The Mentorship Academy

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1. THE MISSION AND VISION OF MENTORSHIP ACADEMY

The mission of Mentorship Academy is to create a relevant and vibrant project based environment that will prepare students for college, career and citizenship.

2. EDUCATIONAL PHILOSOPHY, CURRICULUM, AND INSTRUCTION

Mentorship STEAM Academy, A Downtown STEAM school, will utilize a STEAM delivery system to educate and challenge young minds. STEAM is a popular acronym used for schools that commit to introducing students to the broad fields of Science, Technology, Engineering, Arts and Math while simultaneously engaging students through hands on relevant projects that increase proficiency, competency and skill level in all content areas. As a result, key essential skills such as communication, flexibility, critical thinking, collaboration, creativity and innovation are nurtured and developed. Ultimately these skills prepare students to be successful in college, career and life.

At Mentorship STEAM Academy the projects may take several days to several weeks to complete, and are always rooted in students solving a problem. This type of relevant and hands-on learning will provide students an opportunity to make sense of their education while mastering the essential concepts needed to excel on required state exams and be prepared for the rigor of college.

The Mentorship STEAM Academy instructional team will work diligently with ninth through eleventh grades to build a foundation of knowledge and a deep understanding of coursework needed for high school students. During these years, students will work on becoming masters in core curriculum competencies and skills. Recognizing the variance in student learning styles, motivations, and backgrounds, our instructional team will use technology as a tool to enhance instruction and will closely monitor and frequently assess student progress to ensure comprehension of the taught material.

The seniors will continue to take courses in the core curriculum, while beginning to specialize in the areas in which they have the most interest and skills, specifically Robotics, Engineering, Music, Studio Art, ROTC, Film Production, and Digital Graphics. Seniors will also have the opportunity, if qualified, to take dual enrollment courses at various colleges as well as Advanced Placement (AP) courses. Dual enrollment and Advanced Placement Courses are encouraged for all students, but especially seniors, as these courses better prepare students for the rigor of college.

Further, all seniors will be required to volunteer, intern or work for at least 30 hours per week in a field of interest or in a service oriented organization during the second semester. Seniors will be released for half of the day to complete these hours. The appropriate forms will need to be completed, and a mentor from Mentorship will be assigned to all seniors eligible to participate in the half day internship program. Seniors will also be responsible for completing a senior capstone which includes the following:
three copies of three college applications, two scholarship/grant applications, two letters of acceptance from colleges, a personality profile, a career ready power point presentation, resume, transcript, and two letters of character recommendations. More explanation regarding the capstone is included on the school website.

3. INSTRUCTIONAL METHODS

Throughout students’ tenure at Mentorship STEAM Academy, their teachers will focus on helping students develop 21st century skills, such as skills noted by Tony Wagner in his book, The Global Achievement Gap. These skills include Critical Thinking and Problem Solving, Collaboration and Leading by Influence, Agility and Adaptability, Initiative and Entrepreneurialism, Effective Oral and Written Communication, Accessing and Analyzing Information, and Curiosity and Imagination.

Since the mission of Mentorship STEAM Academy is to prepare students for college, career and citizenship in the 21st century, they will be encouraged to research and experiment in order to complete the projects necessary for mastery. Teachers will design projects that promote student ownership and responsibility for learning, while allowing students to meet grade level equivalencies defined by the Louisiana Common Core Standards.

4. PARENTAL INVOLVEMENT

Parents are greatly encouraged to become a part of the Mentorship Academy family. The most important job you have at this time is assisting in the development of your child’s social, emotional and educational development. In order to do this you must become highly interactive in your child’s day to day activities. Children flourish and achieve more when their parents take an active role in their lives. We are asking that each parent become involved within the school but especially within the home. Your children need to know that education is a valued priority for you. The greatest assistance you can provide to us is to communicate with your child on a daily basis concerning school issues, attend all parent/teacher conferences and get to know your child’s teachers. This will make a tremendous difference in the way your child views his/her educational responsibilities.

Mentorship STEAM Academy recognizes that parents are their children’s first teachers and that parents function as educators throughout their children’s lives. More than thirty years of research show that student academic success and high self-esteem are closely related to parent involvement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades and test scores, better attendance, and are more likely to graduate from high school and attend college. In fact, the best predictor of a student’s success in school is not income or social status but how much a student’s family participates in his or her education.
The administration, faculty and staff of Mentorship STEAM Academy is committed to establishing programs and practices that create a climate of mutual trust and respect that support substantive parent involvement.

At Mentorship STEAM Academy we also believe that the education of our children is a shared responsibility. Involvement by the school, the family, and the community creates a stronger educational system and improves the quality of life for the students, their families, and the entire Mentorship STEAM Academy community.

In order to build an effective home-school partnership, Mentorship STEAM Academy will provide the following:

***Communication—Establish various forms of communication (school to home, home to school, central office to home and vice versa) that encourage regular discussion about school programs and children’s academic progress and behavioral management.

***Parenting—Provide information that supports families as they create home environments that value education and nurture children’s curiosity for learning.

***Student Learning at Home—Share information with parents about how to provide learning activities at home, help students with homework, and plan for success in school.

***Volunteering—Encourage and recruit parents’ participation in school activities both in and outside of the classroom, developing program ideas which respect the diverse needs of families.

***School Decision & Making and Advocacy—Recruit and develop parents as leaders in school-based decision-making and in advocating for the welfare of students.

***Collaborating with the Community – Identify, enlist and welcome community resources—of all types— to strengthen schools, families, and student learning.

Mentorship STEAM Academy is committed to reaching out to all parents including those who may not have had a positive experience in school or for whom English is not their first spoken language. Further, the school seeks, encourages, and develops relationships with community agencies and organizations that provide services to children in order to encourage them to share in this investment in the lives of children.
Title I Parental Involvement Policy

Mentorship STEAM Academy recognizes that schools that receive funds through the Title I federal program have specific criteria for parental involvement.

Provision for substantive parental involvement in these schools is established in the Every Student Succeeds Act (ESSA). This provision mandates the following components:

Communication

Clear and consistent communication is the foundation of effective parental involvement. Schools must provide Title I information to parents in an understandable, uniform format. Upon request, information shall be provided in alternative formats, including providing auxiliary aids and giving information in a language which parents can understand.

Program Development

Families will be encouraged to become active participants in Title I program planning, decision-making, and activities. Each Title I school will develop with parents, and update annually, a school-level plan for parent involvement. A written copy will be distributed to parents.

Partners in Learning Compact

Each child shall have an individually devised partner in learning compact, which designates specific goals and objectives for the child, the school and the parents.

School Choice

Parents, whose children attend a school that does not meet adequate yearly progress (as measured by the Louisiana Department of Education) within a specified time period, have the option of transferring their children to another designated school, under guidelines set by the East Baton Rouge Parish School System.

Teacher Certification

Please note that LEAs are required to notify parents that they may request and the LEA will provide certain information regarding the professional qualifications of the student’s teachers and paraprofessionals, as appropriate.
Volunteering

Schools shall provide opportunities for parents to utilize their skills within and outside the classroom for nurturing their children’s academic success.

Coordination and Support

Program coordination and technical assistance for Title I schools in planning and implementing effective parent involvement activities will be provided through the efforts of the Title I Parental Involvement Coordinator and the EBRPSS Office of Federal Programs.

Working with school-based personnel, the Community Relations Coordinator will coordinate the use of annual Partners in Learning compacts and other on-going family involvement activities. Additional school-based outreach activities will also be developed and implemented with a focus on increasing active parental involvement in and building on current activities that have been successful.

Building Capacity for Parental Involvement

Activities designed to build the capacity for strong and meaningful parent involvement in Title I schools shall include the use of Home-School Liaisons to foster communication, parent participation on School Improvement Teams, school level Parent Advisory Councils, and opportunities to volunteer.

Parents of Title I students will be provided with timely information about the Title I program and parent involvement requirements for schools, information about curriculum and proficiency levels students are expected to achieve (Back-to-School Night), school and individual assessment information and results, including an explanation of those results, and opportunities for regular meetings related to the education of their children

Parent Involvement Activities

Parents will be provided with opportunities to add to their skills so that they may continue to work with their children to improve achievement. The types and extent of activities will vary dependent upon the assessed needs of each school and school community.

At convenient times, each Title I school will hold at least one parent workshop yearly to address topics of interest to parents.
Evaluation

Assessing the effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I will be conducted throughout the year with the involvement of parents. Measures will include:

Family Night parent evaluations

Attendance at Family Night and other parent involvement activities

Annual program evaluation completed during the Spring semester of each school year.

Results of school-based survey “Measure of School, Family, and Community Partnerships” by J.L. Epstein et al., ©2002 Corwin Press, Inc.

Notes:

*The word "parents" is inclusive of adult guardians of children in the school system. In addition, the parental involvement policy underscores the importance of the participation of adult family and community members in students’ lives.

**This policy complies with the requirements of the Every Student Succeeds Act (ESSA). ESSA mandates involving parents in developing a parental involvement policy, asking that parents share responsibility for student progress in academic achievement and community involvement. NCLB charges schools with the responsibility of creating programs and resources for effective parental involvement. In addition, this policy is inclusive of the specific responsibilities assigned to Title I schools.

***These six categories are based on the six types of parent and family involvement as defined by Dr. Joyce Epstein in School, Family, and Community Partnerships: Your Handbook for Action.
Dear Parent or Guardian,

Please remove this page and return to your child’s school, so that we may have a record that you have received and reviewed this policy.

Thank you,

Mr. Robert Webb Jr.

July 23, 2017

This is to certify that I have received and reviewed a copy of Mentorship STEAM Academy “Parental Involvement Policy.”

________________________________________  __________________________

Parent’s Signature  Date
5. SCHOOL / PARENT / STUDENT COMPACT

The purpose of this compact is to foster the development of a school-parent relationship to help all children achieve the state’s high academic standards. As partners, we will carry out these roles and responsibilities to support student success in school and in life.

**Mentorship STEAM Academy School-PARENT COMPACT**

The Mentorship S.T.E.A.M Academy, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

This school-parent compact is in effect during school year ___2017-2018______.

**School Responsibilities**

The Mentorship S.T.E.A.M Academy will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:

   Through the use of 21st Century teaching instruction, after school academic enhancement, Saturday school days, and the development of a school culture where students are encouraged to find their own voice as they prepare for the future.

2. Conduct school wide parent meeting/ parent-teacher conferences.
   - School wide parent meetings will be held once a month
   - Parent/Teacher conferences will be upon the parents /and or teachers request
3. Provide parents with frequent reports on their children’s progress.

Parents will be informed via progress report and any time a noticeable drop of a student’s performance in class. Parents can also request and receive updates of child’s progress in the classroom.

4. Provide Parents reasonable access to staff.

Parents are able to schedule conferences with teacher at any time with a 24 hour notice of their intended visit.

5. Provide Parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities.

M.S.A has an “open door policy” that encourages parents to visit and take part in any and all school activities at their discretion.

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child’s classroom.
- Participating, as appropriate, in decisions relating to my children’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.
Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, I will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Additional School Responsibilities

M.S.A will:

1. Involve parents in the planning, review, and improvement of the school’s parental involvement policy, in an organized, ongoing, and timely way.

2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.

3. Hold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of
the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet.

6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.

To help build and develop a partnership with parents to help their children achieve the State’s high academic standards, __M.S.A__ will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State’s Committee of Practitioners and School Support Teams.

2. Notify parents of the school’s participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.

3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.

4. Work with the LEA to ensure that a copy of the SEA’s written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

_________________________  _________________________  _______________________
School                       Parent(s)                     Student

_________________________  _________________________  _______________________
Date                         Date                                     Date

(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)
6. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Mentorship STEAM Academy is committed to providing an environment in which all individuals are treated with respect and dignity. Each student has the right to learn in an atmosphere that promotes equal opportunities and prohibits discriminatory practices. No student shall be excluded from, denied the benefits of, or subjected to discrimination in any course, educational program, service and/or school activity on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); gender (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990).

Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, sexual orientation, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual’s performance. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

A. 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 one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Mentorship STEAM Academy has the ability to provide adjustments, modifications and provide necessary services to eligible individuals with disabilities. Mentorship STEAM Academy 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 Mentorship STEAM Academy.

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

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

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. As an exception to the requirement for consent, Mentorship STEAM Academy 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 Mentorship STEAM Academy as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the Mentorship STEAM Academy 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 Mentorship STEAM Academy 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, Mentorship STEAM Academy 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 Mentorship STEAM Academy. The above are samples of possible disclosures and not a complete list.

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

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mentorship STEAM Academy 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 Mentorship STEAM Academy is Ms. Roberson. She can be contacted at (225)346-5180

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7. **ELIGIBILITY AND ENROLLMENT PROCESS**

A student shall be considered eligible to participate at Mentorship STEAM Academy when documentation for the following requirements is provided by the parent/guardian:

A. **Report Card/Withdrawal Form (Transfer Form)**

Registrants must submit a copy of their most recent and final report card from their former school. Mentorship STEAM Academy reserves the right to request a copy of the applicant’s final report card.

All students coming from a high school must submit a drop form/transfer form if registering for the upcoming year or during the current school year.

B. **Transcript/Accountability**

Registrants must submit a photocopy of his/her most recent transcript and state test scores.

C. **Birth Certificate/Social Security Card/Immunization Records**

Registrants must submit a photocopy of the above (no originals).

D. **IEP and IAP**

If a registrant has an Individualized Education Program ("IEP") or 504 Individualized Accommodation Plan ("IAP"), please submit a copy to the office during registration.

Mentorship STEAM Academy offers inclusion for students with IEP’s, IAP’s, Gifted/Talented and 504 Plans.

Mentorship STEAM Academy provides aids, services, and other supports that are provided in regular education classes, other education-related settings, and in extracurricular and nonacademic settings.

Mentorship STEAM Academy works closely with the East Baton Rouge School District to place students according to their IEP. For more information about our programs please contact our school at 225-346-5180. Please ask to speak to Ms. Roberson the Special Education Department Chair.

E. **Proof of Address**

Registrants are to submit two forms of documentation that provides proof of residency within the state of Louisiana.
F. Bus Stop Request

If a registrant will be riding a Mentorship STEAM Academy bus/van please complete the transportation request form so the applicant can be picked up at his/her bus stop.

G. Emergency Contacts

Each applicant is to provide Mentorship STEAM Academy with at least 2 points of contacts in case of an emergency. These persons must be over the age of 21 and must be able to provide identification. Each contact person’s identification must match that of what is on the student’s application. (Please make sure ALL numbers are up to date. The change of address/phone number form can be found at the front desk.)

Note: Current students who are planning to return the next school year MUST complete the Intent to Return Form to be counted as a Mentorship STEAM Academy student for the upcoming school year.
8. ACADEMICS

A. Promotion and Graduation Policy

Mentorship STEAM Academy follows the guidelines of the Louisiana High School Core 4 Graduation Requirements to ensure our students are at least eligible for TOPS opportunities assuming they achieve the required ACT score (21) and a minimum of 2.500 GPA.

<table>
<thead>
<tr>
<th>English 4 units</th>
<th>Mathematics 4 units</th>
<th>Science 4 units</th>
<th>Social Studies 4 units</th>
<th>Health Education ½ unit</th>
<th>Physical Education 1 ½ unit</th>
<th>Foreign Language 2 units</th>
<th>Arts 1 unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shall be English I, II, III, and English IV</td>
<td>Algebra I (1 unit) or Algebra I-Pt. 2</td>
<td>Biology (1 unit) Chemistry (1 unit) 2 units from: Physical Science, Integrated Science, Physics I or II, Earth Science, Environmental Science, and Anatomy and Physiology</td>
<td>Civics (1 unit), 1 unit of US History 1 unit from: World History, World Geography, Western Civilization, Law Studies, Psychology, Sociology or American History</td>
<td>Shall be Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of four units of Physical Education may be used toward graduation. JROTC is permissible.</td>
<td>Shall be 2 units in the same foreign language or 2 Speech courses.</td>
<td>1 unit of Fine Arts Survey or 1 unit of Art, Dance, Music, Theatre Arts or Applied Arts</td>
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<tr>
<td>Electives: 3 units</td>
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<td><strong>Total:</strong> 28 units</td>
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</tbody>
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B. Curriculum

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<tr>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I</td>
<td>Geometry World Geography</td>
<td>Algebra II US History College Credit*</td>
<td>Advanced Math World History</td>
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<tr>
<td>Health/Physical Education</td>
<td>Physical Education TV/Film</td>
<td>History College Credit* Entrepreneurship</td>
<td>Senior Capstone College Credit*</td>
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<td>Business Computing</td>
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<tr>
<td>English I Journey to Careers</td>
<td>English I Biology Art</td>
<td>English III Chemistry College Credit*</td>
<td>English IV Physics Senior Capstone College Credit*</td>
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<tr>
<td>Physical Science Spanish I</td>
<td>Spanish II</td>
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</tr>
</tbody>
</table>
B. Academic Status

Students should strive to maintain a cumulative 2.5 Grade Point Average ("GPA") during the school year. Failure to do so will result in academic probation and a referral to the Academic Advisory Committee. A letter will be sent to the parent/guardian notifying them of their child’s probationary status and suggesting possible solutions for improvement.

C. Grading Scale

Grades are determined using the following grading scale.

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Letter Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>85-92</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>75-84</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>67-74</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Below 66</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Once grades are reported, report cards are mailed to the parent(s)/guardian(s). Students are also provided a copy of their report cards at school.

D. Student Incentives

Students will be recognized quarterly for academic as well as other outstanding achievements. Each quarter, students who attain a 3.5 – 4.0 GPA will be acknowledged on the Platinum Honor Roll; students who attain a 3.0 – 3.499 GPA will be acknowledged on the Gold Honor Roll; students who attain a 2.5 – 2.999 will be acknowledged on the Silver Honor Roll. Perfect attendance and completion of special projects will also be rewarded quarterly.

E. Classification

A student’s classification is based on the number of Carnegie units earned.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Grade Level</th>
<th>Earned Carnegie Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>9</td>
<td>0 – 5</td>
</tr>
<tr>
<td>Sophomore</td>
<td>10</td>
<td>5 - 11</td>
</tr>
<tr>
<td>Junior</td>
<td>11</td>
<td>11 - 17</td>
</tr>
<tr>
<td>Senior</td>
<td>12</td>
<td>17 – above</td>
</tr>
</tbody>
</table>
F. Block Schedule

<table>
<thead>
<tr>
<th>A/B Block Schedule</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>82 Minute Periods/30 Minute Lunch/5 Minute Transitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Lunch Shift</td>
<td>Start Time</td>
<td>End Time</td>
<td>2nd Lunch Shift</td>
<td>Start Time</td>
</tr>
<tr>
<td>Breakfast</td>
<td>7:30</td>
<td>8:20</td>
<td>Breakfast</td>
<td>7:30</td>
</tr>
<tr>
<td>Homeroom</td>
<td>8:25</td>
<td>8:50</td>
<td>Homeroom</td>
<td>8:25</td>
</tr>
<tr>
<td>1st Block</td>
<td>8:55</td>
<td>10:17</td>
<td>1st Block</td>
<td>8:55</td>
</tr>
<tr>
<td>2nd Block</td>
<td>10:22</td>
<td>11:44</td>
<td>2nd Block</td>
<td>10:22</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>11:44</td>
<td>12:14</td>
<td>3rd Block</td>
<td>11:49</td>
</tr>
<tr>
<td>Lunch 2</td>
<td>12:30</td>
<td>1:00</td>
<td>Lunch 1</td>
<td>11:44</td>
</tr>
<tr>
<td>Lunch 3</td>
<td>1:11</td>
<td>1:41</td>
<td>Lunch 2</td>
<td>12:30</td>
</tr>
<tr>
<td>3rd Block</td>
<td>11:49</td>
<td>1:41</td>
<td>Lunch 3</td>
<td>1:11</td>
</tr>
<tr>
<td>4th Block</td>
<td>1:46</td>
<td>3:08</td>
<td>4th Block</td>
<td>1:46</td>
</tr>
</tbody>
</table>

G. Communication

Communication from Mentorship Academy to the parent shall be as follows:

✓ Written Communications
✓ Phone
✓ E-mail
✓ In the native language of the parent or mode of communication used by the parent
✓ Communicated orally (when necessary) in the native language or other mode of communication so that the parent understands the content of such communication

H. Breakfast and Lunch Program

Mentorship STEAM Academy offers nutritionally balanced meals to students daily. Mentorship will participate in CEP, which means all students will eat Breakfast, Lunch and Supper (when available) for free. Applications will still need to be completed for documentation, but your information will not impact a students ability to participate in CEP.

The 2017-18 daily meals costs are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Reduced Cost</th>
<th>Full-pay Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Lunch</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Snacks</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Dinner</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>------</td>
</tr>
</tbody>
</table>

21
Parents are not allowed to order food and have it delivered to Mentorship STEAM Academy on behalf of their child. Parents are welcomed to schedule a visit at Mentorship STEAM Academy.

Students are not allowed to order and/or have food delivered to Mentorship STEAM Academy. All deliveries will be turned away.

I. Extra-Curricular Activities

The most important result of extra-curricular activities is the development of lifelong values and skills. The dignity, worth, and self-esteem of participants should be paramount in all activities. High school clubs, organizations, and athletics should be fun and rewarding. Well-designed programs promote community and school pride. Open communication and mutual respect among students, coaches, parents, and athletes provide the foundation of a successful high school. No student shall be excluded from, denied benefits of, or subjected to discrimination in any extra-curricular activity solely on the basis of race, color, religion, sex, national origin, or disability.

1. Student Governance

Students have the right to participate in the governance of their school. Mentorship STEAM Academy views student participation in Mentorship STEAM Academy affairs as an extension of the educational process. Duly elected student representatives must provide leadership and set an example for others.

2. Clubs and Organizations

Completing a high school education involves more than successfully progressing through a program of courses. Extra-curricular activities are sponsored to give students opportunities to learn and develop leadership, social skills, physical abilities and personal pride. These activities further reinforce various kinds of learning introduced in the formal curriculum. In addition, the extra-curricular activities are fun! Listed below are some of the programs from which to choose. (Subject to change)

<table>
<thead>
<tr>
<th>Football</th>
<th>Cheer Leading</th>
<th>Dance Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volleyball</td>
<td>4-H Club</td>
<td>Dance Club</td>
</tr>
<tr>
<td>Recording Club</td>
<td>Drama Club</td>
<td>Spanish Club</td>
</tr>
<tr>
<td>Debate Team</td>
<td>Student Ambassadors</td>
<td>Spoken Word</td>
</tr>
</tbody>
</table>
Student Government Association

If a student would like to create a club or host an organizational chapter at Mentorship STEAM Academy, they must secure a Mentorship STEAM Academy official to serve as the advisor, submit a letter of intent, and have a sign-up list of at least 10 interested students. The documents must be submitted to the Principal for review.

3. Athletics

Individual commitment to Mentorship STEAM Academy and the Athletics Program is vital for overall success. All participants must maintain a GPA of 1.8 or above GPA. All participants must maintain a low absentee rate. All participants will maintain a positive discipline record. Each participant must remember that he/she has earned the responsibility to represent Mentorship STEAM Academy in the correct manner. Athletic programs are most beneficial when they are competitive. Winning is an attitude resulting from optimum preparation, concentrated effort and a deep commitment to excel. Morale, satisfaction, and performance are enhanced when athletes work together as a team. Well qualified coaches and program administrators are important components in a successful athletic program. Positive parent support and involvement enhance student growth and program quality.

Philosophy of the Athletic Department

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of a student’s educational experiences. Such participation is a privilege that carries with it responsibilities to the school, activity, other students, community and athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable students to achieve maximum benefit from their education. Mentorship STEAM Academy High School student activities are considered a supplement to the school’s academic program which strives to provide experiences that will help students develop physically, mentally, socially, and emotionally.

Goals

The goal of the athletic program at Mentorship Academy High School is to provide students with opportunities for interscholastic athletic participation and competition. Mentorship Academy encourages a highly competitive attitude within the athletic program and takes great pride in winning; however, the school does not condone “winning at all costs.” We discourage...
any and all pressures that lead to poor sportsmanship and words or actions contrary to the mission of Mentorship STEAM Academy High School. It is the goal of the athletic department to build teams with the best possible examples of what it means to be a part of the Mentorship STEAM Academy High School family.

Participation in interscholastic athletic activities is a privilege, not a right. This means that students must work to earn and keep the right to be a member of a team. With this privilege comes the responsibility to maintain the standards and conduct guidelines outlined in the Mentorship STEAM Academy High School Student/Parent Handbook. Specific team rules and expectations will come from each coach.

Fees

All students participating in sports will be assessed a rental charge for uniforms. The rental charge may change from year to year due to the needs of each athletic program.

- Minimum - $50.00 per sport
- Maximum - $75.00 per sport

Practice and Game Locations

Each athletic program will schedule an appropriate location for practice and games. Please go to the school website to view locations and times of practices and games.

Students will be transported to all games. However, parents will be responsible to pick up students at all “home” games. Students will be transported back to the school for pick up for all “away” games.

Students will be transported to all practice sessions. Parents will be responsible for picking students up from the designated practice areas.

J. Comprehensive School Counseling Program

The Mentorship STEAM Academy Comprehensive School Counseling Program is based on the Louisiana School Counseling Comprehensive Model (2010), and is more largely based on the American School Counselor Association’s National Model for School Counseling Programs (2005). Guidance Counselors are on staff to support every student’s academic, career, and personal and social needs and concerns. The Guidance Counselors assist in scheduling students, informing students of college and career options, and ensuring that students are academically on track to graduate on the Core 4 Diploma track at Mentorship STEAM Academy. In addition, the Guidance Counselors work with students to set up remedial and advanced coursework. The Mentorship STEAM Academy
Counseling Department will deliver services directly through individual and small group counseling, classroom presentations, parent workshops, and faculty in-service workshops. Students are encouraged to check the Counseling Department’s homepage at MentorshipAcademy.org for information on counseling services, graduation requirements, and college and career resources.

Any student may visit Guidance Counselors at any time, except in the event that the student’s parents/guardians opt out of counseling services. Filling out a referral form first is preferred, but not required for students to visit the counselor(s). Counseling sessions will remain confidential. Anything that is discussed between student(s) and the Guidance Counselor(s) will be private except for the following:

- The student states that he/she wants or intends to harm himself/herself.
- The student states that he/she wants or intends to harm someone else.
- The student reports any kind of suspected abuse or neglect to self or others.

In these situations, the Guidance Counselor is legally obligated to report this information. Counseling is voluntary and parents, guardians, and students have the right to decline the services that are being offered. Students and/or parents/guardians have the right to discontinue counseling at any time. In the event that more extensive counseling services seem necessary, the Guidance Counselor will provide the parent/guardian and student with a referral from the community. Students who find themselves or someone else in immediate danger should contact 911 immediately.

Students who need to receive immediate help or support for a problem should talk to their parent(s)/guardian(s) immediately. If this is not possible, a local crisis line, The Phone, is available to you 24 hours a day, free of charge at (225) 924-3900 or (800) 437-0303. This service can also be reached online for varying hours of the day at crisischat.org

Parents who sign the student handbook allow their child to participate in counseling services unless they indicate otherwise.

1. Suicide

Any suicidal and/or homicidal threats or attempt shall be reported to the main office as well as the Guidance Counselor and/or Principal or CEO immediately.

9. COMPLIANCE

A. Uniform Policy

The learning environment is affected by the overall appearance of the student body. Therefore each student must wear the required uniform and outer wear prescribed by Mentorship STEAM Academy. Our school uniform represents school unity and a formality for meeting and working with business professionals.
<table>
<thead>
<tr>
<th>MALE UNIFORM</th>
<th>FEMALE UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Khaki Pants</td>
<td>Khaki Pants</td>
</tr>
<tr>
<td>Mentorship Academy Polo</td>
<td>Mentorship Academy Polo</td>
</tr>
<tr>
<td>No Earrings</td>
<td>Stud Earrings or Hoops (smaller than a quarter)</td>
</tr>
</tbody>
</table>

Acceptable Jackets/Coats
- Mentorship STEAM Academy Sweatshirt (School Store)
- ALL Mentorship STEAM Academy Paraphernalia is ACCEPTABLE
- (NO Jackets may be worn over the school uniform at all)

<table>
<thead>
<tr>
<th>Non-Acceptable Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>· Scarves/Head-wraps/Du-Rags (Should not be worn on the bus nor in school)</td>
</tr>
<tr>
<td>· Bandanas</td>
</tr>
<tr>
<td>· Hats/Beanies</td>
</tr>
<tr>
<td>· Non-Mentorship STEAM Academy paraphernalia</td>
</tr>
<tr>
<td>· Sagging Clothing</td>
</tr>
</tbody>
</table>

B. Attendance Requirement

Absence from school jeopardizes students from satisfactorily completing the prescribed course of study. Regular attendance is a condition upon which all courses of study are predicated. The curriculum at Mentorship STEAM Academy is designed to achieve maximum educational benefits for students with the number of school days. Therefore, students missing 10 or more school days for a yearlong course will be reviewed by the Academic Advisory Committee.

Each time a child is absent from school, a parent/guardian must call Mentorship STEAM Academy between the hours of 9:00 a.m. and 10:00 a.m. to inform the school office and state the reason for the student’s absence. In addition, each student must bring a dated note signed by parent/guardian to the office upon returning to school.

All excuses, including original doctor/dentist verification for a student’s absence must be presented to Mentorship STEAM Academy within 3 days of the student’s return to school to be considered for extenuating circumstances. Students must present a school excuse immediately upon their return to Mentorship STEAM Academy in order to receive make up work from their teachers.

Five (5) or more unexcused absences in one (1) class will warrant:
- ✓ Immediate referral to the Principal or Assistant Principal
✓ A mandatory parent conference
✓ A grade reduction

Ten (10) unexcused absences in one class or more will warrant:
✓ A failing grade in that class.

Louisiana State Law mandates compulsory school attendance and students are expected to be in attendance every school day as mandated by Mentorship STEAM Academy.

Students may be excused by the principal for the whole or a part of a day absence for two or fewer consecutive days for the following reasons:

1. Personal Illness
2. Serious illness in the immediate family

The only exception to the attendance regulation shall be extenuating circumstances which are as follows:

1. Extended physical or emotional illness as verified by a physician or dentist.
2. Extended hospital stay as verified by a physician or dentist.
3. Extended recuperation from an accident as verified by a physician or dentist.
4. Extended contagious disease within family as verified by a physician.
5. Prior school approved travel for education.
6. Death in the family (not to exceed one week)
7. Natural catastrophe and/or disaster.
8. Any other, parents may make a formal appeal in accordance with the procedures established by Mentorship Academy.
9. Court Order

Unexcused Absence- are any absence not meeting the requirements set forth in the excused absence or extenuating circumstance definitions including, but not limited to, out of school suspensions and absences due to any job unless it is part of and approved instructional program.

C. Tardiness

If a student is listed as tardy or absent, parents/guardians will receive a phone call from Mentorship STEAM Academy stating the student’s failure to arrive to school on time or being present. For unexcused tardiness/absences, students will be subjected to the following actions:
<table>
<thead>
<tr>
<th># of Tardiness offences:</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Detention and Parent Conference</td>
</tr>
<tr>
<td>5</td>
<td>Parent Conference with Teacher and Assistant Principal</td>
</tr>
<tr>
<td>7</td>
<td>Referral to the Principal or Assistant Principal for further corrective action</td>
</tr>
</tbody>
</table>

D. Homework Policy

The vision of Mentorship STEAM Academy is to provide students with the academic, technical, social and leadership skills and incentives needed to ensure active learning. We believe that homework is an essential and required part of the students' total educational program. It will assist in developing student responsibility, time management, regular study habits and organizational skills; and provide opportunities for students to identify and learn to use resources, such as the library, Internet, reference books and other community resources. Students should study notes daily for each subject area.

Make-Up Policy: If a student has been absent from school and returns with a doctor's excuse or parental note they will be allowed to make up ALL missed assignments. The excuse must accompany the student upon their return to school in order to receive an opportunity to make-up their assignments. Refer to teacher syllabus for ALL homework and make-up procedures.

E. Computer Policy

The Acceptable Use Policy (“AUP”) is intended to promote educational excellence and to locally and globally share educational resources. All students and faculty of Mentorship Academy are to follow the AUP rules and use all technology in an appropriate manner. Students and faculty of Mentorship STEAM Academy are NOT to allow the following: perform illegal activity, access or transmit offensive materials, send or open hate mail, cyber-bully, advocate violence or discrimination, obtain obscene or pornographic material, create or forward inappropriate material, use others accounts, or disrupt network service or damage equipment.

Note: If any of the above acts are committed students will be reprimanded accordingly by the discipline procedures stated in the handbook

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

1. Acceptable Use - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work.
Transmission of any material in violation of any U.S., state, local or Mentorship STEAM Academy regulations shall be prohibited.

2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, or staff.

3. Security - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the Director of Technology. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.

4. Vandalism - Vandalism shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. Vandalism is defined as any malicious attempt to harm or destroy hardware or software data of Mentorship STEAM Academy, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.

5. Consequences of Misuse – The Principal may discipline (up to and including expulsion) any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates the Code of Conduct for computer use, any rules contained in the Acceptable Use Agreement or engages in cyberbullying as set forth in Section 10E(2) below.

F. CIPA Monitoring Policy

The Children’s Internet Protection Act (“CIPA”) is a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding support for Internet access or internal connections from the “E-rate” program – a program that makes certain technology more affordable for eligible schools and libraries. In early 2001, the Federal Communications Commission (“FCC”) issued rules implementing CIPA.

CIPA requires the adoption and enforcement of an “Internet safety policy” covering the filtering discussed above. For schools, the policy must also address “monitoring the online activities of minors.”
Mentorship STEAM Academy is dedicated to making every effort to monitor online activities. Teachers and staff will monitor student Internet and computer usage in their classroom and not rely solely on Mentorship STEAM Academy filtering and monitoring system.

The Director of Technology will run filtering logs quarterly in order to identify suspicious and inappropriate activity. All network activity is monitored through the Open DNS Enterprise monitoring system. This includes:

a. All internet addresses and searches;
b. Mentorship STEAM Academy;
c. Personal email (ex. yahoo, gmail, aol, etc.);
d. Instant messages; and
e. Documents, including attachments.

Suspicious or inappropriate online activities will be reported to the Principal immediately. Mentorship STEAM Academy makes no guarantee that the functions or the services provided by or through the Mentorship STEAM Academy system will be error-free or without defect. Mentorship STEAM Academy is not responsible for the accuracy or quality of the information obtained through the monitoring system. Mentorship STEAM Academy will not be responsible for financial obligations arising through the unauthorized use of the system.

G. **Guide Dog Policy**

Mentorship STEAM Academy 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 the benefit from school services, programs, and activities. The school shall permit the use if 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 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 or 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 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.

Mentorship STEAM Academy 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.
Mentorship STEAM Academy reserves its right to require proof that all dogs (including service animals), cats, and ferrets 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 Mentorship STEAM Academy and designated staff. Affected individuals may obtain additional information by contacting the school's official website.

H. 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.

I. 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 Mentorship Academy 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.
10. SAFETY AND SECURITY

A. Asbestos Notification:

We are notifying you per EPA and DEQ requirements that there is asbestos next to the mechanical building outside of Mentorship STEAM Academy facility. It is in good shape, and we are managing it in place according to EPA/DEQ guidelines. There is a copy of the asbestos management plan in the school office for your review.

B. Louisiana Mandatory reporters

- Teacher or child care provider
  (Is any person who provides training and supervision of a child, including any public or private teacher, teacher’s aide, instructional aide, school principal, school staff member, or any individual who provides such services to a child.)

- Anyone who assists in teaching children
- Bus driver
- Coach

(Which means any person who is providing organized activities for children, including administrators, employees, volunteers of any day camp, summer camp, youth center or youth recreation program or other organization that provide organized activities for children)

Act 638

Makes it a crime for any person having knowledge of the commission of any homicide, rape, or sexual abuse of a child to fail to report or disclose such information to a law enforcement agency or district attorney unless the person is bound by any privilege of confidentiality recognized by law.

Act 268

- Makes it a misdemeanor for those required to report not to report abuse or neglect of a child.
- Makes it a felony not to report sexual abuse of a child or abuse or neglect of a child which results in serious bodily injury, neurological impairment or death of a child.
- Any person 18 years of age or older who witnesses sexual abuse of a child and willfully fails to report as required by law shall be guilty of a felony.
C. Visiting Procedures

Parents and community members are welcome to visit Mentorship STEAM Academy and to take part in the various programs we offer. Parents wishing to visit a teacher or a class are asked to call Mentorship STEAM Academy and schedule a conference during a teacher’s planning period.

Parents wishing to take their child from school early are asked to report to the office and sign their child out.

We ask that small children NOT accompany students to Mentorship STEAM Academy during class time. Also, pets are not allowed at Mentorship STEAM Academy.

D. Bad Weather / Hurricane Days

Mentorship STEAM Academy will be open and running as usual on days in which buses can run. In the event that Mentorship Academy must be closed due to severe weather, the announcement of such closing will be made on the following radio stations: 106.5 KQXL-FM, 94.1 WEMX-FM, 1150 WJBO-AM and 94.9 WTQT-FM. Announcements will also be on the local TV station WBRZ News 2 Louisiana and WAFB Channel 9. The Chief Executive Officer will release this information to the stations early enough in the morning to alert parents of the school closing prior to children leaving home for school.

When school is in session and the weather conditions are unfavorable, Mentorship STEAM Academy officials will exercise their judgment in regard to early, regular or late dismissal based on the weather reports and what is considered safest for students. If school is dismissed early or will be held late, the same stations will be notified and if necessary as many homes as possible will be notified.

E. Medication Policy

As a general principle, medication shall not be given at Mentorship STEAM Academy unless it is certified in writing by the attending physician or other licensed prescriber in Louisiana and such medication cannot be administered before or after school hours. Antibiotics and other short-term medications (i.e., Advil, Midol, Tylenol, etc.), including non-prescription medication, shall not be given at Mentorship STEAM Academy.

Possible medication exceptions to the general principle: behavior modification, insect sting allergy, anticonvulsant (i.e. Dilantin, Phenobarbital), asthmatic conditions or insulin. Students shall not be allowed to have medications in their possession on Mentorship STEAM Academy premises.
Prescriptions are required for controlled substances and the possession of such prescriptions by a student at Mentorship STEAM Academy, on the bus, or other Mentorship STEAM Academy function is prohibited except students allowed to carry and possess auto-injectable epinephrine pens (i.e. Epipens) and asthma medication (i.e. inhalers) provided that:

✓ Written authorization/certification from licensed medical physician or other authorized prescriber and from the student’s parent or guardian are on file and communication with the prescriber has been established.
✓ The School Secretary, Director of Operations and Principal are informed that the student is self-administering the prescribed medication.
✓ The medication is handled in a safe, appropriate manner.
✓ Such medication is transported to Mentorship STEAM Academy and maintained under the student’s control in accordance with Mentorship Academy policy.
✓ The Director of Operations and the School Nurse determine a safe place for storing the medication for the individual student.
✓ The student records the medication administration and reports unusual circumstances.
✓ The designated employee will monitor the student.

Prior to the administration of approved medications during school hours, the following will be required:

1. An order from a licensed medical physician or other authorized prescriber and parental consent. (Forms are available at the school office.)
2. Medication must be brought to the school by the parent or guardian.
3. The medication container shall contain clear instructions identifying the student’s name, prescription numbers, date, frequency, name of medication, dosage, route, and physician’s or other Louisianan-licensed prescriber name.
4. No more than one month’s supply (25 school days) of the medication shall be kept at Mentorship STEAM Academy

Disposition of the medication at the end of the school year – medication shall be picked up by the parent/guardian within 5 days of the end of the academic school year. Medication not picked up will be disposed of in accordance with the law.

Please visit the school office if you have any questions or concerns about your student’s medication.
F. Bullying Policy

Mentorship STEAM Academy is committed to maintain a safe and positive learning environment so that all students feel safe while in school or participating in school-related activities. All statements or actions of bullying, cyber-bullying, intimidating, threatening, harassing and hazing on Mentorship STEAM Academy premises or at school-sponsored activities, on school buses, at school bus stops and in route from home to the bus stop and from the bus stop home shall not be tolerated and shall be considered unacceptable student behavior. Even if made in a joking manner, these statements or actions threatening other students, Mentorship STEAM Academy personnel, or Mentorship STEAM Academy property shall be unacceptable.

All students, teachers and other Mentorship STEAM Academy employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

1. Bullying shall mean any act or speech that subjects a person to indignity, humiliation, intimidation, physical abuse or threat of physical abuse, social or other isolation, shame, or disgrace or threat of physical abuse, social or other isolation, shame or disgrace.

   (a) A pattern of any one or more of the following:

   i) Gestures, including but not limited to obscene gesture and making faces.
   ii) Drawings, including but not limited to obscene words, pictures, phrases, etc
   iii) Written, electronic, or verbal communications including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or any social networking website thorough use of telephone, mobile phone, pager, computer, or other electronic device.
   iv) Physical acts, including but not limited to hitting, kicking, pushing tripping, choking, damaging personal property, or unauthorized use of personal property.
   v) Repeatedly and purposefully shunning or excluding from activities.
(b) Where the pattern of behavior as provided in Paragraph (a) 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 Mentorship STEAM Academy premises, 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 student to and from schools, or any school-sponsored activity or event.

The pattern of behavior as provided in Paragraph (a) of this sub-section must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a 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 Mentorship Academy.

2. **Cyber-Bullying** shall mean harassment, intimidation, or bullying of a student on Mentorship Academy premises by another student using a computer, social media (Facebook, Twitter, Instagram, etc.) mobile phone (texting, email, etc.), or other interactive or digital technology or harassment, intimidation, or bullying of a student while off the Mentorship STEAM Academy premises by another student using any such means when the action or actions are intended to have an effect on the student when the student is on Mentorship STEAM Academy premises. Cyberbullying shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. Mentorship STEAM Academy is a place of tolerance and good manners. Students may not use the network or school's computer facilities for hate mail, defamatory statements intended to injure or humiliate others by disclosure or personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability.

3. **Intimidation** shall mean to make timid or fearful; intentional unlawful threat by word or act or do violence to the person or property of another person.
G. Search and Seizure

Searches are used to ensure safety of ALL individuals on campus. Mentorship STEAM Academy respects the civil rights of the students attending its school and will uphold those rights, but we will also not tolerate violations of the law or school rules and policies.

The CEO may designate any Mentorship Employee to search any building, classroom, desk, locker, grounds, or vehicle parked on Mentorship Academy premises for evidence that the law or a school rule/policy has been violated. Mentorship STEAM Academy is the exclusive owner of all buildings, desks, and lockers and all are subject to be searched. The permission granted to park an automobile or vehicle on Mentorship STEAM Academy premises constitutes consent of the owner and/or operator to allow a search of the vehicle.

Employees designated by the CEO may search the person or personal effects of a student when, based on the circumstances at the time of search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law or school rule/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 law enforcement K-9 of students or personal effects may be conducted at any time, provided the searches are conducted without deliberate touching of the student.

11. DISCIPLINE

This policy is designed to address conduct that might reasonably lead Mentorship STEAM Academy to forecast substantial disruption of or material interference with school activities, undermine Mentorship STEAM Academy’s basic educational mission, or interfere with the rights of others.

A. Student Expectations and Infraction Protocol

All students have a right to an educational environment that is conducive to their academic achievement. This environment is fostered by self-control and cooperation by all students. Each teacher has his/her own individualized classroom discipline plan. The following consequences may be administered once the teacher has exhausted his/her plan. Teachers will then send a discipline referral to the Principal and Assistant Principal. At Mentorship STEAM Academy, students must adhere to the consequences as listed in this discipline program on the next few pages. In addition to activities on Mentorship STEAM Academy premises, this includes but is not limited to transportation provided by
Mentorship STEAM Academy, field experiences and other school-related functions.

1. General School and Classroom Rules

1.1 Disobeying school or class rules.

This includes, but not limited to the following: Failure to obey directives, instructions, class procedures or policy, horseplay, rough housing, making fun of others in a malicious manner, forgery, lying, littering, throwing food, being consistently noisy in the halls or lunchroom, mistreating other's belongings, refusal to follow lunchroom procedures, being in unauthorized areas of the school while changing classes, shooting spit wads, flipping rubber bands, throwing spit wads, tossing rocks, passing gas or burping intentionally, making improper noises, writing on desks, leaving class without permission, being out of seat without permission, chewing gum or other non-violent misbehaviors which disturb the learning process.

- First Offense: ISS for remainder of given block, Parent Phone Conference and Afterschool Detention.
- Second Offense: ISS for remainder of given block, 1 day OSS and Parental Conference upon student return.
- Third Offense: ISS for remainder of given block, 2 days OSS and Parental Conference upon student return.
- Fourth Offense: Disciplinary Hearing.

1.2 Classroom Disturbance

This includes, but is not limited to: actions on the part of students that intentionally and repeatedly disturb the teacher and/or other students to the extent that learning is disrupted.

- First Offense: ISS for remainder of given block, Parent Phone Conference and Afterschool Detention.
- Second Offense: ISS for remainder of given block, 1 day OSS and Parental Conference upon student return.
- Third Offense: ISS for remainder of given block, 2 days OSS and Parental Conference upon student return.
- Fourth Offense: Disciplinary Hearing.
1.3 Leaving Mentorship STEAM Academy premises without permission

This includes, but is not limited to: students who leave the school buses, campus, school trips/field experiences or any other location in which the student was left in the custody of Mentorship Academy.

- **First Offense**: 2 day OSS and Parental Conference upon student return.
- **Second Offense**: 3 day OSS and Parental Conference upon student return.
- **Third Offense**: 4 days OSS, Disciplinary Hearing.

1.4 Cutting class or required activity

- **First Offense**: ISS for remainder of given block, Parental Phone Conference and Afterschool Detention.
- **Second Offense**: ISS for remainder of given block, Parental Conference (next day after infraction).
- **Third Offense**: ISS for remainder of given block, 2 day OSS and Parental Conference upon student return.
- **Fourth Offense**: Disciplinary Hearing.

1.5 Willful and persistent violation of the school’s discipline policy

This applies when a student has committed numerous violations of various Mentorship STEAM Academy discipline policies and the Mentorship STEAM Academy administration determines that the student has exhausted all other reasonable and appropriate discipline procedures available.

- **First Offense**: Parental Conference 1 day OSS.
- **Second Offense**: Parental Conference 2 days OSS.
- **Third Offense**: Parental Conference 3 day OSS
- **Fourth Offense**: 4 day OSS and Disciplinary Hearing

2. **Cell Phones / Electronic Devices**

2.1 **Use of cell phone on Mentorship STEAM Academy premises during school hours.**

Cell phones are strictly prohibited in common areas outside of the cafeteria. No cell phones should be used, seen or heard in the school building during instructional hours, unless directly requested but instructors for educational purposes only, NO EXCEPTIONS. Violation of this policy will result in the cell phone being taken and
turned into the Assistant Principal. Mentorship Academy’s phone is available for emergency student use.

- **First Offense**: Cell phone confiscated and returned at the end of the school day with an after school Detention referral.
- **Second Offense**: Cell phone confiscated and returned to Parent/Guardian during disciplinary conference and 1 day of ISS.
- **Third Offense**: Cell phone confiscated and returned to Parent/Guardian and 2 days of OSS
- **Fourth Offense**: Cell phone confiscated and returned to Parent/Guardian and 3 days of OSS

### 2.2 Use of electronic devices on Mentorship STEAM Academy premises during school hours

Electronic devices (including, but not limited to cameras, MP-3 players, iPods, IPADS, portable game systems, portable DVD players, CD players, portable TV’s, iPhones, radios, Bluetooth devices, laptops, etc.) will only be allowed at school if used for a legitimate educational purpose with prior teacher approval. This section does not apply to electronic devices used as a learning aids pursuant to a student’s IEP or Section 504 Plan

- **First Offense**: Device confiscated and returned at the end of the school day with an after school Detention referral.
- **Second Offense**: Device confiscated and returned to Parent/Guardian during disciplinary conference and 1 day of ISS.
- **Third Offense**: Device confiscated and returned to Parent/Guardian and 2 days of OSS
- **Fourth Offense**: Device confiscated and returned to Parent/Guardian and 3 days of OSS

### 2.3 Refusal to comply with cell phone/electronic device policy

A student who refuses to relinquish his/her electronic device to an administrator, teacher or faculty member will be required to meet with the Principal or Assistant Principal before he/she returns to class.

- **First Offense**: 1 day OSS and Parental Conference upon student return.
- **Second Offense**: 3 days OSS and Parental Conference upon student return.
- **Third Offense**: Disciplinary Hearing.

Mentorship STEAM Academy will not be responsible for the replacement of the above listed items in the event they are lost, stolen or damaged.
3. **Physical and Verbal Abuse**

3.1 **Acts of physical violence (fighting) committed against other students including sexual harassment**

This includes, but is not limited to the following: intentionally making physical contact of an aggressive nature with another person, intentionally making physical contact which causes physical harm to another or is of a sexually violent or offensive nature, a physical attack with the intention of causing bodily harm, a physical attack with a weapon or any object used as a weapon.

- First Offense: 3 days OSS, and Parental Conference upon student return.
- Second Offense: 5 Days OSS, and Parent Conference upon student return.
- Third Offense: 10 Days OSS, Disciplinary Hearing, Recommended Expulsion.

(a) **Gang Fighting Encounters**

- First Offense: OSS, Police Action, Discipline Hearing and Recommended Expulsion.

3.2 **Pushing, shoving, kicking, or other physically aggressive behaviors**

- First Offense: 1 day OSS and Parental Conference upon student return.
- Second Offense: 2-3 day OSS and Parent Conference upon student return.
- Third Offense: 3-5 days OSS and Disciplinary Hearing.
- Fourth Offense: Recommended Expulsion.

3.3 **Endangering the well-being of self and or others through malicious jokes, pranks, tricks, games, etc.**

- First Offense: 1 day OSS and Parental Conference upon student return.
- Second Offense: 3 days OSS and Parental Conference upon student return.
- Third Offense: 5 days OSS and Disciplinary Hearing.
- Fourth Offense: Recommended Expulsion.
3.4 Acts of physical violence directed towards a teacher, school bus driver, or other faculty and staff.

- First Offense: Disciplinary Hearing, Recommended Expulsion.

3.5 Verbal abuse and/or threat towards faculty and staff/school employee including vulgar, offensive or profane language

This includes, but is not limited to: addressing a Mentorship STEAM Academy staff member or employee inappropriately, directing an obscene gesture or using profane language towards a Mentorship STEAM Academy staff member or employee, making a threat of physical violence to or about the employee or their family, or threatening to damage valuable property of the employee.

- First Offense: 5 day OSS and Parental Conference upon student return.
- Second Offense: Disciplinary Hearing and possible Police action
- Third Offense: Recommended Expulsion and Police action.

3.6 Disrespect for a Mentorship STEAM Academy staff member or employee

This includes, but is not limited to: general insolence, back talk, verbal refusal to follow a directive, rule, policy or procedure.

- First Offense: ISS for remainder of given block, After School Detention and Parent Conference.
- Second Offense: 2 days OSS and Parent Conference upon student return.
- Third Offense: 5 days OSS, and Parent Conference upon student return.
- Fourth Offense: Disciplinary Hearing, Recommended Expulsion.

3.7 Verbal or physical abuse of, or disrespectful conduct toward, Substitute Teacher or any persons attending school-related functions including sexual harassment

- First Offense: ISS for remainder of given block, 1 day OSS and Parent Conference.
- Second Offense: 2 days OSS, Parent Conference upon student return.
- Third Offense: 5 days OSS, and Parental Conference upon student return.
- Fourth Offense: Disciplinary Hearing, Recommended Expulsion.
3.8 **Expelling of bodily fluids or any kind (mucus, urine, fecal matter, etc.) toward any member of the school**

- **First Offense**: Recommended Expulsion.

4. **Insubordination**

4.1 **Refusal to attend In-School Suspension**

- **First Offense**: 1 day OSS, Parent Phone Conference.
- **Second Offense**: 2 days OSS and Parent Conference upon student return.
- **Third Offense**: 3 days OSS, Disciplinary Hearing.
- **Fourth Offense**: Recommended Expulsion.

4.2 **Refusal to comply with ISS rules/procedures or a school Administrator**

- **First Offense**: 1 day OSS and Parent Conference upon student return.
- **Second Offense**: 2 days OSS and Parent Conference upon student return.
- **Third Offense**: 3-5 days OSS, Disciplinary Hearing.

4.3 **Refusal to correct any uniform infractions**

- **First Offense**: ISS for remainder of given day, Parent Phone Conference, and After School Detention.
- **Second Offense**: 1 day of OSS and Parent Conference upon student return.
- **Third Offense**: 2 days OSS and Parental Conference upon student return.
- **Fourth Offense**: 3 days OSS and Parental Conference upon student return.

4.4 **Sagging Clothing / Exposure of Undergarments**

- **First Offense**: ISS for remainder of the day, Conference with administrator and after-school detention.
- **Second Offense**: 1 days OSS, Parent Conference upon student return.
- **Third Offense**: 2 days OSS, Parent Conference upon student return.
- **Fourth Offense**: Discipline Hearing and possible Recommend Expulsion.
Subsequent uniform infractions: The student will be sent home until the violation is corrected.

5. **Indecency**

5.1 **Use of profane, offensive, vulgar or obscene words, gestures, drawings, mobile devices, social networks or the production of obscene drawings inclusive of technology use, etc. (If the offense occurs in common area ISS will be forfeited but all other consequences shall apply)**

- **First Offense:** ISS for remainder of given block, After School Detention and Parent Conference.
- **Second Offense:** ISS for remainder of given block, 1 day OSS and Parent Conference upon student return.
- **Third Offense:** ISS for remainder of the school day, 2 days OSS and Parent Conference upon student return.
- **Fourth Offense:** 5 days OSS and Parent Conference upon student return.
- **Fifth Offense:** Disciplinary Hearing, Recommended Expulsion.

5.2 **Possession or distribution of pornographic material, toys, or adult novelties**

- **First Offense:** ISS for remainder of given block, Parental Conference and After School Detention.
- **Second Offense:** 2 days OSS and Parental Conference upon student return.
- **Third Offense:** Disciplinary Hearing, Recommended Expulsion.

5.3 **Inappropriate public display of affection**

- **First Offense:** ISS for remainder of given block, Parental Phone Conference and After School Detention.
- **Second Offense:** 1 day OSS and Parent Conference upon student return.
- **Third Offense:** 2 days OSS and Parent Conference upon student return.
- **Fourth Offense:** 3 day OSS and Disciplinary Hearing.
5.4 **Serious Sexual Misconduct (Public Indecency: pubic exposure of body parts and/or acts, etc.)** This offense includes but is not limited to: acts of sexual nature, public indecency and exposure of body parts.

- **First Offense:** 3 days OSS and Parent Conference.
- **Second Offense:** 5 days OSS and Disciplinary Hearing.
- **Third Offense:** Recommended Expulsion.

5.5 **Gambling on Mentorship STEAM Academy premises or at a school function**

- **First Offense:** 2 days OSS and Parental Conference upon student return.
- **Second Offense:** 5 days OSS and Parental Conference upon student return.
- **Third Offense:** 10 days OSS, Disciplinary Hearing and Recommended Expulsion.

6. **Stealing**

6.1 **Using property without permission from the owner**

- **First Offense:** Parent Phone Conference and After School Detention.
- **Second Offense:** 1 day OSS and Parent Conference upon student return.
- **Third Offense:** 2 days OSS and Parental Conference upon student return.

6.2 **Taking property without permission from the owner**

- **First Offense:** ISS for the remainder of given block, 3 days OSS, Parent Conference upon return.
- **Second Offense:** ISS for the remainder of given block, 5 days OSS and Disciplinary Hearing.
- **Third Offense:** Recommended Expulsion.

7. **Alcohol**

7.1 **Sale or distribution of alcohol on Mentorship STEAM Academy premises or at a school function**

- **First Offense:** Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing.
7.2 **Possession of, use of, or being under the influence of alcohol on Mentorship STEAM Academy premises or at a school function**

- **First Offense**: Recommended Expulsion, Parent Contact, Police Action and Disciplinary Hearing.

8. **Drugs**

8.1 **Sale or distribution of drugs on Mentorship STEAM Academy premises or at a school function**

- **First Offense**: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing.

8.2 **Possession of, use of, or being under the influence of drugs on Mentorship STEAM Academy premises or at a school function**

- **First Offense**: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing.

8.3 **Sale, possession, distribution of counterfeit drugs, inhalant drugs and/or drug paraphernalia**

- **First Offense**: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing.

8.4 **Tobacco use/possession**

Use of and/or possession of tobacco by students in any form:

- **First Offense**: 5 days OSS and Parental Conference.
- **Second Offense**: 10 days Suspension and Disciplinary Hearing.
- **Third Offense**: Recommended Expulsion.

8.5 **Abuse, misrepresentation, sale, or distribution of over the counter or prescription drugs**

- **First Offense**: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing.

9. **Bullying, Cyber-Bullying, Intimidation, Threatening, Hazing, etc.**

9.1 **Report to Mentorship STEAM Academy official**

A written report from the victim should be presented to the Principal or Assistant Principal; an Investigation will take place with personal
interviews with the complainants or the individual who is alleged to have been bullied.

Upon completion of the investigation a report will be filed in the students files and administration will notify the parent or legal guardian of the student being disciplined for alleged misconduct to notify them of the disciplinary action. Whenever the act or conduct determined to be a violation of this policy which may constitute a violation of state or federal criminal statute, the appropriate law enforcement agencies/officer shall be promptly notified.

· First Offense: 1-5 day OSS, School Investigation and Parental Conference.
· Second Offense: Disciplinary Hearing, Recommended Expulsion.

10. Weapons

10.1 Possession of Weapon/Firearm/Mace

· First Offense: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing.

10.2 Use of Weapon/Firearm/Mace

· First Offense: Recommended Expulsion, Parent Conference, Police Action and Disciplinary Hearing.

Note: Students may not use any item in a manner intended or likely to cause bodily harm to others. Any item used in a manner to inflict serious bodily damage will be considered a weapon.

10.3 Possession and/or use of fireworks, cigarette lighters, stink bombs, or smoke bombs (pyrotechnics)

· First Offense: 5 day OSS, Parent Conference, possible Police Action and Disciplinary Hearing.
· Second Offense: 10 day OSS, Parent Conference, Police Action and Disciplinary Hearing.

Note: Use of these items in a manner that may endanger others will require more serious punishment than stated above.

11. Field Trips / Off-Campus Events

Any infraction that occurs on a school trip will result in the student being sent home at an additional cost to the parent if applicable. Depending on the severity of the infraction, it may also result in a recommended expulsion.
12. **Vandalism**

Any student caught vandalizing or defacing Mentorship STEAM Academy property will be billed the cost to repair, clean or purchase replacement equipment that is damaged. The student will also be referred to the Principal or Assistant Principal for other discipline actions. Any unpaid damages will result in the student records and progress reports being held until the balance is paid in full.

13. **Transportation**

Bus transportation is a privilege; therefore, the same policies and procedures shall be followed on the bus as in school.

1. Discipline problems on the school bus will be dealt with by the Principal or a designee of the school responsible for the student in accordance with state laws and parish regulations. The Principal or a designee will take action necessary to ensure operational safety on the buses.

2. Procedures for removing a student with disabilities from a bus must follow the same procedures as when a student with disabilities is removed from school through suspension or expulsion. (See Section Nineteen- Exceptional Student Services (Special Education) Discipline Procedures.

3. **Bus Regulations**

   a. Students shall:
      - Cooperate with driver, because their safety depends on it;
      - Be on time, because the bus will not wait;
      - Cross the road cautiously when waiting for and leaving the bus;
      - Follow driver’s instructions when loading and unloading;
      - Remain quiet enough not to distract the driver;
      - Have written permission from parent or guardian and be authorized by the principal or designee to get off at a stop other than their own; and
      - Be courteous and safety-conscious in order to protect and enjoy their riding privilege.

   b. Students shall not:
      - Stand when the bus is in motion;
      - Extend arms, head, or objects out of windows or doors;
      - Throw objects in the bus or out windows or doors;
c. The following items are not allowed on the bus:
   - Alcohol, drugs, tobacco, matches, or cigarette lighters;*
   - Pets (cats, dogs, etc.);
   - Glass objects (except eyeglasses)
   - Weapons (including knives or objects or implements which may be used as weapons);
   - Objects too large to be held in laps or placed under seats;
   - Items, which are inappropriate at school, shall not be allowed on the bus.

*NOTE: Major offenses will result in more severe punishment, such as suspension/expulsion from school. Any misbehavior on the bus, walking to or from the bus stop, or going to or returning from school may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from school becomes the responsibility of the parent/guardian.
B. Course of Action

1. **Suspension**

In-School Suspension (ISS) refers to a suspension rendered within the school day overseen by the Principal or Assistant Principal where an ISS student will have no contact with other students and all school work, ISS related work and lunch will take place in this restricted environment.

Out of School Suspension (OSS) refers to a suspension where offending students will spend a designated number of days outside of the Mentorship Academy premises for chronic and/or serious violation of Mentorship Academy’s rules or policies. All OSS require a parent conference upon return.

2. **Due Process**

   a) Conference with student(s) is conducted by the Principal, Assistant Principal or other designee.

   b) Student(s) have the opportunity to state their involvement in the event.

   c) Principal, Assistant Principal or other designee contacts parent/legal guardian and conducts conference regarding alleged incident to discuss and determine the consequences of the behavior.

      - Should the parent be unable to or refuses to attend/respond to the conference, the students shall remain home until a response is made.

      - Students will not be sent home prior to school dismissal without parental permission.

   d) Disciplinary action to be taken is determined.

3. **Intervention Strategies**

   | After-School Detention | Anger Management |
   | Alternative Education Room | Positive Behavior Management |
   | Student-teacher Conference | Student/Teacher/Parent Conferences |
   | Disciplinary Assignment | Referral to Counselor |
   | Behavior Intervention Plan | Detention |
   | Referral to Law Enforcement Agencies | Parent Call |
   | Administrator/Parent/Teacher Conference |

   Other as assigned by the Principal
4. **Discipline Hearing**

A Disciplinary Hearing will be held when a student has exhausted all other discipline infractions and must appear before the Discipline Team. The student will be given an opportunity to explain their actions and members of the Discipline Team will prepare a Plan of Action that must be signed by the student to follow. Although a hearing will take place, it will be at the discretion of the Discipline Team to determine what is in the best interest of the student and Mentorship Academy.

Infringement of the Plan of Action, results in a recommended expulsion.

The Discipline Team consists of: Principal, Assistant Principal, Family Liaison, Guidance Counselor, Teacher, Academic Department Coach and a Special Education Coordinator.

5. **Expulsion**

Expulsion recommendation will be at the discretion of the Principal. All expulsion recommendations will follow the state guidelines for discipline and due process. Students may be recommended for expulsion after three suspensions due to disciplinary infractions of any level or assortment. Students who do not comply with school rules and regulations will be counseled and behaviorally redirected. Parents will be made aware of the situation and counseled to determine the best course of action for the student.

6. **Violence Prevention**

Mentorship STEAM Academy administration has the authority to summon the appropriate law enforcement authorities if a student is involved in a serious infraction. The law enforcement authorities will investigate the fight and recommend one of the following actions:

a. Issue the student a misdemeanor or summons;
b. Release the student to a parent/legal guardian with the agreement that both will appear in Juvenile Court; or
c. Arrest the student.

7. **Exceptional Student Services Discipline Procedures**

This section refers to students with disabilities as determined under the provision of the federal Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and associated Louisiana laws and regulations. All
procedural safeguards afforded students without disabilities by law must be extended to students with disabilities and their parents. In addition, discipline procedures for students with disabilities must follow Louisiana’s Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941, et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1-Regulations for Students with Disabilities (Section 530 et seq.).

FOR A PROPOSED EXCLUSION OF MORE THAN 10 CONSECUTIVE DAYS, OR WHEN A PATTERN OF EXCLUSIONS HAS OCCURRED, OR UPON THE FOURTH EXCLUSION (SUSPENSION):

The student’s Special Education teacher must notify the parent of a Discipline Individualized Education Program (IEP) Team meeting. A Discipline IEP Team meeting must be held to determine if the behavior is a manifestation of the student’s disability via a manifestation determination review (MDR). The IEP Team meeting must be appropriately constituted with, at minimum, the following individuals: Officially Designated Representative (of the East Baton Rouge Parish School System) (ODR) - usually the principal or assistant principal; the student’s Special Education teacher; at least one of the student’s Regular Education teachers; one or both parents of the student; the student (if appropriate); and an individual who can interpret the instructional implications of the student’s evaluation results. This last individual may also be the Special Education teacher, Regular Education teacher, or ODR. Other individuals who have knowledge or special expertise regarding the student (e.g., related service personnel) may be included at the school system’s or parent’s discretion.

Note: If the parent does not attend the scheduled IEP Team meeting to participate in the MDR, the school will reschedule the meeting within three (3) school days. If the parent chooses not to attend or participate by phone in the scheduled IEP Team meeting, the school personnel shall meet without the parent. Parents must be provided prior written notice of all IEP Team meetings.

If the IEP Team determines that the behavior which is the subject of the MDR is a manifestation of the student’s disability, the student will not be suspended nor expelled. If the behavior is not a manifestation of the student’s disability, the student is subject to the disciplinary consequences of a student without disabilities; however, the student shall continue to receive a free appropriate public education (FAPE).
School personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting (IAES) for not more than 45 school days, if the student: (1) carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the EBRPSS or the Louisiana Department of Education (LDE); (2) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the EBRPSS or the LDE; OR (3) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the EBRPSS or the LDE. “Serious bodily injury”, “controlled substance”, and “weapon” shall have the definitions provided under federal law.

An Administrative Law Judge (ALJ) with the Louisiana Division of Administrative Law (DAL) may order a change in placement of a student with a disability to an appropriate IAES for not more than 45 school days. In order for the IAES placement to occur, the ALJ shall conduct an expedited due process hearing where the ALJ receives evidence from EBRPSS and the parent, and the ALJ must have determined that, based on that evidence, maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

EMERGENCY REMOVAL is used only when the student exhibits behavior which is deemed by school officials to pose a substantial danger to himself/herself or others. In no case can this removal last longer than nine (9) consecutive school days. During this removal period, school officials may initiate an IEP team meeting. School officials may also invoke an expedited due process hearing or the courts, if the school officials believe that maintaining the student in the current placement would be substantially likely to result in injury to the student or others.

12. GRIEVANCE

A. Student/Parent 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.

1. **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 punished 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 Mentorship Academy employee and the school-level administrator.
   - Appeal to the Principal.
   - Appeal to the CEO in writing.
   - File a written complaint with the CEO requesting that the case be referred to the Mentorship Academy Board of Directors. The CEO 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.

B. **Parental Rights and Responsibility**

Parents are considered partners with educators, administrators, and the Mentorship Academy Board of Directors in the education of their children. Parents are encouraged to take an active role in creating and implementing educational programs for their children.

- The rights as listed in this Handbook in no way limit a parent’s rights as defined by state or Federal law.
- The Mentorship Academy, administration, teachers, or other persons shall not limit parental rights.

The Mentorship STEAM Academy Board of Directors shall cooperate in the establishment and ongoing operations of at least one parent-teacher organization to promote parental involvement in Mentorship STEAM Academy activities.

C. **Rights Concerning Academic Programs**

Parents are given reasonable access to the Principal, or to a designated administrator with the authority to reassign a student, to request a change in the class or teacher to which the parent’s child has been assigned, if the reassignment or change would not affect the assignment or reassignment of another student.
Parents are entitled to request, with the expectation that the request will not be unreasonable denied (a) the addition of a specific academic class in the course of study of the parent’s child in keeping with the required curriculum if sufficient interest is shown in the addition of the class to make it economically practical to offer the class; sufficient interest would be at least 22 students; (b) that the parent's child be permitted to attend a class for credit above the child’s grade level, unless the Principal and the Mentorship STEAM Academy Board of Directors or its designated representative expects that the child cannot perform satisfactorily in the class; (c) that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation, and (d) have a child who graduates early participate in graduation ceremonies at the time the child graduates.

D. Rights Concerning Discrimination

Mentorship Academy 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.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than (60) calendar days after the alleged violation. Within fifteen (15) calendar days after the 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 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 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.

The ADA Coordinator shall maintain the files and records of Mentorship STEAM Academy relating to complaints filed for at least three (3) years.

13. WITHDRAWAL PROCESS

Periodically students may need to transfer to another school. As soon as a definite date is known, a parent or guardian must come to the Guidance Counselor’s Office to complete a withdrawal form. Classroom and library materials must be returned in order to complete the withdrawal process. Failure to officially withdraw a student will result in the delay of records being forwarded to the new school. Withdrawal paperwork along with school records of any kind will not be released as long as the student owes fees (i.e. food service bill, school fees, field trip money, etc.) of any kind to Mentorship STEAM Academy.

14. BOARD OF DIRECTORS

Mentorship STEAM Academy is governed by a Board of Directors. The members of the Board of Directors are listed on the website. All Board of Directors meetings are open to the public. Notice of the Board of Directors meetings is posted at the school prior to the meetings.
ACKNOWLEDGMENT OF RECEIPT
OF 2017-2018 STUDENT-PARENT HANDBOOK

I, ________________________, the parent/guardian of ___________________________,
acknowledge receipt of the Mentorship STEAM Academy ("Mentorship") Student-Parent
Handbook, which includes the (i) School/Parent/Student Compact; (ii) Acceptable Use Policy
and (iii) Bullying Policy. These policies are in place to help students gain the greatest possible
benefit from their educational opportunities, and I am aware that my child(ren) and I are
expected to read and understand the contents of the handbook and that all members of the
school community are accountable to abiding by the School/Parent/Student Compact,
Acceptable Use Policy and Bullying Policy described in the handbook. Failure to conduct
oneself in the manner described will subject school community members, my child, or me to
appropriate disciplinary action. As the parent or guardian of a child attending Mentorship, I am
committed to the success of my child and all of the children attending Mentorship STEAM
Academy. I will conduct myself in a manner consistent with that statement and vow to support
the children and school as it develops the young scholars of Mentorship STEAM Academy. I
have received, reviewed and understand the Mentorship School/Parent/Student Compact; (ii)
Acceptable Use Policy and (iii) Bullying Policy, and have discussed the importance of abiding by
each with my child (ren).

________________________________________________________________________
Parent/Guardian Signature  Printed Name of Parent/Guardian  Date:

I understand the Mentorship School/Parent/Student Compact described in the Student-Parent
Handbook and understand the importance of being safe, responsible, and respectful at school and in
everyday life. I will conduct myself in a manner consistent the Mentorship School/Parent/Student
Compact.

________________________________________________________________________
Student’s Signature  Printed Name of Student  Date: