

Student & Parent Handbook



2025-2026

Dear Parent,

Please remove this page and return to Louisiana Key Academy (LKA) so the school will have a record that you have received and reviewed this Handbook. Notwithstanding ignorance of this Handbook or its contents shall not constitute a defense or excuse.

Acknowledgement of the Parent/Student Handbook

We hereby acknowledge that we have read the 2024-2025 LKA Parent/Student Handbook.

We know that we are responsible for adhering to all of the policies and procedures contained in this handbook and agree to follow all of the policies and procedures contained in the Parent/Student Handbook. We agree that the students shall be accountable for ALL rules and regulations in this Handbook.

Signature of Parent/Legal Guardian

Printed Name of Parent/Legal Guardian

Date

If you have any questions, please contact LKA using the contact information found on the following page.

Television Taping and Broadcast

From time to time, student's pictures/videos will be taken at school or at school activities. These pictures may be broadcast or used in print or TV media for public viewing. **If any parent/Guardian does not agree to the use of their child's pictures in this manner, please express any objections, in writing, in a separate letter to the principal.**

Student Directory

Parents will receive a list of student names in their child's homeroom class to allow parents to contact other parents via Parent Square. Student names may also be used in yearbooks, club announcements, and celebrations of success. **If any parent/Guardian does not agree to the release of their child's name in this manner, please express any objections, in writing, in a separate letter to the principal by September 1, 2024.**

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School Contact Information

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Phone: 225-298-1223
www.lkaschools.com

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Handbook Objectives

This handbook is designed to serve several important objectives:

- It serves as an official source of school policies and procedures.
- It provides parents of current students with information to assist and support the efforts and activities of their children.
- It provides parents of prospective students with information to guide them in the process of selecting a school for their children.

Disclaimers

- Although we have attempted to cover every phase of school life, we know there are some areas that may not be covered by this handbook. Therefore, any decisions regarding matters not specifically written in this handbook will be left to the discretion of the school administration.
- The Principal is the final recourse in all school matters and reserves the right to revise this handbook with the approval of the LKA Board.
- After reading this handbook and reviewing it with your student, you will be asked to sign and return the “Parent/Student Handbook Acknowledgement Form 2024-2025.”
- Revisions made to the handbook will be posted on the school website.

Vision, Motto & Core Values

Vision

LKA's goal is to impart to the community an understanding of dyslexia, the recognition that it occurs in 1 in 5 children, and the importance of identifying children with dyslexia at an early age so that they may be given the appropriate remediation.

Motto

Unleashing the Potential of Children with Dyslexia

Core Values

Service, Courage, Integrity, and Perseverance

Culture

Teachers use LKA core values to set classroom and school-wide expectations to aid students in developing strong character and taking responsibility for one's actions. We embrace a responsive discipline model that prioritizes students taking responsibility for their actions. When students take responsibility for their actions, the students are more likely to be successful at home and in the real world.

Culture Expectations (for students)

- Students will be responsible, organized, actively engaged, and respectful
- Students will be safe and follow directions
- Students will make their best effort
- Students will be accountable for their own actions
- Students are expected to be kind to one another.
- Students are expected to work without disturbing others
- Students are expected to use appropriate language and/or gestures
- Students are expected to wear proper clothing

Educational Philosophy

Louisiana Key Academy's educational philosophy is that students with dyslexia are identified and provided evidence based instruction to reach their fullest potential. We follow the science of dyslexia to create an environment of excellence resulting in more fluent dyslexic readers & writers. To do this we prioritize:

- Highly qualified teachers that understand dyslexia
- A school climate that builds a gateway to self esteem
- Empowering students through their strengths
- Persevering through what is hard
- Embracing dyslexia

School Hours, Arrival, Dismissal

Regular attendance at school is a primary factor in student success. We believe that in order for students to succeed, they must attend school and arrive on time. The following section outlines policies and procedures governing attendance.

Start and End times Lower School (Kindergarten - 5th Grade):

Before Care: 6:30 am - 7:30 am - No students admitted after 7:30 am

Aftercare: 3:35 pm - 5:15 pm

Morning Carpool: 7:45 am - 8:10 am

School Day Hours 8:15 am - 3:15 pm

Afternoon Carpool: 3:15 pm - 3:45 pm

Start and End times for Upper School (6th - 10th Grade):

Before care: 6:30 am -7:00 am

Aftercare: 2:50 pm - 4:00 pm

Morning Carpool: 7:00 am - 7:15 am

School Day Hours: 7:20 am - 2:20 pm
Afternoon Carpool: 2:20 pm - 2:50 pm

Dismissal

No early departures/checkouts will be allowed after 1:00 pm for Upper School and after 1:45 pm for Lower School. This policy will be strictly enforced to maintain an orderly environment that is conducive to learning. Parents are required to use the carpool line to pick up their child between the hours of 2:20 pm - 2:50 pm for Upper School and 3:15 pm - 3:45 pm for Lower School. Parents will not be allowed to pick up their child outside of the carpool line during those hours.

Parents are expected to pick up students on time. If a student is not picked up by their grade level dismissal time (or latest sibling dismissal time) on a regular dismissal day, that student will be admitted into extended day programming. If the student has not been picked up by 6:00 pm and the office has not been notified of the situation, the Department of Children and Family Services and the police will be notified.

Check Outs From School

- Students who leave school for any reason must be signed out through the main office.
- Students may only be signed out by the persons whose name(s) appear on the student's registration database/emergency contact list unless the school receives permission in writing by the parent/guardian in advance.
- Written permission is to be given by the parent/guardian or "emergency contact" shown on the registration database before each checkout. Picture identification must be presented and photocopied.
- Students will not be allowed to be checked out after 1:00 pm for Upper School and after 1:45 pm for Lower School unless reasons approved by the School's Principal in advance. Please refer to our dismissal policy for more information.

Early Dismissal

School is dismissed at 12:00 pm for grades Kindergarten - 5th grade and 11:00 am for grades 6th-10th on early dismissal days. These days are designated on the school calendar as such. Early pickups are disruptive to the classroom learning environment.

No early departures/checkouts will be allowed after 11:30 am for grade K-5 and 10:30 am for grades 6-9. No after care is available on Early Dismissal Days.

This policy will be strictly enforced to maintain an orderly environment that is conducive to learning.

Extended Day

Extended Day must be paid weekly

Please see our Extended Day Handbook found on our website.

School Calendar and Closings

Please see the LKA School Calendar for the scheduled school days for the 2024-2025 school year.

Please note that we closely mirror the East Baton Rouge Parish Calendar.

LKA will close only in extreme weather conditions. In such situations parents may listen to local television or radio stations, log onto their websites, check our website, and Facebook page for the latest information. When possible, we will use the automated call system, texts, email, and parentsquare blast and Facebook posts to also make parents aware of the closure.

Attendance Policy

In compliance with the Compulsory School Attendance Law, all students between the ages of five (beginning 2022-23 school year) and eighteen are required to attend a public or private day school unless the child graduates from high school prior to his/her eighteenth birthday. Any child below the age of five (5) who legally enrolls in school shall also be subject to compulsory attendance provisions. Students must be present the minimum number of days/minutes per course per semester each school year to be eligible for promotion. Students who have not met the minimum number of attendance days/minutes *may* be retained at the discretion of the school administration team.

LKA Attendance Procedures

1. Students shall be in attendance a minimum of 177 days for the school year.
2. **If a student is absent for 10 consecutive days, the school may automatically withdraw the student. Unless the absences are extenuating circumstances as detailed below.**
 - a. The student and family may be reported for truancy due to the excessive absences without a formal withdrawal completion.
3. Please note that failure to attend school may result in **retention** or **dismissal** from LKA.
4. Attendance Incentives
 - a. All campuses will have a monthly attendance challenge where students who meet the required threshold of attendance will receive an incentive.

Parent Communication and Notifications

1. LKA uses PowerSchool to track student attendance. Each day a student is absent LKA will notate the student's absence in PowerSchool. LKA will make an automated phone call to parent/guardian each day that a student is marked absent. This call will come from ParentSquare. Attendance codes can be found on student attendance reports.
2. LKA will send home quarterly attendance reports which will be located in the upper right corner of student report cards. Additionally, at each Parent Teacher Conference, your child's attendance will be reviewed with you by your child's academic team. This discussion will include a review of the following and how it is impacting your child's academic progress:
 - a. Late Check Ins
 - b. Absences
 - c. Excused
 - d. Unexcused
 - e. Early Check Outs

Excused Absences

1. Excused absences will be marked for written statements from a parent, legal guardian or physician stating a reason for absences. The written statement must be given to the front office within three (3) school days after the student returns to school. The number of parent notes accepted for excused absences are limited to five (5) each year. A parent note will be marked as unexcused if the parent notes exceed five (5).
2. Make Up Work: The student and/or parent should make a request within two (2) days of the student's return to school to the student's teacher(s) for missed work due to excused and unexcused absence(s). Students have ten (10) days from the day that missed work is received from their teacher to turn in their missed work.
 - a. **LKA does not offer hybrid or distance learning in the case of student absences. Teachers will not send academic work home before or during student absences. All missed work should be requested within two (2) days of a student's return to school.**
 - b. **Please note that making up missed work is not always possible due to the nature of LKA's academic model and is not a replacement for being present for in person instruction.**
3. LKA may investigate any excuse from a medical provider which, when an excuse is found to be invalid, LKA may refer the matter to the appropriate authorities.

Unexcused Absences

1. An unexcused absence is defined as any absence that is not marked with a parent or physician note, including out of school suspensions.
2. Make Up Work: The student and/or parent should make a request within two (2) days of the student's return to school to the student's teacher(s) for missed work due to excused and unexcused absence(s). Students have ten (10) days from the day that missed work is received from their teacher to turn in their missed work.
 - a. **LKA does not offer hybrid or distance learning in the case of student absences. Teachers will not send academic work home before or during student absences. All missed work should be requested within two (2) days of a student's return to school.**
 - b. **Please note that making up missed work is not always possible due to the nature of LKA's academic model and is not a replacement for being present for in person instruction.**
3. The following procedures will be followed for unexcused absences:
 - a. **Three (3) Unexcused Absences:** The student's homeroom teacher makes contact with the student's family by phone call and Parent Square message.
 - b. **Five (5) Unexcused Absences:** A formal letter is sent home to the family from the front office.
 - c. **Seven (7) Unexcused Absences:** A mandatory in person parent meeting is required with the school Principal to develop a plan to increase student attendance, discuss student data, and the prospect of retention if the student meets or exceeds the maximum amount of unexcused absences for the school year (10). The school Principal will send a follow up Parent Square message to the parent after the meeting with a recap of the discussion.
 - d. **Ten (10) Unexcused Absences:**
 - i. If your student has an Individualized Education Plan (IEP), once your student has ten (10) Unexcused Absences, an IEP meeting will be reconvened for the IEP team to

- discuss the prospect of retention and/or a change of school placement. The IEP team meeting will be attended by the Principal or their designee for all meetings and the Guidance Counselor and the student for meetings for students grades 6-10.
- ii. If your student does not have an IEP, once your student has ten (10) Unexcused Absences, a mandatory in person meeting will be called to discuss the prospect of retention and/or a change of school placement. The meeting will be attended by the Principal or their designee for all meetings and the Guidance Counselor and the student for meetings for students in grades 6-10.
 - iii. Unexcused late check-ins are considered incidents of tardiness and absence in the classes missed. Three tardies are equal to one unexcused absence. The procedures detailed above will also be followed if the number of tardies exceed the allowed number.
- e. Attendance Recovery for 9th and 10th Grade Students
- i. Louisiana law and policy requires that students can only miss five (5) unexcused days of school per semester which equals ten (10) unexcused days per year.
 - ii. LKA will provide time for students to make up any days after their ten (10) absences through Attendance Recovery. Students will attend attendance recovery for the amount of time needed to make up for absent hours. Attendance recovery will take place during the school year and summer.

Extenuating Circumstances

In addition, LKA is committed to supporting families that experience extenuating circumstances. These should be communicated and approved by the LKA Principal:

1. Extended personal, physical or emotional illness in which a student is absent for three or more consecutive school days;
2. Extended hospital stay in which a student is absent for three or more consecutive school days;
3. Extended recuperation from an accident in which a student is absent for three or more consecutive school days;
4. Extended contagious disease within a family in which a student is absent for three or more consecutive school days;
5. Observance of special and recognized holidays of the student's own faith; and
6. Visit with parent prior to parent's military overseas deployment or during parent's leave, not to exceed five school days.

At LKA, we work to ensure that the school day is intentional and focused on providing students with quality instruction that is evidence based for students with dyslexia while also positively impacting their self esteem. In order for students to benefit from these experiences, they must attend the full school day, each day. We rely on our student's families to make sure that students are present and ready to learn each day. For this reason, we ask that you make every attempt to ensure that your child is at school on time each day and remains on campus for the full school day. LKA serves many parishes, therefore, bussing isn't provided. It is each parent's responsibility to provide transportation to and from school for their child. We recommend carpooling with others when feasible.

Regular school attendance is required to ensure your child's academic success. Students who are frequently

absent miss out on opportunities to speak, read, and write in a small group with the support of a trained teacher which is necessary to help a child with dyslexia reach their full potential.

School-Wide Culture System

We have high expectations for behavior and maintain open communication with parents to sustain the individual development of each child. In all areas of the school, students should strive to embody LKA's core values of integrity, courage, perseverance, and service.

KickBoard

Daily behavior performance will be monitored and recorded using KickBoard. Please visit to access your student's daily behavior report. We encourage you to review your student's behavior throughout or at the end of each day. Any major discipline incidents will be relayed to the parent or guardian by the Disciplinarian or site administrator, confirming the behavioral infraction which resulted in disciplinary action as described on a Behavioral Referral entered into KickBoard.

Mandatory Parent Conference

The Mandatory Parent Conference (MPC) will serve as the vehicle for developing support plans for students and communicating those plans to families. During a MPC, the Disciplinarian, School Operations Officer, Principal, and other relevant faculty/staff members meet with students and parents or guardians to review infractions and to develop a Behavior Intervention Plan. The Disciplinarian serves as a point of contact for connecting students with challenging behaviors to the appropriate supports. Students with repeated Level I, Level II, and Level III infractions are provided with additional support; the MPC requested by the Disciplinarian must take place. If the parent or guardian does not respond to a MPC request, further disciplinary action may take place. Students who have received an out of school suspension will be scheduled for a MPC as a part of the reinstatement process.

Code of Conduct and Expectations:

The disciplinary system associated with the LKA school culture model are built on the following operating principles:

- Behavior is communication and should be addressed with both consequences and support.
- A strong social contract, via the Code of Conduct, ensures both transparency and equity.
- Parents are our partners and deserve to be well-informed.

Parents/Guardians with concerns about Discipline and School Culture should contact the School Operations Officer or Disciplinarian at 225-298-1223.

LKA's Board recognizes that parental involvement must be a priority of the Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the Board throughout their children's elementary and secondary school careers. The term *parent* shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of *parental*

involvement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the Board and each Louisiana Key Academy School, in collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the Board, in accordance with applicable state and federal laws and regulations. As part of the parental involvement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

Parent's Responsibilities

The Board realizes that a child's education begins at birth. Parents and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the Board expects parents to:

1. Make sure children attend school regularly and arrive at school on time.
2. Supervise completion of all homework assignments.
3. Assure proper hygiene and daily cleanliness of their children.
4. Make sure children are dressed properly, in accordance with the uniform or dress code.
5. Make sure that children get adequate amounts of sleep nightly.
6. Visit and discuss their child's academic progress regularly with teachers.
7. Discuss academic progress and school events regularly with their child.
8. Instill proper respect for parents, teachers, and other adults.
9. Volunteer in a child's classroom, school, or related activities to the extent feasible and appropriate.
10. When feasible, attend school-sponsored programs in which their child may participate.
11. When feasible, join and be active in parent/teacher organizations.
12. Respect and abide by the rules set forth by the school site concerning attendance, carpools, and campus visits.
13. Conduct themselves in a manner of decency and respect for themselves, scholars, other parents, and administration while on any Louisiana Key Academy campus.
14. Request a meeting with school leadership to discuss any concerns with faculty and staff, and shall not approach faculty and staff to discuss concerns on the premises of Louisiana Key Academy school sites.

Statement of Compliance

Each student in grades 1-8 and each parent or guardian of a student in grades 1-8, shall annually sign a *Statement of Compliance*, in accordance with state law. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

General Discipline Regulations

Incidents of student misconduct may result in a referral to the disciplinarian or designee. To establish reasonable consistency in the school, a uniform Discipline Code has been developed. Consistent with the Code of Student Conduct, the School Operations Officer or designee is responsible for discipline and determines the level of the behavior and its appropriate consequence. Teachers may develop individual rules and disciplinary practices which supplement the Code but do not conflict with it. It is the intent of LKA that the principal or designee has a reasonable degree of choice in determining the level of a student's behavior and the resulting consequences. The factors to consider include, but are not limited to:

- Seriousness of offense
- Premeditation, impulse, or self-defense
- Age
- Strength of evidence
- Cooperation/remorse
- Disciplinary history

Cell Phone Policy:

In accordance with La. R.S. 17:239(A). The following policies regarding cell phones and use of electronics have been implemented.

Cell Phone Use and Use Of Electronics During the Instructional Day

If a student brings an electronic telecommunication device to any Louisiana Key Academy school building or on the grounds, the electronic device shall be turned off and properly stowed away for the duration of the instructional day.

Cell phone and electronic devices may not be turned on or used while on campus, including, but not limited to beforecare, aftercare, during instructional time, and during club meetings. See La. R.S. 17:239(A).

Logistics

Every Louisiana Key Academy student with a cell phone or an electronic device is required to turn the device into their 1st period teacher. Phones will then be properly secured by the teacher. If the 1st period teacher is not present, the student is expected to turn the phone in to the assigned designee. No student is to store cellular devices on-person at any time during the Instructional day.

This provision is not applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 Plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device. Additionally, this rule does not apply to other Louisiana Key Academy-issued electronic devices that are authorized for student use. Disciplinary action for the violation of this provision is listed in on the Tiered Behavior Chart under Cell Phone Usage.

Louisiana State Legislature [R.S. 17:239\(A\)](#)

§239. Prohibition against unauthorized use of electronic telecommunication devices; exceptions; penalties

- A. Effective beginning with the 2003-2004 school year and thereafter, no student, unless authorized by the school principal or his designee shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any public elementary or secondary school building or on the grounds thereof or in any school bus used to transport public school students.
- B. A violation of the provisions of Subsection A of this Section may be grounds for disciplinary action by the school system, including but not limited to suspension from school.
- C. Nothing in this Section shall affect the conduct of law enforcement activities including the use of electronic detection devices, dogs, or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with local school board policy.
- D. Nothing in this Section shall prohibit the use and operation by any person, including students, of any electronic telecommunication device described in Subsection A of this Section in the event of an emergency. Emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

Acts 1989, No. 526, §1; Acts 2003, No. 927, §1, eff. August 1, 2003.

CELL PHONE USAGE IS NOT PERMITTED DURING THE SCHOOL DAY. PHONES MAY BE TAKEN FROM STUDENTS WITH A REQUIRED PARENT PICK UP IF PHONES ARE IN USE.

Tiered Behavioral Chart

Level 1 Behavior	Level 2 Behavior	Level 3 Behavior
<ul style="list-style-type: none"> Disrupts teaching and Learning Excessive talking Off task behavior Failure to Follow teacher directions Unprepared: no supplies, HW, CW, etc. Running Out of seat Tardy Use of Electronic device without permission Disrespect towards peers Inappropriate touching Public Displays of Affection Refusal to Participate Cell Phone usage 1st warning Wrong backpack Dress Code violation (Pants below waist sagging, untucked shirt) first offense Dancing in the Hallway 	<ul style="list-style-type: none"> Repetition of Level 1 behavior Stops Teaching and Learning Possession and use of another students Planner Forgery Lying, cheating, rough play Disrespect towards faculty Instigates misbehavior Refusing to stay seated during instructional time Not Reporting to assigned area <hr/> <ul style="list-style-type: none"> Jeopardizes the safety of others Leaving class without permission Misuse of restroom/school property Gaming / Improper use of school technology Hoods on in the building Aggressive or Foul Language, not directed at staff Blatant Disrespect Classroom disruption Physical Aggression Teasing or harassment Verbal Threat Skiping Class Cell phone usage 2nd Damage to school property 	<ul style="list-style-type: none"> Repetition of Level 2 Behavior Cell phone usage 3rd Destruction of property Bullying Cyberbullying intimidation Continued teasing or harassment Continued inappropriate foul language Continued disruptive or defiant behavior Leaving class without permission Physical Aggression/Profanity directed at staff Assault and battery of school personnel Major disruption/defiance Intimidating others Racial slurs Sexual Harassment Distribution / Possession of drugs, weapons, cigarettes, alcohol, or controlled dangerous substance Firearm Violation Fighting unprovoked / Instigation of a fight or disturbance Theft / Vandalism

General Discipline Procedures

- Referral to administrator by way of Kickboard Portal.
- Administrator must confer with the student and give the student an opportunity to explain the student's version of the facts and may confer with the teacher to establish appropriate action.
- If a student is removed from the classroom by a teacher, the School Operations Officer or disciplinarian shall give the student adequate time to explain his/her conduct and shall conduct a counseling session with the student as appropriate.
- Discipline referral form is retained by the principal or designee.
- Administrator is to complete applicable Louisiana Department of Education reporting forms (located in Powerschool), as appropriate and obtain, if applicable, the student's signature and the parent/guardian's applicable form.
- Please note that general Discipline Regulations behavior violations and Discipline Options/Responses are not limited to those stated.
- In appropriate circumstances, violations may result in an alternative response, such as a referral to Recommended Expulsion Hearing Option.

Procedures and Due Process for Disciplinary Action

Short-term Suspension

If a student commits an offense that requires short-term suspension (10 days or fewer), the student is given due process rights required by Louisiana State Regulations Statue which can be found [here](#) RS 17:416. Such student is subject to the following:

- When necessary the student is removed from class and/or school;
- The student is entitled to respond to the allegations against him/her;
- The principal or designee addresses the conduct and assigns an appropriate consequence;
- The principal or designee notifies the parent/guardian.
- A parent/guardian may be required to meet with the principal, school operations officer, and disciplinarian regarding infractions upon a student's return to school.
- If necessary the student may not be allowed to return to class unless accompanied by a parent or guardian.

Long-term Suspension/ Expulsion:

If a student commits an offense that calls for long-term suspension (more than 10 days) or expulsion, the student is given due process rights required by Louisiana State Regulations Statue which can be found [here](#) RS 17:416.. Such student is subject to the following:

- When necessary the student is removed from class and/or school;
- The parent/guardian is notified by the principal or designee;
- The school sets a hearing date;
- The parent/guardian are notified in writing of the allegations and a statement of evidence; date, time and place of the hearing; and notice of the right at the hearing to be represented by legal counsel (at the parent's own expense) and present evidence and question witnesses;
- After hearing the case, the Principal or designee issues a written decision to be sent to the parent/guardian, the school board, and the student's permanent records;
- Any student who is expelled or given long-term suspension (more than 10 days) has the right to appeal the decision in writing to the LKA Board within 5 days of the date of expulsion;
- Any appeal is heard, at the discretion of the Board Chairperson/President. In such case, the school sets a hearing date and the parent/guardian are notified in writing of the allegations and a statement of evidence; date, time and place of a hearing; and a notice of the right at the hearing to be represented by legal counsel (at the parent's own expense) and present evidence and question witnesses.
- Any student after being suspended on three (3) occasions for committing any of the offenses enumerated in this Handbook (tardies or dress code violations do not count) during the same school year may, on committing the fourth offense, be recommended for expulsion.
- The Principal or other appropriate administrator makes the disciplinary determination on the basis of the severity of the misconduct and the previous record of behavior.

In the event the LKA Board determines that a student should be expelled, the decision is final.

Discipline Policies and Procedures for Students with Disabilities

LKA follows regulations and statues set forth by Louisiana State Regulations Statue which can be found [here](#) RS 17:416..

General Information

School personnel may remove a student with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement).

If a student with a disability has been removed from his or her current placement for a total of 10 cumulative school days in the same school year, then LKA shall provide services to the extent required during any subsequent days of removal.

Case-by-Case Determination

School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change of placement, consistent with requirements related to discipline, is appropriate for a student with a disability who violates the code of student conduct.

Additional Authority

For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the student's disability, school personnel may apply the same disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities provided that all required educational and related services continue. The student's Individual Education Plan (IEP) team determines the interim alternative educational setting for such services.

Services

The services that shall be provided to a student with a disability who has been removed from the student's current placement may be provided in an interim alternative educational setting. LKA is only required to provide services to a student with a disability who has been removed from his or her current placement for 10 consecutive school days or less in that school year if it provides services to a student without disabilities who has been similarly removed.

After a student with a disability has been removed from his or her placement for 10 consecutive school days in that same school year, and if the current removal is for 10 consecutive school days or less, and if the removal is not a change of placement, then school personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's Individual Education Plan (IEP).

If the removal is a change of placement, the student's IEP team determines the appropriate services to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

Manifestation Determination

Within 10 school days of any decision to change the placement of a student with a disability because of a violation of the code of student conduct, LKA, you, and relevant members of the Individual Education Plan (IEP) team shall review all relevant information in the student's file to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to the student's disability; or
2. If the conduct in question was the direct result of LKA's failure to implement the student's IEP.

If LKA, the parent, and relevant members of the student's IEP team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the student's disability.

If LKA, parent, and relevant members of your child's IEP team determine that the conduct in question was the direct result of LKA's failure to implement the IEP, LKA shall take immediate steps to remedy those deficiencies.

Determination that Behavior was a Manifestation of the Child's Disability

If it is determined that the conduct was a manifestation of the student's disability, the Individual Education Plan (IEP) team shall:

1. Conduct a functional behavioral assessment (FBA), unless LKA had conducted an FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan (BIP) for the student; or
2. If a BIP already has been developed, review the BIP, and modify it, as necessary, to address the behavior. Except as described below under Special Circumstances, LKA must return the student to the placement from which he or she was removed, unless you and LKA agree to a change of placement as part of the modification of the BIP.

Special Circumstances

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

1. Carries or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of the Louisiana Department of Education (LDOE) or LKA;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the LDOE or a LEA; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the LDOE or a LEA.

Notification

On the date on which the decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a code of student conduct, LKA shall notify you of that decision and provide you with the procedural safeguards notice.

Referral to and Action by Law Enforcement and Judicial Authorities

Nothing in these regulations prohibits LKA from reporting a crime committed by a student with a disability to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state laws to crimes committed by a student with a disability.

Transmittal of Records

If LKA reports a crime committed by a student with a disability, LKA shall ensure that copies of the student's special education and disciplinary records are transmitted for consideration by the authorities to whom the agency reports the crime only to the extent permitted by The Family Educational Rights And Privacy Act (FERPA).

Appeals

If you disagree with any decision regarding placement or the manifestation determination, you may appeal the decision by requesting a due process hearing.

Authority of State Due Process Hearing Officer

A state due process hearing officer that meets the requirements shall conduct the due process hearing and make a determination. The hearing officer may:

1. Return the student with a disability to the placement from which he or she was removed if the hearing officer determines that the removal was a violation of the requirements or that the student's behavior was a manifestation of his or her disability; or
2. Order a change of placement for the student to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the student or to others.

These hearing procedures may be repeated and additional 45 day assignments may be made if LKA believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

Whenever a hearing is requested, the parent, or LKA involved in the dispute, shall have an opportunity for an impartial due process hearing consistent with the requirements under the Due Process Complaint.

Dispute Resolution

Procedures except as follows:

1. The LDOE or LKA shall arrange for the expedited due process hearing, which shall occur within 20 school days of the date the request for due process hearing is filed. The hearing officer shall make a determination within 10 school days after the hearing.
2. Unless you and LKA agree in writing to waive the meeting, or agree to use mediation, a resolution meeting shall occur within seven (7) days of receiving the notice of the request for due process hearing. The due process hearing may proceed unless the matter has been resolved to the Satisfaction of both parties within 15 days of receipt of the request for due process hearing.
3. The LDOE requires the exclusion of evidence not disclosed to the other party three (3) business days before the hearing, unless the parties agree otherwise.

Placement during Appeals

When an expedited hearing has been requested by either you or LKA, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period specified whichever occurs first, unless you and the LDOE or LKA agree otherwise.

Protections for Children not yet Eligible for Special Education and Related Services

If a student has not been determined eligible for special education and related services and violates a code of student conduct, but LKA had knowledge (as determined below) before the behavior that brought about the disciplinary action that the student was a student with a disability, then the student may assert any of the protections described in this notice.

Basis of Knowledge of Disciplinary Matters

LKA must be deemed to have knowledge that a student is a student with a disability if, before the behavior that brought about the disciplinary action occurred:

1. You expressed concern in writing that your child is in need of special education and related services to supervisory or administrative personnel of the appropriate educational agency, or to the child's teacher;
2. You requested an evaluation related to eligibility for special education and related services under the IDEA; or
3. Your child's teacher or other LKA personnel expressed specific concerns about a pattern of behavior demonstrated by the child directly to LKA's director of special education or to other supervisory personnel of LKA.

Exception

LKA would not be deemed to have such knowledge if:

1. You did not allow an evaluation of your child or refused special education services; or signed off on an official revocation of consent form; or
2. Your child has been evaluated and determined not to be a student with a disability under the IDEA.

Conditions that apply if there is No Basis of Knowledge

If prior to taking disciplinary measures against a student, LKA does not have knowledge that the student is a student with a disability, the student may be subjected to the disciplinary measures that are applied to students without disabilities who engaged in comparable behaviors.

However, if a request is made for an evaluation of the student during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.

Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by LKA and information provided by you, LKA shall provide special education and related services in accordance with the IDEA.

Definitions

Assault -an attempt to commit a battery or intentional placing of a person in reasonable apprehension of receiving a battery or making statements threatening physical harm to a person.

Battery- The use of force or violence upon a person if actual contact is made.
Controlled Substance means a drug or other substance identified under schedules I, II, III, IV, or V of the Controlled Substances Act.
Disrespect for authority - Any unprovoked act of aggression which demonstrates a disregard or interference with authority or supervising personnel.
Illegal Drug means a controlled substance, but does not include a substance that is legally possessed, or used, under the supervision of a licensed health-care professional, or that is legally possessed or used under any other authority under that Act or under any other provision of federal law.
Intimidation- to make timid or fearful; intentional unlawful threat by word or act to do violence to the person or property of another person.
Intervention Assistance Team (IAT)- a team of knowledgeable persons composed of school staff and parents who meet in response to a student's needs.
Sexual Harassment - Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
Self-Defense- An act of protecting oneself from an aggressor where the force used is only sufficient to repel the aggressor.
Serious Bodily Injury means a bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or faculty.
Threat- a communication in person, in writing, or through the use of the internet to injure a person or kill a person, who is a teacher, employee or student of the school.
Truant- means the repeated or habitual unauthorized absence or tardiness of a child from school or class.
Weapon- any object, which under the circumstances, may be used to inflict bodily injury or damage to property. has the meaning given the term "dangerous weapon" in Section 930 of Title 18, United States Code.
Willful Disobedience- the intentional refusal to follow a reasonable request of a teacher, administrator or an adult authority figure on campus which has an impact on the effective or safe functioning of the school (student exhibits repeated disobedience when interventions have not modified behavior).

CHILD WELFARE AND PROTECTION POLICY

The Louisiana Key Academies (LKA) recognizes the potential for inappropriate behavior by students and/or adults toward the children enrolled in our schools, so LKA shall, to the best of its ability, take precautions and institute regulations and procedures to provide a safe and secure environment for its students in LKA schools.

In its efforts to protect its students, Louisiana Key Academy shall require, at a minimum, the following:

1. Background checks on all employees and volunteers who may be employed in a position to exercise supervision or disciplinary authority over students, shall include, but not be limited to:
 - a. State of Louisiana, Department of Public Safety and Corrections; submission of fingerprints to the
 - b. Louisiana Bureau of Criminal Identification and Information.
 - c. County Seat/Parish Felony & Misdemeanor (Seven (7) Year; Up To 3 Counties/Parishes)
 - d. Social Security Number Verification
 - e. Employment Verification (Up to Three (3) Previous Employers)
 - f. Education Verification (Highest Degree)
 - g. Sexual Offenders Screening for Registered Offenders

2. No employee or volunteer shall be alone with a student in any classroom, office, meeting room, or other similarly enclosed area on school property unless during the full time of such interaction between the student and employee, another school employee, the student's parent, or other authorized adult is present, or the student and employee are clearly visible by persons outside such area through either an open door or entrance, or through a window or other means that provides an unobstructed view of the student and employee.
3. Interactions may be permitted between:
 - a. A student and school counselor
 - b. A student and a school employee during the administration of a test when the student's Individualized Education Program (IEP) precludes the presence of other individuals
 - c. A student and a school nurse or between a student and a school employee engaged in the performance of non complex health\
 - d. Any other interaction permitted as determined by the Louisiana Board of Elementary and Secondary Education (BESE)
4. Roles of employees, and especially of volunteers, in working with students shall be clearly documented. Volunteers shall sign an agreement form stating they understand the regulations and procedures governing contact with students and agree to the criminal background checks LKA requires. Thorough training shall be given all employees and volunteers regarding the child abuse prevention program.

Student Safety

Louisiana Key Schools realizes that the safety of every boy and girl is to be a matter of serious concern. To assure the safety of children while attending school or under school supervision:

1. School buildings and equipment will be regularly inspected for health, fire, and safety hazards
2. Children should never be left unsupervised whether in class or on the playground, whether during class hours or during recess or lunch hour.
3. Rules shall be made in each school to prevent accidents in buildings and on the playgrounds.
4. A staff system for supervision on the grounds, corridors, and other critical areas shall be maintained by the principal in each school facility.
5. Precautions will be taken to ensure children's safety after dismissal from school.
6. Any student or staff that compromises the safety of themselves, students, or staff, may be asked to leave the premises to seek proper medical evaluations. Failure to leave the premises may result in further disciplinary actions enforced by local law enforcement.

Child Abuse

The Louisiana Key Academy Board shall endeavor to ensure that all instances of child abuse and/or neglect are reported in accordance with appropriate state and local laws and regulations. Therefore, the Board directs that all school personnel be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

Definitions

Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health of the child:

1. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
2. The exploitation or overwork of a child by a parent or any other person.
3. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or the caretaker of the child's sexual involvement with any other person or of the child's involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of this state.

Caretaker means any person legally obligated to provide or secure adequate care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

Child, for purposes of child abuse, is defined as a person under eighteen (18) years of age, who prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

A *mandatory reporter* is any person considered to be a teaching or child care provider performing their occupational duties, such as any person who provides or assists in the teaching, training, or supervision of a child, including any public or private teacher, teacher's aide, instructional aide, school principal, school staff member, bus operator, coach, social worker, or any individual who provides such services to a child in a voluntary or professional capacity.

Neglect means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health is substantially threatened or impaired. In accordance with statutory provisions, the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

Procedure For Reporting Child Abuse/Neglect

Any *mandatory reporter*, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect, as defined by this policy, or that abuse or neglect was a contributing factor in a child's death, in accordance with statutory provisions, shall report immediately suspected abuse/neglect in accordance with the following:

1. When the *mandatory reporter* suspects that a child has been abused/neglected, he/she shall immediately:
2. When the suspected abuser is believed to be a parent or caretaker, make the report to the Department of Children and Family Services through the designated state child protection reporting hotline telephone number.
3. When the abuse or neglect is believed to be perpetrated by someone other than a parent or caretaker, and a parent or caretaker is not believed to have any responsibility for the abuse or neglect, make the report to a local or state law enforcement agency.

4. Dual reporting to both agencies is permitted. The mandatory reporter may also request assistance from the school's principal or any other appropriate administrator or employee when reporting as required herein. Also, if the mandatory reporter is a school-based employee, proper notice shall be given to the school's principal regarding the same.
5. If the initial report was in oral form, it shall be followed by a [written report](#) on the approved form, which shall be delivered within five (5) days to the local child protection agency or the local law enforcement agency to whom the initial report was made.

The report shall contain the following information, if known:

1. The name, address, age, sex, and race of the child
 2. The nature, extent, and cause of the child's injuries or endangered condition, including any previously known or suspected abuse to this child or the child's siblings.
 3. The name and address of the child's parent(s) or other caretaker.
 4. The names and all the ages of all other members of the child's household.
 5. The name and address of the reporter.
 6. An account of how this child came to the reporter's attention.
 7. Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person.
 8. The number of times the reporter has filed a report on the child or the child's siblings.
- Any other information which the reporter believes might be important or relevant.

The report shall also name the person or persons who are thought to have caused or contributed to the child's condition, if known, and the report shall contain the name of such person if he/she is named by the child.

Investigation of Reports

Admission of the investigator on school premises or access to the child in school shall not be denied by school officials.

Allegation Against School Employees or Volunteers

When an employee is accused of the use of impermissible corporal punishment or moral offenses involving students, the principal shall initiate an investigation (see procedures under policy [GAMC, Investigations](#)). If the offender is a central office employee, or principal, the immediate supervisor will initiate an investigation.

Upon any school employee receiving a report of, or information about, child abuse, against another school employee or volunteer, and the employee receiving said information has cause to believe the truthfulness thereof, the reporting procedure as outlined in this policy shall be followed, depending upon whether the employee or volunteer is considered a caretaker or someone other than a caretaker.

The school employee shall also, as soon as reasonably possible, notify the appropriate immediate supervisor of the accused individual, and that supervisor in turn will as soon as reasonably possible, notify the Superintendent or designee. The Superintendent and the School Board's attorney will determine what appropriate action the school system may take over and above the investigation being conducted by the appropriate state agency. In any incident involving an employee or volunteer which is reported to the Superintendent or designee, the person shall be removed from all activities involving direct contact with students until the matter is resolved.

Allegations of Sexual Offenses

The Superintendent or his/her designee shall be required to notify the local law enforcement agency of any allegation made by a student of the commission of a sex offense as defined by La. Rev. Stat. Ann. §15:541. Such notification shall be made by the Superintendent or his/her designee within twenty-four (24) hours of the time the student notified the Superintendent or other appropriate personnel. Any school employee who receives information from a student concerning the possible commission of a sexual offense shall immediately inform the Superintendent and/or his/her designee.

Confidentiality

The circumstances and information of the initial report, the fact that a report was made to an agency, and the written report shall be held in confidence and shall not be disseminated to third parties other than those persons or agencies designated by this policy or required by state law. Any written report or other written information regarding the report shall be kept in a confidential file separate from the child's routine school records and accessible only by the principal/designee/supervisory employee or by court order.

Inservice Training

At the beginning of each school year, each Principal shall provide mandated inservice training for mandatory reporters and other school personnel and volunteers on how to recognize and report suspected child abuse or child neglect.

Immunity From Liability

Any person who in good faith makes a report, cooperates in any investigation arising as a result of such report, or participates in judicial proceedings authorized under the Louisiana Children's Code shall have immunity from civil or criminal liability that otherwise might be incurred or imposed. This immunity, however, does not extend to (1) a person who participates in or conspires with a participant or an accessory to an offense involving the abuse or neglect of a child; (2) any person who makes a report known to be false or with reckless disregard for the truth of the report.

Liability

The Louisiana Children's Code and Louisiana criminal law provide substantial penalties for mandatory reporters who fail to report facts which would support a reasonable belief that child abuse or neglect has occurred. Additionally, educators or other employees of the Louisiana Key Academy who fail or refuse to report child abuse/neglect as provided by law or by this policy may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

CRISIS INTERVENTION

The Louisiana Key School Board, in an attempt to provide a safe and healthy learning environment, recognizes that the accident/death of a student or staff member, or a threatened, attempted or completed suicide, or other crises, can have a traumatic effect on the school community. The Superintendent and/or his/her designee shall be responsible for establishing and maintaining pertinent activities to be conducted when a crisis occurs.

To minimize trauma when a crisis occurs and to identify students at risk because of the trauma, each school shall form a *Crisis Intervention Team* consisting of school counselors, school administrators, school substance abuse coordinator, School Building Level Committee chairman, and a staff member trained in CPR and First Aid. Other professional personnel permanently assigned to the school may be added to a *Crisis Intervention Team* as may be designated by the principal. Activities in times of crisis shall include:

1. Obtain emergency medical assistance for the individual, if necessary;
2. Notify and/or involve the individual's parent or guardian;
3. Make referrals to appropriate professional or agency for treatment, or contact Protective Services if parent contact will increase risk;
4. Maintain the individual's and family's right to privacy;
Identify and assist other individuals who may be at-risk because of the situation;
5. Involve other professionals in the community and/or school system as needed.
6. Notify the Superintendent.

Ref: La. Rev. Stat. Ann. §17:416.16

Bullying

Purpose

The purpose of Act 861 is to ensure that all school districts have and maintain a uniform policy to provide equal protection, for all Louisiana public school students, against bullying. This Act is known as the “Tesa Middlebrook Anti-Bullying Act.”

Summary

Act 861 of the 2012 Regular Legislative Session required the LDOE, in collaboration with BESE, to develop procedures and regulations with regard to the proper reporting and investigating of an incident of bullying. These procedures include but are not limited to adoption of BESE-approved forms for reporting and investigating incidents of alleged bullying, proper parental notification, and mandatory orientation provided to faculty/staff/students/parents. It also provides parents/legal guardians the right to appeal when a timely and effective investigation has not been conducted.

Louisiana Key Academy Bullying Policy and Procedure

Louisiana Key Academy is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

The Louisiana Key Academy Board of Directors believes that all students have a right to a safe and healthy school. All entities under The Board have an obligation to promote mutual respect, tolerance, and acceptance among students, staff and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes but is not limited to direct physical conduct, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. The

Board policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

Any student who engages in bullying will be subject to disciplinary action including but not limited to suspension and expulsion.

- Students are expected to immediately report incidents of bullying to the principal or designee.
- School Staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the Board of Directors or board designee.
- The School system prohibits retaliatory behavior against any complaint or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or on a school sponsored activity and during a school sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action, including but not limited to suspension and expulsion, will be taken following each confirmed incident of bullying.

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form. Parents/legal guardians should report bullying to the Principal, SOO, or Disciplinarian, so that a full investigation can be launched in accordance with the guidelines set forth by [Louisiana Believes](#).

Bullying Defined

Bullying is a pattern of unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

The pattern of behavior 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 (Act 861, Tessa Middlebrook Anti-Bullying Act).

Procedures for intervening in bullying behavior include but are not limited to the following

- All Staff, students and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school will keep a report of bullying and the results of an investigation are confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses or experiences bullying is encouraged to report the incident to a school official.

Procedures for intervening in bullying behavior Action Steps

When adults respond quickly and consistently to bullying behavior they send the message that it is not acceptable. Research shows this can stop bullying behavior over time. There are simple steps adults can take to stop bullying on the spot and keep kids safe.

Do:

- Intervene immediately. It is ok to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- Model respectful behavior when you intervene.
- Report incident via KickBoard, and advise Disciplinarian immediately.

Avoid these common mistakes:

- Don't ignore it. Don't think kids can work it out without adult help.
- Don't immediately try to sort out the facts.
- Don't force other kids to say publicly what they saw.
- Don't question the children involved in front of other kids.
- Don't talk to the kids involved together, only separately.
- Don't make the kids involved apologize or patch up relations on the spot.

Get police help or medical attention immediately if:

- A weapon is involved.
- There are threats of serious physical injury.
- There are threats of hate-motivated violence, such as racism or homophobia.
- There is serious bodily harm.
- There is sexual abuse.
- Anyone is accused of an illegal act, such as robbery or extortion—using force to get money, property, or services.

Action Steps for Reporting Bullying

When a student feels they are being bullied they should report to an adult immediately. If the student feels they are being bullied by an adult they should report to the Principal or designee immediately. All reports of bullying are to be confidential. Students and staff are encouraged to report violations without fear of retaliation. Keeping students safe is of the utmost priority therefore the following steps should be taken to report bullying:

- Parents can report bullying directly to the Disciplinarian, School Operations Officer, or Principal.
- All incidents of alleged bullying should be reported to an adult and followed up with a bullying investigation, initiated by the Disciplinarian, School Operations Officer, or Principal within 24 hours of initial reporting
- Upon Completion of the form, the form should be submitted to the Principal or designee for investigation.
- Students may report alleged bullying by writing a note and placing it in the “See it, Say it Box” located at the front desk.
- Upon receipt of a report of bullying the administration will follow up, and complete a thorough investigation in accordance with current state law.
- The outcome of a bullying investigation shall be relayed to parents or guardians within three school days of the initial investigation request.

Action Steps Once an Incident of Bullying has been Reported

Upon receipt of a report of bullying the Principal and Disciplinarian will follow and engage in the following protocol and complete the appropriate form in the Bullying Policy and Procedure Handbook:

Investigation

Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later than the next business day in which the school is in session after the report is received by the school officials. The investigation will be completed no later than ten (10) school days after the date of the written report of the incident is submitted to the school officials.

The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence will be reviewed, if available.

Notification

- Parents or legal guardians of the victim and accused student will be notified of the investigation procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/ guardian should be notified immediately.
- School Officials will complete the appropriate written letter to notify parents/guardians of the investigation process located in the Bully Binder.

Discipline

- Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age appropriate consequences which shall include, at minimum, disciplinary action including but not limited to suspension and expulsion or counseling in accordance with the student handbook.

Follow Up

- Complainants will be promptly notified of the findings of the investigation and the remedial action taken.

- If the findings of the investigation indicate that bullying has occurred, a stay away agreement will be created and signed by each student, reviewed with all parents, and passed along to the Academic team so that class schedules are created to coincide with the agreement.

Documentation

- Written documentation containing the findings of the investigation, including input from the students' parents or legal guardians, and the decision by the school officials, will be prepared and placed in the school records of the victim and perpetrator.

This policy was adapted from Louisiana Department of Education and www.stopbullying.gov

Signs a Child is Being Bullied

Look for changes in the child. However, be aware that not all children who are bullied exhibit warning signs. Some signs that may point to a bullying problem are:

- Unexplainable injuries
- Lost or destroyed clothing, books, electronics, or jewelry
- Frequent headaches or stomach aches, feeling sick or faking illness
- Changes in eating habits, like suddenly skipping meals or binge eating. Kids may come home from school hungry because they did not eat lunch.
- Difficulty sleeping or frequent nightmares
- Declining grades, loss of interest in schoolwork, or not wanting to go to school
- Sudden loss of friends or avoidance of social situations
- Feelings of helplessness or decreased self esteem
- Self-destructive behaviors such as running away from home, harming themselves, or talking about suicide

Signs a Child is Bullying Others

Kids may be bullying others if they:

- Get into physical or verbal fights
- Have friends who bully others
- Are increasingly aggressive
- Get sent to the principal's office or to detention frequently
- Have unexplained extra money or new belongings
- Blame others for their problems
- Don't accept responsibility for their actions
- Are competitive and worry about their reputation or popularity

Resources for Parents

<http://www.stopbullying.gov>

<http://www.thebullyproject.com/parents>

<http://cyberbullying.us/resources/parents/>

http://www.violencepreventionworks.org/public/bullying_tips_for_parents.page

Cyberbullying

Definition of Cyberbullying

Cyberbullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages.
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Consequences for Harassment and/or Cyber Bullying

Title 14 – Criminal Law, RS 14:40.7, strictly prohibits harassment or bullying of any kind and such behavior is subject to the following consequences:

- Minimum: 1-day suspension
- Maximum penalty: Expulsion

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report Cyber Bullying or Harassment to the police.

Action Steps to Respond to Cyber Bullying or Harassment

- Save the evidence. Print the online harassing.
- Identify the Cyber Bully.
- Clearly tell the Cyber Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or cell phone company.
- Contact the Cyber Bully's parents.
- Contact the school administration.

Technology

Program

In order to match electronic resources as closely as possible to the approved curriculum, personnel will continue to review and evaluate technology resources for compliance with LKA guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the curriculum. Infractions will be dealt with according to the guidelines listed in this Parent/Student Handbook governing discipline. All students will be informed by staff of their rights and responsibilities as users of the school network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to LKA information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to LKA learning objectives. Filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography. However, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet.

Network Usage

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research, complete assignments, and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access necessitates responsibility.

Network administrators may review Network storage area files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Acceptable Use Policy

The intent of this section is to ensure that ALL uses of Louisiana Key Academy computer network are consistent with the schools mission statement, and strategic plan. Such access serves as a natural extension of the educational lessons learned within the classroom by:

- Providing access to educational resources and reference materials.
- Reinforcing the specific subject matter taught.
- Requiring the use of critical thinking skills.

- Promoting tolerance for diverse views.
- Teaching socially appropriate forms of civil discourse and expression.

These expectations do not attempt to define ALL required or prohibited behavior by users, but rather an operating framework for the user to follow. Each user MUST exercise good judgment and appropriate conduct. For purposes of these expectations, the schools “computer network” includes all the schools computers and peripheral equipment.

Opportunities and Risks of Computer Network Use

Louisiana Key Academy believes the value of information, interaction and benefits that access to the schools computers and the Internet offers far outweighs the potential hazards of its use, and that more would be lost by not providing its students, faculty and staff access to this technology and information.

An inherent risk of making these global network resources available is that some users might encounter sources that could be considered controversial or inappropriate. Because global information resources are transitory and uncontrolled, the school cannot predict or totally control what users may or may not locate. Louisiana Key Academy has chosen, on a “best effort” basis, to limit access only to educationally appropriate resources to users while on campus. This “best effort” basis would include, but not be limited to, the following:

- Staff supervision
- Security software
- User training

Louisiana Key Academy does not support or condone access to educationally inappropriate resources and does not limit Internet access to any computer when used off campus. Users MUST utilize good judgment when accessing global information resources and be wary of the integrity and content of the information resources, regardless of the source of the technology.

The school may review all files, including electronic communications that are created on, stored on or sent to, from or via the computer network. The school reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the school’s computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

User Conduct and Responsibilities

Guidelines for access to Louisiana Key Academy’s computer network within this document apply to ALL students. These guidelines are not all-inclusive. A user who commits any act of misconduct not specified may also be subject to disciplinary action. Disciplinary actions are consistent with Louisiana Key Academy’s policies governing such behavior.

Users have the opportunity to access the district’s computer network for appropriate purposes only. Exercising that privilege requires that the user accept the responsibility for all material they access, view, download and/or produce, whether on or off campus. It is necessary for users to evaluate the validity of the information they access via the district’s computer network and acknowledge the source of information when appropriate.

Guidelines for acceptable use include, but are not limited to, the items listed below.

Users will:

- Use appropriate language.
- Avoid offensive or inflammatory dialogue.
- Adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled “freeware” or “public domain”).
- Not reveal any personal information (i.e., address, phone number, etc.) for themselves or others.
- Use technology only for legal activities.
- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity or unauthorized sharing of security measures and/or their account(s).
- Take responsibility for any technology-related activities that they borrow or are used under their account or password.
- Maintain integrity of technological resources from viruses, physical abuse, potentially damaging messages, etc.
- Respect the rights of others to utilize technological equipment by not utilizing it for non-school purposes.
- Abide by any and all policies and procedures of networks, systems and information resources linked by and through school technology.

Misuse of the computer network constitutes gross disobedience or misconduct and is unacceptable.

Examples of this misuse are any that:

- Disrupt the proper and orderly operation and discipline of the school.
- Threaten the integrity or efficient operation of the district’s computer network.
- Violate the rights of others.
- Are socially inappropriate or inappropriate for a student’s age or maturity level.
- Are primarily intended as an immediate solicitation of funds.
- Are illegal or for illegal purposes of any kind.

Use of the computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Additional Expectations and Responsibilities Specific to Laptops Use:

- Fully charged laptops and personal listening devices (i.e headphones, earbuds) must be brought to school daily.
- Users must demonstrate responsible care for their laptops and accompanying items, which includes following the manufacturer’s instructions for safe handling, storage and cleaning.
- Permanent stickers, labels or other markings may not be affixed to laptops.
- Users may not disassemble any part of the laptops or attempt repairs; Laptops in need of repair or maintenance must be promptly reported to the front office.
- Laptops are on loan to users and are the property of Louisiana Key Academy.

- Laptops must be returned in good condition to Louisiana Key Academy when so directed, along with styluses and power adapters.
- Parents/guardians are responsible for the full cost to replace lost or stolen laptops and/or styluses and power adapters. Lost or stolen items should be promptly reported to the front office.
- Parents/guardians are responsible for the cost to replace cracked or broken screens.
- Parents/guardians are responsible for damage to laptops caused by neglect or abuse.
- All school-installed software, applications and asset tags must remain on the laptops.
- Additional software or applications may not be downloaded onto laptops without prior permission from a school administrator.
- Users must not attempt to alter the configuration of laptops in any way.
- Student use of laptops is restricted to the individual to whom laptop was issued; Laptops may not be loaned to other individuals or family members.
- Laptops are subject to inspection by Louisiana Key Academy at any time without notice.

Examples of computer network misuse that will result in disciplinary action include, but are not limited to, the following:

- Using obscenities or inflammatory dialogue.
- Taking any steps that threaten, or which may be reasonably interpreted to threaten, any person, group of persons, building or property with harm, regardless of whether the user intends to carry out such a threat.
- Harassing other users.
- Using another user's account(s).
- Misrepresenting oneself as another user.
- Violating the rights of others or their privacy and safety.
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Accessing blocked Websites, via codes or other improper routes.
- Using technology resources for personal business or commercial, private or personal financial gain, including gambling.
- Vandalizing data, programs, networks or information resources.
- Degrading or disrupting systems or equipment.
- Damaging technology hardware or software - Students will be held financially responsible for intentional damage.
- Spreading computer viruses.
- Gaining unauthorized access to resources or entities.
- Violating copyright laws or other intellectual property rights.
- Using technology resources for illegal activities.
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery.
- Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

Violations of these guidelines and/or district policy will be dealt with seriously. Consequences may include, but are not limited to, loss of access to the district's computer network. Users are subject to additional consequences as described in the district's policies and regulations. Illegal activities may also result in referral to law enforcement officials.

Louisiana Key Academy's Responsibilities and Confidentiality

The school reserves the right to monitor and log the use of its technology and computer network, monitor network utilization by users, and examine user files and materials as needed. Therefore, users cannot expect absolute privacy from personnel as it relates to the use of the computer network. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files, by persons outside or from persons inside Louisiana Key Academy. Louisiana Key Academy reserves the right to deny individual users access to specific technology as a consequence of misuse.

Failure to comply with these expectations and/or the regulations governing the use of the computer network will result in disciplinary action. Louisiana Key Academy reserves the right to deny individual users access to the district's computer network as a consequence of misuse.

Minimum action:

- Staff/user conference or reprimand
- Additional actions as deemed appropriate:
- Staff/parent contact for student misuse
- Referral to administration for student discipline
- Loss of access to specific technology and/or designated areas for a minimum of three days to two weeks (Note: Multiple infractions may result in extended or permanent loss of technology privileges)
- Confiscation of inappropriate item(s)
- Restitution/restoration
- Administrative and/or Board of Education action, including suspension and expulsion

Parental permissions that are assumed include:

- Access to the internet and email system,
- Permission to publish students work to classroom websites,
- Permission to have unidentified photos of students published to classroom web

Technology and Safety

Cameras with video recordings have been installed in all classrooms at LKA for the safety of all individuals who enter the building. LKA Parents can submit a request for reviewing camera footage in writing to the LKA Principal. LKA will only release recorded copies of videos to law enforcement or as mandated by court of law.

Dress Code

Students must dress in the complete uniform daily. Uniforms are available through Sport-N-Center and LA Uniforms. The online link to order uniforms is www.lkaschools.com found under Key Resources, found on the home page.

All students shall comply with the following uniform policy.

Shirts

- Blue, White, or Gray, polo-style collared shirt.
- No messages or graphics (excluding logos - ex: college logos or brand logos).
- Slate gray LKA T-Shirt and other LKA issued T-Shirts are to be worn on Friday or on Free Dress days.
- Shirts must not reveal the midriff, undergarments, or cleavage.
- All shirts must be clean, and neat.

Jackets and Sweatshirts

- Navy blue, black, white, and gray, solid color sweatshirts.
- No holes are allowed on the sweatshirt or jacket.
- No graphics/messages on the sweatshirt or jacket.
- Only LKA hoodies; Solid Navy Blue, Solid Black, Solid White or Solid Gray are to be worn Monday - Thursday. LKA hoodies purchased through the spirit shop should be worn on Friday on Free Dress days.
- Jackets and sweatshirts must be clean and neat.
- Solid Blue, Black, White, or Gray Coats should be worn during cold weather. Any coats with large logos or graphic design must be taken off after the student enters the classroom.

Pants/Shorts/Skirts/Jumpers:

- Khaki, navy or black uniform bottoms are allowed.
- Students should be able to unbutton, unsnap and/or unzip without assistance.
- All shorts, skorts and jumpers must be no shorter than four inches above the knee.
- Pants should have no holes, tears, or rips where skin shows through.
- Sweat pants, yoga pants and warm ups are not permitted. Leggings are only permitted under skirts, skorts, or jumpers.
- Joggers, skin tight jeans, and jeggings are prohibited.
- Undergarments should not be visible.

Bag:

- Only clear or mesh backpacks and purses will be allowed for students on campus.

Belt:

- Belts are not required.
- If worn: no excessive, distracting, or oversized buckles or markings allowed.
- If worn: belts must be worn at the natural waist on bottoms with belt loops.

Shoes and Socks:

- Footwear should be tennis/athletic shoes with closed toes and closed heels. All shoes must be safe and durable for rigorous play during recess and physical education.
- No shoes with lights or wheels are permitted.
- No boots are to be worn, unless worn during Free Dress days.
- No sandals or flip-flops.
- Only white, gray, black or blue crew socks should be worn daily with shoes.
- Colorful knee-high socks or leggings are not permitted.

Jewelry/Tattoos:

- Simple watches are permitted.
- Girls and Boys may wear small stud earrings, no drops or hoops.
- Temporary tattoos must be washed off before entering school.
- No smart watches
- Facial jewelry is not permitted.

Headwear/Hairstyle:

- Hair must be neat, clean and styled so that it does not present a disruption to the instructional climate of the school.
- Bangs, or hair length that covers the eyes, should be “clipped/pinned” away from the face. Furthermore, hair colorings are to be natural.
- Styling and cuts may not create/cause classroom disruption.
- No hats or bandanas, bonnets, or scarves. Headwear for religious or medical purposes is acceptable.
- Modest headbands and hair ribbons are allowed.

Purses:

- Girls may carry a small purse, but the purse must be clear or Mesh. Make-up or Cosmetic bags may be used for the purpose of carrying personal hygiene items, but must be placed inside of clear or mesh bag / purses.

Costumes:

- Costumes should only be worn when permitted by Administration for special events. Costumes should not be worn on Free Dress days, and when worn should be within guidelines stated concerning length, etc.

Pajamas:

- Pajamas are not to be worn.

Family/Community Involvement

Family involvement is a vital part of LKA's school culture. Please see below for LKA's Family Involvement Policy:

Vision

To empower all LKA families with the knowledge, support, and resources required to be informed and proactive partners as they support their child's success in school and in life.

Mission

To partner with LKA families to bridge the gap between family, school, and community while empowering families to empower other families in building their understanding of dyslexia and how to advocate for the educational needs of their children.

Long Term Outcomes

- Improved school, family, and community relationships
- Improved attendance rates
- Decreased disciplinary issues
- Increased student achievement

Priorities

LKA's Family Involvement program will focus on **removing barriers, building relationships, and home carryover.**

Removing Barriers

LKA will work in collaboration with families to help remove the barriers that prevent frequent and effective family involvement through partnerships with community organizations which can provide supportive services for students and their families in areas such as transportation, food availability, mental health, financial literacy, and trauma responsive care. LKA will use an integrated approach to improve families' access to these services by having these services provided on campus or near campus as much as possible. LKA will also, as appropriate, host workshops and presentations for families on site regarding these issues.

Building Relationships

The Family Engagement Team (FET) is a parent-led organization composed of LKA families whose mission is to empower families to connect and support one another to improve their child's school experience. The FET takes the lead in the development of opportunities for LKA families to connect and build relationships with each other throughout each student's time at LKA. This is done through activities such as school wide programming, classroom celebrations, special events, and school volunteer opportunities. The FET also provides frequent feedback to LKA to ensure that each school policy and initiative takes the voice of LKA's families into account.

LKA is always looking for ways to improve communication and develop stronger relations with our families. We will host in-person Parent Forums quarterly to keep an open line of communication and a way for our families voices to

be heard. This will also be a chance for LKA families to come together as a community and strategize ways to keep LKA growing and improving.

- August 21st at 5pm
- November 20th at 5pm
- February 12th at 5pm
- April 3rd at 5pm

LKA's School Operations Officer (SOO) provides oversight of LKA's school culture which includes areas such as school discipline, athletics, and clubs.

LKA's discipline model has a focus on restorative justice and works to engage our families as partners in the prevention of negative disciplinary outcomes.

Athletics and clubs provide opportunities for students and families to connect and build relationships through activities which showcase the dyslexic child's strengths.

Home Carryover

LKA's academic pillars of oral reading, vocabulary, and the connection between oral language and written language are present throughout the school day in all content areas.

LKA will partner with families by providing materials and training to ensure that they are knowledgeable of LKA's academic pillars, why they are important, and how they can be implemented at home to improve their child's academic achievement. This work will strengthen families' knowledge and skills to support and extend their children's learning at home.

Activities will include but are not limited to: instruction in the usage of Microsoft Reading Progress and Immersive Reader to support reading fluency at home, "how to help at home" activities shared quarterly through the child's narrative progress report and at each Parent/Teacher conference, and teacher posted lessons and videos which show families how to complete homework tasks.

Opportunities to Discuss Student Progress

Families are offered multiple opportunities to interact with their child's academic team, as well as with the Disciplinarian and receive updates about their child's progress throughout the school year. In person options include Parent/Teacher Conferences and IEP meetings with each parent receiving a conference each quarter (all students) and an IEP meeting each year (if your child has an IEP). If any concerns are present outside of those scheduled times, families can also request a conference with their child's teacher(s) at any time via Parent Square or through the front office. Additionally, student progress is reported in writing to families quarterly through the student's IEP progress report (i.e. the narrative progress report). Student grades and attendance can be accessed through PowerSchool for review at any time.

Transferring Students

LKA requests two weeks' notice of a family's decision to transfer their child to another school. During the student's last days at LKA, the following will occur:

- You will meet with your child's academic team to review their IEP and make any necessary adjustments.
- You will be given the opportunity to gather copies of any of your child's school records that are needed to aid in their transition.
- You will be asked to complete an exit survey which provides LKA with feedback on the quality of your child's experience over their time at LKA.

Opportunities for Families to Provide School Feedback

Families will be provided with various opportunities to be involved in the process of school review and improvement. Families will participate in surveys and in person and online parent forums throughout the school year to share their feedback with school leadership. At the end of year parent forum, families will have the opportunity to provide feedback and solutions on updates to school initiatives, programs, and policies based on their experience from the current school year. All meetings will be convened at a time that is convenient for families and we will offer a flexible number of additional family involvement meetings, such as in the morning or evening, so that as many families as possible are able to attend. Also, at the initial Parent/Teacher Conference, families will be asked to share their expectations of the school and its faculty and staff. This information will be shared with the school's academic and operational faculty and staff to be considered when making plans for school improvement.

LKA families can also request that LKA provide opportunities for regular meetings for families to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. LKA will respond to any such suggestions as soon as practicably possible.

Community Involvement

We encourage community leaders and organizations to also become involved with LKA. Community members are welcome to come read, complete a project, take a tour, donate monetarily, and visit our classrooms. LKA will also work to develop partnerships with leaders and organizations within the community to provide our families with supportive services in areas such as transportation, food availability, mental health, financial literacy, and trauma responsive care. We encourage community members to volunteer in our classrooms regularly, not just during special events. However, please note that volunteers that will be assisting on a regular basis will have to complete a satisfactory background check before being granted permission to begin.

Evaluation Methods

The drafted family engagement policy will be shared with the FET's leadership team for feedback in May of each school year. The FET's leadership team will provide an opportunity for all LKA families to provide feedback on the policy through a survey which will, at minimum, ask families to describe barriers to greater participation in family involvement activities. The FET's leadership team will meet with their LKA liaison to disseminate the feedback. After updates are made to the policy based on the received feedback, the policy would again be reviewed by the FET's leadership team before the policy is formally adopted for the school year.

Additionally, a survey will be sent out to all LKA families at the end of each school year to evaluate the content and effectiveness of the family involvement policy and programming for the year. This information will be used to help LKA design strategies for more effective family involvement, and to revise, if necessary (and with the involvement of LKA families), its family involvement policies.

Communication

LKA expects parents to be our partners in the education of their children. Consistent communication between teacher, student and parent is a must. Please communicate minor concerns before they become major concerns. We will treat your concern with respect, and we insist parents do the same. LKA will not tolerate disrespect from faculty toward parents/guardians and likewise from parents/guardians toward faculty or administration.

PARENTS MUST UPDATE THE SCHOOL IF ANY/ALL CONTACT CHANGES THAT OCCUR DURING THE SCHOOL YEAR. THE SAFETY OF YOUR CHILD DEPENDS ON OUR HAVING ACCURATE CONTACT INFORMATION.

At Louisiana Key Academy, we intend to provide information to our school community that is timely and relevant. Our communications will include all stakeholders - staff, students, and families - except where student or staff privacy takes precedence or school board policy dictates. Communication will be provided in a clear and concise manner. If there are any questions concerning communication, we request parents address them as follows:

- **For Academic and Student-Specific Questions:** Parents should first contact the teacher, then the Principal as needed.
- **Academic Curriculum Questions:** Parents should first contact the teacher and then the Master Teacher of that subject area.
- **For School-Wide Communication Questions:** Parents first contact the front office, then the School Operations Officer.
- **Questions concerning Kickboard, Discipline, or Behavior:** Parents first contact Disciplinarians

LKA uses the following methods of communication with families:

ACADEMIC COMMUNICATION	SCHOOL-WIDE COMMUNICATION
PowerSchool Parent-Teacher Conference Graded Work/Tuesday Folders Phone Call/Email Report Card/ Progress Report	ParentSquare School Website Parent Engagement Meetings Teacher Talk Principal's Newsletter Open House Social Media (Facebook / Instagram) Flyers Student Handbook

Families should expect a response within 1-2 business days

LKA communicates with families using Parent Square, phone calls, and letters sent home with students. Individual teachers may also use communication methods specific to their class or grade level based on student needs.

All communication materials are provided to families in an understandable and uniform format. The front office will provide alternative formats, including materials in a language other than English, upon request.

SCHOOL-WIDE COMMUNICATION

STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSONS RESPONSIBLE
Newsletter “Teacher Talk”	News, events, dates, fundraising information	Weekly	Staff and Parents	Operations Team
ParentSquare	School news, events, dates, important school information	Weekly	Staff and Parents	Administration
PowerSchool	School news, events, dates, important information	Quarterly	Parents	Administration
School Website	Keep current and vital school information updated on the website	Ongoing	Staff, students, parents, prospective students, and their families	Webmaster, Administration
School Facebook & Instagram	Keep the community abreast of newsworthy events and information	Ongoing	Parents and community	Operations Team
Media	Networking with media venues to keep the community abreast of newsworthy events and information	As needed	Parents and Community	Administration / Assigned Staff
School-wide flyers and other materials sent home when necessary	Announcements/reminders of important dates and information	As needed	Students and Parents	Administration
Student Handbook	Update and distribute at the beginning of the year to outline school procedures and expectations for the year	Annually	Teachers, students, and parents	Administration
Admin & Teacher Phone Calls	Communicate with parents	As needed	Parents	Administration / Teachers

EXPECTED TIMEFRAME FOR COMMUNICATION

<i>Changes to Policies or Procedures</i>	Families shall be notified of any changes to school policies or procedures within 2 business days
<i>Disciplinary Actions</i>	Disciplinary action taken in response to misconduct shall be communicated to the parent or guardian within 24 hours.
<i>Injury Incidents</i>	The parent or guardian shall be notified of any incident resulting in the injury of their student immediately following actions taken to ensure the health and safety of the student and others involved.
<i>Surveillance Review Request</i>	2-3 business days. Requests must be submitted, reviewed, and permission granted by the Superintendent.
<i>Bullying Investigation Initiation</i>	Bullying investigations shall be initiated within 24 hours of the request. Investigation requests should be submitted formally, through a written request or email to Administration. The outcome of a bullying investigation shall be relayed to parents or guardians within 3 school days of the initial investigation request.

Daily Communication

Students bring folders/binders home daily that may need to be signed or read for information. Please be sure to check the folder daily. Don't depend on your child to give it to you. Ask for it. Students in 5th – 10th grades have a planner, not a daily folder for tracking assignments.

Graded Assignments Folder

Students in grades 1-5 will bring a monthly envelope of graded assignments. The contents should be reviewed and returned to your child's homeroom teacher. The folder should be signed by the parent/guardian. Students in grades 6-10 will maintain graded assignments in their binders.

Mandatory Parent Teacher Conferences

Face-to-Face conferences may be requested by the school or the parent/guardian to address problems or concerns that cannot be resolved over the phone or via email. Please call the office to schedule a conference.

Parent Conference Days are scheduled throughout the school year. You will be contacted by the teacher for scheduling. These conferences are REQUIRED.

Narrative Progress Reports

Narrative Progress Reports are sent home at minimum, every 9 weeks. Narrative Progress Reports give you an idea of your child's progress for that marking period. This report also serves as your child's IEP progress report if they have an IEP.

Phone Calls

Teachers will call to report progress academically and behaviorally. Calls will be made during their planning period, before and/or after school. You are welcome to call the school at 225-298-1223 and leave a message for a teacher or administrator to call. Please be sure to leave the topic of the concern with the school receptionist so we will have information needed upon returning the call. All calls will be returned within 24 to 48 hours.

Parent/Guardian Visits

Parents and guardians must make appointments or plans with the teacher to visit or observe a classroom or meet with a teacher. Parent conferences are not permitted with a teacher during his or her instructional time. All visitors must check in at the office and be prepared to have their ID's photocopied for a visitor's badge before going to classrooms so we can keep our school safe.

All Other Visitors

Any visitor that is not the parent or guardian of a LKA student must be identified on the information sheet completed at the beginning of the school year. Any attempt to see or check-out students by a family member not identified will not be allowed and the parent or guardian will be notified of the attempt. Police will be notified if the necessity arises.

Birthdays

For birthday celebrations, parents can drop off cake, cupcakes and juice. Celebrations will be during the last 15 minutes of the school day. No parents allowed on campus for birthday celebrations.

Student Fee Policy

Louisiana Key Academy believes education should be fair and impartial, and that all children deserve the same educational opportunities and expectations. We also believe that the inability to pay student fees should not prevent students from having access to a quality education, and that economically disadvantaged students and students whose families are experiencing economic hardships should have the same opportunities afforded to them as other students.

Supply Fee

All School Supplies will be purchased by parents through Louisiana Office Solutions, Co. (Order Online: ORDER.LOSCO.COM) and delivered to the school OR parents can purchase using the school supply list.

Grade Level Field Trip Fees

LKA will collect field trip permission forms and associated fees by the assigned deadline for each field trip. Fees will be determined by the cost of the trip. Students may attend up to 6 field trips per year.

- **Amount** -Varies based on trip up to \$50.00 per trip. Specific information will be distributed in advance of each trip. (There may be special opportunities to arise that may exceed \$50.00 and notification will be sent out well in advance).
- **Use** - Cover admission price and transportation cost for each trip.
- **Purpose** - Offset the cost of each field trip.

8th Grade Fee

Fee may occur. Details to be determined and communicated.

Extracurricular or Optional Out of State Field Trips Fee

LKA may offer extracurricular opportunities and/or out of state field trips separate from field trip fees. Price range is dependent on the trip and will be communicated to parents. Fundraising options are available. For those who choose not to attend, regular classes will be available at school.

Extracurricular Fees

Extracurricular fees associated with athletics or club participation are separate fees and collected on an individual basis once a student joins a club or team. Information including amount is provided prior to the start of the extracurricular activity or club.

Uniforms

LKA uniform policy can be found in the LKA Student Handbook. Uniforms must be purchased through Sport-N-Center or select options are available at LKA. Uniforms cost between \$10-\$40 based on choices.

Payments

We accept payments via check or credit card.

- Checks payments may be dropped off to the Front Office in an envelope with your child's name.
- Credit card payments – You can create an account through eFunds for Schools.

To make online payments visit <https://payments.efundsforschools.com/v3/districts/56295>

- No cash accepted

Waiver Process

Fee waivers are available upon request through the front office or school counselor. Waivers submitted will be approved or denied based on a family's demonstrated financial need. Waiver requests that are denied may be appealed by contacting the school Principal at monica.owens@lakekeyacademy.com.

We understand extenuating family circumstances may arise in which financial assistance may need to be requested even if families do not qualify for state assistance.

Students will not be penalized for fees not paid. Students for whom fees are waived due to an economic hardship will never be discriminated against, not be overly identified by the use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials, or by any other means.

No student will ever be denied a uniform or participation in a field trip because of a lack of ability to pay a fee. Nor will students be denied any other academic opportunity because of a lack of ability to pay a fee. Furthermore, failure to pay any required fee shall not result in the withholding of a student's education record. No fees not authorized by this policy shall be assessed.

Grading System/Course Descriptions

Scoring Scale

All scores represent the student's present level of performance with their designated accommodations. Student performance and data reported by the teacher will be reported as a score for all content areas.

Grades Kindergarten - 5th

5	Indicates that the student has mastered the skill of automaticity. The skill may be a grade level skill or a skill within their therapy program. The student consistently shows 93% - 100% mastery of the skill.
4	Indicates that the student has a firm grasp of the skill. The student shows 85% to 92% mastery of the skill but has not reached automaticity.
3	Indicates that the student shows inconsistent mastery of the skill. The student shows a range of mastery that ranges between 77% and 84% mastery.
2	Indicates that the student has not mastered the skill. The student is in the very beginning stages of understanding this skill. The student shows 69% – 76% mastery of the skill.
1	Indicates that the student has not mastered the skill. The student shows less than 68% mastery of the skill.

Grades 6th - 10th

A	Indicates that the student has mastered the skill of automaticity. The skill may be a grade level skill or a skill within their therapy program. The student consistently shows 90% - 100% mastery of the skill.
B	Indicates that the student has a firm grasp of the skill. The student shows 80% to 89% mastery of the skill but has not reached automaticity.
C	Indicates that the student shows inconsistent mastery of the skill. The student shows a range of mastery that ranges between 70% and 79% mastery.
D	Indicates that the student has not mastered the skill. The student is in the very beginning stages of understanding this skill. The student shows 60% – 69% mastery of the skill.
F	Indicates that the student has not mastered the skill. The student shows 59% or lower mastery of the skill.

Teachers are required to give at minimum, one grade per content per week during school weeks when students are present 3 or more days. These scores are recorded in PowerSchool by Monday following the assignment or assessment graded.

Academic Integrity

Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. Cheating and plagiarism are an obstacle to this intent.

- Cheating includes dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.
- Plagiarism includes use of intellectual material produced by another person without acknowledging its source.

When cheating or plagiarism occurs, the incident will be recorded, appropriate school staff and the student's parents will be notified, and a deduction to the grade will be assigned. Disciplinary action will take place depending on the seriousness of the academic dishonesty offense.

Homework

Guided oral reading with feedback is the number one priority to build oral reading fluency skill. Students should spend time reading aloud each day for homework following the guidelines below.

Oral Reading Fluency Time

Grade K	5 minutes
Grade 1	5 minutes
Grade 2	10 minutes
Grade 3	15 minutes
Grade 4	20 minutes
Grade 5	20 minutes
Grades 6-10	30 minutes

Homework is designed to:

- Reinforce learning concepts.
- Practice or apply skills already learned in class.
- Review previously learned information.
- Extend previous learning through projects and research that can be accomplished independently by the student.

No homework should be required on weekends except in rare, approved instances.

Promotion to the Next Grade

Refer to the pupil progression plan.

Required Summer Programming

If your child needs additional academic support due to more than 10 absences a year or as determined by the academic team, he or she may be required to attend summer programming to ensure a continuum of progress in reading, writing, and math and the consequential impact on all other academic areas. Details on High School students attending summer programs for attendance/credit recovery or EOC retake will be announced.

Student Records

School administration is responsible for student records. All records will be discussed, explained, and/or made available to any legal parent/guardian. If a parent would like to review a child's record, the parent should submit a request in writing to school administrators. Within 10 days of the request the legal parent/guardian will be allowed to inspect and may request a copy of the information contained in the record. There are two different types of student records.

Admissions

Results of admissions testing are used to determine admissions to LKA and do not become a part of the child's academic record until after enrolling in LKA and parent permission for use is requested and is granted by the legal guardian, as part of the evaluation process for a disability under Louisiana Section 504 or Bulletin 1508. Access to admissions testing results will be denied to any parent declining acceptance, being denied acceptance, or withdrawing the student before results are used in the evaluation process.

Confidential Records

These include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent of the parent/guardian.

Unique ID Information

Unless directed in writing otherwise by a student's parent, legal guardian or a student who has reached the age or majority, the Louisiana Key Academy approves a person employed in the school or person authorized by the Principal to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and LRS 17:3914 as follows:

- Information to protect the health, safety, or welfare of a student or the general public;
- Information to facilitate a student's participation in a school sanctioned extracurricular activity, including but not limited to a sport, organization or club;
- Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities;
- Programs and activities related to school sanctioned performances or productions, events, award programs, and graduations;
- University Transcript requests, Scholarships, and admissions;
- LHSA, NCAA and other related sports programs or sanctioning entities;
- Online resources and educational tools;
- School Photography and Yearbook providers;
- Information provided in accordance with a contract between the Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract; and
- Directory information, to the extent allowed in FERPA.

Legal Changes in student status (guardianship, legal residence, Court orders, etc.) must be presented to the school in hard copy form. If you have any issues or concerns about this Policy, please contact the School principal.

Official Information

The parent/ guardian is required to provide the student's school their current address and working telephone numbers and promptly give the school notice of any change in status concerning family information during the school year.

Parents have the right to review with a counselor or other designated school system personnel all official files and data which pertain to the student personally. Students 18 years or age or older may make the same request. They have the right to challenge the accuracy of the data through a formal hearing. Schools must produce such records for examination within 45 days of a written request. The school administration shall respond to reasonable requests for an explanation and interpretation of the student's records. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) allows custodial and non-custodial parents equal access unless otherwise stipulated by court order revoking parental rights.

No official record, file, data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and/ or parent except as authorized by law, unless the student and/or parent has executed a written release of such information to a particular person or agency.

Evaluation and Identification Process

An educational evaluation that appropriately qualifies a child as dyslexic under the Specific Learning Disability (SLD) category is necessary and is mandated by federal and state law for students that do not make adequate progress in the general education curriculum. Inadequate progress in the general education setting has already been determined in LKA's admissions procedure. Additionally, an evaluation provides the child and family with formal documentation of dyslexia and the subsequent individualized educational plan that must be afforded the child.

Following admissions to LKA parent permission is requested to begin an evaluation. Once parent permission is obtained the evaluation will commence.

The evaluation process includes a multidisciplinary team that includes individuals who are experts in the field of dyslexia in alignment with the mission of the school and supported by the strenuous admissions process. The parents, teachers, and Certified Academic Language Therapist (CALT) of the child play an integral role in this process as they have the most information about the child's reading progress over time.

Louisiana Bulletin 1508 – Pupil Appraisal Handbook §107 provides a scope of qualifying examiners for the multidisciplinary team which includes “pupil appraisal professionals certified by the state Department of Education and professionals from other agencies or in private practice, as described in this Section,” and can be further described as:

Professionals in private practice who provide evaluations for educational use must meet the standards of and comply with the rules and regulations set by their respective statutory professional boards. Certification by the state Board of Elementary and Secondary Education is not required for these persons; however, Educational Assessment Teachers/Diagnosticians or Educational Consultants are required to be certified by the Department of Education, since licensing for independent practice does not exist.

Louisiana Bulletin 1508 – Pupil Appraisal Handbook §107 also states that “Regardless of the approach used for conducting individual evaluations, LKAs retain full responsibility for the individual evaluation.” LKA is committed to providing students, families, and education professionals the highest quality evaluations for the dyslexic child. As a result, the multidisciplinary evaluation team will be composed of those with expertise in the field of dyslexia. Additionally, the team will implement the most up to date assessment and evaluation procedures as reflected by current scientific knowledge and in compliance with Bulletin 1508.

This evaluation team for a student that has dyslexia will include:

1. An evaluation coordinator who is an expert in the field of dyslexia and who meets the following qualifications:
 - a. Certified Academic Language Therapist (CALT)
2. An additional qualified examiner which can be any of the following:
 - a. Speech Language Therapist
 - b. CALT
 - c. CALT Practitioner
 - d. The current teacher that is providing academic language therapy to the student
 - e. The parent of the child
 - f. The child
3. Case manager (clerical, not a qualified examiner)

In the event that additional testing is required as deemed necessary by the evaluation coordinator, outside consultation will be obtained.

Students with outside service providers such as Occupational Therapy, Physical Therapy, & Speech Language Therapy

External service providers will not be allowed to pull students for therapy on campus or during school hours. All outside services will need to be scheduled before or after school hours. Outside counselors are only allowed to pull during school hours if they are an approved provider through LKA.

School Breakfast and Lunch

Breakfast and lunch are served daily. Louisiana Key Academy is a participant in the CEP program under the National School Lunch and School Breakfast Programs for the 2024-2025 school year. As part of the program requirements, all students will be served lunch and breakfast at no charge.

Parents may send lunch to school. If you send lunch to school with your child, we ask that you send nutritious foods, such as a sandwich, fruit, vegetable, apple juice, etc. Under no circumstances will food be warmed up for students. Please ensure that only food that does not require heating be brought to school with your child. Junk foods as a meal (gum, soda, candy, etc.) are highly discouraged.

Transportation

Buses will be used for field trips and therefore students will work through school bus safety and will be expected to follow the school bus guidelines while riding. Students who do not follow the guidelines will not be allowed to ride the bus for future field trips.

To ensure the safety of all students, staff, and visitors, and to effectively manage limited parking space, Louisiana Key Academy prohibits student parking on campus. This policy applies to all enrolled students and includes all types of motorized vehicles.

Nursing Services and Medication

Immunizations

Immunizations are required by Louisiana State Law (Bulletin 741 §703.A1i) to be included in Student Records for enrollment in school. Louisiana Key Academy allows for a one-time 30-day period from the time of school registration and allows for 21 days transferring of health/student records for a student enrolling in a new school.

There are two exceptions.

1. If the student's physician believes the immunizations are medically inadvisable, a written statement to that effect signed by the physician must be given to the school each school year.
2. If you have a religious or philosophical objection to immunizations, you must write a statement indicating your objections and provide it to the school at the beginning of each school year.

Please be aware that students, who have a waiver of immunization either for medical or religious or philosophical reasons, will be excluded from school if there is an outbreak of a disease for which the student is not immunized.

Medication

If your child requires medication during school hours, please contact the office to request a Medical Administration Form (MAF). By law, medication cannot be administered to your child until your child's physician has completed the form. The requirement pertains to all medicine, including aspirin, Tylenol, and other over-the-counter medicines.

A log of all medicines administered on campus will be kept in the nurse's office.

DO NOT SEND ANY MEDICATION TO SCHOOL WITH YOUR CHILD.

Camera Policy And Procedures

In accordance with [Act 588](#) the following [policies](#) have been implemented for the Recording of Videos for Special Education Classrooms. Video cameras have been installed at LKA for the safety of all individuals who enter the building.

LKA Parents can make a written request to the LKA Administration Team verbally or in writing. LKA Administrators will report all camera requests to the Principal. *Note: LKA Principal is the only person to allow parents to view camera recordings.*

- Approved: If the Principal sees the benefit of the parent viewing the camera recording and the LKA lawyer has given approval. Keeping in mind the exposure of other students and staff members.
- Denied: If there is no benefit or need for the parent to view the camera recording.

LKA will only release recorded copies of videos to law enforcement or as mandated by court of law.

Grievance Policy

LKA, recognizing that problems may arise in schools, shall require parent or student concerns, complaints or grievances to be made to the school Principal or designee. If concerns of parents or students cannot be resolved informally, a written complaint shall be initiated, dated and signed by the complainant, and submitted to the Principal.

For the discussion and consideration of the grievance, any student or group of students should request in writing a meeting time and place of the school Principal. One faculty member or other designated representative may be present at such a meeting. Such time and place will be designated immediately upon receipt of the written request.

If a grievance is not satisfactorily resolved after meeting with the Principal, a parent, student or group of students may submit a concern, complaint or grievance to the board.

Closing

If you have any questions or comments about anything in this handbook, please contact the School Operations Officer, the child's teacher or the Principal.