/parent communication folder.

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. The data is used by teachers to inform lesson planning, instruction, and intervention.

Standardized Testing

For the Louisiana Department of Education, students are tested in the areas of English language arts, mathematics, social studies and science to measure whether they mastered required grade level academic standards. 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. For a standardized testing calendar, please visit our [website](#) and consult the school [calendar](#).

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 will be invited to attend a parent/teacher conference to discuss academic progress, behavior, interests, and social-emotional growth. If a conference is requested by the teacher or by

the school, parents are required to respond in a timely manner. Parents of Middle School/ High School students will not receive a formal progress report midway through the term, and may follow the progress of their child with grading updates from PowerSchool/ Unified Classroom. 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 several criteria:

- Minimum required attendance (see attendance policy)
- End of year academic readiness
- Required performance on standardized tests
- Linguistic readiness

French proficiency is a major factor in academic success. Therefore, if a student has not acquired the level of French proficiency required to be successful in the next grade, a teacher can recommend, as early as Kindergarten, that the student repeat the grade. A similar recommendation may be made for a student who shows lack of social or emotional maturity or who is having academic problems.

A Student Assistance Team (SAT) meeting will be held to advise parents of students who are recommended for retention, to address concerns and plan the appropriate course of action. The school reserves the right to make the final decision regarding promotion of students.

Withdrawal/Academic Transcripts Request

In case of withdrawal or if a parent needs to obtain a copy of academic transcripts, 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.

STUDENT EXPECTATIONS

The Lycée Français de la Nouvelle-Orléans believes it is imperative to hold high expectations for achievement, both academically and behaviorally.

Student behavior - STAR - In School Expectations

LFNO will create an environment in which learning and teaching are valued; where respect, responsibility, and cooperation are taught and encouraged; and individual differences are celebrated.

The following are the behavioral expectations for all students of Lycée Français:

S- Sécurité (Safety):

Safety promotes systems and actions that keep students physically and psychologically safe and healthy. These actions include verbal and nonverbal expressions that promote the safety of self and the inclusion of others.

T- Tolérance (Tolerance):

Tolerance promotes acceptance of self, others and the environment. Students are responsible for supporting a positive outlook through daily habits such as meeting dress code and classroom expectations. Students will demonstrate a willingness to accept the feelings, beliefs and habits that are different from their own by showing appreciation (and empathy) for unique differences.

A- Apprentissages (Acquisition of knowledge):

Students are expected to be active and ready learners. Students will embrace the learning process which includes academic, social, and emotional domains.

R-Responsabilité (Responsibility)

Students will display developmentally appropriate self-control and responsibility with regard to their ability to think, feel, and act as a member of the school community.

EXAMPLES OF POSITIVE AND NEGATIVE STAR BEHAVIORS

(not an exhaustive list)

	Meeting STAR Expectations	Not meeting STAR Expectations
S	Walking in classroom & hallways	Hitting or pushing others
T	Offering help to others	Insulting or bullying others
A	Asking content related questions	Being disruptive in class
R	Arriving to class prepared	Abusing restroom privileges

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 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 Dean of Students 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 will serve a Wednesday morning detention at 7 am and other consequences as seen fit by principal and dean.

Parents can retrieve phone before the end of the 2 weeks by paying a fee of \$20, which contributes to the PBIS fund. The school is not responsible for broken, lost, or stolen personal items, including personal technology devices, which should not be brought to school.

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. There is also a “feminine” cut polo available through French Toast.

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 must be white, black, red, gray, or navy in association with school colors.

If a student wears the wrong type of shoes or leggings to school, the parent will be asked to bring a more appropriate attire as soon as possible. If uniform violations happen multiple times, school consequences will be put in place.

Accessories

Caps and hats that shade the sun may be worn when students are outdoors.

Saints & Spirit Days

Saints and Spirit Days are a community privilege. *Saints' themed attire can be worn only during game season* and only on game days or on the Friday preceding a weekend game. Announcements of special dress other than Saints' attire will be made in the *Être à la Page* newsletter.

Fridays are Spirit Days. Students are encouraged to wear Lycée Français spirit t-shirts from current and previous school years.

Note: The principal or 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.

Middle School/ High School students are required to dress out for all PE classes. This includes the official LFNO uniform shorts and shirts purchased at the beginning of the school year. In addition, students **MUST** wear athletic shoes to class to prevent injury.

Behavior support

Restorative Practices: When challenging behavior presents itself, any and all staff will 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?”*

Positive Behavior Intervention and Supports (PBIS): LFNO uses and embraces the state-mandated PBIS model founded on the belief that all children can exhibit appropriate behavior. PBIS is a proactive, multi-tiered framework for encouraging positive behaviors and academic learning among students. For more information please visit: www.pbis.org/

Discipline

When a student acts outside of the S.T.A.R. 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). All behavioral outcomes are individualized and developmentally-appropriate. Inappropriate behaviors are grouped into three tiers according to the frequency, severity, and duration of the behaviors.

At each level, outcomes are informed by a series of interventions.

Behavior	Consequence
<p>Tier 1 : behavior(s) are low in frequency, duration and/or intensity. These behaviors are minimally disruptive to the learning environment, and do not affect the safety of self or others</p>	
<p>Examples: horseplay, dress code violations, excessive talking in class, disrespecting authority, and not following adult instructions</p>	<p>Example:</p> <ul style="list-style-type: none"> - Warnings - Loss of privilege - Lunch reflection - Detention - parental contact - referral to counselor, restorative conversation, and mediation
<p>Tier 2: behavior(s) may be repeated Level 1 behaviors (frequency), more disruptive (intensity), and/or resistant to Level I interventions (duration). Level 2 behaviors are disruptive to the learning environment and may impact the safety of self and/or others.</p>	
<p>Examples: failing to attend detention/ school consequence, using objects dangerously or inappropriately to harm others or damage property, extreme willful disobedience, or improper use of electronic devices.</p>	<p>Examples:</p> <ul style="list-style-type: none"> - additional level 1 consequences - In-school suspension and out-of-school suspension.
<p>Tier 3: Behavior(s) is/are defined as severely interfere with the safety of self and/others, and any unlawful activity.</p>	
<p>Examples: controlled substances, weapons, and assault</p>	<p>Examples: expulsion</p>

Appropriate consequences will be determined and communicated by teachers and administration.

All students who demonstrate a pattern of problem behaviors will be referred to the Exceptional Student Service (ESS) Team. 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.

Under no circumstances may any school employee or official use any form of corporal punishment or locked isolation on any student.

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 Level 3 outcome. For a student to be suspended, the following procedures must be followed:

1. First the Dean of Student Culture will meet with the student. 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 Dean will contact the parent/guardian by phone, email, or mail. The 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 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 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 Unified Classroom.
5. Before a student returns to school, the parent/guardian must participate in the scheduled readmission conference. If a parent refuses to 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.

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)

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. For a student to be expelled, the following procedures must be followed:

- 1) The expulsion process begins with the student committing a Level 3 infraction.
- 2) Anytime the student commits a Level 3 infraction, the Principal will conduct a student conference and school-level investigation within three (3) school days of the incident.
- 3) During the investigation and expulsion hearing process, the student may be suspended.
- 4) The Principal will schedule an expulsion hearing within three (3) days of recommending expulsion. The hearing will be conducted within five (5) days
- 5) The following persons have a right to attend the expulsion hearing:
 - The student
 - The student's parents/guardians
 - An additional person of the student's/parents'/guardians' choosing to represent the student
 - The student's Principal or designee (may include teacher or school staff witnessing the incident)
 - Person victimized by the student (school must inform victim(s) and/or parents of the victim(s) of hearing time and place)
 - Any other person the Principal determines is necessary.
- 6) If the student or parent/guardian chooses not to attend the hearing, the hearing will still be conducted in their absence.
- 7) The Principal will make a determination on the case based on the evidence gathered during the school's investigation and any additional evidence or testimony presented during the hearing. The determination will be given to the student and/or the minor student's parents/guardians and filed with the school. If the student is found guilty, the expulsion will begin immediately. The Principal will determine the appropriate length of expulsion according to the guidelines on expulsion length above. If the student is found not guilty, the student may return to school the following day.
- 8) After the student has completed their full expulsion term, the student has the right to return to school provided the student has been properly registered.
 - If the student was found guilty of violence against another person, the student may be required to attend a different school at the completion of their expulsion term.
 - At the time of the hearing, the Principal will determine the student's eligibility to return to their expelling school.
 - Students on expulsion are NOT eligible for a refund of registration or fees paid to the school.

Expulsion Appeals

Any non-minor student, or the student's parent/guardian, has the right to appeal to the CEO. To appeal an expulsion, the parent/guardian of the student may, within five (5)

schools days after the decision to expel the student has been made, request that the CEO review the findings. The CEO, in reviewing the case, may uphold, modify, or reverse the decision.

If CEO or his/her designee upholds the decision, the student's parent/guardian may appeal the expulsion to the Municipal Court in which the student's school is located within ten (10) days of the decision. The parish court may uphold, modify, or reverse the decision of the school.

Throughout the appeal process, the student and parents must follow the state attendance laws and regulations.

Student Placement

At the conclusion of the hearing, students found guilty will be given one of three designations that determine whether and when the student will be allowed to return to the expelling school.

Probation

Students found guilty may have the right to early return to the expelling school prior to the conclusion of their expulsion term on a probationary basis. A student's eligibility for probation will be determined by the CEO/Principal at the conclusion of the hearing and agreed upon in writing by the school leader, student, and parent.

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 answers to questions about the treatment of an individual student with a disability, parents are encouraged to reach out to the Director of Student Services.

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.

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, between 7:45 and 8:00. Students who arrive in class after 8:00AM 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 Dean of Students for appropriate action.

A child checked out of school unexcused before dismissal is considered ‘tardy’. Students may not be checked out of school during the last 30 minutes of the day except in documented cases of emergency.

The [LA Compulsory School Attendance Law](#) describes habitual absences and conditions of being tardy as a combination of 5 or more unexcused absences and tardy occurrences during any one semester. 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.

After five combined unexcused absences and tardies, 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 to make up assignments. They have the number of days they were absent, plus one, to make up work. This is to ensure there is no school's interference with the religious observance.
- Parents/guardians (or students if age appropriate) are encouraged to notify the school in advance when their child will be 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 students religion and the expected days of absence if any days of school will be missed due to religious observance.

Supervision

Unless they are enrolled in the Before/After Care program, students are not supervised before 7:45AM and after 4:00PM (3:00PM on Wednesdays) for the Johnson Campus. The school does not assume responsibility for students who arrive before or leave after those times, Upon dismissal, students who are not engaged in supervised activities and are not picked up in a timely manner (15 minutes after dismissal) will be sent to the After Care program and parents will be charged a daily fee for supervision.

Unaccompanied Student Dismissal

Students who are 10 years and older are permitted to leave campus unaccompanied granted the parent or guardian provides the school with a signed [Unaccompanied Student Dismissal Request form](#). The form may be found on the school's website at <http://www.lfno.org/handbook-forms/> or in the Forms section of this handbook.

TRANSPORTATION

School Bus

Lycée Français de la Nouvelle-Orléans provides daily, free bus transportation for all students residing in Orleans Parish from their primary residence to the Johnson 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 to stops 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 Director of Transportation via email tsmith@lfno.org or call 504-620-5500 ex.1741. Each case will be reviewed by LFNO administration and their decision shall be final

Pickup and Dropoff

Johnson Campus (3rd - 9th grade):

Arrival Time 7:45 AM - 8:00 AM

Dismissal Time 3:35 PM - 4:00 PM

Wednesday Early Dismissal Time 2:35 PM - 3:00 PM

For all grades at the Johnson campus the school day begins at 8:00 AM. Students arriving after 8:00 AM must check in at the front office to obtain a tardy slip.

Lycée's Johnson campuses is located in congested residential areas. In order to support a stress-free pickup and dropoff experience, please adhere to the following requests:

Drop off by car

Lycée requests that parents use the car pickup/dropoff line in order to avoid parking in the neighborhood and to bolster our good neighbor policy. Parents drop their children off between 7:45 AM and 8:00 AM. Vehicles drive down Hickory Street (from Carrollton, toward Leonidas), past Monroe, turn right on Eagle, turn right into the back playground area where students will be able to enter the building to their classroom or to the Resto for breakfast if necessary. Cars will then exit the playground area and turn right onto Cohn street. Parents are expected to be courteous and follow the instructions of those guiding the car line.

Parents are to remain in cars at all times. Children should be ready to exit the vehicle quickly. Give kisses and au revoirs before the unloading zone. For safety reasons, please do not permit child(ren) to exit vehicles before the designated unloading zone. Staff will

help unload students in the unloading zone and direct them into the building to their class.

Pick up by car

At dismissal time, vehicles drive down Hickory Street (from Carrollton, toward Leonidas), past Monroe, turn right on Eagle, turn right into the back playground area. Parents will be provided a placard with child(ren)'s names. The placard should be visibly displayed on the driver's side dashboard. Students will be placed into the vehicle. Parents and staff will also utilize the [Pikmykid](#) app for quickly identifying parents to said student. Parents are asked to remain in their vehicles at all times. Cars will then exit the playground area and turn right onto Cohn street. Parents are expected to be courteous and follow the instructions of those guiding the car line. Parents are asked to refrain from lining up for carpool before 3:35 PM. This practice will maintain neighborly rapport and prevent traffic back-ups.

Drop off on foot

Parents who choose to park in the neighborhood may walk their children to the main entrance. Please park legally. Never block any driveways or park near street corners.

Pick up on foot

Parents who choose to park in the neighborhood and walk to the campus to pick up their children will go to the main entrance. Parents will use [Pikmykid](#) app to notify faculty to release children to their parents. If parent is not using the app, they can notify staff at the main entrance who will then notify appropriate staff to release said student.

Unaccompanied students

Students will be permitted to leave campus unaccompanied only if the Unaccompanied Student Dismissal Request has been signed and returned to the Office Manager. This form can be found on the Parent Resources portal of our website, www.lfno.org.

After School Programming

Early morning Before Care begins at 7:15AM and is offered for a fee. A healthy breakfast is available, but will be an additional charge billed through Resto!. Parents and students are not allowed on school campus, inside or outside, before 7:15AM. Unaccompanied students outside on school property before 7:15AM will be brought inside and parents will be charged accordingly.

After Care is offered daily until 6:00PM. A snack is provided. Students must be signed out in the main office for pickup after the conclusion of carpool. Late pickup fees apply for any students picked up after 6:00PM, and repeated late pick-up may result in dismissal from the program.

For both Before & After Care, monthly plans are available or students may "drop in" occasionally. "Drop in" fees will be billed monthly.

While students are on campus before and/or after school, they are expected to follow all LFNO school policies and rules.

Information regarding pricing and registration details is posted on the school website at <http://www.lfno.org/before-and-aftercare/>.

ATHLETICS

Athletics at LFNO are offered beginning at grade 4 as an opportunity for student-athletes to learn good sportsmanship, discover athletic skills, promote physical fitness, and develop habits that will enable the student-athlete to succeed in scholastics and athletics. Athletics are an opportunity for each student-athlete to develop these skills through individual and team competition.

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

Please note that the Athletics program is managed separately from Enrichment Activities, however all unpaid Camp Brain balances (including Before/After Care, Enrichment) and Resto! balances must be paid before that start of the athletic program or participation will be denied.

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 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

(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, 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.

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 receives the complaint, the staff member will promptly inform the Principal. All reports of harassment will be investigated and are confidential, except as required by law.

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.

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 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 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 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 CEO/Principal without fear of retaliation or reprisal

REGULATIONS

All Middle School/ High School students may be issued a school locker. 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 (before or after depending on Team level approved times)
 - After school, according to approved grade level locker time
 - 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 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. Classroom visits must be approved by an administrator.

Parents should leave campus promptly once children and their belongings are collected at pickup.

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.

Candy and Gum

Gum is never permitted on the school campus. Students may not bring candy on campus except for special occasions when permission is given by a teacher or administrator.

Students are not permitted to bring sports equipment or ANY toys to school. Unauthorized items will be confiscated, held in the school office and returned only to the parents. Lycée Français is not responsible for any lost, stolen or damaged items.

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 on Halloween, 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 or Chief Academic Officer must approve all classroom parties.

INVITATIONS

Invitations to 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.

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 CEO and Principal have responsibility for overseeing the content of all web-based materials and all material to go on the website must have the CEO or Principal'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:

<https://www.lfno.org/wp-content/uploads/2019/05/2019-2020-School-Calendar-527.19.pdf>

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.

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:

https://docs.google.com/document/d/1w-pqz9gM3zvQCSYV48oSR7uGOH7G5kXWlT4KA_hgE/edit

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 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.

FEES

Payment Plans

In certain extreme cases, the school may enter into an automatic debit payment plan in order to allow student fees to be paid in installments on a schedule acceptable to the school.

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. 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 supplies may contact the business office to discuss alternate arrangements.

MEAL SERVICE/RESTO! LYCÉE

Therefore, Lycée has partnered with Pigeon Caterers in an effort to provide nutritious meals to our students. For more information on Pigeon Caterers, visit www.pigeoncaterers.com

During the lunch period, students are allowed to engage in conversation with students seated in the immediate vicinity. Boisterous conversation is not allowed. Students are dismissed individually and should not leave their seat prior to receiving permission.

Competitive Foods

RESTO! strives to promote a healthy lifestyle for our students with an emphasis on healthy eating. Carbonated, sugary beverages are NOT ALLOWED during student meal times. Only milk, water, and 100% juice products may be allowed in meal service areas during student meal times for all grade levels. Hydration stations are located in the Resto! We request that parents do not include cakes, cookies, cupcakes, candy and other high sugar, high fat foods such as chips with MSG, and to increase the number of whole grains and fresh fruits provided in lunch bags and snacks from home. Examples of nutritious snacks are carrots with hummus, whole grain crackers with sunbutter, fresh berries, grapes, string cheese, low sugar yogurt, almonds, cashews, etc. A list of healthy snack and lunch ideas is available on the Lycée website.

School Lunch Forms

All parents must complete the school lunch form. Lunch forms are distributed to all parents at the beginning of the school year or may be obtained from the school office. All parents are required to complete this form each year, regardless as to a student's participation in the school lunch program, as it is the basis from which federal funds are determined. Additionally, all students who qualify for free or reduced lunch are eligible for discounts or fee waivers on all after school enrichment activities or field trips. ALL students must return the lunch form to school within the first two weeks of school.

Special Diet Requests

Special diet request forms are available from the Resto! office or school nurse. Special diet request forms must be supported by a signed statement by a physician licensed by the state. Menu substitutions will only be served to students with a documented medical dietary need.

Allergens

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

NURSING SERVICES

Full-time 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, and seventh. Parents of students at other grade levels may request hearing and vision screenings by contracting the school nurse.

Health Guidelines

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.

Lice

Please screen your child regularly and notify a school official immediately if head lice or nits (lice eggs) are detected. If a case of head lice is discovered or reported in a class, the nurse or other trained personnel will perform a rudimentary head check on each student in the class. Any child found to have lice or nits will be sent home from school, and a letter will be sent home notifying all parents of lice in the classroom so that they may perform a more in-depth head check at home.

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 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. Parents and 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).

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.

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.

RELEASE OF STUDENTS

At the conclusion of each school day and when ill, students are released to their parents. Students may be released to other adults if the parents have provided the school office with written authorization to do so. In the case of a divorce or separation, the custodial parent is obligated to provide the school office with any documentation that would limit or prohibit the other parent's right to leave campus with the child.

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

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 the following link from the US Department of Education for more information: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>

STUDENTS WITH EXCEPTIONALITIES/ GIFTED SCREENING PROCESS

Please see our website about Exceptional Student Services: <https://www.lfno.org/ess/>

VISITORS

For the safety of Lycée Français students and staff, visitors to the school must report to the office. There they will sign in and receive a yellow badge visitors' pass which must be visible at all times while in the building. Visitors do not have free access to the school. They must have approval to be in classrooms, hallways and on school grounds.

Any parent who would like to have lunch with her/his child must order her/his meal from RESTO! by Tuesday the week prior. Orders must be emailed to resto@lfno.org. Due to limited seating, parents who bring their own lunch must receive permission from the office a minimum of 24 hours before arriving to have lunch with their child.

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.

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.

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 St. and Johnson campuses)

Asbestos is located in ceiling products and some floor tiles in both the Patton and Johnson 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 Principal's Office (for Patton building) and in the Director of Facilities Office (Johnson building) during school hours. A copy of the plan will be made available at the cost of \$25.00 (which covers the cost of reproduction).

FORMS

Please see the LFNO website, under Middle School/ High School for all necessary student/ parent forms. <https://www.lfno.org/handbook-forms/>