



Redesign Schools Louisiana

Special Board Meeting

Date and Time

Monday June 10, 2024 at 12:00 PM CDT

Location

Virtual

Agenda

	Purpose	Presenter	Time
I. Opening Items			12:00 PM
Opening Items			
A.	Call the Meeting to Order	Pamela Baldwin	1 m
B.	Record Attendance and Guests	Pamela Baldwin	1 m
C.	Motion to approve the minutes from the April 13, 2024 RSL Regular Board Meeting	Approve Minutes Pamela Baldwin	1 m
D.	Motion to approve the minutes from the May 18, 2024 RSL Regular Board Meeting	Approve Minutes Pamela Baldwin	1 m
II. Items Scheduled for Action			12:04 PM

	Purpose	Presenter	Time
A. Motion to approve Unaudited Financials thru March 31st	Vote	Justin Chatelain	
B. Motion to approve 2024-2025 Budget	Vote	Megan McNamara	5 m
C. Motion to approve 2024-2025 Student Handbook	Vote	Candace Lucas	5 m
D. Motion to approve 2024-2025 Employee Handbook	Vote	Candace Lucas	5 m
III. Notice			12:19 PM
A. Accommodations	FYI		
<p>REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY</p> <p>Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting:</p> <p>Redesign Schools Louisiana 4705 Lanier Dr. Baton Rouge, LA 70812 Phone: 225-910-3891</p> <p>FOR MORE INFORMATION</p> <p>For more information concerning this agenda, please contact Redesign Schools Louisiana using the information above.</p>			
IV. Closing Items			12:19 PM
A. Next Board Retreat: August 10th at TBD Location	FYI	Pamela Baldwin	2 m
B. Next Finance Meeting: September 4th, 2024 at Dalton Elementary School at noon.	FYI	Pamela Baldwin	
C. Adjourn Meeting	Vote	Pamela Baldwin	

Coversheet

Motion to approve the minutes from the April 13, 2024 RSL Regular Board Meeting

Section: I. Opening Items
Item: C. Motion to approve the minutes from the April 13, 2024 RSL Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on April 13, 2024

APPROVED



Redesign Schools Louisiana

Minutes

Regular Board Meeting

Date and Time

Saturday April 13, 2024 at 10:00 AM

Location

Lanier Elementary School
4705 Lanier Dr. Baton Rouge, LA 70812

Directors Present

G. Pope, M. Mullen, P. Baldwin, S. Banks

Directors Absent

D. Hunter, J. Chatelain, K. George

Guests Present

A. Beck, Brandi Beal, C. Lucas, Georgia Gross, M. McNamara, Nicole Jones

I. Opening Items

A. Call the Meeting to Order

G. Pope called a meeting of the board of directors of Redesign Schools Louisiana to order on Saturday Apr 13, 2024 at 10:07 AM.

B. Record Attendance and Guests

C.

Motion to approve the minutes from the January 27, 2024 RSL Regular Board Meeting

S. Banks made a motion to approve the minutes from Regular Board Meeting on 01-27-24.

G. Pope seconded the motion.

The board **VOTED** to approve the motion.

II. Items scheduled for receipt/information

A. Principal's Report

Principal Gross and Principal Jones presented their reports.

B. Superintendent's Report

Dr. McNamara presented the superintendent's report.

C. Board Calendar 24-25

Dr. McNamara presented Board Calendar.

D. Financial Committee Report

Ms. Baldwin presented the Financial Committee Report.

III. Items Scheduled for Action

A. Motion to approve HR and Financial Records Storage Plan

M. Mullen made a motion to approve.

S. Banks seconded the motion.

The board **VOTED** to approve the motion.

B. Motion to approve Salary Schedule

P. Baldwin made a motion to approve.

M. Mullen seconded the motion.

The board **VOTED** to approve the motion.

C. Motion to approve Open Meetings Via Electronic Means Policy

M. Mullen made a motion to approve.

S. Banks seconded the motion.

The board **VOTED** to approve the motion.

D. Motion to approve reallocation of items from Zion City School to and Lanier and Dalton Elementary Schools

S. Banks made a motion to approve.

P. Baldwin seconded the motion.

The board **VOTED** to approve the motion.

IV. Closing Items

- A. Next Finance Committee Meeting: May 8, 2024 at Lanier Elementary School, A Redesign School**
- B. Next Regular Budget Hearing Meeting: March 18, 2024 at Lanier Elementary School at 9:30 a.m.**
- C. Next Regular Board Meeting: March 18, 2024 at Lanier Elementary School at 10 a.m.**
- D. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:38 AM.

Respectfully Submitted,

G. Pope

Coversheet

Motion to approve the minutes from the May 18, 2024 RSL Regular Board Meeting

Section: I. Opening Items
Item: D. Motion to approve the minutes from the May 18, 2024 RSL Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on May 18, 2024

APPROVED



Redesign Schools Louisiana

Minutes

Regular Board Meeting

Date and Time

Saturday May 18, 2024 at 10:00 AM

Location

Dalton Elementary School
3605 Ontario St. Baton Rouge, LA

Directors Present

M. Mullen, P. Baldwin

Directors Absent

D. Hunter, G. Pope, J. Chatelain, K. George, S. Banks

Guests Present

A. Beck, C. Lucas, Dan Cembrola (remote), M. McNamara, Shana Tidwell

I. Opening Items

A. Call the Meeting to Order

M. Mullen called a meeting of the board of directors of Redesign Schools Louisiana to order on Saturday May 18, 2024 at 10:05 AM.

B. Record Attendance and Guests

C. Motion to approve the minutes from the April 13, 2024 RSL Regular Board Meeting

II. Items scheduled for receipt/information

A. Superintendent's Report

Dr. McNamara presented Superintendent's Report.

B. Financial Committee Report

III. Closing Items

A. Next Board Retreat: August 10th at TBD Location

B. Next Finance Meeting: September 4th, 2024 at Dalton Elementary School at noon.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:28 AM.

Respectfully Submitted,
C. Lucas

Coversheet

Motion to approve Unaudited Financials thru March 31st

Section: II. Items Scheduled for Action
Item: A. Motion to approve Unaudited Financials thru March 31st
Purpose: Vote
Submitted by:
Related Material: RSL_-_Summary_Presentation_-_March_2024_-_FINAL.pptx
RSL_-_Supplemental_Report_-_March_2024_-_FINAL.xlsx



March 2024 Financials

PREPARED **MAY'24** BY



- **Executive Summary**
- **Key Performance Indicators**
- **Forecast Overview**
- **Appendix**

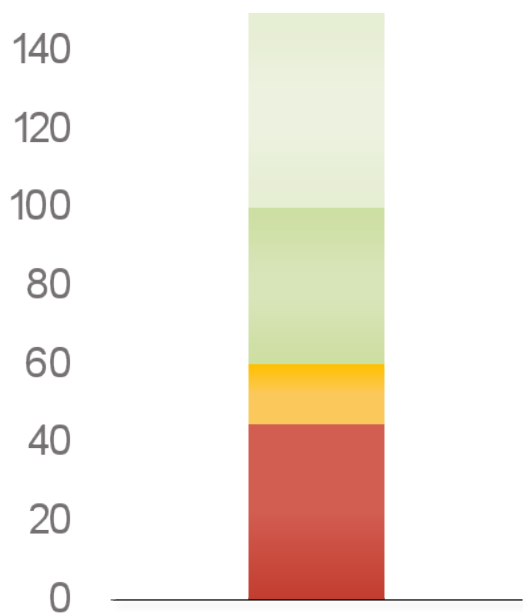
Executive Summary

- As of 3/31/2024, Redesign had 163 days cash on hand, comfortably above the target of 45 days. Total cash and cash equivalents equaled \$3.7M.
- Consolidated net income is currently projected at \$406K compared to a budgeted \$711K. This variance is due to shifting a portion of our ESSER funds from FY24 to FY25 in an effort to balance the FY25 budget.
- Zion City's ESSER funds need to be drawn down prior to 6/30/24. Lanier and Dalton must draw down their remaining ESSER funds by 9/30/24. Lanier and Dalton are also able to use ESSER funds for contracted expenses beyond 9/30/24 provided that the contract is signed before that date.

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

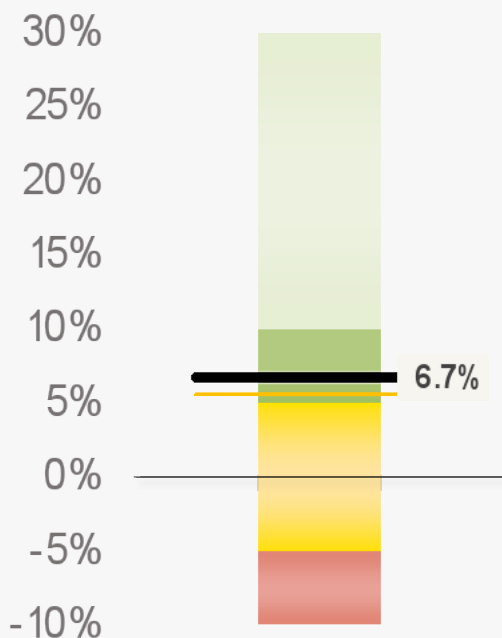


163 DAYS OF CASH AT YEAR'S END

The school will end the year with 163 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

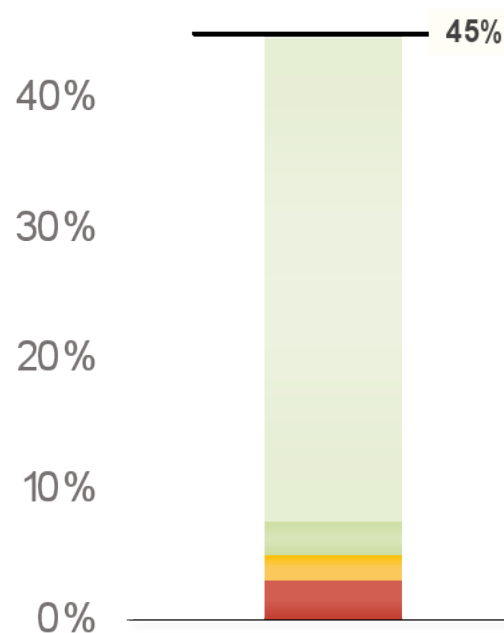


6.7% GROSS MARGIN

The forecasted net income is \$888k, which is \$177k above the budget. It yields a 6.7% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses

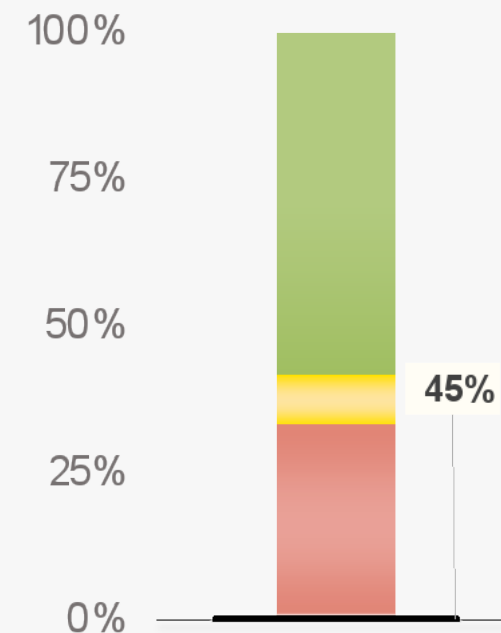


45.01% AT YEAR'S END

The school is projected to end the year with a fund balance of \$5,540,818. Last year's fund balance was \$4,652,628.

Grants Invoiced

Federal grants requested divided by federal grants awarded.



45% GRANTS INVOICED

Drawdowns will occur after the grants are approved. We are working on revisions for ESSER and SuperApp grants

Redesign Financial Reports – Lanier



Lanier			
	Annual		
	Forecast	Budget	Variance
Revenue			
Total State and Local Revenue	2,345,333	2,360,349	(15,016)
Total Federal Revenue	2,429,529	2,475,124	(45,595)
Total Revenue	4,774,862	4,835,474	(60,612)
Expenses			
Total Salaries	2,310,392	2,263,392	(47,000)
Total Employee Benefits	467,447	467,447	0
Total Purchased Professional And Technical Services	740,074	739,564	(510)
Total Purchased Property Services	152,783	126,889	(25,894)
Total Other Purchased Services	622,759	578,581	(44,179)
Total Supplies	353,852	352,937	(915)
Total Debt Service And Miscellaneous	32,928	48,711	15,783
Total Expenses	4,680,235	4,577,521	(102,715)
Net Income	94,626	257,953	(163,326)

Redesign Financial Reports – Dalton



Dalton			
	Annual		
	Forecast	Budget	Variance
Revenue			
Total State and Local Revenue	2,095,440	2,288,457	(193,017)
Total Federal Revenue	2,359,490	2,389,241	(29,750)
Total Revenue	4,454,930	4,677,697	(222,767)
Expenses			
Total Salaries	2,178,822	2,178,822	0
Total Employee Benefits	506,094	506,094	0
Total Purchased Professional And Technical Services	737,664	707,365	(30,299)
Total Purchased Property Services	150,507	98,136	(52,371)
Total Other Purchased Services	625,475	581,852	(43,623)
Total Supplies	278,047	277,264	(783)
Total Debt Service And Miscellaneous	13,262	48,640	35,378
Total Expenses	4,489,871	4,398,173	(91,698)
Net Income	(34,940)	279,524	(314,464)

Redesign Financial Reports – Zion City



Zion City			
	Annual		
	Forecast	Budget	Variance
Revenue			
Total State and Local Revenue	896,739	867,958	28,781
Total Federal Revenue	2,601,880	2,397,559	204,321
Total Revenue	3,498,619	3,265,517	233,101
Expenses			
Total Salaries	1,132,670	1,132,670	(0)
Total Employee Benefits	293,892	293,892	0
Total Purchased Professional And Technical Services	626,329	626,146	(183)
Total Purchased Property Services	128,107	103,577	(24,530)
Total Other Purchased Services	690,214	652,077	(38,137)
Total Supplies	273,704	262,693	(11,011)
Total Debt Service And Miscellaneous	6,543	20,739	14,196
Total Expenses	3,151,458	3,091,794	(59,664)
Net Income	347,160	173,723	173,437

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

RSL_-_Supplemental_Report_-_March_2024_-_FINAL.xlsx

Coversheet

Motion to approve 2024-2025 Budget

Section: II. Items Scheduled for Action
Item: B. Motion to approve 2024-2025 Budget
Purpose: Vote
Submitted by:
Related Material: RSL_-_SY24-25_Budget.pptx
RSL_-_Supplemental_Budget_Report.xlsx



SY24-25 Budget

PREPARED **MAY 15, 2024** BY

EdOps

- **Executive Summary**
- **SY25 Budget**
- **Revenue Overview**
- **Expense Overview**
- **Net Income and Gross Margin**
- **Ending Cash and Days of Cash**

Executive Summary

PROCESS & PRIORITIES

- The key priorities for the SY24-25 budget are to
 - Maintain financial discipline to continue to support our high-performing programs
 - Reward our staff by increasing compensation
 - Navigate the closure of Zion City

REVENUE & EXPENSE HIGHLIGHTS

- **Enrollment:** Our enrollment target for next year is 500. This is a conservative estimate that we hope to improve upon.
- **Staffing:** We have been able to retain the majority of our staff moving into FY25. We're continuing to review our staffing model as we move into a post-ESSER funding phase.

KEY METRICS & NEXT STEPS

- Efficiently manage closure of Zion City to ensure that the transition minimally impacts students and staff
- Prepare to utilize reserve funds as needed in FY25, this is allowable and can be built into our budget through the budget amendment process if needed
- Continue student recruitment to bolster enrollment in FY25 and in out years

SY25 Budget

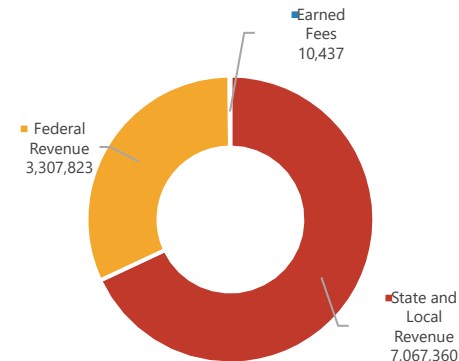
REVENUE

State and Local Revenue	7,067,360
Federal Revenue	3,307,823
Earned Fees	10,437
Total Revenue	10,385,620

EXPENSES

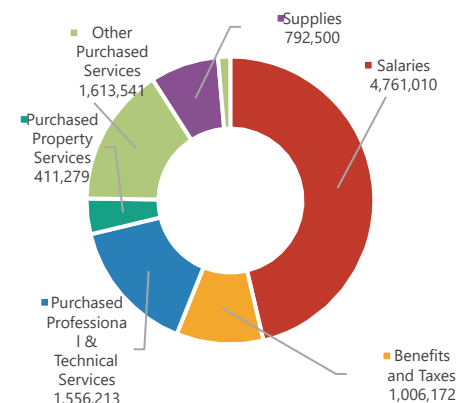
Salaries	4,761,010
Benefits and Taxes	1,006,172
Purchased Professional & Technical Services	1,556,213
Purchased Property Services	411,279
Other Purchased Services	1,613,541
Supplies	792,500
Miscellaneous	142,000
Total Expenses	10,282,715
Net Income	102,905

We have budgeted **\$10,385,620** in revenue based upon 500 students, . The largest components of revenue are \$7.1m (68.0%) in State and Local Revenue and \$3.3m (31.9%) in Federal Revenue.



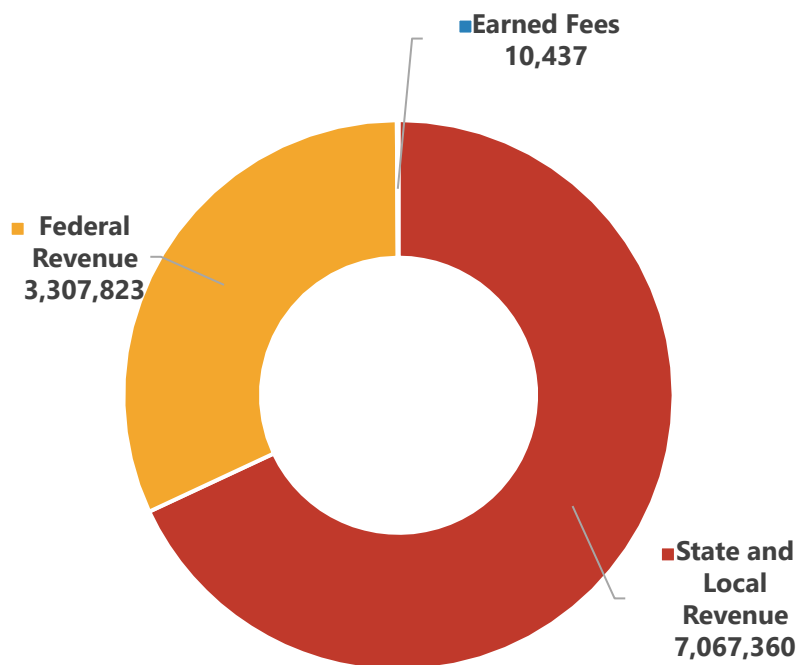
EXPENSES

We have budgeted **\$10,282,715** in expenses based on 76.85 staff, a 6.5 student to teacher ratio, and 142,000 in square feet for the facility. The largest components of expense are \$4,761,010 (46.3%) in Salaries and \$1,613,541 (15.7%) in Other Purchased Services.

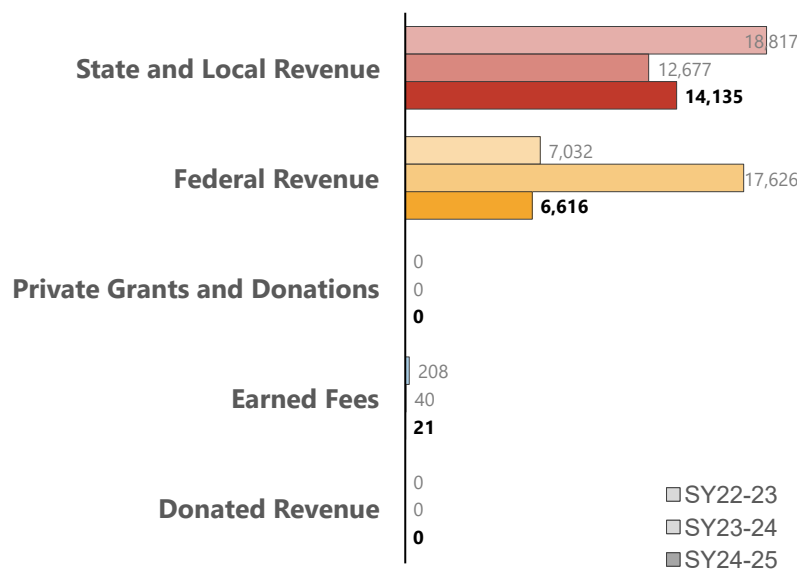


Revenue | Overview

SY25 BUDGETED REVENUE %



REVENUE PER STUDENT



COMMENTS

We have budgeted **\$10,385,620** in revenue for SY24-25, which is \$2.1m less than the amount forecasted for the year before. This is largely due to ESSER funding coming to an end in September.

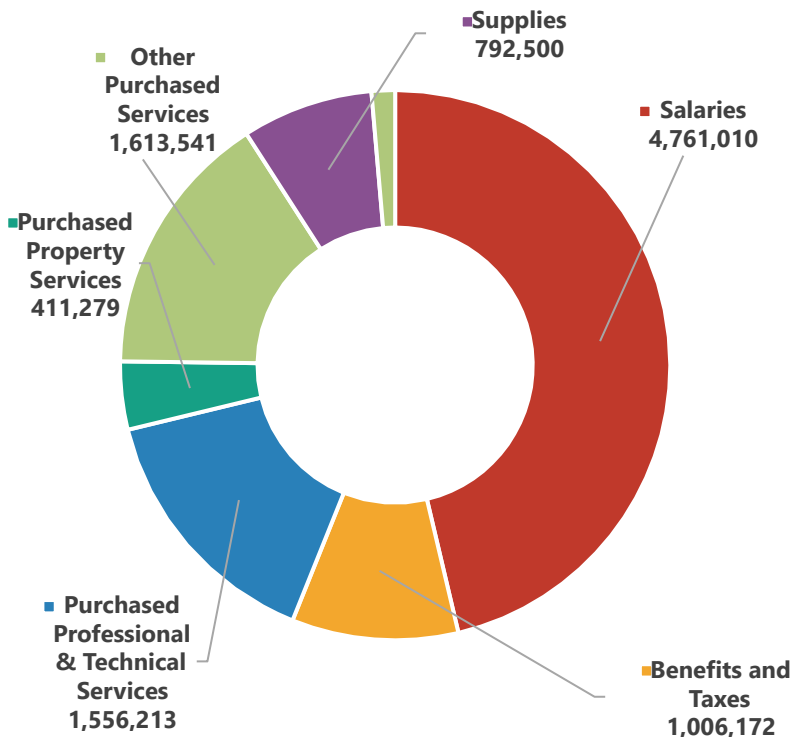
The largest components of revenue are State and Local Revenue (68.0%) and Federal Revenue (31.9%).

Highlighted year-to-year changes:

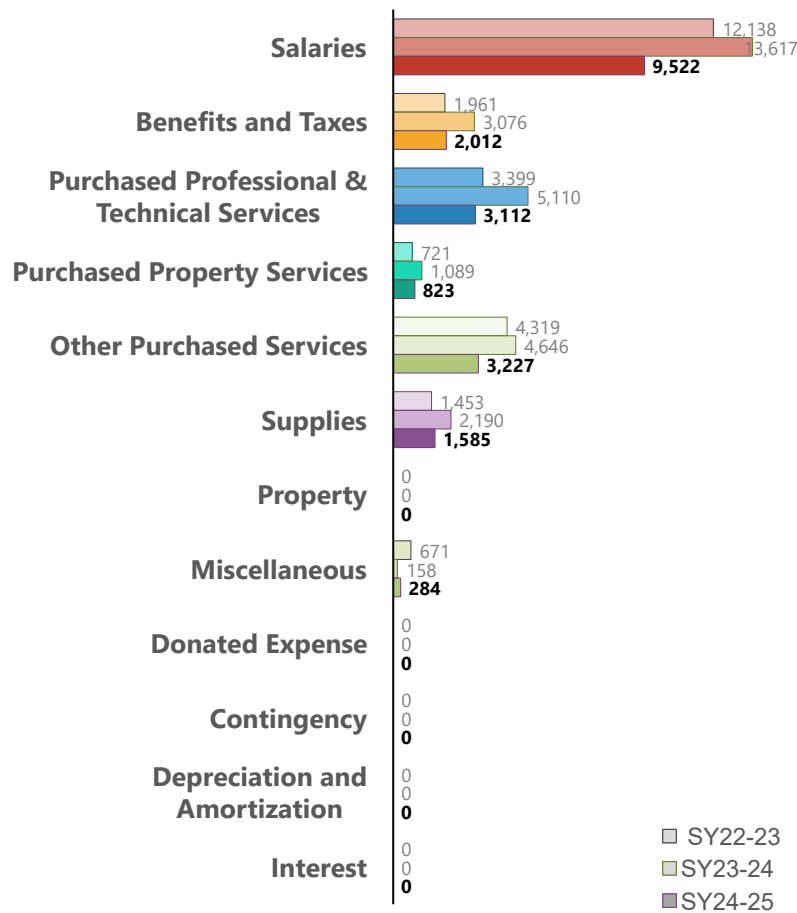
- \$4m decrease (62.5% less per student) in Federal Revenue
- \$1.8m increase (11.5% more per student) in State and Local Revenue

Expenses | Overview

SY25 BUDGETED EXPENSE %



EXPENSE PER STUDENT



COMMENTS

We have budgeted **\$10,282,720** in expenses for SY24-25, which is \$2m less than the amount forecasted for the year before. This is also due to reducing programs that were previously funded by ESSER funds.

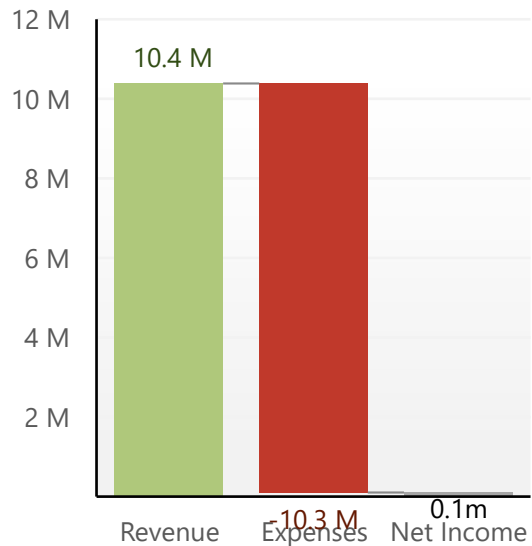
The largest components of expenses are Salaries (46.3%) and Other Purchased Services (15.7%).

Highlighted year-to-year changes:

- \$849k decrease (30.1% less per student) in Salaries
- \$549k decrease (39.1% less per student) in Purchased Professional & Technical Services
- \$301k decrease (30.5% less per student) in Other Purchased Services
- \$261k decrease (34.6% less per student) in Benefits and Taxes
- \$110k decrease (27.6% less per student) in Supplies

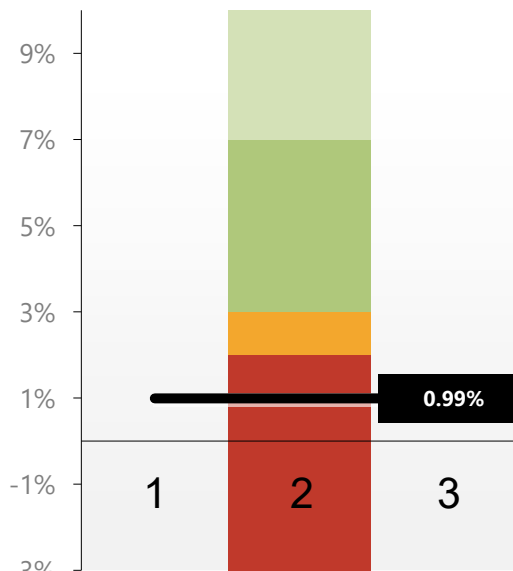
Net Income and Gross Margin

NET INCOME



Revenue	10,385,620
Expenses	10,282,715
Net Income	102,905

GROSS MARGIN



Revenue	10,385,620
Expenses	10,282,715
Net Income	102,905
Gross Margin	0.99%

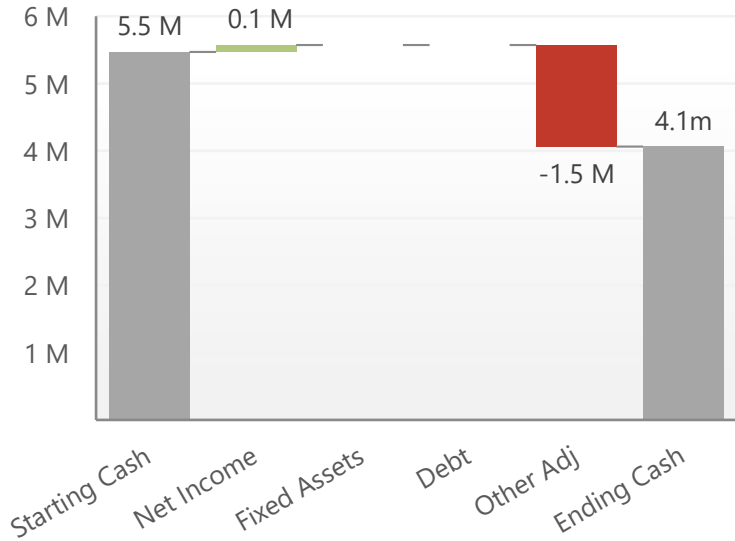
Gross Margin = Net Income / Revenue

COMMENTS

The forecasted net income is \$102,905 on \$10,385,620 in revenue. This yields .99% in gross margin.

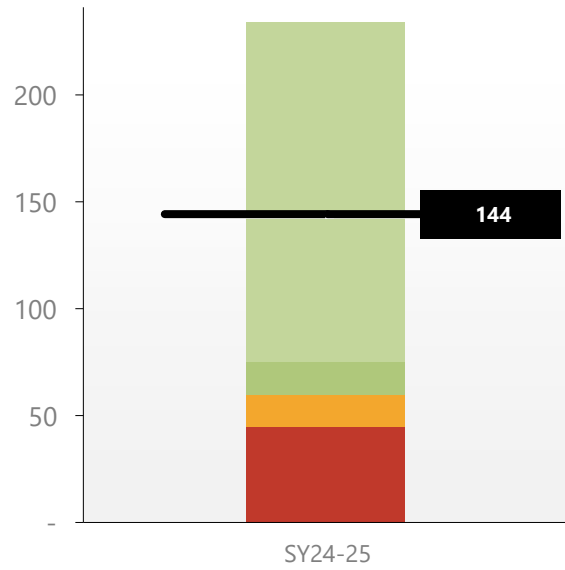
Ending Cash and Days of Cash

ENDING CASH WATERFALL



Starting Cash	5,469,478
Net Income	102,905
Fixed Assets	-
Debt	-
Other Adj	(1,509,256)
Net Annual Cash Increase	-1,406,351
Ending Cash	4,063,127

DAYS OF CASH



COMMENTS

We are predicting 144 days of cash at 6/30/25. This is based upon ending the year with 4,063,127 in cash.

This is a conservative estimate that is anticipating added expenses due to the closure of Zion City.



QUESTIONS?

Please contact your
EdOps Finance Manager:

Dan Cembrola
dcembrola@ed-ops.com

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

RSL_-_Supplemental_Budget_Report.xlsx

Coversheet

Motion to approve 2024-2025 Student Handbook

Section: II. Items Scheduled for Action
Item: C. Motion to approve 2024-2025 Student Handbook
Purpose: Vote
Submitted by:
Related Material:
REDESIGN_SCHOOLS_LOUISIANA_STUDENT-PARENT_HANDBOOK_2024-2025_.pdf



Student-Parent Handbook

2024-2025

We are excited that you have chosen Redesign Schools Louisiana for your child's academic needs. The goal of Redesign Schools Louisiana (RSL) is to provide families with a high-quality choice for their child's education. Guardians, please review the handbook fully to ensure that your beliefs align with our policies and procedures. Your signature acknowledges that your family accepts and understands RSL's policies and expectations. Again, welcome to the RSL family!

If you have questions or concerns regarding the Redesign Schools Louisiana Student-Parent Handbook, then please contact Dr. Megan McNamara, Superintendent at mmcnamara@rsl.org.

Website: www.rsl.org

MISSION

The mission of Redesign Schools Louisiana (“RSL”) is to provide equity in public education for all students and families.

VISION

RSL is a community of diverse individuals where students will develop their intellectual, artistic, and physical talents to the highest degree. Our vision will encompass five critical focus areas that affect the school community:

- High Expectations
- Sense of Urgency
- Meeting Individual Needs
- Technology Integration
- Parental Involvement
- Positive Adult-Child Relationships

DIVERSITY EQUITY AND INCLUSION

The RSL community is comprised of students, teachers, and families, drawn from diverse socio-economic backgrounds, cultures, races, religions, genders, and sexual orientations. We acknowledge and honor the uniqueness of each individual due to their personal background, values, and points of view. We believe differences enhance the educational experience because they provide opportunities for students and educators to learn and practice inclusion and respect.

We are committed to maintaining a welcoming learning environment in which everyone is accepted and supported. It is critical that all members of the community feel comfortable sharing themselves, their voices, and their experiences with others.

We recognize that some students and educators have been impacted by systemic disadvantages, marginalization, and exclusion. Degradation, discrimination, or harassment will not be tolerated in RSL schools. Not only do we work to ensure that an individual’s identities will not increase their susceptibility to harm, but we also work to show those individuals that their identities are special and valuable. Particularly for Black, Indigenous, people of color (BIPOC) and LGBTQ+ individuals, we strive to highlight the history, importance, and hope for the future for members of those communities.

In accordance with the values stated above, we commit to maintaining equitable practices in our schools such as; 1) implementing programs that provide equal access and enable all students to thrive academically, athletically, socially, and emotionally; 2) examining and revising our curriculum and teaching practices as necessary to ensure that we are effective in reaching every student; 3) teaching individuals to reflect on their own cultural viewpoints and assumptions and to modify them when appropriate; 4) challenging every individual to interact meaningfully with the entire school community and to learn from one another, honoring our differences while embracing shared values. With these practices in place, we aim to instill a consciousness of social justice, an ethic of good citizenship, and a commitment to fairness throughout the school community.

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CHAPTER 1: OVERVIEW OF REDESIGN SCHOOLS LOUISIANA

Redesign Schools Louisiana (RSL) was established by the Louisiana Department of Education Board of Elementary and Secondary Education (“BESE”) as a public school under the Charter School Demonstrations Programs Law, La. R.S. 17:3971 et seq. The Board adopts this handbook and student code of conduct. The provisions and statements of this handbook and student code of conduct apply to all employees and enrolled RSL students.

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

WHAT IS A CHARTER SCHOOL?

A type 5 charter school is a public school that is approved by the BESE board in accordance with the charter application. Charter schools are mandated to follow the rules and regulations specified and outlined in accordance with charter law, charter terms, and required state, local, or federal laws and regulations. The State of Louisiana established the charter school legislation with the intent of giving public schools more autonomy in exchange for increased student achievement.

Charter schools can be authorized through two different entities (a) BESE or (b) the local parish school board. The denoted authorizer must approve the charter school’s application for the charter to operate. The charter application describes the school’s goals, governance structure, insurance requirements, employee benefits, and almost every area related to the school’s functioning.

WHAT DOES THE CHARTER SCHOOL STATUS MEAN FOR REDESIGN SCHOOLS LOUISIANA?

Autonomy

As a charter school, RSL is authorized and granted rights by BESE to implement an effective educational program. In conjunction with the Redesign Board of Directors, Redesign Schools Louisiana can create sustainable policies and make operational, financial, and curricular decisions based on the needs of stakeholders that are served by our organization. Please note that Redesign Schools Louisiana and the Redesign Board of Directors ensure that all components/regulations established through our charter agreement, charter law, authorizer, and required local, state, and federal laws are followed.

Accountability

BESE is responsible for holding RSL accountable for meeting the goals as outlined in the charter application. These goals include increasing student test scores and maintaining a high degree of parent Involvement. If the school does not meet these goals, BESE may exercise the option to not renew the school’s charter application, which would force the school to close.

HOW ARE REDESIGN SCHOOLS LOUISIANA DIFFERENT?

Our learning community is rooted in the principles that effort is expected, and tough problems yield to sustained work. Students are assessed with the purpose to monitor progress, provide intervention when necessary, celebrate success, and meet LEAP 2025 target goals. All students are taught with a rigorous tier I LDOE rated curriculum aligned to Louisiana student standards in order to prepare students to meet or exceed standards. The daily schedule will encompass core academic classes and interest and opportunities classes. Teachers will assist students through small group activities/instruction, whole group instruction, technology rich resources, hands on materials, and engaging collaborative interactions. RSL will provide for all learners, including gifted, special education students, English Language Learners, and at-risk students by:

- Creating an environment that is responsive to all learners.
- Assessing each learner’s knowledge to gain insight regarding the student’s strengths and struggles.
- Integrating the intellectual process to address both cognitive and effective abilities.
- Differentiating and individualizing the curriculum to meet each learner’s needs.
- Adhering to and evaluating the student’s learning plan as a team to increase student achievement.

CURRICULUM AND INSTRUCTION

The instructional program is built on Louisiana’s student standards. The goal of the instructional program is to create intelligence by teaching in ways that foster learning-oriented goals and by promoting student effort.

Students are expected to be able to conceptualize, use resources, reason, provide evidence, problem- solve, and make decisions when addressing curricular demands. Students will be provided opportunities to ask questions, request assistance, collaborate, and work independently through their daily academic class setting. High expectations are expressed academically through the following:

1. The Instructional Environment

RSL’s environment provides evidence of a highly rigorous curriculum through use of tier 1 curriculum, questioning techniques, student work, instructional activities, assessments, and teacher feedback.

Students are expected to actively participate in classroom discussions and ask questions when they may need further explanation. Teachers are charged with planning purposeful lessons that scaffold students to academic achievement of standards.

2. Culturally Responsive Standards-Based Classrooms and School

Teachers, administrators, and support staff communicate and exhibit high expectations by being role models to students. Respect for students’ culture, history, heritage, and contextual cultural reality is required. The indicators for this model are found in the classroom and school environment, in lesson activities, and in student work.

3. Curriculum

RSL uses Louisiana rated tier I curriculum to educate students daily. The curriculum is designed specifically to address Louisiana student standards with each lesson. Supplemental technology applications such as FASTalk and ParentSquare are available for parents to engage in novels that students are reading or updates on student work that is due.

CORE PRACTICE BENCHMARKS

1. Learning Activities
 - a. Implementing clear challenging learning activities across the school
 - b. Designing compelling topics and guiding questions
 - c. Implementing project-based activities
 - d. Incorporating fieldtrips, local expertise, and service learning
 - e. Producing and presenting high-quality student work
2. Active Pedagogy
 - a. Using effective instructional practices school-wide
 - b. Teaching reading across the disciplines
 - c. Teaching writing across the disciplines
 - d. Teaching inquiry-based math, science and social studies
 - e. Learning in and through the Arts
 - f. Using effective assessment practices
3. Culture and Character
 - a. Building school culture and fostering character
 - b. Ensuring equity and high expectations
 - c. Fostering a safe, respectful, and orderly community
 - d. Promoting adventure and fitness
 - e. Developing a professional community
 - f. Engaging families in the life of the school
4. Leadership and school improvement
 - a. Providing leadership in curriculum, instruction, and school culture
 - b. Sharing leadership and building partnerships
 - c. Using multiple sources of data to improve student achievement
5. Structures
 - a. Designing time for student and adult learning
 - b. Creating structures for becoming well acquainted with students

GOVERNANCE STRUCTURE

The school is governed by a non-profit board of directors, whose major roles and responsibilities include, but not limited to, establishing and approving all major educational and operational policies, approving all major contracts, approving the school's annual budget, overseeing the school's fiscal affairs, meeting corporate requirements, and selecting and evaluating vendor performance including the charter management organization, and superintendent performance.

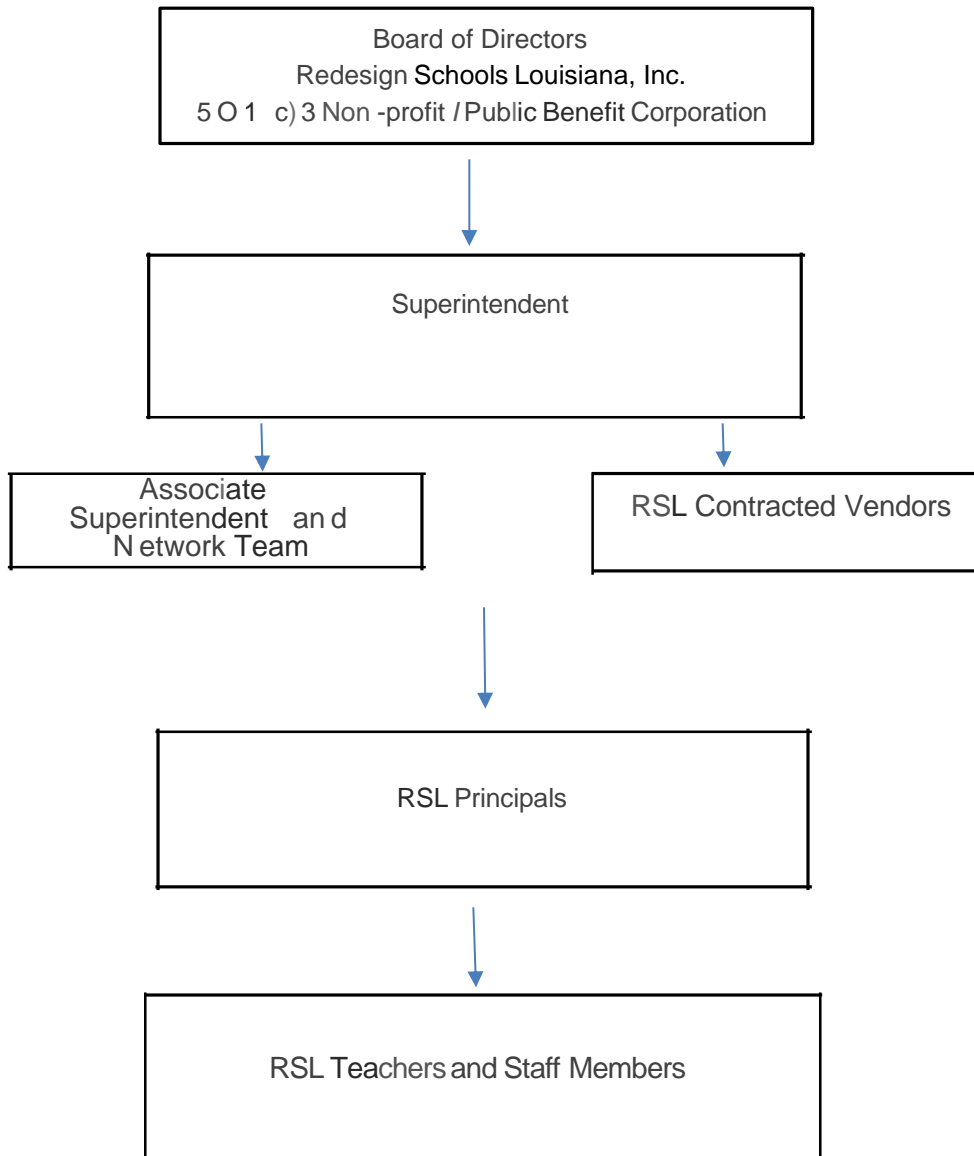
BOARD OF DIRECTORS

Redesign Schools Louisiana, Inc.'s Board of Directors is composed of seven board members. Please refer to www.rsl.org for a list of active board members.

SITE-BASED ADVISORY COUNCIL

RSL has specific school site based advisory councils which traditionally consists of the principal, parents, teachers, classified staff representation, and local community. The site based advisory council at each school provides suggestions and recommendations to the principal on issues including the Title I plan, LEAP 2025 student performance, and other important school business items.

REDESIGN SCHOOLS LOUISIANA'S ORGANIZATIONAL CHART
Accountability and Reporting Structures



CHAPTER 2: STUDENT LIFE

SCHOOL SCHEDULE

7:30am to 7:50am	Breakfast
7:50am to 8:00am	Clean-up
8:00am	School instruction begins
11:30am	Lunch (start time depends upon grade level)
3:00pm	Dismissal

STUDENT UNIFORM

Uniform wear promotes a team atmosphere and is intended to direct the focus to student learning. Evidence suggests that uniform policies, if applied fairly, instill a sense of unity, pride, and discipline while reducing jealousy and peer pressure. Uniforms with Redesign Schools Louisiana logos are available for purchase at designated vendor outlets (Contact the school's office manager for more details). In the event that guardians cannot afford school uniforms, Redesign Schools Louisiana will provide a uniform to families in financial need.

Uniform Policy

- Khaki (cotton twill) pants or khaki shorts (Appropriate size, worn at the hip, and appropriate length)
- Khaki skirt with shorts underneath (Appropriate size, worn at the hip, and extends to the knee)
- Light blue button-down shirt with collar or light blue polo shirt (No writing other than RSL logo. Please ensure appropriate size and length to cover midsection. No cut-off or halter-tops)
- Plain dark blue sweater or plain dark blue jacket
- Shoes with a flat, rubber sole, closed back and closed toe.
- Plain socks or plain tights that are light blue, dark blue, khaki, white, black or gray only
- Mask to cover the nose and mouth (optional)
- Tucked in t-shirts/turtlenecks worn under the shirt can be light blue, khaki, white, or gray. (optional)
- No sweats or jeans
- No baseball caps or bandanas
- Hoods being pulled up over the head and worn on campus will not be allowed.
- Winter gloves, scarves, and beanie hats will need to be removed and put away while on campus.

For the student's safety, if jewelry is worn then please wear earrings no bigger than ¼ inch in size. No hanging earrings as they could get caught on items and hurt your child. Necklaces should be tucked inside the shirt to avoid getting stuck on items and hurting your child.

Please note that RSL supports gender self-identification and expression. Students who identify as male, female, or nonbinary should dress according to their identification within the guidelines listed above.

Additionally, this is a sample list of examples that do not include all possible uniform offenses. Please know that the administrator/teacher/staff will enforce the uniform policy daily as it is necessary for our school culture for all stakeholders to be respected, professional, and not cause isolation/offense to others.

Violations of the Uniform Policy

1st Offense: A letter will be sent home that must be signed by the parent or guardian.

2nd Offense: A parent conference will be required before the student can return to campus.

3rd Offense: May result in loss of certain school privileges.

RESTROOM POLICY

Regular restroom visits are important to ensure students' hygiene needs are met. Those breaks will be allowed on a regular schedule that minimizes disruptions to instructional time. Students will be allowed to use the restroom at designated times during the school day such as: after breakfast, after P.E., and after lunch. Students must be escorted to the restroom by an adult, who is to stay at the door of the restroom and monitor the students until the students are escorted to their next location.

For students who have concerns about using a particular restroom or require accommodation due to health reasons, please contact your school's administration to request accommodation. The school will make efforts to accommodate the student's needs in a way that ensures comfort and safety for the student and their peers.

ATTENDANCE POLICY

Parents/guardians are required by law to ensure that their child attends school daily. Student absences/tardies impact the implementation of RSL's academic program designed specifically to guide your child to academic success. Accordingly, all absences/tardies, whether excused or unexcused, require that the student will have to make up all missing class work. Multiple unexcused absences/tardies may result in the child/family being referred to the school attendance review team (SART) and/or the local parish truancy office. Please communicate with the office manager on the specific morning(s) that your child will be absent or tardy to school. Please refer to RS 17:221 School Attendance for state law.

Types of Absences Defined

Excused Absences/Tardies

Excused absences/tardies are denoted through proper documentation obtained from your child's appointment provider. For example, a doctor's note that is signed by the doctor's staff indicating that the child was sick would qualify as an excused absence. The following is a sample list of excused absences:

- A student's personal illness (More than 1 day will require a doctor's note. Habitual one day absences may require a doctor's note)
- A student's medical appointment verified by a doctor's note
- Quarantine of the home
- A death in the family (up to 5 grievance days per schoolyear)
- Observance of a religious holiday (up to 3 days per schoolyear)
- Court summons/subpoena
- Serious family emergency (subject to principal discretion/approval)
- Time off for student's work in the entertainment industry (Must be pre- approved by the school and verified by proper documentation).

If you are aware that your child must be absent from school for a period of 10 or more school days due to severe injury, chronic illness, or a scheduled surgery, please contact the office manager with medical

information/documentation. Your child may be eligible to receive academic instruction through Redesign Schools Louisiana via home-hospital services during their prolonged absence.

Unexcused Absences/Tardies

Unexcused absences/tardies occur when a child is not present at school due to a reason outside of the excused absence/tardy list. Examples of unexcused absences/tardies include missing instructional time due to a family trip/vacation, lack of transportation to the school, or not waking up on time.

Unexcused Absences Chart

Number of Absences	Actions
1-2 Unexcused Absences	Call from the office manager and request for valid written excuse.
3 Unexcused Absences	First official notice sent home. Call from the office manager.
6 Unexcused Absences	Second official notice sent home. Call from the office manager. Conference with Principal.
9 Unexcused Absences	Third official notice sent home. Call from the office manager. Required SART Meeting.

Excessive Tardies or Early Dismissal Chart

Number of Incidents	Actions
1-2	Call from the office manager and request for written valid excuse.
3	First official notice sent home. Call from the office manager.
6	Second official notice sent home. Attendance supervisor notified.
9	Third official notice sent home. Required SART meeting

HALL PASS POLICY

Students must have a hall pass verifying that they have permission to be out of class from their teacher. Students without a pass are subject to disciplinary consequences.

PLAGIARISM OR COPYING

Plagiarism is using someone else's words, thoughts, or ideas as one's own. This someone else could be another student, a parent, or an author of printed or electronic material. The words or ideas of another must be properly documented whether they are in the form of a quotation, a paraphrase, or a summary. Plagiarism is considered cheating and is prohibited. When cheating or plagiarism occurs, the school will record the incident, appropriate school staff and the student's parents be notified, and a grade of F or zero be assigned for the plagiarized assignment. Depending on the seriousness of the offense, punishment could range from zero for that particular piece of student's work, to F for the entire course, or to suspension from class.

STANDARDIZED TESTING

In Louisiana, students in third through eighth grade are required by state and federal law to take the Louisiana educational assessment program test (LEAP 2025). Louisiana grade level student standards are assessed in core content including the following: English, mathematics, science, and social studies. The test is typically scheduled to be conducted during the Spring (March – May). Third through fourth grade students will take the LEAP 2025 through the format of a paper-based test. Fifth through eighth grade students will take their LEAP 2025 through the format of a computer-based test. More information regarding standardized testing will be provided to parents throughout the year.

You can help by making sure your child/children:

- Attends school daily throughout the year
- Completes all assignments and seek help from his/her teacher when necessary
- Has a good night's rest
- Gets to school on time
- Eats a healthy breakfast
- Understands the test (you can talk to your child about the test)

SPECIAL EDUCATION

RSL will implement a program based on an inclusive philosophy and model that focuses on preventing learning deficits and comprehensively serving students with disabilities. RSL shall comply with all laws governing the education of students with exceptionalities in accordance with federal, state and local law (Individuals with Disabilities Education Act (IDEA), Title II of the Americans with Disabilities Act of 1990 (ADA), Louisiana's Education of Children with Exceptionalities Act (R.S. 17:1941 et seq.)). According to the Individuals with Disabilities Act (IDEA), the term "special education" means specifically designed instruction, at no cost to parents, to meet the unique needs of a child with a disability. If a child is experiencing learning difficulties, the parent should contact their child's special education case manager, teacher or the School Leader to discuss options for accommodations that may help facilitate the child's educational progress. At any time, a parent is able to request an evaluation for special education services.

RSL offers a continuum of support to meet the academic and behavioral needs of each student. For more information regarding the rights of students with disabilities, please visit the Louisiana Department of Education website at: <https://www.louisianabelieves.com/resources/library/family-support-toolbox-library> and/or <https://www.louisianabelieves.com/students-with-disabilities>

English Language Learners

RSL will provide services for English Language Learners (ELL) in accordance with federal state and local laws (Title IV of the Civil Rights Act of 1964, Equal Educational Act of 1974). The purpose of this program is to provide ELL students with the resources and support necessary to access the curriculum. For further information on services for ELL students and their parents please contact: Meta Johnson (225) 939-7490.

Language Access

RSL offers language assistance services in person and over the phone. Please fill out and return to the office the Home Language Survey found in the Appendix. For more information, please contact: Meta Johnson (225) 939-7490.

NON-SCHOOL RELATED PROPERTY AND TOYS

Personal property unrelated to RSL's academic program are not to be brought to school. Unrelated items such as iPods, cellular phones, card collections, marbles, toys, portable sound systems, video game systems, video games, etc., may/will be confiscated by a RSL employee. If you are not sure if an item should be brought to school by your child, then please contact the office. RSL is not responsible for the above-mentioned personal property and other similar items brought on campus. Any items lost or stolen items will not be investigated. Confiscated personal properties may require a parent to come in for conference and retrieval. RSL is not responsible for replacing or purchasing items that were confiscated by an RSL employee.

RECOGNITION AND AWARDS

Each month, the class with the best attendance and tardy rates for the previous month will receive special recognition. Awards and individual recognition will be provided to students who have not been tardy or absent for the previous month. Other incentives for being on time will also be provided. At the end of the school year, students who have perfect attendance and punctuality will receive a special award and/or be invited to a special event.

CONFERENCES

Formal and informal conferences are one way that you as the guardian can stay informed of the progress of your child. You may set up an appointment to meet with a teacher whenever you feel it is necessary.

Mandatory formal conferences will take place at least twice a year. These usually take place during the end of the first and second grading period. The dates for this year are located on your academic school calendar.

In order to get the most out of a formal conference, you should be on time and may want to prepare questions ahead of time. Please feel free to bring up concerns regarding your child's academic or behavioral progress during the conference. If your child is not meeting standards, then seek to understand and discuss solutions on how to improve his/her academic or behavioral achievement within the class. Please share any changes that may be impacting your child's academic or behavioral performance. For example, there may have been a recent death in the family, and this could be impacting the child's focus. Such information (if you are comfortable) may be important to share with the teacher.

CHAPTER 3: FUFILLING THE PARENT AGREEMENT

All of the parents at RSL commit time, effort, and energy towards the student's and RSL' success. The Parent Agreement outlines ways that parents agree to participate and provide support.

The Agreement outlines specific responsibilities expected of our parents.

PARENT AGREEMENT OUTLINE

Parents agree to:

1. Provide Home and Academic Support by:
 - a. Assisting and monitoring homework assignments
 - b. Ensuring that your child/children are "Ready to Learn"
 - c. Following through with school recommended actions
2. Provide School Support by:
 - a. Ensuring that my child/children arrive to school on time and adhere to the school's absence/tardy policy
 - b. Supporting and adhering to the school's discipline policy
 - c. Adhering to the school's uniform policy
3. Participate by:
 - a. Attending and participating at monthly parent meetings
 - b. Volunteering strongly encouraged to the extent possible
4. Parents Agree to Provide Home and Academic Support By:
 - a. Assisting and monitoring homework assignments

HOMEWORK POLICY

Homework is assigned in all grades to reinforce those skills taught during the school day. A copy of the homework policy is included below. We seek your cooperation.

The staff of RSL believes that homework is an integral part of our instructional program. It is a valuable extension of our classroom teaching and should reinforce, extend or enrich the concepts that our students have been taught in class.

Students will be expected to turn in all homework assignments in a neat and legible manner. You can help your son/daughter by being aware of what type of work is being sent home and by looking over the assignments when completed.

When?

Homework will be assigned at least 4 days a week. Students will either receive a weekly homework schedule or will be responsible for recording their own homework assignments.

How?

Each student should attempt to complete their homework independently but may need assistance. If a child needs assistance, please do not do the homework for him/her. As a parent, please guide your child, allowing them every opportunity to do their own work.

Problems?

If you notice that your child's homework is consistently difficult for them, please let his/her teacher know. Homework should be challenging, but not impossible! If you are unable to assist your child with homework, make sure to seek out alternative support for your child through tutorial programs. If there is a problem with having the appropriate supplies at home, contact your child's teacher.

Parents/guardians are responsible for ensuring that the student completes his/her homework and turns it in to the teacher. Parents/guardians must stay in frequent communication with teachers to ensure that students are successfully completing their homework. Teachers have different systems for tracking homework; parents should feel free to contact the teacher for additional information.

We have attempted to establish guidelines regarding frequency of homework, expected time for completion and degree of parental supervision needed. We also recognize the need for some flexibility due to individual differences and circumstances that may affect children. The assigned subjects will be left up to the discretion of the teacher. Students not returning an assignment, for some reason other than absence, will be held accountable and may be expected to do their work either sometime during the school day, or possibly after school. Please send a note of explanation if your child was unable to complete an assignment due to some reason beyond his/her control.

HOMEWORK SUPPLIES

Having the proper equipment and supplies will make starting and completing assignments easier. You and your child will avoid a lot of frustration if you have the items and materials listed below.

You and your child are required to have at home the materials necessary to complete homework assignments:

- sharpened pencils/ pens
- crayons and/or markers
- glue
- scissors
- calculator
- notebook paper
- ruler
- dictionary
- tape

WAYS TO ASSIST AND MONITOR HOMEWORK

Looking over your child's schoolwork gives you an opportunity to learn what is happening at school and to spend quality time with your child. Here are some tips to make the most of this experience:

- Sit down with your child and give him/her your full attention. Turn off the television to avoid distractions.

- Establish a regular quiet place and time for homework can help your child/children develop good study habits that can last a lifetime.
- Ask your child to tell you about the work as he/she shows you school assignments. Ask your child to point out his/her favorite and least liked kinds of schoolwork.
- Ask your child to show you what was most and least difficult for him/her. Do not expect your child's work to be perfect. Making errors is part of learning. If you emphasize your child's errors, he/she may discard less-than-perfect papers and be reluctant to share schoolwork with you.
- Let your child choose a few samples of his/her schoolwork to display on a bulletin board, the refrigerator, or to paste in a scrapbook. An inexpensive photo album with clear "magnetic" pages works well for this. If you have faraway friends and relatives, have your child select a sample of his/her schoolwork to mail to them. Sending samples of schoolwork is a quick and easy way to stay in touch with long- distance relatives. And it helps your child take pride in his/her work.
- For additional support you may contact your child's school and visit www.homeworkla.org

Going over schoolwork with your child reinforces that effort and completion of academic tasks are important.

ENSURING THAT YOUR CHILD IS "READY TO LEARN"

Your child's success at RSL begins with you! This section explains the ways in which you can support your child with his/her growth and achievement.

It is very important that all students come to school ready to learn. Children who are ready to learn come to school:

- On time
- Rested
- In Uniform
- With good hygiene (hair washed and combed, teeth brushed, overall clean and neat appearance)

FOLLOWING THROUGH WITH SCHOOL RECOMMENDED ACTIONS

At different times throughout the year, staff at RSL may make recommendations regarding the welfare of your child. These recommendations are made with careful thought, and with the best interests of the child in mind. For example, the teacher may notice that your child is squinting at the chalkboard. As a result, the teacher may recommend that your child's vision be tested. We ask that you follow up with your child's medical professional if a recommendation is made so that your child's academic experience is positive. If you need assistance with accessing local resources, then please contact the office manager.

GUARDIAN/SCHOOL PERSONNEL COMMUNICATION

It is very important that the communication between you and school personnel is open, respectful, informative, and continuous. To stay informed of all meetings and events, please log on to ParentSquare through your mobile or computer device. Principals and RSL staff members will be using ParentSquare as the main mode of large- scale information blasts. Please download ParentSquare or use the link <https://www.parentsquare.com/signin> to sign in and review school specific information.

Tips to effectively communicate with RSL staff:

- Call the school office or cell phone of the staff member and leave a message for a return call
- Making an appointment

- Writing a note
- Sending an email or text message

If you need to speak to an administrator, please call the office manager. If someone is not available to speak to you immediately, please leave a message and someone will return your call. If you need to speak to someone about an issue that may take more than 5 minutes, please make an appointment with the appropriate person. This is the best way to ensure that you will receive undivided attention.

If you need to communicate with your child during school hours, call the office manager and leave a message for him/her. That message will be given to your child. A child will only be called to the phone if it is an emergency. Please make all carpool or after school pickup arrangements with your child before school.

PARENT PARTICIPATION:

Parent meetings occur frequently throughout the year. We encourage you to attend all parent meetings as they provide important information regarding the academic and operational program of the school setting. Also, we encourage you to provide feedback or suggestions in a respectful and solution-oriented manner. If you have a grievance regarding school operations, we ask that you make an appointment with the principal and express such at that time. We are all in this together.

PARENT VOLUNTEERING

Guardians are strongly encouraged to volunteer throughout the year. Please note that volunteering within a classroom must be approved by the principal prior due to health and safety measures. Volunteering can be done through multiple ways which include recruiting other students to attend our school, attending a field trip as a chaperone, helping to beautify the school campus, attending school functions, participating in the parent- teacher organization, or participating in school site council. Please contact the office manager to learn more about volunteer opportunities. A background check will be required prior to attending and supervising students.

PERSONAL DEVELOPMENT

Throughout the school year the school may offer educational opportunities solely for the continuing education of the parents. Such opportunities may include classes on parenting, computer operation, open communication, or domestic violence. Working to improve yourself by learning something new, reading, or studying sets a good example for your child/children.

CHAPTER 4: CODE OF CONDUCT

Our goal is to provide a learning environment that is safe, supportive, and nurturing for each student. All students have a right to learn in a safe school environment. As such, discipline is a necessary part of school life in order to keep students, teachers, staff, and visitors on campus safe.

There are strict behavior expectations which include no hitting, kicking, biting, scratching, bullying, cyberbullying, pushing, and/or fighting. Students are to use respectful actions and words when interacting with others on campus or on the bus.

DISCIPLINE POLICY

The goals of our discipline policy are to uplift the following actions:

- Promote self-discipline and proper regard for authority among students
- Encourage good behavior and respect for others
- Ensure students' standard of behavior is acceptable
- Regulate students' conduct

Each classroom teacher will develop and implement a specific management plan with clear expectations and consequences. The plan is taught to students and communicated to parents through parent square and parent phone calls/meetings. Students and parents can expect consistent enforcement of the discipline policy, and fair administration of consequences for failure to follow the acceptable expected behaviors.

GENERAL ISSUES/COMPLAINTS

If a student or parent/guardian has a complaint regarding the consequences administered by a teacher, administrator, or bus driver then the following steps should be taken by the concerned individual:

Discuss your concerns with the involved individual who you disagree with in a respectful manner. Seek to understand each other's point of view. Actively try to work together to resolve the issue.

- If unresolved after your discussion with the person that you have the grievance with, then schedule a conference with the principal or supervisor.
- If unresolved after your meeting with the principal or supervisor, then appeal to the principal in writing.
- If unresolved after your written request to the principal, then appeal in writing to the Superintendent.
- If unresolved after your written request to the Superintendent, then request that the case be referred to the RSL Board of Directors. The Superintendent shall notify all parties of the date of the hearing and the right to be present at the Board of Director's meeting. All parties will be notified in writing of the action taken by RSL's Board of Directors.

Acceptable Behavior Expectations

Students:

How I Treat Others:

- I will treat all kids and adults with respect and kindness.

- I will use words that are helpful, courteous, and kind.
- I will treat all things that belong to other people with care.
- I will get help from an adult if someone tries to start a fight with me or a disagreement won't end. (If I am in a situation that could lead to violence or name-calling.)

How To Get Assignments Done:

- I will make sure my homework and projects are neat, complete and turned in on time.
- I will respect school property by taking care of my books and classroom supplies, and by keeping the rooms and yards clean.
- I will come to school on time. (Parents, this one depends on you also.)

How To Honor School Culture:

- I will greet visitors in a friendly manner.
- I will offer to help those who need it or request it.
- I will take pride in my appearance. I will only wear the authorized school uniform to school.
- I will eat only in the designated areas.

Parents

How To Support Your Child's Education:

- I will act in a respectful manner while on school campus with everyone.
- I will seek to understand when I disagree with a decision made by an RSL employee.
- I will encourage my child to complete all work assigned as an investment in their future.
- I will talk to my child about acceptable behavior at school.

VIOLENCE ON CAMPUS

Under no circumstances will violence on campus be tolerated. Violent acts include but are not limited to the following: intimidation, extortion, harassment, physical attacks on students, physical attacks on school personnel, or physical attacks on authorized persons on campus/virtually. Violence will not be condoned or excused. Possession of weapons such as a real gun, fake/toy/pellet/airsoft/bb gun, or household/school related items that are in a person's possession with the intent to harm, intimidate, "show off" to others may result in recommendation for suspension, expulsion, and/or involving law enforcement.

BEHAVIOR EXPECTATIONS

Acceptable behavior expectations should be followed at all times while on school grounds/virtually. The teacher, school administrator, associate superintendent, or superintendent may administer appropriate consequences based on an individual's actions if they are not in line with our acceptable behavior expectations.

Examples of inappropriate behavior include, but are not limited to:

- Not following directions
- Littering
- Pushing
- Teasing
- Rude speech

- Spitting
- Tripping
- Chewing gum
- Running in class and hallways
- Play fighting
- Hitting
- Speaking out of turn
- Eating in class
- Play wrestling
- Disobedience
- Lying
- Inappropriate touching
- Misusing equipment

SEARCHES

RSL respects the civil rights of the students attending its schools and will uphold those rights, but the Board also will not tolerate violations of law, Board policy, or school rules. Searches are used to ensure the safety of ALL individuals on campus.

Any teacher, principal, school security guard, or administrator in the School System may search any building, desk, locker, area, grounds, or vehicle parked on school property for evidence that the law, a school rule, or School Board policy has been violated. The School Board is the exclusive owner of all buildings, all desks and lockers and all are subject to be searched. The permission granted to park an automobile or vehicle on any School Board property constitutes consent of the owner and/or operator to allow a search of the vehicle.

The teacher, principal, school security guard, or administrator may search the person or personal effects of a student when, based on the circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a RSL policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and to the nature of the suspected offense.

Random searches with a metal detector of students or their personal effects may be conducted at any time, provided the searches are conducted without deliberate touching of the student. Standards regarding procedures for searching students shall include the following:

Persons Other than Students

Any school principal, administrator, teacher, or school security guard may search the person, book bag, briefcase, purse, or other object in possession of any person who is not a student enrolled at the school, or a school employee, while in any school building or on school grounds. This search may be done randomly with a metal detector. Also, when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects in violation of RSL's policy, such persons may be searched.

OFFICE REFERRALS

It is at the discretion of the teachers to refer a student to the office for administrative intervention. If this occurs, then the student will be sent to the office with a referral. The administrator will take the necessary steps in order to either ensure a safe and respectful return back to class or necessary time away from classmates/RSL employee(s). Based on the level of incident indicated on the referral, the administrator may need to investigate the incident. Based on findings, the administrator may have to call a guardian, meet with a guardian, suspend the student, or call law enforcement.

GROUNDS FOR SUSPENSION OR EXPULSION OF A STUDENT

A student may receive a suspension or be recommended for expulsion based on misconduct displayed during instructional time (virtually or in person), after school hours in which a student targets/harasses/threatens another students or RSL employees (virtually, social media, phone calls, text, in person, etc.), at a school related event (sports, clubs, field trip, etc.), or while riding the bus.

Suspendable Offenses:

Discretionary suspendable offenses are where a student may be suspended for committing one of the following acts:

- Willful disobedience (only for grades 4-8)
- Treating an authority with disrespect
- Making an unfounded charge against authority
- Use of profane and/or obscene language
- Is guilty of immoral or vicious practices
- Is guilty of conduct or habits injurious to his/her associates
- Disturbing the school or habitually violates any rule
- Cutting, defacing, or injuring any part of public-school buildings/vandalism
- Writing profane and/or obscene language or drawing obscene pictures
- Throwing missiles/objects liable to injure others
- Instigating or participating in fights while under school supervision
- Violation of traffic and safety regulations
- Leaving school premises or classroom without permission
- Is guilty of stealing
- Committing any other serious offense (i.e.: threatens to harm, or causes harm to another person)
- Criminal Damage to Property
- Burglary
- Use of OTC medication in a manner other than prescribed or authorized
- Possession of Body Armor
- Bullying/Harassment
- Cyber Bullying/Cyber Harassment
- False Alarm / Bomb Threat
- Forgery
- Gambling
- Public Indecency
- Obscene behavior or Possession of Obscene/ Pornographic Material
- Unauthorized use of Technology

- Improper dress
- Academic dishonesty
- Trespassing Violation
- Failure to Serve Assigned Consequence
- Misusing Internet/Violates electronic/technology policy
- Sexual Harassment
- False Report

Non-discretionary suspendable offenses are where a student will be suspended and/or referred to law enforcement for committing one of the following acts:

- Use or possession of any controlled dangerous substances governed by the uniform controlled dangerous substances law, in any form.
- Use or possession of tobacco or lighter
- Use or possession of alcoholic beverages
- Possession of a weapon (s) as defined in Section 921 of Title 18 of the U.S. Code. (Firearm or Destructive Device)
- Possession of firearms not prohibited by federal law (e.g.: BB or Pellet/Air Soft Guns), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (excludes pocketknives with a blade length < 2 ½ “).
- Murder
- Assault and/or Battery
- Rape and/or Sexual Battery
- Kidnapping
- Arson
- Criminal Damage to Property
- Burglary
- Misappropriation with violence to the person
- Possesses pocketknife or blade cutter with a blade length < 2½” 15. Serious Bodily Injury

The student may be recommended for expulsion based on the misconduct under non-discretionary suspendable offenses.

SUSPENSION PROCEDURES

Suspensions shall be initiated according to the following procedures:

Conference

Suspension shall be preceded, if possible, by a conference (in person, phone, or virtual) conducted by the principal (or designee), the student, and the guardian(s). The conference may be omitted if the principal or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without a conference, both the parent/guardian and student shall be notified of the expected return to school date.

At the conference (in person, phone, or virtual), the student and guardian shall be informed of the reason for the disciplinary action, and the evidence against him or her. The student shall be given the opportunity to present his or her version and evidence in his or her defense.

This conference shall be held within two days of the incident, unless the pupil or guardian waives their right, or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a student for failure of the guardian to attend the conference with school officials. Reinstatement of the suspended student shall not be contingent upon attendance by the guardian at the conference.

Notice to the Guardians

At the time of suspension, the principal or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension in person or via U.S. mail. This notice shall state the specific offense(s) committed by the student. In the case of a recommendation of expulsion, the return date will not be indicated with an actual date, but will read “pending an expulsion” since the suspension will remain in place throughout the student’s due process phase of the expulsion process (See expulsion procedures). If administration or the superintendent wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Suspension Time Limit

Suspensions, not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. A student’s suspension quantity of days may not exceed more than 20 school days in any school year or more than 10 days for students with an IEP or 504. This restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. During all suspensions, the school will ensure that the students and their families receive classroom materials and current assignments to be completed at home during the term of the suspension. All work will be graded by the teacher, and feedback will be provided in a timely manner.

Appeal of Suspension

The suspension of a student will be the determination of the principal or principal’s designee. Guardians will be notified in advance of the enactment of the suspension and can appeal a student’s suspension within ten (10) school days of notification of the suspension. A suspension appeal will be reviewed by the superintendent, and a final determination will be made by the superintendent. If the appeal is granted, the appeal will not reinstate the student in school for the day(s) to be suspended. However, if the appeal is granted, the Superintendent may remove the suspension from the student’s records.

Recommendation for Expulsion:

The student and guardian will be invited to the initial suspension conference where a determination based on the student’s actions may result in a recommendation for expulsion. This determination will be made by the principal or designee based upon the following: (a) the student’s presence will be disruptive to the education process, or (b) the student poses a threat or danger to stakeholders on or off the school campus. If either determination is made by the principal or the designee, then the student’s suspension will remain in place throughout the expulsion hearing process.

Expellable Offenses

Discretionary expellable offenses are when a student may be recommended for expulsion when he/she commits one or more of the following acts:

- Is guilty of immoral or vicious practices
- Is guilty of conduct or habits injurious to his/her associates
- Use or possession of tobacco or lighter
- Use or possession of alcoholic beverage(s)
- Use or possession of any illegal or non-prescribed drug
- Disturbs the school or habitually violates any rule
- Cutting, defacing, or injuring any part of public-school buildings/vandalism
- Possession of firearms not prohibited by federal law (e.g.: BB, pellet, airsoft, fake guns, etc.), or any items that projects an object with force with the intent to harm someone else
- Possession of a weapon with the potential or intention to inflict harm or injury. A weapon can be defined as a knife or objects (pencils, blades, homemade item, etc.) with the intent or potential to cause injury or harm. This excludes pocketknives or knives with a blade length greater 2.5” as this would fall under a nondiscretionary expellable offense.
- Throwing missiles or objects liable to injure others
- Instigating on participating in a fight while under school supervision
- Violation of traffic and safety regulations (Safety regulations include adhering to social distancing and other specified communicable disease practices)
- Is guilty of stealing
- Arson
- Criminal damage to property
- Burglary
- Misappropriation with violence to the person
- Possession of pocketknife or blade cutter with a blade length less than 2.5”
- Serious bodily injury
- Use of over-the-counter medicine in a manner other than prescribed or authorized
- Possession of body armor
- Bullying/Harassment
- Cyberbullying/Cyber harassment
- False Alarm/Bomb threat
- Public indecency
- Obscene behavior or possession of obscene/pornographic material
- Unauthorized use of technology
- Trespassing violation
- Misusing internet/Violates electronic use or technology policy
- Sexual harassment
- Participating in a sexual act on campus
- False report
- Threats through any form including, but not limited to, verbal, written, social media, phone, texts, emails, or other forms
- Commits any other serious offense

Nondiscretionary expellable offenses result in a mandatory expulsion when a student commits one or more of the following acts:

- Selling, arranging to sell, or unlawfully distributing in any form a controlled dangerous substances governed by the uniform controlled dangerous substance law
- Possessing a weapon(s) as defined in section 921 of title 18 of the U.S. code. (Firearm or Destructive Device)
- Murder
- Assault and/or battery
- Rape and/or sexual battery
- Kidnapping
- Brandishing a pocketknife or blade cutter with any blade length

Authority to Expel

A student may be expelled based on the determination of the administrative panel following a hearing before the panel. The administrative panel will consist of at least three members who are administrators, curriculum specialists, or teachers from other Redesign Schools Louisiana. The administrative panel members will not include the teacher or administrator of the pupil. Notice of who will be serving on the administrative panel will be provided to the family in advance. If the administrative panel makes a determination that the student committed an expellable offense, the student shall be immediately expelled unless the parent or guardian timely submits a written appeal to the Redesign Schools Louisiana's Board of Directors. For students with IEPs, a manifestation determination hearing must first be conducted for the student before a recommendation for expulsion may be made.

EXPULSION PROCEDURES

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the principal or designee has notified the parent/guardian that the student is being recommended for expulsion. Pending the expulsion hearing, the school will ensure that the student and their family will receive classroom materials and current assignments to be completed at home during the term of the suspension. For a student with an IEP or 504, a manifestation determination hearing that results in an expulsion recommendation will be provided an assigned teacher to conduct homebound instruction to the student during the pending expulsion hearing/process. All work will be graded by the teacher and feedback will be provided in a timely manner.

The administrative panel will conduct the expulsion hearing. The administrative panel shall hear and consider all pertinent information presented and make the expulsion determination. The hearing shall remain confidential.

Written notice of the hearing shall be mailed/emailed to the student and the guardian at least ten (10) calendar days before the date of the hearing. Upon mailing/emailing the notice, it shall be deemed served upon the pupil. The notice shall include the following:

- The date and place of the expulsion hearing
- A statement of the specific facts, charges, and offenses upon which the proposed expulsion is based
- A copy of the school's disciplinary rules which related to the alleged violation
- Notification of the student's or guardians' obligation to provide information about the student's status at the school to any other school district or school to which the student seeks to enroll

- The opportunity for the student or guardian to appear in person or employ and/or represented by counsel or a non-attorney advisor
- The right to inspect and obtain copies of all documents to be used in the hearing
- The opportunity to confront and question all witnesses who testify at the hearing
- The opportunity to question all evidence presented through oral or documented evidence on the student's behalf including witnesses

Special Procedures for Expulsion Hearing Involving Sexual Assault and/or Battery

The school may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the school, panel chair or the hearing officer in the expulsion. Copies of these sworn declarations where all names are removed, shall be made available to the pupil and guardian.

The complaining witness in any sexual assault, battery, sexual act on campus case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

The school must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

The person conducting the expulsion hearing may also arrange seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

Prior to a complaining witness testifying, the support person(s) must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

If one or both of the support persons is also a witness, the school must present evidence that the witness's presence is both desired by the witness and will be helpful to the school. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Record of Hearing

A record of the expulsion hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and completely written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted, and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A decision by the administrative panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board, Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault, as defined in La.

R.S. 29:220, or committing a sexual battery, as defined in La. R.S. 14:43.1, et seq., a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the administrative panel shall be in the form of written findings of fact.

If the expulsion hearing panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

In some cases, the hearing panel may decide to suspend the enforcement of a students' duly processed expulsion. Students who have been placed on expulsion with suspended enforcement may have their suspended enforcement status revoked and be expelled outright (i.e., "straight expelled") if it is determined that, during the period of suspended enforcement, the student committed other violation(s) of the charter's rules and regulations governing student conduct.

Written Notice to Expel

The principal or designee, following the administrative panel's determination to expel shall send written notice of the decision, including adopted findings of fact, to the student and guardian within five (5) school days. This notice shall also include the following:

- Notice of the specific offense committed by the student.
- Notice of the student's or guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the school.
- The expulsion appeals process.
- Notice of the student or guardian's obligation to inform any new district, which the student seeks to enroll, of the student's status with RSL.
- The reinstatement eligibility review date.
- A copy of the rehabilitation plan.
- The type of educational placement during the period of expulsion.

Expulsion Appeals Procedure

The decision to expel a student may be appealed by the parent or guardian of the student to the Redesign Schools Louisiana's Board of Directors. In order to appeal, the parent must submit a written request to the Redesign Schools Louisiana's Board of Directors within five (5) school days of service of the written notice of the decision to expel. The student will be considered suspended until a Redesign Schools Louisiana's Board of Directors meeting is convened, within ten (10) school days of receipt of the written appeal, at which time the parent must attend to present their appeal. Redesign Schools Louisiana will strive to schedule the Board of Directors meeting to accommodate the parent's presence. The Redesign Schools Louisiana Board of Directors will make a final decision on the expulsion appeal based on information presented by the parent at the appeal hearing and information from the original expulsion hearing. The Redesign Schools Louisiana's decision regarding the expulsion will be final.

Disciplinary Records

The school shall maintain records of all student suspensions and expulsions at the school.

Expelled Students/Alternative Education

Alternative education program placements will be arranged and provided by the expelling school unless parents, on their own accord, disenroll the student from Redesign Schools Louisiana.

Outcome Data

Redesign Schools Louisiana will maintain data for all students including:

- Suspensions
- Expulsions & Expulsion Placements
- Reinstatements
- Out of District Expellees

CLASSROOM FORMAL OBSERVATION TIME

After an office referral, the student's parent or guardian may be required to come to school and sit in the classroom with the student. They must do this for a minimum of one hour. Depending upon the severity of the student's behavior, a longer period of time may be required. If for some reason the parent or guardian is not cooperative with this process, then the student may be suspended at home. If such behavior continues from the student, then the student may be recommended for expulsion.

STUDENT SUPPORT TEAM:

The student support team may consist of the following members:

- Guardians of the student
- Academic teacher(s) of the student
- Principal or designee
- Counselor, psychologist, or specialist (Pupil service team members)
- Student

The team will be responsible for the following actions:

- Develop a support plan for the student
- Meet one month following first meeting to check progress of the support plan
- Make any necessary changes to the support plan to ensure student success
- Document all meetings, discussions, and progress of the student

A support plan may assist by developing the following:

- Summary of behaviors demonstrated by the student that necessitate the degree of support
- Summary of any actions already taken by teacher, parent, or other staff to address the needs of the student
- Description of new actions to be taken in order to support student success
- A signed, one-page agreement that memorializes the agreement between all concerned parties

Some possible supportive actions are:

- Daily, weekly, or monthly contract(s) for the student to adhere to in class
- Restriction from before or after school activities
- Family and/or student counseling
- Half day schedule
- Journaling

IMPLEMENTATION

Fair and consistent judgment and decision-making by all staff is crucial in order to enforce the discipline policy. Therefore, all staff will be evaluated regularly in relation to their role in the implementation of the discipline policy.

PARENT/GUARDIAN SUPPORT

Guardians and home life are an important influence in shaping the character and attitudes of children. There are many ways that parents can work with the school to improve overall student behavior. Here are some

tips that may be helpful: Modeling and teaching good manners at home. Examples include: using polite and courteous language—saying please and thank you; not interrupting people while they are speaking and saying excuse me if it is absolutely necessary; walking over to people to ask them a question rather than calling from the other side of the house (this behavior is very disruptive in the classroom); Talking to your child/children about behavior reports and providing an incentive for their success. (A hug or special time together for example.) Seriously addressing problem behaviors that are reported by the school. Consider removing telephones, video games, television, and other privileges from children after experiencing school problems.

These actions will demonstrate your support for the school and discourage the problem behaviors from recurring. Take time to discuss the importance of discipline with your child/children regularly. Become more disciplined in a challenging area for yourself, (i.e. dieting, exercising, speaking a second language.) and talk about your progress/challenges with your child/children.

STUDENT/GUARDIAN GRIEVANCE/COMPLAINT PROCEDURES

The following information is intended to assist a student or parent/guardian in understanding the process of making a grievance/complaint or request for information and what steps will be taken to ensure the best possible solution is attained.

Your student should continue attending the school classes he/she is assigned while problems are being resolved.

General Issues/Complaints

For situations other than suspensions and expulsions. If a student or parent/guardian has a complaint or request for information or believes the student is being improperly disciplined or subjected to an inappropriate rule or standard, he/she should follow these steps:

- Discuss the situation with your student and the involved teacher, counselor, bus driver and/or administrator.
- Request a conference with the involved RSL employee and the school-level Administrator.
- Appeal to the Principal.
- Appeal to the Superintendent in writing.
- File a written complaint to the Superintendent requesting that the case be referred to the RSL Board of Directors. The Superintendent shall notify all parties of the date of the hearing and of their right to be present at the Board of Directors' meeting. All parties will be notified in writing of the action taken by the Board of Directors.

CHAPTER 5: BUILDING SAFETY AND SECURITY

FIRST DAY ADMITTANCE

Often the first day of school can be stressful for both students and parents. We need your assistance to encourage the independence of your child within their learning environment. We ask that you talk to your child so that they know what to expect on the first day of school. It can be scary for a child to be away from their guardian(s), so let them know that you will be home to welcome them upon their return from school. Unfortunately, due to safety concerns, guardian(s) will not be allowed to be present in class without prior consent from the principal. Please know that we will contact you if we have concerns regarding your child's transition to school.

EMERGENCY CARD

Every family needs to fill out a new emergency card every school year before classes begin. These must be turned into the main office. Please fill out a new emergency card immediately if any of the following information changes:

- home address
- home telephone number
- cell phone
- work phone number
- doctor's phone number
- people who are authorized to be contacted in case of an emergency
- telephone number of people to be contacted in case of an emergency
- people authorized to pick up your child from school

ARRIVAL

Please make sure that your child/children enter the school grounds safely if they are a walker or car rider. Remind your child/children to remain in supervised areas until they are united with their teacher in the morning.

DISMISSAL

The instructional day ends at 3:00pm at Dalton and Lanier. At dismissal time, students will be directed to their appropriate bus. Students who are walkers or car riders will be dismissed at 3:00pm (Dalton and Lanier), so please arrive at school promptly to ensure a timely departure for your child. For any students not picked up by 3:15pm (Dalton and Lanier) their guardians will be contacted immediately for pick up.

EMERGENCY RELEASE FROM SCHOOL

In case of an emergency, your child will only be released into the custody of individual(s) you have previously identified on the emergency card (proof of identity required). Those NOT identified on the emergency card will not be able to pick up a child due to lack of written authorization from the guardian.

EARLY PICK UP FROM SCHOOL

If you must pick up your child for an appointment during the day, please send a note to the classroom teacher or notify the office of such appointment. Students will not be released for early dismissal 1- hour prior to dismissal time unless previous arrangements have been made with the teacher and/or the office. When picking up students early, the parent or authorized adult will be asked to complete an early dismissal form log, and the office will notify the classroom to send the student to the office for departure. Due to safety reasons, parents/guardians/visitors must seek approval from the principal if an in-person classroom visit needs to occur.

VISITING THE SCHOOL

Parents are encouraged to visit and volunteer at RSL. Due to student safety, we are asking that you seek permission to volunteer through the office staff and/or principal prior to arriving at the school site. To monitor traffic and promote safety at the school, it is important that you sign in when you visit the school. Please wear the badge that is issued to you by the office. All RSL visitors, including parents, must sign in and wear a visitor's badge. This is an important security measure to ensure that the students and staff members are safe and protected. If you would like to observe your child's classroom, please acquire permission from the school principal. Parents will be limited to classroom observations during the instructional day so that teachers can focus on student instruction and the safety of all children. Meetings to discuss your child with their teacher should be made before or after the instructional day.

All parents and visitors must comply with RSL's rules and policies regarding appropriate conduct while on campus. Prohibited behaviors include but are not limited to the following: offensive language, ignoring staff requests, threats, slander, sexual harassment, misconduct, lying, theft, fighting, willfully causing harm to another, vandalism, trespassing, and violating the dress code. No weapons of any kind, drugs, alcohol, or smoking are allowed on campus. If such behavior(s) occur on campus by a parent/guardian, or visitor, then the principal and/or superintendent has the option to exercise a "withdrawal of consent" for you to be present on the campus for a defined number of days. We ask that you please be respectful while visiting our campuses.

GUARDIAN VISITS IN THE CLASSROOM

All guardian visits to the classroom must be preapproved by the school administrator. Due to health and safety concerns, parents will not be allowed to go beyond the front office unless escorted by a designated staff member to another area of the school with administrator approval.

If a guardian is approved to visit the classroom in person, then the guardian must adhere to all school rules and not disturb the learning environment. The guardian may not engage in speaking to, videoing, or taking pictures of other students during their visit time. The parent must not distract or try to engage with the teacher while she/he is conducting their lesson. The parent will be required to sit and remain in their designated seat for the entire time of the visit. The parent may not leave the class without an employee escort. Please note that visiting times may vary based on administrative suggestion.

NO PETS ON CAMPUS

Pets are not allowed on campus with the exception of approved guide dogs (see Guide Dog Policy).

PARKING

Please feel free to park in a parking space on campus. Please refrain from parking on lawns, sidewalks and blocking driveways. Please do not block the bus lanes by parking in such spaces during drop off or pickup times.

CHAPTER 6: GENERAL SCHOOL INFORMATION AND POLICIES

STUDENT MEALS AND SNACKS

RSL notifies parents and guardians that the state provides free or reduced priced nutritionally adequate meals for children based on the family income. Applications are available in the office.

MEAL APPLICATION

Every family must fill out a meal application and return it to the office before classes begin. After processing the form, parents will be informed if their child is eligible for a free, reduced, or full price meal. RSL serves breakfast from 7:30am-7:50am. Lunch is served between 11:30am and 2:00pm. Food may not be taken out of the cafeteria unless special arrangements have been made.

LUNCHESES

Redesign Schools Louisiana will provide well-balanced hot lunches to students. The cost is based on parent income. Some students may qualify for free or reduced lunch. Participation in our lunch program is optional. Parents may choose to provide their children with a well- balanced sack lunch. Eating candy or other high sugar foods is discouraged at school and should not be packed in lunches. Sugar, high-fat, and salty snacks are not nutritious and make it hard for children to sustain energy throughout the day. We also request that parents not pack food for their child that requires heating. Unfortunately, due to health and safety factors, employees are not allowed to heat up a student's lunch.

HEALTHY SNACKS

Please provide your child with a healthy snack. Examples of a healthy snack include, but are not limited to: fruits, vegetables, sandwiches, crackers, bread, real fruit juice, water, pretzels, granola bars, and nuts.

Unhealthy snacks include but are not limited to: candy, gum, chocolate, shelled sunflower seeds, potato chips, and soda. A staff member does have the right to ask the child to put away, dispose of, or confiscate unhealthy snacks while out on campus. We highly suggest that such snacks be left at home.

GUIDE DOG POLICY

RSL does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and acknowledges its responsibility to permit students and/or other individuals with disabilities the opportunity to participate in and benefit from school services, programs, and activities. The school shall permit the use of service animals by students and other individuals with disabilities, when necessary, in order to avoid discrimination on the basis of disability in accordance with the requirements of Title II of the Americans with Disabilities Amendments Act of 2008 (ADAAA) and its implementing regulations at 28 C.F.R. Part 35.

A service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort, emotional support, well-being, or companionship or whose presence is to provide a crime deterrent effect do not qualify as service animals under the ADAAA or this policy.

Under appropriate circumstances and as determined on an individual basis, the school shall make reasonable modifications to its practices and procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Other species of animals, whether wild or domestic, trained, or untrained, shall not be considered service animals.

Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents the use of such devices. The individual with a disability must maintain control of the animal through voice, signal, or other effective commands when the use of harnesses or other such devices cannot be utilized due to interference with functional use of the service animal.

Because the school is responsible for the health and safety of school-age minors with and without disabilities who have limited options regarding classroom and school assignments, requests for an individual with a disability to be accompanied by a service animal on school premises or during school-related activities must first: (1) be submitted in writing to the school administration; (2) specify the need for use of the service animal; and (3) identify the work or tasks performed for the individual with a disability by the service animal. Such written request shall be required not less than ten (10) school days prior to the proposed use of the service animal and prior to bringing the service animal onto school property or to a school-related activity. A determination as to whether a service animal is permitted on school property or at school-related activities shall be based on multiple factors and shall be determined on a case-by-case basis following procedures approved by the school administration.

Individuals with disabilities shall be permitted to be accompanied by a service animal in those areas of school property that are generally open to the public or to participants in school programs, services, or activities.

RSL reserves its right to request removal of a service animal from its premises and/or its programs, services, and activities if: (1) the animal is out of control and the handler does not take effective action to control it; or (2) the animal is not housebroken. Any individual with a disability whose service animal is excluded by the school shall be offered an opportunity to participate in such programs, services, or activities without the service animal.

A service animal shall be considered the personal property of the individual with a disability. The school shall not be responsible for the training, daily care, feeding, healthcare, or supervision of a service animal. Consistent with general policies of the school, an individual with a disability may be responsible for damages caused by his/her service animal while on school property or during school-related activities.

RSL reserves its right to require proof that all service animals with whom children may come into contact while at school have been vaccinated against rabies by a licensed veterinarian in accordance with State law and administrative regulations promulgated by the Louisiana Department of Public Health.

Other regulations and/or procedures shall be maintained by RSL and designated staff. Affected individuals may obtain additional information by contacting the school's Section 504/ADA/ADAAA Coordinator or by visiting the school's official website.

TAPE RECORDER POLICY

Students who wish to use audio or video recording devices during any school program and/or activity may do so with the written consent by the teacher and administrator. Nothing in this policy bars a student from

using audio or video recording devices pursuant to an IEP or Section 504 Plan. Any student violating this section shall be subject to appropriate disciplinary action.

NOTE TAKER POLICY

Note-taking assistance may include 1) Receiving copies of course notes (upon instructor's approval); 2) Using a laptop in class; 3) Audio recording lectures and/or 4) Using a peer note-taker. The faculty and/or administration of RSL reserves the exclusive right to identify and coordinate note-takers for students with injuries, learning or physical disabilities, or hearing, motor, or visual limitations. The notetaking service provides students with supplemental support. Even if students have note-takers, they are expected to attend class and take notes to the best of their ability and are ultimately responsible for the material covered in their courses. Students might also record lectures to supplement the notes provided by note-takers and also, on an as-needed basis, meet with professors to ask questions about lectures and class discussions. Note-takers will not provide copies of course notes to students when they are absent from class, unless the students receive approval from a member of the faculty or administration for medical or health reasons or other extenuating circumstances. Students and note-takers should not share notes with other class members.

FIELD TRIPS

Field trips are a great way to complement your child's learning. They offer an opportunity to experience something that may be new and exciting. In order to participate in a field trip, all students must have a completed permission slip with a parent signature in two (2) spaces. Trip slips will be sent home before the trip and must be filled out by a parent or legal guardian.

Volunteer chaperones must be approved by the teacher before the trip, be 21 years of age or older, and are not allowed to bring other children on the trip.

Some trips may be organized with parent drivers. Parent drivers must have proof of insurance and a current Louisiana State driver's license. State law mandates the use of car seats or booster seats for all children under the age of six and weighing less than 60 pounds. If your child is required to be in a booster seat, you must provide that booster seat upon request for fieldtrips.

Field trip volunteers, including parent drivers, must sign a waiver of all claims against RSL, the governing board of RSL, its members and employees, other volunteers and chaperones, and the state of Louisiana for injury, accident, illness, or death occurring during or by reason, arising out of, in connection with, or resulting from the school fieldtrip. Field trip volunteers will be required to submit to a background check prior to accompanying RSL students.

TEXTBOOKS/SCHOOL MATERIALS

Students will be issued books, laptops, and materials necessary for classroom instruction. Issued materials such as books and laptops become the responsibility of the student. The parents must replace damaged or lost books or laptops.

STUDENT TELEPHONE USE

The office phone is for use in an emergency only. Leaving lunch, money at home, or arranging for a ride does not constitute an emergency. However, if there is a special need or problem, permission to use the phone may be granted from an office manager and/or administrator only. Students will not be called out of class to receive telephone calls unless there is an emergency phone call which will be handled on a case-by-case basis.

ELECTRONIC DEVICE POLICY

Cell phones use is not permitted during school hours at school or during virtual learning instruction. Students whose parents require them to carry a cell phone for after-hours safety, phones must be checked in with the school office or with the student's classroom teacher. If a student fails to turn in their cell phone and a staff member sees the student using the phone the phone will be confiscated. On the first offense the student may pick up their phone from the office at dismissal. Any further offenses will result in a parent being required to pick up the phone, in person, at the school. If a student fails to surrender the cell phone the student will be subjected to RSL's disciplinary policy including detention and suspension.

CD or MP3 players, digital cameras, video games, or other electronic devices are NOT allowed at any time including field trips unless request by the teacher leading the field trip.

Students in violation of the electronic device policy will be subject to disciplinary action including, but not limited to the following:

- Confiscation of the device
- Parent conference
- Detention
- Suspension

ELECTRONIC COMMUNICATION POLICY

All communication between employees and students must be appropriate and in accordance with state law. Employees may not communicate with, entertain, socialize with, or spend an excessive amount of time with students in a way that might reasonably create the impression to other students, parents, or the public that an improper relationship exists. All electronic communication between an employee and a student must be related to the educational services provided to the student and delivered by means provided or made available by RSL for this purpose. Approved electronic communication methods include school issued email (not personal email), school-sponsored teacher websites, and school websites, school-provided phones, and other electronic communication approved by RSL. At no time shall any RSL staff or employee communicate (this includes accepting a student as a "friend") with a student via any social media platform.

NETWORK & INTERNET ACCESS

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

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

Students must:

1. Login and use network resources only with their student account.
2. Logoff and close applications immediately after completing work to prevent unauthorized use of the user ID.

3. Not use email, chat rooms, net meeting rooms, and other forms of direct electronic communication including instant messaging systems unless authorized by the district and directly supervised by a teacher. School system rules prohibiting bullying, indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language apply to all forms of electronic communications. The student and parent or guardian shall sign an Acceptable Use of Networks and Telecommunications Agreement prior to an email account being issued.
4. Not distribute private information about themselves or others.
5. Not send spam, chain letters, or other mass unsolicited mailings.
6. Not view, use, or copy passwords to which they are not authorized.
7. Use Internet search engines and/or other Internet tools only under the direction and supervision of teachers.
8. Observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher and/or librarian.
9. Not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works, including, but not limited to, music, games, and movies.
10. Not intentionally access, transmit, copy, or create any materials or visual depictions on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors.
11. Not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
12. Not download and install any file sharing program that bypasses the district filtering device.
13. Not use technology resources to further other acts that are criminal or violate the school or district code of conduct.
14. Not make any purchase on the Internet while using school equipment or Internet service.
15. Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher. The Board does not condone any illegal or inappropriate activities and will not be responsible for such use by students. The Board does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason.
16. All RSL rules apply to the Internet the same as they do in the classroom, elsewhere on school grounds or school functions.

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

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

SUBSTITUTES

If a teacher is absent, every effort will be made to find a substitute teacher. If a substitute teacher is not available, then the students may be disbursed to other classrooms for the day.

LOST AND FOUND

Items found on campus that do not belong to you should be taken to the office. Check for lost items in the main office. The lost and found will be cleaned out every 2 weeks. If items are not claimed, then they will be donated or discarded. All items brought to RSL should be clearly labeled with the child's name so that we can return the lost item to the appropriate person.

BIRTHDAYS

We know that birthdays are a special day for your child and your family. Hosting birthday parties during the instructional day or bringing birthday party snacks to school will not be permitted due to the health and safety of all students.

CHAPTER 7: HEALTH

HYGIENE

It is very important that your child/children come to school clean daily. Cleanliness is defined as daily teeth brushing, bathing on a regular basis, wearing of a clean uniform, and age-appropriate application of antiperspirant/deodorant. Please do everything possible to enable your child to have positive social relationships through good hygiene.

SLEEP

It is very critical that your child/children get the appropriate amount of sleep. They are at the age where growth is occurring and need to be well rested before they come to school. When a child is going through a growth spurt, they require more sleep than normal. Children generally require anywhere from 8 to 12 hours of sleep nightly. Please help your child get the right amount of sleep. RSL employees will wake students up who fall asleep during class. If falling asleep during class becomes a trend, then a meeting may be scheduled with you by the teacher or principal to help come up with solutions to the problem as a team.

ILLNESS

If your child is ill, please call and inform the office. For your own child's protection and the protection of others, please do not send him/her to school sick. If your child complains of feeling sick at school, depending on the severity, you may be contacted to pick him/her up. If your child displays flu like or Covid-19 symptoms (See CDC guidelines for symptoms) we highly suggest that you seek medical attention. If a child develops Covid-19 symptoms, then the schools may require a negative Covid-19 test result for the student to return due to the health and safety concerns for all. (See Communicable Disease Section of the handbook). Please make an effort to get a copy of all work missed during your child's absence. Online instruction may be made available so that your child can stay up with his or her classroom instruction while at home sick.

IMMUNIZATIONS

All students will need to present a written immunization record provided by a physician or the health department prior to the first date of school. Immunizations must be up to date.

The immunization status of all students will be reviewed periodically. Those students who do not meet the Louisiana state guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the school.

MEDICAL CONDITIONS

The school's office manager and designated administrator must be notified if a student with a medical or health condition requires accommodation at school in order to participate in the educational program. The school administrator will arrange to meet with the parent and necessary school staff to develop an accommodation plan for the student's medical condition. Students with diabetes, severe asthma, and severe allergies should have an accommodation plan at the school.

MEDICATIONS AT SCHOOL

Students may not carry or self-administer medication on campus under any circumstances. A student who needs to take medication during school hours must have a statement to this effect on file at the school, signed by the prescribing physician and the parent/guardian. The required forms are available from the school's office manager or administrator. School personnel cannot prescribe or give advice regarding any kind of medication. All medication must be in the original container with the appropriate pharmacy label.

Whenever possible, medication prescribed three times daily (antibiotics) should be given at home, i.e., at breakfast, after school, and at bedtime. Seven days after the last authorized dose of medication any empty or unused medications will be discarded.

No medication of any kind is to be placed in possession of a child or administered by a child. Please do not place medications in lunch boxes, backpacks or pockets including: Tums, chap-sticks, headache/pain relievers, sunscreen or any other over-the-counter medications.

PHYSICAL EXAMINATIONS

Guardians will be required to complete and submit the "School Entrance and General Health Exam Form" for each child enrolled. They must also have their child's physician complete and sign the Louisiana State "Comprehensive Physical Exam Report."

TREATMENT AND SCHOOL RELATED INJURIES

It is the policy of the school to treat minor injuries (scrapes, paper cuts, bumps, etc.) with ice packs, cold compresses, or Band-Aids as needed. Guardians will be notified about minor injuries at the discretion of the administration or school nurse.

When confronted with more serious injuries/illnesses, school staff will contact guardians, and, if appropriate, transport the student to the nearest hospital emergency department or call 911 for assistance.

It is the responsibility of the guardian to update school medical and emergency information.

COMMUNICABLE DISEASE

A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met.

COVID-19

As a result of updated guidance from the US Centers for Disease Control and Prevention (CDC), RSL will follow the below policy regarding Covid-19:

Testing

Students or staff who have been in contact with someone who tested positive for Covid-19 do not require a Covid test if they are asymptomatic. Individuals who are asymptomatic may remain in the classroom. If an individual develops symptoms, they should acquire a covid test. If they test positive, then they should follow the Isolation Policy.

Isolation

The CDC recommends that those who test positive for Covid-19 should stay home until they've been fever-free without medication for at least 24 hours and their symptoms have been improving for 24 hours. After that, individuals may resume regular activities. The CDC recommends that people take additional precautions for the next five days — including improving ventilation, masking and limiting close contact with others — to lower the risk of spreading the virus.

These enhanced precautions are particularly important for people who are around vulnerable individuals, such as those who are elderly or have immune function that's been blunted by medication or an illness, like cancer.

Contact-Tracing

RSL will not conduct contact-tracing for individuals who have been exposed to Covid-19. The CDC recommends that contact-tracing should be limited to hospitals and certain high-risk group-living situations such as nursing homes.

Face-Masking

Mask wearing will be optional. RSL welcomes and encourages staff and students to continue mask wearing if that is their preference. Mask wearing may be of particular importance to unvaccinated individuals or those who are immunocompromised. RSL schools and offices will have only a limited number of masks available for students and staff who may want them. Accordingly, please source your own masks if you prefer to wear one.

LICE

If you discover that anyone in your family has lice, please notify the school immediately. If it is discovered that your child has lice eggs and/or lice in his/her hair, they will be sent home with a letter describing appropriate treatment. Your child should be permitted to return to school the morning following their first treatment. A school staff member or the school nurse will inspect their hair for nits and eggs.

RINGWORM

Ringworm is an infectious disease characterized by scaling or cracking of the skin. In severe cases, vesicular lesions appear on various parts of the body. Students with ringworm will be sent home and require a doctor's note indicating that the ringworm is not contagious, and the student may be readmitted.

CHICKEN POX

An effort will be made to notify parents/guardians about school exposure to chickenpox. The parent/guardian of a student for whom chicken pox presents a particular hazard should contact the school's office manager to facilitate communication. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of leukemia or organ transplants.

OTHER MEDICAL CONDITIONS

A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a physician's written permission to attend school and must comply with any safety procedures required by the school administration. A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization, must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to 5 days; thereafter, a written request is needed from the student's health care provider.

A current emergency information card must be on file at the school so that parents/guardians can be notified promptly in case of accident or illness involving their child.

SPEECH, HEARING, AND EYE EXAMINATIONS

It is recommended and strongly encouraged that guardians arrange annual speech, hearing, and eye examinations. RSL has partnered with Saint Gabriel Health Clinic who may be able to assist with examinations. Please contact Meta Johnson at mjohnson@rsl.org for more information.

VACCINATIONS

Please check with a doctor to make sure that your children have been vaccinated and are up to date with all of them. The school can provide you with a list of agencies that provide free vaccinations.

CHRONIC CONDITIONS

For your child's safety, the school must be aware of any special needs your child may have, such as asthma, allergies, or any other persistent medical conditions. You are required to notify the office manager, administrator, and your child's teacher.

TDAP AND MENINGOCOCCAL (MENINGITIS)

Louisiana law requires children aged four or older who are entering kindergarten or pre- kindergarten to show proof if they have received the following vaccinations:

- a booster dose of Poliovirus vaccine (IPV)
- two doses of Measles, Mumps, Rubella vaccine (MMR)
- three doses of Hepatitis vaccine (HBV)
- two doses of Varicella (chicken pox) vaccine (Var)
- a booster dose of Diphtheria Tetanus Acellular Pertussis vaccine (DtaP)

Children who are 11 or older and are entering the sixth grade this year must have proof they have received all the age-appropriate immunizations listed above, and at this age, children also need proof of receiving:

- Meningococcal (meningitis) vaccine
- Tetanus Diphtheria Acellular Pertussis vaccine (Tdap)

CHAPTER 8: STATE AND FEDERAL MANDATES

CHILD ABUSE REPORTING POLICY AND MANDATORY REPORTING

State law requires all school employees to report suspected cases of child abuse. Employees of the school are not allowed to call or contact parents/guardians when a suspected child abuse case is brought to our attention. The law specifically states that all investigations shall be conducted with appropriate agencies' personnel. All staff will abide by the State law in reporting these cases.

RSL takes threats of suicide and/or self-harm extremely seriously. While we recognize these statements can arise from a sense of frustration or anxiety, we must take action if a student is heard by staff making any statements indicating suicidal ideation. The student will immediately be referred to the School Counselor for further assessment and intervention. All parents will be notified and must immediately pick up student for further mental health assessment. It is the school's recommendation that a student be assessed by an independent Mental Health Professional before he/she is able to return to school.

Please report any suicide ideation or knowledge of a student experiencing such to a teacher, principal, counselor, Associate Superintendent or Pupil Services Coordinator.

NON-DISCRIMINATION STATEMENT

RSL will not discriminate against any student or employee on the basis of ethnicity, national origin, disability, religion, sex and actual or perceived sexual orientation, or any other basis prohibited by law.

Harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA (mental or physical disability) is a form of unlawful discrimination that will not be tolerated by RSL. Harassment is intimidation or abusive behavior toward a student/employee that creates a hostile environment, and that can result in disciplinary action against the offending student or employee.

Harassing conduct can take many forms, including verbal acts and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admissions or access to, or treatment or employment in, RSL' programs and activities. The lack of English language skills will not be a barrier to admission to or participation in RSL' programs or activities.

TITLE IX POLICY AND PROCEDURES

RSL does not discriminate on the basis of sex in its education programs and activities, including admission and employment. Accordingly, requires its staff, teachers, employees and students to abide by the requirements of Title IX of the Educational Amendments of 1972 and its implementing regulations. Sexual harassment is a form of sex discrimination and is explicitly prohibited, whether such conduct occurs on or off campus during or after school hours during or directly related to school-sponsored activities, or at a time and/or place directly related to school functions or an employee's school-related duties. It is the intent of RSL to maintain an environment free from sexual assault and sexual harassment of any kind; therefore, this policy commands that no student shall be subjected to sexual misconduct, sexual assault or sexual harassment by other students or RSL staff or employees. This policy shall be enforced, and the accompanying procedures shall be implemented regardless of whether a complaint has been filed with or an investigation has been instituted by any law enforcement agency.

Sexual harassment occurs when: education benefits are conditioned upon participation in unwelcome

sexual conduct (i.e., *Quid Pro Quo*); unwelcome conduct occurs that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; and/or sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Title IX requires RSL to take steps to prevent and remedy two forms of sex-based harassment: sexual harassment (including sexual violence) and gender-based sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Title IX also prohibits gender-based harassment, which is unwelcome conduct based on a student's sex, or harassing conduct based on a student's failure to conform to sex stereotypes. Sex-based harassment can be carried out by school employees, other students, and third parties. All students can experience sex-based harassment, including male and female students, LGBT students, students with disabilities, and students of different races, national origins, and ages.

Title IX protects all students from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex.

Sex-based harassment creates a hostile environment if the conduct is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program. When a school knows or reasonably should know of possible sex-based harassment, it must take immediate and appropriate steps to investigate or otherwise determine what occurred. If an investigation reveals that the harassment created a hostile environment, the school must take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

RSL has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Complaints:

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that RSL investigate and make a determination about alleged discrimination under Title IX:

- A "complainant," which includes:
 - o a student or employee of RSL who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - o a person other than a student or employee of RSL who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in RSL's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- RSL's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34

C.F.R. § 106.44(f)(1)(v). With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee RSL; or
- Any person other than a student or employee who was participating or attempting to participate in the RSL education program or activity at the time of the alleged sex discrimination.

RSL may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Title IX Grievance Procedures:

RSL will treat complainants and respondents equitably.

RSL requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator. RSL presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures. RSL is committed that grievance procedures will be conducted in a prompt and reasonable timeframe.

RSL will allow for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. RSL will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses. RSL will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by RSL to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless RSL obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Notice of Allegations:

Upon initiation of RSL's Title IX grievance procedures, RSL will notify the parties of the following:

- RSL Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. [If RSL provides a description of the evidence: The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.] If, in the course of an investigation, RSL decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, RSL will notify the parties of the additional allegations.

Dismissal of a Complaint:

RSL may dismiss a complaint of sex discrimination if:

- RSL is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in RSL's education program or activity and is not employed by RSL;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and RSL determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- RSL determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, RSL will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, RSL will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then RSL will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing. RSL will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then RSL will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome. If the dismissal is appealed, RSL will:
 - Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;

- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result. When a complaint is dismissed, RSL will, at a minimum:
- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within RSL education program or activity.

Investigation:

RSL will provide for adequate, reliable, and impartial investigation of complaints. The burden is on RSL—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. RSL will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible. RSL will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance. RSL will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- RSL will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. [If RSL provides a description of the evidence: RSL will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.].
- RSL will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- RSL will take reasonable steps to prevent and address the parties’ unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:

The RSL decisionmaker may question parties and witnesses to adequately assess a party’s or witness’s credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, RSL will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise

impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.

- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
 - o Coordinate the provision and implementation of remedies to a complainant and other people RSL identifies as having had equal access to RSL education program or activity limited or denied by sex discrimination;
 - o Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - o Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within RSL's education program or activity. • Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Appeal of Determinations:

To appeal a determination of whether sex discrimination occurred: The appellant must submit an appeal request in writing to the Title IX appeal person within 5 school days of the decision. This appeal process will be, at a minimum, the same as RSL offers in all other comparable proceedings, including proceedings relating to other discrimination complaints. In reviewing the decision, the Appeal Person may uphold, modify, or reverse the decision of the Title IX Decision Maker; however, the Appeal Person's review of the Title IX Investigation findings is final.

Supportive Measures:

RSL will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to RSL's education program or activity or provide support during RSL Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The recipient must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Disciplinary Sanctions and Remedies:

Following a determination that sex-based harassment occurred, RSL may impose disciplinary sanctions, which may include discipline up to termination. RSL may also provide remedies, which may include practices similar to the supportive measures designed to restore or preserve equal access to the recipient's

previous activity.

Questions regarding Title IX may be referred to the U. S. Department of Education, Office of Civil of Civil Rights (OCR) or to RSL’s Title IX Coordinator: Ashley Eason.

RSL’s Title IX Personnel consist of the following individuals:

1. The Title IX Coordinator: Ashley Eason (225) 205-1981 aeason@rsl.org
2. The Title IX Investigator(s): Britney Turner (225) 773-5129 bturner@rsl.org
3. The Title IX Decision-Maker: Candace Lucas (225) 773-6984 clucas@rsl.org
4. The Title IX Appeal Person: Dr. Megan McNamara (818) 288-4673 mmcnamara@rsl.org

Definition of Sexual Harassment

1. Sexual assault or sexual harassment is unwelcome conduct of a sexual nature.
2. Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when at least one (1) of the following occurs:
 - Submission to such conduct is made, either implicitly or explicitly, a term or condition of the student’s grades, academic status, or progress or is used to deprive the student of access to the educational opportunities and benefits provided by the RSL.
 - Submission to or rejection of such conduct is used as the basis for academic or other school-related decisions affecting the student.
 - Such conduct of a sexual nature is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with the student’s academic performance or of creating an intimidating, hostile, or offensive educational environment for the student.
3. Extended Definition of Sexual Harassment which may include but is not limited to:
 - Verbal harassment or abuse
 - Uninvited letters, telephone calls, or materials of sexual nature
 - Uninvited or inappropriate leaning over, cornering, patting or pinching
 - Uninvited sexually suggestive looks or gestures
 - Intentional brushing against a student’s or school employee’s body
 - Uninvited pressure for dates
 - Uninvited sexual teasing, jokes, remarks or questions
 - Any sexually motivated unwelcome touching
 - Any conduct resulting in an intimidating, hostile or offensive educational environment
 - Attempted or actual rape or sexual assault or sexual battery

No Retaliation

Retaliation of any nature against any student or teacher, staff, or employee who makes a report or complaint or who participates in any investigation under this policy is a serious violation of RSL’s sexual harassment policy.

Such retaliation is considered an act of sexual discrimination itself; therefore, reports and complaints of such retaliation are handled in the same manner as those of sexual harassment. A reference to “sexual

harassment” in this policy and the related procedures shall also include retaliation. As such, retaliation against any employee or student who brings sexual harassment charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected, discriminated against or punished because of the complaint.

Violations

1. Students and employees are encouraged and expected to immediately report incidences of alleged sexual discrimination or harassment and/or retaliation in accordance with these regulations and procedures.
2. A report or complaint – written or verbal – of an alleged violation of this policy must be sufficiently clear and explicit so that it can be recognized as a legitimate report of sexual discrimination or harassment or retaliation. This means that a report or complaint must, at a minimum, include: (a) a description of an alleged act of sexual discrimination or harassment or retaliatory conduct, including the date, time, and place it allegedly occurred; (b) identity of the alleged victim; (c) identity of the alleged harasser; and (d) identity of the reporting person.
3. All alleged violations of this policy shall be handled seriously and according to these regulations and procedures.
4. Discipline/Consequences.
 - Any student who is determined to have engaged in a sexual assault, sexual discrimination or harassment or retaliation against another individual in violation of this policy may be subject to disciplinary action, up to and including expulsion.
 - Any employee who is determined to have permitted, engaged in, or failed to report sexual assault, sexual harassment or retaliation in violation of this policy and the related procedures may be subject to disciplinary action, up to and including termination.

Enforcement

Each Principal, staff member, and teacher has the responsibility of taking such reasonable steps necessary and practicable to maintain a work environment and educational environment free of sexual assault and sexual discrimination or harassment. Such steps shall include implementation of the following:

1. All teachers, other staff members, and all employees shall cooperate, as needed, in any formal and informal investigations instituted under this policy. The Title IX Investigator is responsible to investigate any report of sexual discrimination or harassment involving student on student in coordination with the Title IX Coordinator. Reports involving an employee shall also be immediately reported to the Title IX Coordinator.
2. All principals, administrators and staff in charge of discipline of students shall, in accordance with policy and law, take such disciplinary action against any student found to be in violation of the sexual harassment policy as may be appropriate under the circumstances.
3. Within the first week of school each school year, the Title IX Coordinator through each Principal or Building Site coordinator shall ensure that an in-service program addressing the sexual harassment policy and procedures is provided for all teachers, staff and employees.
4. During orientation at the beginning of each school year or at the time of a new student’s enrollment, the Principal of the school shall ensure that instruction about sexual harassment, RSL policy, and

its procedures are provided to students.

5. Teachers, counselors, and administrators shall instruct students on the sexual assault, dating violence, or sexual harassment report and complaint procedures within the educational setting on an as-needed basis.
6. The Title IX Coordinator shall ensure that the sexual assault, dating violence, or sexual harassment policy and procedures are provided to all students, parents, and employees by:
 - Including a restatement of the policy and procedures in the student handbook;
 - Posting an age-appropriate restatement of the policy against sexual assault and sexual harassment, the report and complaint procedures, and notice of the Title IX Coordinator at visible and accessible sites for students, for parents, and for employees;
 - Making a copy the complete policy and procedures available on request for students, parents, and employees at the school office and the central office; and
 - Maintaining the policy and procedures on RSL's website.

RIGHTS CONCERNING DISCRIMINATION

RSL shall direct that anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the school shall do so in the following manner:

The complaint should be in writing and contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interview or a tape recording of the complaint will be made available for persons with disabilities upon request. A complaint form is available by calling the ADA Coordinator at 225-939-7490.

The complaint should be submitted as soon as possible but no later than sixty (60) calendar days after the alleged violation. Within fifteen (15) calendar days after receipt of the complaint, the ADA Coordinator shall meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the ADA Coordinator shall issue a written determination as to the validity of the complaint and a description of the resolution, if any, and, where appropriate, in a format accessible to the complainant, such as large print or audio tape.

The complainant may request a reconsideration of the matter if he or she is dissatisfied with the resolution. The request for reconsideration shall be made within fifteen (15) calendar days of the date of the written determination issued by the ADA Coordinator and, in writing or by alternative means, to the Superintendent.

Within twenty (20) calendar days after receipt of the request for reconsideration, the Superintendent or his/her designee shall issue a written determination concerning the request for reconsideration or in an alternative format, if required. The Superintendent's or designee's written determination shall be a final resolution of the complaint. The right of a person to pursue a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency.

Additional information prohibiting other forms of unlawful discrimination/harassment, inappropriate behavior, and/or hate crimes may be found in other RSL policies that are available at the school. It is the intent of RSL that all such policies are read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

Any inquiries regarding this nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to the Superintendent.

Notice: Programs for students with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504/ADA defines a person with a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. RSL has the ability to provide adjustments, modifications and provide necessary services to eligible individuals with disabilities. RSL acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice at RSL.

Notification of rights under FERPA for Elementary and Secondary Schools

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

The right to inspect and review the student’s education records within 45 days of the day RSL receives a request for access. Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The RSL official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amount of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask a school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school system official, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. As an exception to the requirement for consent, RSL will disclose without consent records to school officials with legitimate educational interests as allowed as an exception to FERPA. A school official is a person employed by RSL as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the RSL Board of Directors; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, nurses, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A RSL official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, RSL discloses education records, including disciplinary records, without consent of parent or a student emancipated in accordance with state law to school officials, including teachers, with legitimate educational interest and to officials of another school district in which a student seeks or intends to enroll.

In addition, the law allows release of education records without the consent of the parent or student to an authorized representative of the Comptroller General or Attorney General of the United States; to an authorized official of the financial institution to which the student applied to receive financial aid; to an authorized official of an accrediting organization; to an authorized representative of the Secretary of the U.S. Department of Education; to an authorized representative of the Louisiana State Department of Education; to comply with a judicial order or lawfully issued subpoena to appropriate officials in connection with a health or safety emergency; to the Louisiana juvenile justice system or as otherwise authorized by law or regulation. The information may also be released without consent to organizations conducting certain studies for or on behalf of RSL. The above are samples of possible disclosures and not a complete list.

Further, two federal laws require local educational agencies such as RSL to provide military recruiters, upon request, with three information categories – names, address and telephone listings – unless parents have advised RSL that they do not want their student’s information disclosed without their prior written consent.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by RSL to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Committee
U. S. Department of Education 400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Other federal laws may require release of certain education records or student information, such as The National School Lunch Act and the Patriot Act.

The Title II Coordinator/Title IX Coordinator/Section 504 Coordinator for RSL is Ashley Eason. She can be reached at Aeason@rsl.org.

DIRECTORY INFORMATION

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

- A playbill, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Providing transportation services
- Internet and Wi-Fi access
- Photography services for school pictures or school publications
- Culmination programs
- Sports activity sheets or programs, such as for soccer, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two

federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. If you do not want RSL to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the Principal of your child’s School, in writing, by August 31 of each school year of your withdrawal of consent to release information designated as directory information. Without any written request to the Principal of your child’s school withdrawing your consent, RSL will release directory information of its students as necessary. RSL has designated the following information as directory information:

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

PERSONALLY IDENTIFIABLE INFORMATION

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

- Information and educational records may be shared with employees of RSL that have a role in providing a high-quality education to your child(ren), including but not limited to teachers and administrators, to be used for designing, implementing, and evaluating educational programming and academic achievement.
- Information and educational records may be shared with high schools, postsecondary educational intuitions, to be used for processing applications for admission and financial aid.
- Information and educational records may be stored on third-party computer systems for data storage and backup purposes.
- Information and educational records may be shared with the Louisiana Department of Education and third-party providers when required by law to provide for special education and mental health services and evaluations.
- Information may be shared with third party providers to provide educational programming, and assessments that strengthen the educational programming we offer to your child(ren).
- Information and health information may be shared with medical professionals and third-party providers to provide medical care or billing for medical care services (if applicable).
- Information may be shared with third party providers for the provision of transportation and food service.
- Samples of student work and accomplishments may be displayed in the school or published to recognize your child(ren)’s achievements.

- Your child's name may be published in programs related to school events.

We will not share personally identifiable information with any person or entity who desires to use the information for purposes that do not benefit the education, health, or safety of your child(ren). If you do not consent to the disclosure of your child's information for legitimate educational purposes, you must complete and submit an opt-out form. Please request an opt-out form from the front office. The form must be completed and returned to the front office within 10 days of your child's first day of attending school. If you have more than one child enrolled in Plessy, you must complete an opt-out form for each child.

Please be aware that opting out has implications that will impact you and your child. Some examples include but are not limited to:

- We will not be able to provide transportation to your child, because we can't share our child's name and address with our transportation partner.
- We may not be able to give your child access to computer-based learning opportunities.
- We will not be able to provide a report card with your child's name on it because we can't share your child's information without Student Information Systems vendors.
- We cannot provide a transcript to any high school your child applies to. You will not be able to access your child's grades online because we won't be allowed to share their information with our technology vendors.

ANTI-BULLYING POLICY

RSL takes pride in embracing individuality. This is the essence of the creative process and the feeling of being safe at our school and has always been an essential part of our culture. We have a no tolerance policy regarding bullying, cyberbullying, intimidating, threatening, harassing, hazing, name-calling and taunting.

Any behavior seen as falling into the "bullying" category will be dealt with swift disciplinary action. All bullying concerns should be reported to your school principal.

Definitions

Bullying shall mean:

1. A pattern of any one or more of the following:
 - Gestures, including but not limited to obscene gestures and making faces.
 - Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious testing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by e-mail, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
 - Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
 - Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as provided in Paragraph (1) of this Subsection is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

3. 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.

PROHIBITION AGAINST BULLYING

RSL promotes 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 contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. RSL's Anti-Bullying Policy includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including 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 complainant 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 local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant 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 a school-sponsored activity, and during a school-sponsored activity.

DISCIPLINARY ACTION

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- Detention
- Out-of-school suspension
- Expulsion; and/or
- Assignment to an alternative school

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

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.

PROCEDURES FOR INTERVENTION

The 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 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.

WHEN BULLYING IS REPORTED

The following actions will be taken when bullying is reported:

1. Investigation

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

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

2. Notification

Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.

4. Follow Up

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

5. Documentation

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

CYBERBULLYING / HARASSMENT

RSL will not tolerate cyberbullying within the RSL community by students, staff, or parents. Cyberbullying is prohibited while using RSL's network (whether accessed on campus or off campus, either during or after school hours) or using outside networks.

Cyberbullying is defined as 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. Specifically, this can include teasing, intimidating, threatening, or terrorizing another person by sending or posting offensive content. Such offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or comments about one's appearance, sexual preference, race, religion, ethnicity, or disability.

Students who feel that they have been the victims of such misuses of technology should following the following steps:

- Do not respond to the person accused of the cyberbullying;
- Document specific instances of cyberbullying (i.e. save or print documents, when possible, take pictures of the offensive material, keep a record of each instance of cyberbullying) and do not erase the offending material from the system, if possible.
- Immediately report the incident to the administration.

All reports of harassment through cyberspace committed against members of the RSL community will be fully investigated. Sanctions may include, but are not limited to, the loss of computer privileges, a parent/guardian conference, detention, suspension or expulsion from RSL, and/or notification to the police

APPENDIX



Redesign Schools Louisiana Family Agreement 2024-2025

I/We, _____ agree to the following terms of *the* Redesign Schools Louisiana’s community:
Parent/Legal Guardian's Name

The parents/guardians will:

Provide Home Academic support by:

- Ensuring that my child is Ready to Learn
- Assisting and monitoring homework assignments
- Following through with school recommended actions
- Reviewing the agreement with student

Provide school support by:

- Affirming the Tardiness and Absenteeism Policy by ensuring that my child regularly attends and arrives to school on time
- Supporting an adhering to the schools Discipline Policy
- Adhering to the school Uniform Policy

Participate by:

- Attending and participating and mandatory monthly Parent Meetings
- Volunteering to the extent possible (on or off the school campus and/or during or outside of school hours)

My/Our signature below represents my/our understanding and full commitment to the above conditions for the 2024-2025 school year. I/We have also discussed the Parent Agreement with my/our child.

Parent/Legal Guardian’s Signature

Parent/Legal Guardian’s Signature

The student agrees to do the following:

- Demonstrate Academic Effort by:
- Coming to school ready to learn
- Completing all class and homework assignments
- Following through with school recommendations as appropriate

Demonstrate school support by:

- Affirming the Tardiness and Absenteeism Policy by attending and arriving to school/classes on time; Adhering to the school's discipline Policy
- Adhering to the school's Uniform Policy
- Following all school rules and policies

Student Signature _____

Grade: _____

Student Signature: _____



REDESIGN SCHOOLS LOUISIANA 2024-2025 CALENDAR

	FIRST or LAST DAY
	PROFESSIONAL DEVELOPMENT DAY (no students)
	FAMILY CONFERENCES or OPEN HOUSE
	NO SCHOOL - BREAKS
	PROGRESS REPORTS & REPORT CARDS

IMPORTANT DATES

JUL 8-12	TEACHER PD WEEK
JULY 15	MEET AND GREET
JULY 16	FIRST DAY OF SCHOOL FOR STUDENTS
AUG 21	BACK TO SCHOOL NIGHT
AUG 23	PROGRESS REPORTS GO HOME
AUG 26-SEP 3	NO SCHOOL - LABOR DAY BREAK
SEP 4	TEACHER PD DAY
OCT 11	TEACHER PD DAY
OCT 14	NO SCHOOL- INDIGENOUS PEOPLE DAY
OCT 22	END OF TRIMESTER 1- REPORT CARDS
OCT 23-25	PARENT-TEACHER CONFERENCES
OCT 31	NO SCHOOL- FALL BREAK
NOV 4	TEACHER PD DAY
NOV 5	NO SCHOOL
NOV 25-29	NO SCHOOL - THANKSGIVING BREAK
DEC 13	PROGRESS REPORTS
DEC 19-JAN 3	NO SCHOOL - WINTER BREAK
JAN 6	TEACHER PD DAY
JAN 7	STUDENTS RETURN
JAN 20	NO SCHOOL - MLK JR. DAY
FEB 10	TEACHER PD DAY
FEB 14	END OF TRIMESTER 2- REPORT CARDS
FEB 17-19	PARENT- TEACHER CONFERENCES
FEB 28-MAR 7	NO SCHOOL - MARDI GRAS BREAK
MAR 10	TEACHER PD DAY
APR 8	PROGRESS REPORTS
APR 18-APR 25	NO SCHOOL - SPRING BREAK
APR 28	TEACHER PD DAY
MAY 23-30	NO SCHOOL - MEMORIAL DAY BREAK
JUN 6	LAST DAY OF SCHOOL & END OF TRIMESTER 3
JUN 10-JUL 5	SUMMER BREAK

JULY 2024						
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Coversheet

Motion to approve 2024-2025 Employee Handbook

Section: II. Items Scheduled for Action
Item: D. Motion to approve 2024-2025 Employee Handbook
Purpose: Vote
Submitted by:
Related Material:
REDESIGN_SCHOOLS_LOUISIANA_EMPLOYEE_HANDBOOK_2024-2025_.pdf



REDESIGN SCHOOLS LOUISIANA

2024-2025

EMPLOYEE HANDBOOK

Updated March 2024

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WELCOME TO REDESIGN SCHOOLS LOUISIANA

On behalf of our Board, faculty, families, and students, welcome to our community of learners in pursuit of an excellent education for all students. At Redesign Schools Louisiana (the “School”) we believe that each one of us has strengths to offer in addition to areas for growth. As such we deeply value our collaborative process of learning and are excited to learn and grow with you.

I. INTRODUCTORY POLICIES

Mission

The mission of Redesign Schools Louisiana (“RSL”) is to provide equity in public education for all students and families.

Vision

RSL will be a community of diverse individuals where students will develop their intellectual, artistic, and physical talents to the highest degree. Our vision will encompass six critical focus areas that affect the school community.

- High Expectations
- Meeting Individual Needs
- Family Engagement
- Sense of Urgency
- Technology Integration
- Positive School Climate

Diversity Equity and Inclusion Statement

The RSL community is comprised of students, teachers and families, drawn from diverse socioeconomic backgrounds, cultures, races, religions, genders and sexual orientations. We acknowledge and honor the uniqueness of each individual due to their personal background, values, and points of view. We believe differences enhance the educational experience because they provide opportunities for students and educators to learn and practice inclusion and respect. We are committed to maintaining a welcoming learning environment in which everyone is accepted and supported. It is critical that all members of the community feel comfortable sharing themselves, their voices and their experiences with others.

We recognize that some students and educators have been impacted by systemic disadvantages, marginalization, and exclusion. Degradation, discrimination, or harassment will not be tolerated in RSL schools. Not only do we work to ensure that individual’s identities will not increase their susceptibility to harm, but we also work to show those individuals that their identities are special and valuable. Particularly for Black, Indigenous, people of color (BIPOC) and LGBTQ

individuals, we strive to highlight the history, importance, and hope for the future for members of those communities.

In accordance with the values stated above, we commit to maintaining equitable practices in our schools such as; 1) implementing programs that provide equal access and enable all students to thrive academically, athletically, socially, and emotionally; 2) examining and revising our curriculum and teaching practices as necessary to ensure that we are effective in reaching every student; 3) teaching individuals to reflect on their own cultural viewpoints and assumptions and to modify them when appropriate; 4) challenging every individual to interact meaningfully with the entire school community and to learn from one another, honoring our differences while embracing shared values. With these practices in place, we aim to instill a consciousness of social justice, an ethic of good citizenship, and a commitment to fairness throughout the school community.

Employee Handbook Use and Purpose

This handbook is a guide for all RSL employees as we seek to carry out our important work and achieve our mission. It is designed to ensure safety, accountability, and a cohesive learning environment. In this handbook the Redesign Schools Louisiana school district may be referred to as “RSL” or “the School.”

This handbook gives all RSL employees an overview to network-level policies and procedures. It expresses some of our philosophies and values, and describes in general terms our employment guidelines, and major policies. This handbook does not contain all the policies that pertain to employment for all roles within RSL.

We hope that this Handbook will serve as a useful reference document for employees throughout their employment at RSL. This Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of RSL or its employees. If an official plan document (i.e., health insurance, retirement plan, etc.) governs a particular policy, the official plan document ultimately governs eligibility and the terms and conditions of that policy. In no way does the Handbook supersede an official plan document.

Because RSL is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. RSL also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Superintendent has the authority to enter into any employment or other agreement that modifies RSL’s policies. Any such modification must be in writing.

It is important that all employees read, understand, and follow the provisions of the Handbook. If you need further information, or if you wish to discuss any policy in this Handbook, please feel free to contact Human Resources.

Equal Opportunity Employer

RSL is an equal opportunity employer. It is the policy of RSL to afford equal employment and

advancement opportunity to all qualified individuals without regard to race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), age, veteran status, gender, gender identity, gender expression, sexual orientation, or any other legally protected status. This policy extends to all employees and to all aspects of the employment relationship, including, but not limited to, recruiting, testing, the hiring of new employees and the training, transfer, promotion, compensation, benefits, demotion, layoff, termination, and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, RSL will make a good faith effort to reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact his/her Principal and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The RSL will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to unlawful discrimination, please follow the complaint procedure outlined below.

Unlawful Harassment

RSL is committed to providing a workplace and school free of unlawful harassment. RSL specifically prohibits harassment of any kind that is based on an individual's race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, veteran status, or any other category protected by state or federal law. All such harassment is unlawful.

RSL's unlawful harassment policy applies to all persons involved in the operation of the schools and prohibits unlawful harassment by any employee of RSL, including supervisors and co-workers. RSL will take all reasonable steps to prevent or eliminate harassment by non-employees, including students, parents, visitors, customers, clients, and suppliers, who have workplace contact with our employees.

Prohibited Conduct

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.

Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.

Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race, or any other protected basis.

Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors.

Retaliation for having reported or threatened to report harassment.

All such unlawful harassment, regardless of form, violates RSL's policies, which may subject the harasser to disciplinary action up to and including termination. Unlawful harassment is unacceptable in the workplace itself, in the classroom, in other work-related settings such as professional conferences, school-related social events, and other school-related circumstances.

If you believe you have been subjected to unlawful harassment, please follow the complaint procedure outlined below.

Unlawful Retaliation

RSL prohibits retaliation against any employee because of the employee's opposition to a practice or conduct the employee reasonably believes to be unlawful or because of the employee's lawfully protected participation in an investigation or proceeding. Any retaliatory adverse action because of such opposition or participation may be unlawful and will not be tolerated. All such retaliation is unlawful.

If you believe you have been subjected to unlawful retaliation, please follow the complaint procedure outlined below.

Complaint Procedure

Any incidents of unlawful discrimination, harassment, and/or retaliation, including work-related harassment by any RSL personnel or any other person, should be reported. Complaints regarding school level employees should be reported to the Principal and/or Human Resources. Complaints regarding Network level employees should be reported to the Superintendent and/or the Board of Directors President. Anyone who observes discriminatory, harassing, and/or retaliatory conduct should immediately inform an administrator. Prompt reporting of any such conduct enables RSL to respond rapidly and take appropriate action, and helps RSL maintain an environment free of unlawful discrimination, harassment, and/or retaliation for all employees.

Every reported complaint of unlawful discrimination, harassment, and/or retaliation will be investigated by RSL thoroughly, promptly, and objectively. During the investigation, RSL will maintain employees' confidentiality to the extent practicable. If the investigation confirms a violation of this policy, RSL will take appropriate disciplinary action up to and including termination.

RSL will not tolerate retaliation against any employee for making a good faith complaint about unlawful harassment or discrimination, or for cooperating in an investigation, proceeding, or hearing on a complaint. Retaliation itself is a violation of this policy and should be reported immediately. Any person who engages in retaliatory conduct towards any employee who cooperated in an investigation or made a good faith complaint will be subject to discipline, up to and including termination.

Title IX Policy and Procedures

RSL does not discriminate on the basis of sex in its education programs and activities, including admission and employment. Accordingly, requires its staff, teachers, employees and students to abide by the requirements of Title IX of the Educational Amendments of 1972 and its implementing regulations. Sexual harassment is a form of sex discrimination and is explicitly prohibited, whether such conduct occurs on or off campus during or after school hours during or directly related to school-sponsored activities, or at a time and/or place directly related to school functions or an employee's school-related duties. It is the intent of RSL to maintain an environment free from sexual assault and sexual harassment of any kind; therefore, this policy commands that no student shall be subjected to sexual misconduct, sexual assault or sexual harassment by other students or RSL staff or employees. This policy shall be enforced, and the accompanying procedures shall be implemented regardless of whether a complaint has been filed with or an investigation has been instituted by any law enforcement agency.

Sexual harassment occurs when: education benefits are conditioned upon participation in unwelcome sexual conduct (i.e., Quid Pro Quo); unwelcome conduct occurs that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; and/or sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Title IX requires RSL to take steps to prevent and remedy two forms of sex-based harassment: sexual harassment (including sexual violence) and gender-based sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Title IX also prohibits gender-based harassment, which is unwelcome conduct based on a student's sex, or harassing conduct based on a student's failure to conform to sex stereotypes. Sex-based harassment can be carried out by school employees, other students, and third parties. All students can experience sex-based harassment, including male and female students, LGBT students, students with disabilities, and students of different races, national origins, and ages. Title IX protects all students from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex.

Sex-based harassment creates a hostile environment if the conduct is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program. When a school knows or reasonably should know of possible sex-based harassment, it must take immediate and appropriate steps to investigate or otherwise determine what occurred. If an investigation reveals that the harassment created a hostile environment, the school must take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

RSL has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Complaints:

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that RSL investigate and make a determination about alleged discrimination under Title IX:

- A “complainant,” which includes: o a student or employee of RSL who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or o a person other than a student or employee of RSL who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in RSL’s education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- RSL’s Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v). With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee RSL; or
- Any person other than a student or employee who was participating or attempting to participate in RSL education program or activity at the time of the alleged sex discrimination.

RSL may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Title IX Grievance Procedures:

RSL will treat complainants and respondents equitably.

RSL requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator. RSL presumes that the respondent is not responsible for the alleged sex

discrimination until a determination is made at the conclusion of its grievance procedures. RSL is committed that grievance procedures will be conducted in a prompt and reasonable timeframe.

RSL will allow for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. RSL will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses. RSL will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person’s status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by RSL to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party’s or witness’s records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless RSL obtains that party’s or witness’s voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant’s sexual interests or prior sexual conduct, unless evidence about the complainant’s prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant’s prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant’s consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Notice of Allegations:

Upon initiation of RSL’s Title IX grievance procedures, RSL will notify the parties of the following:

- RSL Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and

- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. [If RSL provides a description of the evidence: The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.] If, in the course of an investigation, RSL decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, RSL will notify the parties of the additional allegations.

Dismissal of a Complaint:

RSL may dismiss a complaint of sex discrimination if:

- RSL is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in RSL's education program or activity and is not employed by RSL;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and RSL determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- RSL determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, RSL will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, RSL will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then RSL will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing. RSL will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then RSL will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome. If the dismissal is appealed, RSL will:
 - Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
 - Implement appeal procedures equally for the parties;

- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result. When a complaint is dismissed, RSL will, at a minimum:
- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within RSL education program or activity.

Investigation:

RSL will provide for adequate, reliable, and impartial investigation of complaints. The burden is on RSL—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. RSL will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. RSL will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance. RSL will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- RSL will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. [If RSL provides a description of the evidence: RSL will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.];
- RSL will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- RSL will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:

The RSL decisionmaker may question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, RSL will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
 - o Coordinate the provision and implementation of remedies to a complainant and other people RSL identifies as having had equal access to RSL education program or activity limited or denied by sex discrimination;
 - o Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - o Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within RSL’s education program or activity. • Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Appeal of Determinations:

To appeal a determination of whether sex discrimination occurred: The appellant must submit an appeal request in writing to the Title IX appeal person within 5 school days of the decision. This appeal process will be, at a minimum, the same as RSL offers in all other comparable proceedings, including proceedings relating to other discrimination complaints. In reviewing the decision, the Appeal Person may uphold, modify, or reverse the decision of the Title IX Decision Maker; however, the Appeal Person’s review of the Title IX Investigation findings is final.

Supportive Measures:

RSL will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person’s access to RSL’s education program or activity or

provide support during RSL Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The recipient must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Disciplinary Sanctions and Remedies:

Following a determination that sex-based harassment occurred, RSL may impose disciplinary sanctions, which may include discipline up to termination. RSL may also provide remedies, which may include practices similar to the supportive measures designed to restore or preserve equal access to the recipient's previous activity.

Questions regarding Title IX may be referred to the U. S. Department of Education, Office of Civil of Civil Rights (OCR) or to RSL's Title IX Coordinator: Ashley Eason at phone number: (225) 348-7823 or email: aeason@rsl.org

RSL's Title IX Personnel consist of the following individuals:

1. The Title IX Coordinator: Ashley Eason (225) 205-1981 aeason@rsl.org
2. The Title IX Investigator(s): Britney Turner (225) 773-5129 bturner@rsl.org
3. The Title IX Decision-Maker: Candace Lucas (225) 773-6984 clucas@rsl.org
4. The Title IX Appeal Person: Dr. Megan McNamara (818) 288-4673 mmcnamara@rsl.org

Definition of Sexual Harassment

- 1) Sexual assault or sexual harassment is unwelcome conduct of a sexual nature.
- 2) Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when at least one (1) of the following occurs:
 - a) Submission to such conduct is made, either implicitly or explicitly, a term or condition of the student's grades, academic status, or progress or is used to deprive the student of access to the educational opportunities and benefits provided by the RSL.
 - b) Submission to or rejection of such conduct is used as the basis for academic or other school-related decisions affecting the student.
 - c) Such conduct of a sexual nature is sufficiently severe, persistent, or pervasive and has the purpose or effect of unreasonably interfering with the student's academic performance or of creating an intimidating, hostile, or offensive educational environment for the student.

3) Extended Definition of Sexual Harassment which may include but is not limited to:

- Verbal harassment or abuse
- Uninvited letters, telephone calls, or materials of sexual nature
- Uninvited or inappropriate leaning over, cornering, patting or pinching
- Uninvited sexually suggestive looks or gestures
- Intentional brushing against a student's or school employee's body
- Uninvited pressure for dates
- Uninvited sexual teasing, jokes, remarks or questions
- Any sexually motivated unwelcome touching
- Any conduct resulting in an intimidating, hostile or offensive educational environment
- Attempted or actual rape or sexual assault or sexual battery

At-Will Status Employment

Employment at RSL is at-will. Accordingly, either RSL or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without notice. Similarly, your status (for example, position, duties, salary, promotions, demotions, etc.) may be changed at-will, with or without cause, and with or without notice at any time.

Nothing contained in this Handbook, employment applications, RSL memoranda or other materials provided to employees in connection with their employment shall require the School to have "cause" to terminate an employee or otherwise restrict RSL's right to terminate an employee at any time for any reason. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the RSL's right to terminate at-will.

No representative, supervisor, or employee of RSL has authority to modify this policy, enter into an agreement for employment for any specified period of time, or make an agreement for employment other than at-will. Any agreement that alters the "at-will" nature of employment must be in writing and signed by the Superintendent, the Board, and the affected employee.

This policy shall not be modified by any statements contained in this Handbook or employee applications, RSL memoranda, sales commission agreements, RSL commission agreements, or other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices shall create neither an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Personnel Files and Record Keeping Protocols

At the time of your employment, a personnel file is established for you. Please keep Human Resources advised of changes that should be reflected in your personnel file. Such changes include: change in address, change in name, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the RSL to contact you should the need arise and if other organizational changes affect your other records.

You may have the right to inspect certain documents in your personnel file, as provided by law, in the presence of an RSL representative, at a mutually convenient time. RSL will restrict disclosure of your personnel file to authorized individuals within the School. A request for information contained in the personnel file must be directed to Human Resources. Only Human Resources is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited and in accordance with applicable law. RSL will cooperate with requests from authorized law enforcement, or local, state or federal agencies conducting official investigations or as otherwise legally required.

Conditions for Employment

Conditions of employment are set forth in the schools' charter, the Louisiana Charter School Law and the RSL Employment Handbook, which from the time to time may be amended and modified by Employer, with or without notice. Conditions of employment may be affected by other applicable agreements or directives or advisories from the Louisiana Department of Education or Board of Elementary and Secondary Education. During the School Year, Employee shall not acquire or accrue tenure, or any employment rights with Employer.

II. EMPLOYMENT POLICIES AND PRACTICES

General Professional Expectations

At RSL, we regard the work we do as being of the utmost importance. Therefore, we have very high expectations for the professionalism and performance of each one of our employees. All employees should treat all individuals, students, teachers, administrators, volunteers, and family members, with respect and approach all situations as opportunities to learn.

Conflicts of Interest Policy

While employed by RSL, employees have a duty of loyalty to the School and are required to avoid any situation that presents an actual or potential conflict of interest. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the school's business dealings. Instances when an actual or potential conflict of interest may arise include, but are not limited to, engaging in outside activities and the acceptance of gifts.

Outside Activities

RSL recognizes the right of employees to engage in activities outside of their employment that are of a private nature and unrelated to our business. However, employees may not engage in any outside activity, including outside employment, which presents an actual or potential conflict of interest. Such outside activities, including employment, shall not adversely impact the employee's ability to satisfactorily perform his or her job duties at RSL (including fulfilling overtime hours). Each employee must disclose any outside employment he or she wishes to pursue so that RSL may assess and prevent potential or actual conflicts of interest from arising. The employee is required to obtain written approval that such outside employment does not create an actual or potential conflict of interest from the Superintendent before accepting such outside employment.

Gifts

Improper personal gain may result not only when an employee or relative has a significant ownership interest in a company or school with which RSL does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the School. The receipt of occasional flowers, candy, SPIFFS, or gifts worth less than \$25.00 from students or parents fall outside the intent of this policy and acceptance of such items is permissible if allowable by the Louisiana Code of Ethics.

If an employee has any question whether an action or proposed course of conduct would create a conflict of interest or violate the Louisiana Code of Ethics, he or she should immediately contact the Superintendent or Human Resources to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

Professional Development

Redesign University

In the creation and development of a highly professional environment, faculty and appropriate staff will participate in a five-day professional development program ("Redesign University") before the first day of school and several days throughout the school year. Redesign University activities may take place on and off site and may require overnight arrangements. You will receive Professional Development pay for each day of attendance. Hourly employees will receive their hourly rate for time spent at Professional Development.

Teacher/Staff Collaboration (TC) Meetings

Any educational staff that are "Exempt" full time employees, will be required to attend all teacher/staff collaboration meetings before or after regular school hours which include, but are not limited to: Teacher Collaboration Meetings, School Site Based Collaboration Meetings, Exceptional Student Service (ESS) Team Meetings, or other assigned teacher/staff collaboration meetings. Please note that this is a part of your professional responsibility as an employee of Redesign Schools Louisiana, and such is included in your base salary. Hourly employees will receive your hourly rate for time spent before or after school for meetings.

Conferences

Formal and informal conferences with parents/guardians will occur throughout the year. Parents/Guardians may set up an appointment to meet with a teacher whenever they feel it is necessary. Teachers may also set conferences with parents as necessary.

Mandatory formal conferences will take place at least twice a year. These usually take place during the end of the first and second grading period. The dates for this year are located on your academic school calendar. Additional educational staff, such as coaches and ESS staff, should attend conferences, when appropriate.

Licensure and Certification

Core Teaching Staff

As a condition of employment, all teachers (further defined by the terms of the charter as “core” teachers, including substitutes) shall be appropriately certified or licensed according to Louisiana Department of Education licensing requirements.

At its sole discretion, RSL may also retain teachers-in-training who are working toward a credential and others with specialized and appropriate experience if their skills and abilities will further the educational mission of RSL and if they are in the process of securing a credential.

Non-Core Teaching Staff

Non-core teachers are not required to hold credentials but must demonstrate subject knowledge and the ability to work well with students, as well as the ability to carry out the roles and responsibilities as stated in their specific job description in addition to any other duties that RSL may request.

Other Staff, and Consultants

All other staff must demonstrate the abilities necessary to effectively carry out their responsibilities and do not require a Louisiana Teaching Credential unless specified in their job descriptions and/or employment agreements.

Faculty and Staff Compensation

The Superintendent or Associate Superintendent may propose a salary schedule and will present it for approval to the Board. Individual faculty and staff salaries will be determined each year according to RSL’s staffing needs and budget availability.

Performance Evaluations

Employees will receive periodic performance evaluations. Your supervisor will conduct the evaluation and discuss it with you. RSL strives to conduct performance evaluations annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, your attitude toward others,

and the performance of your students. The performance evaluations should help you become aware of your progress, areas for improvement, and objectives or goals for future work performance.

Positive performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of RSL and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you and discussed with you by your supervisor and that you are aware of its contents.

RSL’s provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit RSL’s right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and RSL. Accordingly, either the employee or the School can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Faculty and Staff Benefits

Retirement

RSL will contribute 5% of the amount of the Employee’s established salary annually to the Employee’s 403b plan. The Employee may also opt to contribute additional sums to their 403b. Effective August 1, 2021: All Employees are eligible to voluntarily participate in contributing to your specified job classification plan (See chart below). When you (the Employee) begin contributing to the Certificated 403b plan or Classified 403b plan (based on job classification), the Employer (RSL) will provide a 100% match on your Voluntary Contributions up to a certain level (from 3% to 5%) of your established base salary (excluding stipends, additional pay, performance incentive, etc..) based on your years of service completion at RSL. (See chart below). The Employee must contribute to the 403b plan in order to receive a “match” from the Employer.

Complete Years of Service	Certificated Staff 403b	Classified Staff 403b
0-5 Complete years	Employer Match of up to 3%	Employer Match of up to 3 %
6-10 complete years	Employer Match of up to 5%	Employer Match of up to 5%

*Grandfather Clause: Due to policy change effective August 1, 2021, Current RSL Certificated Employees Only who have an established and/or active RSL 403B plan prior to June 30, 2021, will qualify for the 5% Employer “Match” despite years of employment at RSL.

Unemployment Insurance

RSL contributes a significant amount of money each year to the Louisiana Unemployment Insurance Fund on behalf of its employees. Under certain circumstances, you may be eligible for unemployment insurance benefits.

Health/Vision/Dental/Life Plans

Eligible employees may participate in the School’s health, vision, dental & life plans. There is no guarantee that RSL will continue to maintain any of these plans or that the terms and conditions of any such plan will not be changed at any time. Further, in order to continue participation in any such plan, employees may be required to pay a part of the premium. Spouses or dependents

of the employee may be eligible to enroll in each plan pursuant to the specific terms and conditions of the plan, which ultimately govern all aspects of the employee's eligibility for and participation in the plan.

An "eligible employee" and "an eligible dependent" are defined by applicable law, including, but not limited to, the Patient Protection and Affordable Care Act and applicable regulations. Please consult the plan documents or Human Resources if you have questions regarding your eligibility.

When Coverage Starts

Your coverage will begin on the first of the month after 30 days of employment. After this initial enrollment, RSL will hold open enrollments once per year. See Human Resources for more information and details regarding changes to coverage.

Payroll Information

Payroll Withholdings

RSL is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and, of course, the gross pay amount.

1. **State Income Tax Withholding:** The same factors that apply to federal withholdings apply to state withholdings.
1. **Social Security (FICA):** The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.

Every deduction from your paycheck is explained on your check voucher in accordance with applicable law. If you do not understand the deductions, ask Human Resources to explain them to you. You may change the number of withholding allowances you wish to claim for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to Human Resources.

W- 4 forms for Federal Withholdings and the Louisiana Employee's Withholding Allowance Certificate (Form L-4) forms are available online (www.irs.gov and <http://revenue.louisiana.gov> respectively) and from Human Resources.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to Human Resources and to fill out a new W-4 and/or L-4 form(s).

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld, total wages, as well as other required information.

Employees are required to immediately report all deductions from their pay that they believe are improper. RSL will immediately investigate such reports and promptly reimburse impermissible

deductions and will take necessary measures to ensure that improper deductions are not made in the future. Retaliation against an employee for reporting a wage deduction that the employee reasonably believes to be improper shall not be permitted and any violations of this reporting/non-retaliation policy will result in disciplinary action up to and including termination.

Employment Categories

Upon hiring, all employees are classified as full-time or part-time, and regular or temporary. Because all employees are hired for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and RSL. Accordingly, either the employee or RSL can terminate the employment relationship at-will, at any time, with or without cause or advance notice.

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Full-Time Employees

Full-time employees are those employees who are regularly scheduled to work and work 40 or more hours per week (either throughout the calendar year, or during the academic year only). Generally, full-time employees are eligible for RSL benefits, such as health care plans, holidays, and sick leave. However, eligibility for each RSL benefit is ultimately governed by the applicable policy, plan document, and/or applicable law. Thus, there may an instance in which a full-time employee is eligible for some but not all of these benefits.

Temporary Employees

An employee who is hired for a particular project or job of limited or indefinite duration is considered a temporary employee. As described later in this handbook, temporary employees receive all legally mandated benefits and leaves, but they generally are ineligible for all of RSL's other employment benefit and leave programs. A change from temporary to regular status will be effective only if the employee has been advised of the status change by the Principal and a Change in Status form completed and turned in to Human Resources.

Overtime

All employees are classified as either exempt or non-exempt from the payment of overtime compensation based on certain criteria, including their job responsibilities.

Exempt employees generally hold executive, administrative, professional, or other positions and are exempt from overtime compensation in accordance with federal law. Exempt employees are generally paid on a salary basis, regardless of the number of hours worked in a work week.

Exempt employees may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to these exempt employees.

Non-exempt employees are those who are compensated on an hourly basis and are eligible for overtime pay when they work more than 40 hours in a work week in accordance with federal law

Whether an employee is exempt or non-exempt will be determined on a case- by-case basis and will be indicated in the employee's job description. Employees are encouraged to direct any questions concerning their compensation to their Principal or Human Resources in the event that any inadvertent error has been made so that it can be corrected.

Schedule

Each school maintains regular hours of operation Monday through Friday, except during school holidays (please refer to your school administrator for your school's specific hours of operation). All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Staff members will be assigned a work schedule during the hours of school operation. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Principal or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short- term or long- term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work.

If you need to modify your schedule, request the change with the Principal or supervisor. All schedule changes or modifications must be approved by the Principal or your department head.

Timekeeping Procedures

All employees are required to clock-in and out daily using the biometric reader.

All non-exempt employees, as described herein above in the section entitled Overtime, are required to keep track of their time for all hours worked for each day of each pay period using the biometric reader. It is very important that non-exempt employees clock in upon arriving to work and clock out for lunch or when leaving work for activities or business not associated with the School, and when leaving work for the day. If an employee forgets to clock in/out, they should contact the Principal and Office Manager to correct time entries. School wide holidays will be handled by Human Resources. Any leave requests should be approved by your supervisor via email and approved leave should be forwarded to Human Resources so appropriate adjustments may be made to the employee's time entries. An employee may not clock in or out for another employee and non-exempt employees may not engage in any "off the clock" work. Doing so will subject the employee(s) to discipline, up to and including termination of employment.

Non-exempt employees should verify that all hours are correct and that all corrections (i.e., time corrections, sick leave, or holidays) have been made to their time entries. A supervisor must review and approve of all time. Falsification of time records is a violation of the School's policy and federal law and may be grounds for disciplinary action up to and including termination of employment.

Exempt employees must clock in and daily for attendance purposes and are responsible for verifying that any necessary corrections are made in regard to time-off (approved sick time) during each pay period.

Professional Development Time

RSL requires certain employees to periodically attend professional development training. Some

sessions are designated as “full-day, pupil-free” training. These generally occur about five times prior to the school year beginning and seven times throughout the school year. RSL generally provides certificated staff members (with the exception of Principals and Directors) with additional compensation for attending professional development and they are compensated at the designated training rate. The School compensates non-exempt employees for hours spent attending such training in accordance with applicable law. Non-certificated exempt employees are typically not eligible for additional compensation for attending such training unless specifically stated in their individual work agreement.

RSL reserves the right to amend, alter, or change this policy at any time, with or without notice. Please see your supervisor or Human Resources for more information.

No personal days will be approved during scheduled Professional Development time. Sick time will not be given for days missed.

Paydays

Employees are paid on the 10th and 26th of each month. Time worked during the 1st through the 15th of each month is paid on the 26th of that month. Time worked during the 16th through the 30th/31st of each month is paid on the 10th of the following month. As a result, it is vitally important that any requested accrued time-off be approved in advance, prior to the end of a pay period.

Stipends for Additional Duties

Stipends may be offered to Employees who take on duties additional to those laid out in the Agreement and will be paid following written verification from supervisor that all additional duties have been satisfactorily completed; typically, in the June 26th paycheck.

School Calendar

Copies of the most current RSL Calendar are available online at the School’s website from Human Resources, the Main Office or from the Principal. Any questions should be directed to your immediate supervisor. Additional workdays might include weekends, pupil-free days and breaks.

Fiscal Calendar

RSL operates on a fiscal calendar year beginning July 1 and ending June 30.

Mileage

Any mileage used for approved business purposes of the School will be reimbursed upon submission and approval by supervisor of an expense reimbursement form. Expense reimbursement forms should be signed by your Principal or supervisor indicating approval of such expenses prior to submission. Approved expense reimbursement forms are due by the 5th business day each month for expenses incurred in the previous month. Mileage reimbursement will be based on the Internal Revenue Service’s mileage reimbursement guideline then in effect. Forms are available on the School’s website and from the Main Office.

III. VACATION, LEAVES, AND ABSENCES

Holidays

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees (including teachers) are not eligible for holiday pay. Exempt employees will receive their regularly scheduled pay during the following Holidays:

Labor Day

Thanksgiving Day and the day after

Christmas Eve

Christmas Day and the day after

New Year's Eve

New Year's Day

Martin Luther King, Jr. Day

Mardi Gras (Tuesday only)

Memorial Day

Juneteenth

Fourth of July

Vacation

Employees of Redesign Schools Louisiana do not earn paid vacation time.

Sick Leave

RSL gives paid sick leave to eligible employees for periods of temporary absences due to illness, injury, or disability, as follows:

Eligibility

To be eligible for sick leave, an employee must be full-time.

Amount

Full-time employees are given sick leave at a rate of 2 hours per pay period, 12-month employees are given up to 48 hours per year.

Sick hours will carry over from one year to the next. Sick leave will not be given during any unpaid leave of absence.

Compensation for Sick Leave

Eligible employees may take sick leave in one-hour increments. Employees will receive pay at

their normal base rate for any sick leave taken. For example, a full-time, nonexempt employee will be paid sick leave based on an 8-hour workday for a full-day leave, and four-hours pay at their hourly rate for a half-day leave. No employee may receive pay in lieu of sick leave, and employees will not receive pay for unused sick leave that has expired at the end of the academic year or upon termination of their employment. Unused sick leave will be lost upon separation of employment or will carry over at the end of the academic year.

Use

Sick leave may be used for personal illness, injury, or disability. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences. Eligible employees are permitted to use their available sick leave in order to care for an ill child (including a biological, foster, or adopted child, a stepchild, or legal ward of the employee), parent (including a biological, foster, or adoptive parent, stepparent or legal guardian), spouse, or domestic partner. Time off for medical and dental appointments will be treated as sick leave. Employees may not use sick time until it becomes available.

RSL retains the right to request verification from a licensed health care practitioner for any absence due to illness, injury, or disability. Sick pay may be withheld if a satisfactory verification is not received within 3 days of the absence.

Requesting Sick Leave

Eligible employees should call in to their Principal or supervisor as soon as they are aware that they are unable to report to work. The School requests that employees attempt to provide at least 2 hours’ notice when possible.

If medical circumstances allow, employees should submit a time-off request via Paylocity before taking sick leave.

Consequences for Failing to Notify

Employees are expected to notify their Principal, Human Resources or supervisor in advance if they are unable to report to work due to any reason. Failure to notify can result in disciplinary action, up to and including termination. If an employee fails to notify his/her Principal, Human Resources or supervisor of an absence and such employee remains absent from work for three (3) consecutive days, that employee will be considered to have abandoned his/her job.

Coordination of Sick Leave Benefits with Other Benefits

RSL will pay sick leave benefits (to the extent they are available) to an eligible employee during the normal waiting period, if applicable, before the employee is paid workers’ compensation benefits pursuant to the applicable state and federal law governing industrial injury or illness. Similarly, the School will pay sick leave benefits during the normal waiting period, if applicable, before the eligible employee is paid benefits from either state unemployment disability or other insured unemployment disability plan.

It is your responsibility to apply for any disability benefits for which you may be eligible as a result of illness or disability, including workers’ compensation insurance, and/or any short-term

disability insurance benefits for which you qualify. The School requires employees to take any available sick leave during any medical leave taken pursuant to the Family Medical Leave Act, or the Pregnancy Disability Leave Law.

Family and Medical Leave

Pursuant to the Family Medical Leave Act (“FMLA”), eligible employees may request an unpaid family or medical leave of absence pursuant to the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive) and have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence.

A family and medical leave may be taken for the following reasons:

1. the birth of an employee’s child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child.
2. The care of the employee’s spouse, child, parent, registered domestic partner, or child of registered domestic partner with a “serious health condition”.
3. The “serious health condition” of the employee.
4. The care of the employee’s spouse, child, parent, or next of kin who is member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
5. Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee’s spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Family and medical leave may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be calculated based on the 12-month period measured forward from the date of the employee’s first use of family and medical leave. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

In order to request Family or Medical Leave, employees should fill out an Employee Leave of Absence Form and applicable FMLA Certification Form as soon as the employee is aware of the need for such leave (See “Certification by Health Care Provider” below). These forms can be obtained from the Human Resources or the employee’s work location front office.

An employee using unpaid leave is not entitled to continued paid coverage of health insurance benefits. The employee may continue his or her group health insurance coverage through the School by making payments to the School for the amount of the relevant premium. These payments must be made on the 10th and 26th of each month while the employee is out on leave. Please contact Human Resources for further information.

Subject to requirements imposed by applicable law, if you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Under most circumstances, upon return from Family and Medical Leave, an employee will be reinstated to his/her previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, during and upon return from a family and medical leave, employees have no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee

would have been laid off had he or she not gone on family and medical leave, or if his or her position has been eliminated during the leave, then the employee will not be entitled to reinstatement. In certain circumstances, “key” employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any “key” employee who is not eligible for reinstatement.

If an employee is returning from Family and Medical Leave taken for the employee’s own serious health condition, but the employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the School will make a good faith effort to reasonably accommodate the employee. The employee’s use of family and medical leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using family and medical leave.

Certification by Health Care Provider

RSL requires an employee seeking to take Family or Medical Leave to provide certification (via FMLA Certification Form available on the School’s Intranet site or from Human Resources) as noted below, within 15 days of any request for such leave. The School reserves the right to request additional re-certification from the health care provider should there be a need to extend the duration of the leave.

If the leave request is for the employee’s own serious health condition, the employee must provide a certification from the health care provider indicating:

- Commencement date of the serious health condition
- Probable duration of the condition
- Confirmation that this serious health condition does not allow the employee to either work at all or to perform one or more of the essential functions of his or her position.

If the leave request is to care for a sick spouse, child or parent, the employee must provide a certification from the health care provider indicating:

- Commencement date of the serious health condition
- Probable duration of the condition
- Estimated amount of time for care by the health care provider and
- Confirmation that the employee’s presence is needed for the treatment of the serious health condition.

If both parents work for the RSL, and they request simultaneous leave for the birth, adoption or foster care of a child, the School may grant no more than a total of 12 weeks of family/medical leave which can be split between each employee.

If the leave was for an employee's own serious health condition, the School will require the employee to provide certification from a health care provider that the employee is fit to return to work with or without reasonable accommodations. Employees may not return to work without such certification.

Family and Medical Leave Carryover

If an employee is granted an approved leave under FMLA, it will be counted as part of the 12-work week entitlement in a 12-month period. The 12-month period is measured forward from the date the employee's first family/medical leave began. Successive 12-month periods commence on the date of the employee's first use of such leave after the preceding 12-month period has ended. Employees may not carryover any unused leave from one 12-month period to the next.

Intermittent Family and Medical Leave

Employees may take Family or Medical Leave in shorter blocks of time if the reason for your leave is the employee's own serious health condition or that of the employee's spouse, child or parent and your health care provider certifies that this is medically necessary. The shortest block of time that an employee may take is one hour at a time.

Substitution of Other Available Leave for Family/Medical Leave

You will also be required to use any available sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan or workers' compensation coverage, the employee and RSL may mutually agree to supplement such benefit payments with available sick leave.

Parental Leave

RSL will provide up to 12 weeks of unpaid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave and Pregnancy-Related Disability Leave, as applicable. Parental leave must be taken within 12 months of the birth or placement of the child.

Pregnancy-Related Disability Leave

Any employee who is qualified under Louisiana's pregnancy disability laws and is disabled on account of pregnancy, childbirth or related medical conditions may take an unpaid pregnancy-related disability leave for up to four months (or 17 1/3 weeks or 693 hours) if there are medical complications relative to the pregnancy, childbirth or related medical conditions in accordance with state law. For a normal pregnancy, an employee who is qualified under Louisiana's pregnancy

disability laws may take unpaid pregnancy-related disability leave for up to 6 weeks. Pregnancy-related disability leave runs concurrently with Family and Medical Leave Act (FMLA) leave and parental leave, as applicable.

Likewise, in accordance with Louisiana's pregnancy disability laws, the School will also make a good faith effort to provide reasonable accommodations and/or transfer requests to qualified employees for pregnancy, childbirth, or related medical conditions when such a request is medically advisable based on the medical certification from her health care provider.

Procedure for Requesting Pregnancy-Related Disability Leave, Transfer, or Accommodation

Employees should notify RSL of their request for pregnancy-related disability leave, transfer, or accommodation as soon as they are aware of the need for such leave. Employees should contact Human Resources as soon as possible and complete and submit, in accordance with the School's request for Leave of Absence procedures, an employee Leave of Absence Form and Pregnancy Disability Leave Form (PDL Form). Both forms are available on the School's Intranet site and from Human Resources. For foreseeable events, if possible, the employee should provide 30 calendar days' advance notice to the School of the need for pregnancy-related disability leave or transfer. If it is not practicable for the employee to give 30 calendar days' advance notice of the need for leave or transfer, the employee must notify the School as soon as practicable after she learns of the need for the pregnancy-related leave or transfer.

Any request for pregnancy-related disability leave or accommodation must be supported by medical certification from a health care provider, which shall provide the following information: (a) the date on which the employee became disabled due to pregnancy; (b) the probable duration of the period or periods of disability; and (c) an explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform one or more of the essential functions of her position without undue risk to herself, her pregnancy, or other persons.

In the case of a pregnancy-related disability transfer, the medical certification shall provide the following information: (a) the date on which the need to transfer became medically advisable; (b) the probable duration of the transfer; and (c) an explanatory statement that, due to the employee's pregnancy, the transfer is medically advisable.

Upon expiration of the time period for the leave, accommodation, or transfer estimated by the health care provider, RSL may require the employee to provide another medical certification if additional time is requested for leave, accommodation, or transfer. Intermittent Pregnancy-Related Disability Leave.

The leave does not need to be taken in one continuous period time and may be taken intermittently, as needed. Leave may be taken in increments of one hour or as otherwise authorized by applicable law. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave, RSL may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Substitution of Other Available Leave for Pregnancy-Related Disability Leave

An employee taking pregnancy-related disability leave must substitute any available sick days (pursuant to the School's Sick Leave policy) for her leave. If an employee is receiving benefit payments pursuant to a disability insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available sick leave.

Leave's Effect on Pay and Benefits

Employees on unpaid leave will receive employment benefits, such as sick leave, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such employment benefit.

During an employee's unpaid leave such as parental leave/pregnancy-related disability leave or FMLA, the RSL will not maintain any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. The employee may continue his or her group health insurance coverage through the School by making payments to the RSL for the amount of the relevant premium. These payments must be made on the 10th and 26th of each month while the employee is out on leave. Please contact Human Resources for further information.

Reinstatement After Pregnancy-Related Disability Leave or Transfer

Unless RSL and the employee already have agreed upon the employee's return date, an employee who has taken a pregnancy-related disability leave or transfer must notify the Principal at least 2 business days before her scheduled return to work or, as applicable, before her transfer back to her former position.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

Employees returning from Pregnancy Disability Leave are required to submit a Certification of Health Care Practitioner Release form (available on the School's Intranet site or from Human Resources) in advance of their return to work.

Nursing Breaks

Non-exempt employees who are nursing shall be permitted reasonable breaks during the working day to take care of their needs with respect to nursing for up to one year following the birth of a child. The School will provide a private area, other than a restroom, which is shielded from public view in order for a nursing mother to express milk. The School will not discriminate in

any way against an employee who chooses to nurse in the workplace. If you have questions about this policy, or need assistance in locating a place to nurse, please contact the School Leader or the Human Resources Department.

Military Leave

Employees whose participation in the armed forces services or other military duty is mandatory will be granted time off without pay.

Employees should inform their Principal and Human Resources of any military obligations as soon as they know the required dates of service. If requested, employees must furnish the Principal with a copy of any official orders or instructions.

Upon return from an excused military leave, the employee will be reinstated to his or her former position, or another position, to the extent required by applicable law.

Bereavement Leave

Employees who regularly work 20 or more hours per week may be granted up to three (3) days of paid bereavement leave if they suffer the loss of an immediate family member. Employees who regularly work less than 20 hours per week may be granted up to three (3) days of unpaid bereavement leave if they suffer the loss of a family member. For purposes of this policy, a member of the family is defined as a spouse, domestic partner, significant other, parent, stepparent, individual who raised the employee, in-law, child, stepchild, foster child, child of the employee's domestic partner or significant other, grandparent, step grandparent, aunt, uncle, cousin, or any other relative by blood or marriage.

A request for bereavement leave must be submitted to your supervisor in advance of the need for such leave, and an appropriate school administrator must approve the request prior to the employee taking leave. Under extenuating circumstances, employees who wish to extend their bereavement leave beyond three days may submit a request to do so to the Principal.

Such a request must be in writing and in advance of the need for additional leave. This additional leave will be unpaid.

Unpaid Medical Leave

In an effort to comply with its duty to accommodate employees with qualifying disabilities, in addition to complying with the Family and Medical Leave Act and other applicable laws requiring employee leave, RSL will provide leaves of absence without pay when an employee is temporarily unable to work due to a mental or physical disability, certified in writing by his or her health care provider, unless such leave would cause an undue hardship to the School. Approved absences of less than two weeks are not treated as medical leaves of absences but rather as excused absences without pay. Employees granted unpaid medical leave have no right to guaranteed reinstatement. Benefit availability, such as sick leave, and holiday benefits will be suspended during an unpaid medical leave period and will resume upon return to active employment. Unless otherwise required by law, the RSL does not continue to pay premiums for health insurance coverage for employees on unpaid medical leave. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

Discretionary Unpaid Leave (Non-Medical)

RSL may grant a leave of absence at the Principal's or Supervisor's discretion to employees in certain unusual circumstances. Discretionary Leave can be taken for up to 8 work days for a single purpose, and should be approved at least one week in advance if possible. It is important to request any leave in writing as far in advance as possible, to keep in touch with your supervisor or the Principal during your leave, and to give prompt notice if there is any change in your return date. If your leave expires and you have not contacted your supervisor or Human Resources, the School will assume that you do not plan to return and that you have voluntarily terminated your employment. Employees are not given sick leave, or holiday benefits while they are on unpaid discretionary leaves of absence.

Unless otherwise required by law, RSL does not continue to pay premiums for health insurance coverage for employees on discretionary unpaid leaves of absence. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

If your request for a discretionary leave of absence has been denied, and you choose to still be absent, disciplinary action will be taken, up to termination.

Jury Duty/Witness Duty

All employees who receive a notice of jury/witness duty must notify his or her supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits.

Either RSL or the employee may request an excuse from jury/witness duty if, in the RSL's judgment, the employee's absence would create serious operational difficulties.

Employees will be paid for one day of jury service and will have no loss of benefits during this one-day period. Thereafter, exempt and non-exempt employees who are called for jury/witness duty will be provided time off without pay. Employees may elect to use any available sick time during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

IV. STANDARDS OF CONDUCT, HEALTH, AND SAFETY

Punctuality and Attendance

RSL expects all employees to report to work on a reliable and punctual basis. Absenteeism, early departures from work, and late arrivals burden your fellow employees, students, and the School. If you cannot avoid being late to work or are unable to work as scheduled, you must call the Principal or your front office as soon as possible.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal

periods or when required to leave on authorized school business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided. Excessive absenteeism may lead to disciplinary action, up to and including termination of employment, unless otherwise protected by law.

Any employee who is unable to report for work on any particular day must call his/her Principal or supervisor at least two (2) hours before the start of the scheduled workday. Because voice mail messages may go unheard for significant periods of time, leaving a voice mail message is not a sufficient method of notifying your supervisor—you must personally contact your supervisor in a timely manner. If you are required to leave work early, you must also personally contact your supervisor and obtain his or her permission.

If an employee fails to report to work without notification to his/her Principal or supervisor for three consecutive days, the school may consider that employee has abandoned his/her employment and has voluntarily terminated the employment.

Upon returning to work after an absence for any reason, the employee must complete an absence form and turn it in to the Principal by the end of the workday on which the employee returns. If an employee is absent for medical reasons for more than three (3) working days, the employee must, immediately upon his or her intended day of return to work, provide the Principal with a physician's statement certifying that the employee is able to return.

Policy on Personal Appearance

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Because each employee is a representative of the School in the eyes of the public, each employee must report to work properly groomed, modeling good personal hygiene, wearing appropriate clothing and maintaining a professional appearance that sets a good example for School students.

Please limit the wearing of jeans to Fridays or casual dress days as designated by your Principal. Jeans should not have holes or rips. Shoes must be closed toe and closed heel for safety. Athletic shoes are permissible. Pants and skirts must be appropriate in material and fit, where they have enough coverage to not show undergarments or expose private areas when bending or squatting.

RSL staff members who do not, in the judgment of the Principal reasonably conform to this dress code shall receive first a verbal communication, then written notice from the Principal. Repeated violations will result in disciplinary action.

Staff Member Relationship Policy

Employees who have a prior existing relationship or begin a relationship with another employee that is not of a business nature must disclose this relationship to their supervisor and Human Resources. Employees involved in a personal relationship should not behave in a way that hinders any of the employer's operations or distracts their colleagues from their duties. Employees who maintain relationships without informing their supervisor or Human Resources will be in violation of this policy, as will employees who behave inappropriately in regard to their relationship.

Staff Member-Student Relations Policy

Boundaries Defined

For the purposes of this policy, the term “Boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member’s perspective, but some of these can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff members must understand their own responsibilities for ensuring that they do not cross the Boundaries as written in this policy. Disagreeing with the wording or intent of the established Boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities. Although sincere, professional interaction with students fosters the charter mission of “Academic Excellence,” student/staff interaction has Boundaries regarding the activities, locations and intentions.

Unacceptable Behaviors

(These lists, and any subsequent lists, are not meant to be all-inclusive, but, rather illustrative of the types of behavior addressed by this policy.)

- a. Giving gifts to an individual student that are of a personal and intimate nature
- b. Kissing of ANY kind
- c. Any type of unnecessary physical contact with a student in a private situation
- d. Intentionally being alone with a student away from the school
- e. Making, or participating in, sexually inappropriate comments
- f. Sexual jokes, or jokes/comments with sexual double-entendre
- g. Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- h. Listening to or telling stories that are sexually oriented
- i. Discussing inappropriate personal troubles or intimate issues with a student
- j. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- k. Giving students a ride to/from school or school activities without parent permission.
- l. Being alone in a room with a student at school and with the door closed
- m. Allowing students in your home without signed parent permission for a pre- planned and pre-communicated educational activity which must include another educator, parent, or other responsible adult

- n. Remarks about the physical attributes or physiological development of anyone
- o. Excessive attention toward a particular student
- p. Sending e-mails, text messages, social media messages, letters, direct/private messages via social media or any other communication to students if the content is not about school activities and not in accordance with applicable school policies
- q. Striking, hitting, spanking a student, or putting a student through any physical duress as a form of punishment, including any form of corporal punishment

Acceptable and Recommended Behaviors

- a. Obtaining parents' written consent for any after-school activity on or off campus (exclusive of tutorials)
- b. Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions
- c. E-mails, text-messages, phone conversations, and other communications to and with students must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment).
- d. Keeping the door open when alone with a student
- e. Keeping reasonable space between you and your student
- f. Stopping and correcting students if they cross your own personal boundaries
- g. Keeping parents informed when a significant issue develops about a student
- h. Keeping after-class discussions with a student professional and brief
- i. Asking for advice from senior staff or administrators if you find yourself in a difficult situation related to Boundaries
- j. Involving your supervisor if conflict arises with a student
- k. Informing your Principal about situations that have the potential to become more severe.
- l. Making detailed notes about an incident that could evolve into a more serious situation later
- m. Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- n. Asking another staff member to be present if you will be alone with any student who may have severe social or emotional challenges (and you are not the assigned case educator)
- o. Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- p. Giving students praise and recognition without touching them in questionable areas;
- q. Giving appropriate pats on the back, high-fives, and handshakes are appropriate
- r. Keeping your professional conduct, a high priority during all moments of student contact
- s. Asking yourself if any of your actions which go contrary to these provisions are worth sacrificing your job and career

Reporting Violations of This Policy

When any staff member, parent, or student becomes aware of a staff member having crossed the Boundaries specified in this policy, he or she must report the suspicion to a Principal promptly.

All reports shall be confidential. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses Boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Child Abuse and Neglect Reporting

Louisiana Children’s Code Section 603, *et seq.* requires any teacher or child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within five (5) days of receiving the information concerning the incident. Employees may but are not required to report such incidents to a Principal. Reporting such incidents to a Principal does not relieve the Employee of responsibility to also immediately report such incidents to the appropriate child protective agency by telephone and to send a written report thereof within five (5) days. However, employees may work cooperatively to report the incidents and to file one written report.

Investigating

The Principal will promptly investigate and document the investigation of any allegation of a violation of the Teacher-Student Relations Policy, using such support staff or outside assistance as he or she deems necessary and appropriate under the circumstances unless the allegation also constitutes a reportable allegation.

If the allegation is only a violation of the Teacher-Student Relations Policy, the Principal shall conduct an investigation as set forth above. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s), including any potential witnesses, as much as possible. The investigating Principal shall promptly notify the Superintendent that an investigation is in progress; the Superintendent, in turn, shall notify the Board in closed session of the existence and status of any investigations.

Upon completion of any such investigations, the Principal shall direct the investigating Principal to report to the Board any conclusions reached. The investigating Principal shall consult with RSL legal counsel, as appropriate, prior to, during, and after conducting any investigation.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and, where appropriate, will be reported to authorities for potential legal action. In such instances, the school will collaborate with a contracted liaison agency, as well as with the law firm of Baker, Donelson, Bearman, Caldwell & Berkowitz, PC.

Workplace Violence Policy

RSL recognizes that violence in the workplace is a growing nationwide problem necessitating a

firm, considered response. The costs of such violence are great, both in human and financial terms. We believe that the safety and security of employees and students is paramount.

Therefore, RSL has adopted this policy regarding workplace violence to help maintain a secure workplace.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the School or that occur on School property or in the conduct of School business off property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in School operations, including, but not limited to, School students, parents, employees, independent contractors, temporary employees, vendors, and anyone else on School property or conducting School business off property. Violations of this policy, by any individual, may lead to disciplinary action, up to and including termination, and/or legal action as appropriate.

Always ensure that all visitors have signed in the visitor log and are wearing appropriate visitor tags/badges. Suspicious persons or activities should be reported to Human Resources or the Principal. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuables and/or personal articles in or around your workstation that may be accessible. The Faculty Lounge has been established as a place where employees can go to relax, eat, or meet in a relaxed atmosphere. The security of facilities and the welfare of our students and employees depend on the alertness and sensitivity of every individual to potential security risks. You should immediately notify Human Resources or the Principal when any person(s) is acting in a suspicious manner in or around the facilities or when keys, security passes, or identification badges are missing.

Workplace Violence Defined

Workplace violence includes threats of any kind; threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others; other behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage of School property; defacing School property or causing physical damage to the facilities; and bringing weapons or firearms of any kind on School premises or while conducting School business.

Enforcement/Complaint Procedure

Any person who violates this policy on School property may be removed from the premises as quickly and safely as possible, at the School's discretion, and may be required to remain off School premises pending the outcome of an investigation of the incident, or indefinitely, depending on the severity of the incident and in the sole discretion of the School.

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, student, parent, visitor, or anyone else, he or she must immediately notify his or her supervisor, Human Resources, or the Principal. Furthermore, employees should notify Human Resources or the Principal if any restraining order is in effect or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the School will inform the reporting individual of the results of the investigation. To the extent feasible, the School will maintain the confidentiality of the reporting employee. However, the School may need to disclose information in appropriate circumstances (for example, in order to protect individual safety). The School will not tolerate retaliation against any employee who reports workplace violence.

If the School determines that workplace violence has occurred, the School will take appropriate corrective action and may impose disciplinary action, up to and including termination.

Workplace Safety

The School takes the health and safety of its employees very seriously. In compliance with Louisiana law and to promote the concept of a safe workplace, the School maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives.

First and foremost, if an employee is injured on the worksite, and it is an emergency, immediately contact emergency services at 911 and request an ambulance.

Each and every employee is responsible for ensuring he/she performs their duties in a safe manner. Employees may not engage in hazardous activities on School premises or engage in horseplay with others. Such activities may result in immediate termination.

Employees who are injured on the job (or witnesses if the injured employee is unable to do so) must report their injury immediately to their supervisor, Principal and Human Resources. A Workers Compensation First Report of Injury Form (LWC-WC IA-1) must be completed immediately per the instructions contained in the Administrative Manual.

As soon as possible after the incident, but absolutely no later than 24 hours, an Employee Incident Investigation Report must be completed and submitted to Human Resources. These forms must be completed in sufficient detail, including any witness statements, pictures and observations, to allow the reader a clear picture of what occurred. The form must be completed regardless of whether the injured employee visits one of the authorized Workers Compensation clinics or not.

Injured employees who visit one of the authorized clinics must promptly notify their Principal AND Human Resources of any status provided by the clinic (ex: temporary dismissal from work, restrictions on job duties, full release, etc.).

Security Protocols

The School has developed guidelines to maintain a secure school site. Be aware of unknown persons loitering in walkways, entrances, and exits of the school. Report any suspicious persons or activities to office staff. Secure your classroom or office at the end of each day. When called away from your classroom, do not leave students, valuable or personal articles unattended. The security of our facility is directly related to the health and safety of our students and our colleagues. Employees must immediately notify a school administrator when school facilities keys are missing or if security access or codes have been breached.

The School is committed to establishing and maintaining a safe work environment for all of its employees. We believe that safety is a shared responsibility of the School and employees from all levels of the School, as well as students and parents. The School is committed to ensuring compliance with applicable federal, state, and local safety regulations.

All employees are expected to obey safety rules and to exercise caution in all their work activities. Examples of behavior which Employees should refrain from are: improperly lifting heavy objects, climbing, standing on furniture or chairs, and opening the heavy iron gates. Additionally, there are certain duties, which require pre- authorization to perform. Employees are encouraged to walk out to their cars in groups, particularly when it is dark outside. Employees are required to lock their rooms when they leave it unattended for any period of time. Never leave children unattended in the classroom. All employees, students or parents are to report immediately to a supervisor and operations staff any unsafe conditions. The School expects that all employees correct or report unsafe conditions as promptly as possible.

Emergency Plans

Appropriate fire exit and inclement weather preparedness drills will be administered at least two times per year. In the case of an actual emergency, teachers are responsible for staying at the school site (or evacuation staging area) until they are released by a school administrator. During an emergency, teachers must always have a roster of students under their direct supervision.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency to office staff or school administrators. In addition, all employees should know the local emergency numbers.

Guests and Visitors

All guests and visitors must report to the main office to sign in and receive a guest pass to enter the School.

Policy on Drug and Alcohol-Free Workplace

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, to protect the school, school grounds, equipment, and operations, and in compliance with government requirements, the School has established this policy concerning the use of drugs. As a condition of continued employment with the School, each employee must abide by this policy.

This policy applies whenever the interests of the School may be adversely affected, including any time that an employee is on RSL premises and conducting or performing activities on behalf of the School (regardless of location).

Employees who suspect they may have alcohol or drug problems, even in the early stages, are encouraged to voluntarily seek diagnosis and follow through with any treatment as prescribed by qualified professionals. Employees who wish to voluntarily enter and participate in an approved alcohol or drug rehabilitation program are encouraged to contact Principal, who will determine

whether the School can accommodate the employee by providing unpaid leave for the time necessary to complete participation in the program. Employees should be aware that participation in a rehabilitation program will not necessarily shield them from disciplinary action for a violation of this policy.

Illegal Drugs

An “illegal drug” is any drug or substance that is not legally obtainable, is legally obtainable but has not been legally obtained, or has been legally obtained but is being sold or distributed unlawfully. Any employee who uses, possesses, purchases, sells, manufactures, distributes, transports, or dispenses any illegal drug will be subject to discipline up to and including termination. “Possesses” means that the employee has the substance on his or her person or otherwise under his or her control. Any employee who possesses or is under the influence of any illegal drug will be subject to discipline up to and including termination.

Legal Drugs

A “legal drug” is any drug, including any prescription drug or over-the-counter drug (including medical marijuana), that has been legally obtained and that is not unlawfully sold or distributed. Any employee who abuses a legal drug will be subject to discipline up to and including termination. “Abuse of a legal drug” means the use of any legal drug for any purpose other than the purpose for which it was prescribed or manufactured, or in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer. Any employee who purchases, sells, manufactures, distributes, transports, or dispenses any legal prescription drug in a manner inconsistent with law will be subject to discipline up to and including termination. Any employee who works while impaired by the use of a legal drug will be subject to discipline up to and including termination whenever such impairment might (1) endanger the safety of the employee, students, or some other person; (2) pose a risk of significant damage to School property or equipment; or (3) substantially interfere with the employee’s job performance or the efficient operation of the School or School equipment.

The School recognizes that employees may be prescribed legal drugs that, when taken as prescribed or according to the manufacturer’s instructions, may result in their impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee, students or someone else, pose a risk of significant damage to School property, or substantially interfere with the employee’s job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work.

Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this policy. Furthermore, nothing in this policy is intended to diminish the School’s commitment to employ and reasonably accommodate qualified disabled individuals. The School will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability.

Drug Testing

To maintain a safe and drug-free workplace, the School requires the following:

1. Post-Accident or Safety Violation Testing: Employees who have caused or contributed to an on-the-job accident must submit to drug and alcohol testing. “Accident” means any mishap causing bodily injury requiring medical attention. In addition, employees who cause or contribute to a serious or potentially serious accident or incident while on the School's premises or while conducting or performing activities on behalf of the School, in which safety rules were violated, unsafe instructions or orders were given, equipment or property was damaged, or unusually careless acts were performed must also submit to drug and alcohol testing. As soon as practicable following any on-the-job injury, the employee is required to inform his or her supervisor of the occurrence of the injury to determine if medical attention is necessary.
2. Reasonable Suspicion: Employees are subject to testing for the presence of drugs and alcohol based on a reasonable belief or reasonable suspicion by the School that an employee is under the influence of drugs or alcohol in violation of School policy.
3. Reasonable suspicion may be drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience.
4. Penalties for Policy Violations: Employees are required to submit to tests and provide urine, hair or other specimens upon request. Failure to cooperate with any drug testing requirement, including but not limited to: refusing to consent to testing, switching, or adulterating a sample, or refusing to sign a statement agreeing to abide by the School's Substance Abuse and Drug Testing Policy, may result in refusal to hire or in termination of employment. Failure to report for any scheduled drug or alcohol test without a valid reason will be considered serious misconduct and may result in refusal to hire or in termination of employment. Compliance with this Policy may be a condition of initial and continued employment.

Disciplinary Action

A first violation of this policy will result in immediate termination whenever the prohibited conduct caused injury to the employee, a student, or any other person, or endangered the safety of the employee, student, or any other person.

In circumstances other than those described in the above paragraph, the School may choose not to terminate an employee for a first violation of this policy. In addition to termination, disciplinary action for a violation of this policy can include, but is not limited to, suspension and/or counseling.

Violation of this policy, or a confirmed positive drug test result obtained through procedures in conformity with applicable laws governing employee drug testing, may also result in forfeiture of eligibility for all workers' compensation and/or unemployment compensation benefits.

Off-the-Job Conduct

This policy is not intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or legal drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this policy.

Confidentiality of Drug Use Disclosures and Drug Testing Results

Disclosures made by employees to the Principal or Human Resources concerning their use of legal drugs will be treated with due regard to confidentiality and will ordinarily not be revealed to others unless there is a work or school-related reason for doing so. Disclosures made by employees to the Principal concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially to the extent legally permitted.

All information, interviews, reports, statements, memoranda, or test results received by the School through its drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in an administrative or disciplinary proceeding or hearing, or civil litigation where drug use by the tested individual is relevant.

Any employee whose drug test result is confirmed positive, upon his written request, shall have the right of access within seven working days to records relating to his drug tests and any records relating to the results of any relevant certification, review, or suspension/revocation-of-certification proceedings.

Drug-Free Awareness Program

The School has established a Drug-Free Awareness Program. Employees with questions about the policy are encouraged to contact the Principal.

Tobacco-Free Policy

The School prohibits the use of tobacco products anywhere, anytime, on or in school property.

Confidential Information

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School, you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during

your former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

Violations of this policy may result in disciplinary action, up to and including termination.

Social Media Policy

Social media can be a valuable and powerful means of communication. The School recognizes the importance of the Internet in shaping public thinking about the School and our current and potential services, employees, partners, volunteers, and students. The School is also committed

to supporting your right to interact knowledgeably, responsibly, and socially in the blogosphere and on the Internet through blogging and participation in social media sites.

Scope

In light of the explosive growth and popularity of social media technology in today's society, the School has developed the following policy to establish rules and guidelines regarding the appropriate use of social media by employees. This policy applies to situations when you: (1) make a post to a social media platform that is related to the School; (2) engage in social media activities during working hours; (3) use School equipment or resources while engaging in social media activities; (4) use your School e-mail address to make a post to a social media platform; or (5) post in a manner that reveals your affiliation with the School.

For the purposes of this policy, the phrase "social media" refers to the use of a website or other electronic application to connect with other people, including, but not limited to, Facebook, Twitter, Pinterest, LinkedIn, and YouTube, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums. Social media may be accessed through a variety of electronic devices, including computers, cell phones, smart phones, PDAs, tablets, and other similar devices.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with all School policies whenever your social media activities may involve or implicate the School in any way, including, but not limited to, the policies contained in this Handbook.

Standards of Conduct

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.

- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student.
- You may not engage in social media activities during working hours. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School’s background check procedures. Do not “research” job candidates on the Internet or social media websites without prior approval from Human Resources.
- Be knowledgeable about and comply with the School’s reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from Human Resources.
- Always be fair and courteous to fellow employees, customers, suppliers, or other people who work on behalf of the School. Avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating towards employees, customers, suppliers, or other people who work on behalf of the School, or that might constitute unlawful harassment or bullying.
- Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Never post any information or rumors that you know to be false about the School, fellow employees, customers, suppliers, people working on behalf of the School, or competitors.
- Express only your personal opinions. Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking behalf of the School and that your views do not represent those of the School, fellow employees, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the School.”
- Never be false or misleading with respect your professional credentials.

Nothing in this policy is intended to prohibit you from discussing the terms and conditions of employment with your co-workers or engaging in concerted activities pursuant to the National Labor Relations Act and other applicable laws.

Access

Employees are reminded that the School's various electronic communications systems, including, but not limited to, its electronic devices, computers, telephones, e-mail accounts, video conferencing, voice mail, facsimiles, internal and external networks computers, cell phones, smart phones, PDAs, tablets, and other similar devices, are the property of the School. All communications and information transmitted by, received from, or stored in these systems are School records.

As a result, the School may, and does, monitor its employees' use of these electronic communication systems, including for social media activities, from time to time. The School may monitor such activities randomly, periodically, and/or in situations when there is reason to

believe that someone associated with the School has engaged in a violation of this, or any other, School policy. As a result, employees do not have a reasonable expectation of privacy in their use of or access to the School's various electronic communications systems.

Discipline

Any violation of this Social Media Policy may result in disciplinary action, up to and including immediate termination.

Retaliation Is Prohibited

The School prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation of a potential violation of this policy. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Questions

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact the Human Resources Department.

Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Electronic Communications Between Employees and Students

All communications between employees and students must be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee to a student enrolled at the School relative to the educational services provided to the student shall use a means provided

by or otherwise made available by the School for this purpose. The School shall prohibit the use of any such means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School.

Any electronic communication made by an employee at the School to a student enrolled at the School or that is received by an employee of the School from a student enrolled at the School using a means other than one provided by or made available by the School shall be reported by the employee to the **Principal**. Records of any such reported communication shall be maintained by the School for a period of at least one (1) year.

Definitions

1. *Computers* – pertains to any and all computers.
2. *Electronic Communication* includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School issued devices.
3. *Electronic Mail* – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
4. *Improper or Inappropriate Communications* – any communication between employee and student, regardless of who initiates the communication, which may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.
5. *Social Networks* – locations on the Internet where users may interact with other users - examples are Facebook, Instagram, Snapchat, Tik Tok, YouTube, LinkedIn and other social networks sites available on the internet.

Notification

At the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, shall be notified of the provisions of this policy and any related procedures or practices regarding communications between employees and students.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any School employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the School.

Inappropriate Communications

The School is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the School to make all employees and students aware of the expectations and procedures the School in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the School, employees must report to the ***Principal*** at the first opportunity available, *any* student- initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all policies, procedures, and practices established by the School regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate state or federal law, ***the Principal or his/her designee*** shall report such violation to the proper authorities.

Violations

1. Any violation of this policy shall be immediately investigated ***by the Principal***. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.
2. ***The Principal*** shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.
3. All information of the investigation shall be provided to Human Resources by the Principal or his/her designee.

Violations of this policy or any implementing regulations or procedures may result in discipline of the employee up to and including termination of employment.

Health and Safety Requirements for Employment

Criminal Background Check

It is the policy of the School and state law to require fingerprinting and background checks for its employees consistent with legal requirements. (La. R.S. 17:15 "Criminal History Review" and La. R.S. 15:587.1 "The Louisiana Child Protection Act".)

The School may, on a case-by-case basis, require an entity providing School site services to certify that the entity's employees comply with the requirements for fingerprinting, unless the School determines that the employees of the entity will have limited contact with pupils. In determining whether a contract employee will have limited contact with pupils, the School must consider all relevant circumstances, including factors such as the length of time the contractors will be on school grounds, whether pupils will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others. If the School makes this determination, the School shall take appropriate steps to protect the safety of any pupils

that may come in contact with these employees. If a School requires an entity to comply with the fingerprinting requirements, the entity is required to comply with this section.

On a case-by-case basis, the Director of Human Resources and/or the Principal shall determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

V. EMPLOYER PROPERTY

The School's Work Area Property

All School property--including desks, storage areas, work areas, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, and vehicles--must be used properly and maintained in good working order. They must be kept clean and are to be used only for work-related purposes.

The School reserves the right to inspect desks/workstations, as well as any contents, effects or articles that are in desks. Such inspection can occur at any time, with or without advance notice or consent.

Terminated employees should remove any personal items at the time they leave the School. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Computer Usage and Privacy

Every user who is provided access to the School's Communications Systems is responsible for using the Communications Systems in accordance with this policy. Any questions about this policy should be addressed to the Principal of the School.

Definitions

The School's electronic communications systems ("Communications Systems") includes, but is not limited to, computers, laptops, e-mail, telephones, cellular phones, PDAs, text messaging, instant messaging, video conferencing, voice mail, facsimiles, and connections to the Internet and other internal or external networks.

Ownership and Conditions of Use

The Communications Systems is the property of the School. It has been provided by the School for the sole purpose of conducting School-related business as well as other business that is approved by the Principal of the School. All communications and information transmitted by, received from, or stored in these systems are School records and the property of the School.

Electronic communications are a means of business communication. The School requires all users to conduct themselves in a professional manner. Users should conduct all electronic communications with the same care, judgment, and responsibility that they would use when

sending letters or memoranda written on School letterhead. Special care must be taken when posting any information on the Internet because of the potentially broad distribution of and access to such information.

To protect the integrity of the School's Communications Systems and the users thereof against unauthorized or improper use of these systems, the School reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of its Communications Systems upon authorization of the Principal or his or her delegate.

The School also reserves the right periodically to monitor the use of its Communications Systems and to access users' voice mail, Internet access, and e-mail for that purpose or any other business-related purpose upon authorization of the Principal or his or her delegate.

Erasing an e-mail message from a mailbox does not necessarily erase all copies of the message on the network. Archived copies may be stored for substantial periods of time and are subject to the provisions of this policy regarding content, review, access, and disclosure.

Users are required to comply with the School's Computer Usage and Privacy Policy and agree to be bound by this policy by using the School's Communications Systems.

Confidentiality and Privileges

Information stored on the Communications Systems is intended to be kept confidential within the School. The School has taken all reasonable steps to assure confidentiality and security. Like other means of communication, however, it is not possible to guarantee complete security of electronic communications either within or outside the School, and care should be exercised when sending or receiving sensitive, privileged, or confidential information electronically. For example, information sent through the Internet can be monitored by external systems en route to its destination. All users must keep this in mind when forwarding sensitive, confidential, and/or privileged information. Where appropriate, this fact should be disclosed to outside contacts.

Prohibited Use

Users are prohibited from using the Communications Systems for any unauthorized or unlawful purpose, including, but not limited to, the following:

- Users of the Communications Systems are strictly prohibited from using the Communications Systems to deliver a message that is harassing or offensive on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations. The School has policies against discrimination, harassment, and retaliation, and those policies apply to the use of the Communications Systems.
- Users are prohibited from using the Communications Systems for transmitting or making accessible annoying, offensive, defamatory, or harassing material or intentionally damaging or violating the privacy of information of others.

- Users are prohibited from using the Communications Systems to transmit, display, store, publish, or purposely receive any pornographic, obscene, or sexually explicit material.
- Users are prohibited from using the Communications Systems for visiting, or transmitting or receiving data to or from, social networking websites, including, but not limited to, Facebook, Instagram, Twitter, Pinterest, LinkedIn, and YouTube.
- Users must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through the Communications Systems without the prior written authorization of the Principal of the School.
- Users must not alter, copy, transmit, or remove School information, proprietary software, or other files without proper authorization from the School.
- Users are prohibited from reading, copying, recording, or listening to messages and information delivered to another person's e-mail and voice mail mailboxes without proper authorization, based on legitimate business reasons, from the Principal or his or her delegate. Anyone who receives an electronic communication for which he or she is not the intended recipient must immediately inform the sender that the message was sent improperly and must delete the message from their e-mail and voice mail mailboxes.

Access and Disclosure

The Communications Systems is provided solely for the purpose of conducting the School business. Incidental and occasional personal use of the Communications Systems is permitted, but such communications must not disrupt School business, and users do not have any expectation of personal privacy in any matters stored in, created, received, or sent over the Communications Systems.

The School, as owner of the Communications Systems, to protect the integrity of its systems from unauthorized or improper use, reserves the right for legitimate business reasons, upon authorization of the Principal or his or her delegate, to monitor, access, retrieve, download, copy, listen to, or delete anything stored in, created, received, or sent over its Communications Systems without the permission of or prior notice to any user.

Although the School entrusts you with the use of voice mail, e-mail, computer files, software, or similar School property, you should keep in mind that these items have been installed and maintained at great expense to the School and are only intended for business purposes. At all times, they remain School property. Likewise, all records, files, software, and electronic communications contained in these systems also are School property. You are advised that electronic files, records, and communications on School computer systems, electronic communication systems, or through the use of School telecommunications equipment are not private. Although they are a confidential part of School property, you should not use this equipment or these systems for confidential messages. The use of passwords to limit access to these systems is only intended to prevent unauthorized access to voice mail, e-mail, and computer

systems, files, and records. Additionally, these systems are subject to inspection, search, and/or monitoring by School personnel for any number of business reasons. As a result, employees do not have an expectation of privacy in this regard. Accordingly, these systems and equipment should not be used to transmit personal messages, except in necessary situations or when exceptions are specifically sanctioned by management. Voice mail messages and e-mail messages should be routinely deleted when no longer needed. The School is not responsible for costs incurred when employees use School telephones or e-mail systems for personal matters.

You should be advised to use voice mail and e-mail as cautiously as you would use any more permanent communication medium such as a memorandum or letter. You should realize that e-mail messages:

- May be saved and read by third parties.
- May be retrieved even after “deletion.”
- May be accessed by authorized service personnel.
- May be examined by management without notice for business purposes.

There will be times when the School, in order to conduct business, will utilize its ability to access your e-mail, voice mail, computer files, software, or other School property. The School also may inspect the contents of your voice mail, e-mail, computers, computer files, or software to monitor job performance, for training or quality control purposes, or when the School suspects that School property is being used in an unauthorized manner.

The School reserves the right to use and disclose any electronic non-privileged communication on its Communications Systems without the permission of or any prior notice to any user, including disclosure to law enforcement officials.

Discipline for Violations of Policy

Any person who discovers misuse of the Internet access or any of the School’s Communications Systems should immediately contact the Principal of the School. Any user who violates any part of this policy will be subject to discipline, up to and including immediate termination.

Policy May Be Amended at Any Time

The pace of technological change and growth in electronic communications is rapid. This policy applies to all present and future electronic communications systems and devices and to improvements and innovations to existing systems and devices and to completely new technologies, devices, and systems. The School reserves the right to amend this policy at any time through an authorized writing from an authorized School representative.

Media Relations

It is our goal to give the press a clear, consistent, and up-to-date message about our school and its programs and services. Since information about our activities change often, it is easy to provide the press with information that may be inaccurate or misleading.

All calls from newspapers, magazines, or radio and television reporters should be immediately referred to the Principal and Superintendent.

VI. Privacy

Confidentiality

All Confidential Information to which Employee has knowledge or access shall be the exclusive property of Employer both during and after Employee's employment. Employee shall hold such information in strictest confidence and shall not use or disclose Confidential Information to any person or entity without the prior written consent of the President of the Board of Employer, except to extent such use or disclosure is made by reason of Employees' job responsibilities.

- a. Employee shall not take any Confidential Information that is written form, computerized, machine readable, model, sample, or other form capable of physical delivery, upon or after termination of Employee's employment with Employer without the prior written consent of the President of the Board of Employer. Upon termination of Employees' employment with Employer, Employee shall deliver promptly and return to Employer all such materials, along with all other property of Employer, in the Employee's possession, custody or control.
- b. For the purposed of this Section 9 "Confidential Information", shall mean all information, data or knowledge regarding Employer, its operations, students, employees, contractors, or vendors not known generally to the public, including, but not limited to research and development, trade secrets, existing or proposed programs, purchases, sales, members, member lists, financial and marketing data, business plans, student information employee information or benefits information.

Non-Solicitation

In consideration of employment and continued employment, and other promises contained herein, Employee agrees that, for a period of ONE year from the date his/her employment is separated, he/she will not directly or indirectly solicit or induce other employees of Employer to terminate their employment with Employer. Employee acknowledges and agrees that compliance with this provision is necessary to protect the business and good will of Employer and that a violation of this provision will cause irreparable injury to Employer. Therefore, Employee agrees that in the event of Employee's actual or threatened reach of this provision, Employer shall be entitled to obtain an injunction enjoining Employee from committing such actual or threatened breach without having to prove that it suffered irreparable injury and without posting any bond or other security. Employer shall also be permitted to pursue any other available remedies for such breach or threatened breach, including the recovery of damages from Employee, and Employee shall reimburse Employer for all reasonable costs associated with the enforcement of this provision, including court costs and reasonable attorneys' fees.

VII. ENDING EMPLOYMENT

Dismissal, Discipline, and Termination of Employment

The School reserves the right to terminate any employee at any time, with or without cause or notice. Prohibited conduct, which may result in disciplinary action (up to and including termination), includes, but is not limited to, the following:

- Breaching confidentiality.
- Fighting, roughhousing, or using abusive language or conduct that is hostile or disrespectful to a student, co-worker, supervisor, board member, volunteer, or any other persons associated or served by the school, including parents.
- Falsifying or altering school records.
- Engaging in unlawful harassment, discrimination, or retaliation.
- Violating any wage and hour policies or laws, including, but not limited to, working off the clock, working overtime without authorization, refusing to work assigned overtime, working off the clock, or failing to report all hours worked.
- Unauthorized use of school property.
- Unsatisfactory performance.
- Being unfit for service, including lacking the inability to appropriately instructor associate with students.
- Insubordination.
- Falsifying or concealing information on employment records, employment information, an employment application, time record, or other School record.
- Willfully or maliciously making false statements regarding any co-worker or the School, making threats or using abusive language toward fellow employees, supervisors, students, parents, or visitors, or otherwise violating the School's Policy Concerning Violence on School Property;
- Theft or the deliberate or careless damage or destruction of School property, or the property of School employees, students, or anyone on School property.
- Possessing weapons on School property at any time or while acting on behalf of the School.
- Refusal to comply with any federal or state regulation or law, or refusal to comply with any School policy or procedure.
- Possession of or being under the influence of illegal drugs or alcohol while performing any professional duties or when publicly representing the School, such as at a professional conference, or otherwise violating the School's Drug- Free Workplace Policy;

- Poor job performance.
- Gross negligence leading to the endangerment or harm of a child or children.
- Excessive absenteeism.
- Violating any safety, health, security, or school policy, rule, or procedure.

This statement of prohibited conduct does not alter the School's policy of at-will employment. The School and you retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

In the event an employee finds it necessary to resign during the school year, the employee shall give written notice to the school administrators as soon as possible and at least 15 calendar days before the effective date of resignation.

Separation/Termination Procedures

All separations are to be documented in summary form and copy put in the employee file. When there is a separation of employment, all wages due the employee will be paid within 15-days or the next pay day whatever comes first.

The School asks that all management/supervisory personnel and outgoing employees participate in an anonymous exit interview conducted by Human Resources. The exit interview allows the School to better understand the reasons for separation, feedback as to the employment experience, working conditions, staff relations, compensation, and any other issues. In the event that the separation is the result of disciplinary action undertaken by the School against the employee, the disciplinary documentation will take the place of the exit interview.

As part of the exit interview process, it is expected that the employee shall first return to the School and not take or copy (in any form or manner), or destroy any confidential or proprietary materials and information of the School, and prior to any payment by the School, employee shall return to the School all of the School's property including but not limited to, all keys, building and parking access cards, credit cards, computers, cell phones, personal electronic organizers, software, hardware or documents, records or reports (whether in electronic or hard copy form) and any and all other School materials or property. The process will be accomplished by completing a separation clearance form. All equipment must be returned to the School by the last day of employment.

**REDESIGN SCHOOLS LOUISIANA’S EMPLOYEE HANDBOOK
ACKNOWLEDGEMENT**

ALL EMPLOYEES MUST READ THIS EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO THE DIRECTOR OF HUMAN RESOURCES WITHIN ONE WEEK OF RECEIPT.

I have received a copy of Redesign Schools Louisiana’s Employee Handbook. I have carefully read and understand its contents and agree to follow the policies stated therein. I agree that the School and I both have the right to terminate my employment at any time, with or without notice, for any reason or no reason. I further understand that transfers, demotions, suspensions, employee discipline, and changes in the terms and conditions of employment may be affected or administered at the sole and absolute discretion of the School. I understand I am an at-will employee. I understand these conditions of my employment may not be modified orally and may only be modified in a writing signed by the Principal and me with the approval of the Board.

I understand nothing in the Handbook is intended to be, and nothing in it should be construed to be, a limitation of my right and the School’s right to terminate the employment relationship at any time, with or without notice, for any reason or no reason, or the School’s right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. I understand nothing in the Handbook is intended to, and nothing in the Handbook should be construed to, create an implied or express contract of employment contrary to this express at-will agreement or the School’s right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. I understand the School reserves the right to depart from and modify the policies stated in the Handbook at its discretion except regarding my at-will status and except regarding the School’s absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment. The foregoing constitutes the entire terms of the agreement between the School and me regarding the duration of my employment and the School’s right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment.

Employee Name (printed) _____

Employee Signature _____

Date _____