

# SCHOOL POLICIES

## CELL PHONE & ELECTRONIC DEVICE POLICY

Students are not allowed to bring any electronic devices to school, including gaming devices and music players. If a parent requires their child to carry a cell phone for emergencies, it is not allowed to ever be turned on or carried on their person. Students must keep the cell phone in their backpack or locker, if available. Please contact the school for further information regarding cell phone lockers.

If a teacher or staff member sees or hears a prohibited electronic item, they will send the student to detention where it will be confiscated. A parent or guardian must come to school to pick up the item. The school and its staff members are not responsible for lost or stolen property of any kind, including prohibited items that may have been confiscated.

# Cyber-bullying, Bullying & Harassment Policy

Harassment, intimidation, bullying and cyber-bullying that originates on or off-campus and interferes with our school's educational mission are strictly prohibited. The school will implement our discipline policy to address these issues.

Harassment directed at anyone is improper and will not be tolerated. This applies to harassment of any kind, but most especially to sexual harassment. Sexual harassment has been determined to be a form of sex discrimination that is expressly prohibited by Title VII of the 1964 Civil Rights Act and will not be tolerated. Our employees and students must be allowed to work and study in an environment free from unsolicited and unwelcome intrusions. Harassment/bullying can include, but is not limited to, the following forms of unacceptable behavior:

- Verbal bullying including derogatory comments and bad names
- Bullying through social exclusion or isolation
- Physical bullying such as hitting, kicking, shoving, and spitting
- Bullying through lies and false rumors
- Having money or other things taken or damaged by students who bully
- Being threatened or being forced to do things by students who bully
- Racial bullying
- Sexual bullying

Our immediate goal is to stop the offending behavior. You should report any incident of sexual harassment, or any other form of harassment, immediately to any school administrator or teacher. If the complaint involves a teacher, supervisor, fellow colleague, or contractor/vendors, the report may be filed directly with the highest school administrator or other staff person that you feel comfortable with.

You will not be penalized in any way for reporting a harassment problem. All complaints of harassment that are reported to the school director will be handled promptly, and special efforts will be made to protect the privacy of all parties involved.

Awareness of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, we are counting on you to bring any problems of this kind to our attention so that we can take whatever steps are necessary to correct the problem.

## SAFETY POLICY

Students have the right to expect that school will be a safe place to obtain an education. In order to ensure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules. The parent or guardian is responsible for providing current working telephone numbers and any change in status concerning family information. Students have a responsibility to alert teachers and school administrators about any threats made to a student, as well as any information about possible violations of the discipline policy, especially matters involving drugs and weapons.

## INTERNET SAFETY POLICY

Internet access provides access to unique resources and opportunities for collaborative work. The use of the Internet must be in support of education or academic research. Students shall use the Internet under the direction and supervision of teachers. FirstLine Schools utilizes filtering technology to limit access by students to inappropriate content on the Internet as well as any content or materials that may be harmful. In addition to the filtering system, teachers and staff will monitor student Internet and computer usage in the classroom. Violations may result in discipline up to and including the expulsion of the violating student.

## ELECTRONIC COMMUNICATION POLICY

All communication between employees and students must be appropriate and in accordance with state law. Employees may not communicate with, entertain, socialize with, or spend an excessive amount of time with students in a way that might reasonably create the impression to other students, parents, or the public that an improper relationship exists. All electronic communication between an employee and a student must be related to the educational services provided to the student and delivered by means provided or made available by FirstLine Schools for this purpose. Approved electronic communication methods include email, school-sponsored teacher websites, school websites, school-provided phones, and other electronic communication approved by FirstLine Schools.

## CORPORAL PUNISHMENT POLICY

No form of demeaning language or corporal punishment (which includes, but is not limited to paddling, striking, hitting, or humiliation) shall be used with any child enrolled at a FirstLine school.

## MANDATORY REPORTING

If there is cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect or that neglect was a contributing factor in a child's death, all FirstLine staff are required to make a report to the appropriate agency.

## SECLUSION POLICY

Seclusion is a procedure that isolates and confines a student in a separate room or area until the student is no longer an immediate danger to self or others. Seclusion does not include time-out, suspension, or student requested breaks. Seclusion is only permitted (1) as a last resort when de-escalation attempts have failed and the student continues to pose an imminent threat to self or others or (2) as a long as necessary to minimize the imminent risk of harm while summoning the assistance of personnel trained in Handle with Care Emergency Management System Training, emergency medical services personnel, and/or law enforcement officers when a crime has been committed. Seclusion used for reasons other than imminent risk of harm and contrary to the above is considered unreasonable and strictly prohibited. Seclusion shall not be used as a disciplinary consequence or to otherwise isolate the student from needed educational instruction.

# CRISIS PREVENTION INTERVENTION

Crisis Prevention Intervention (CPI) is only used if a student needs to be restrained. Our school sites have a crisis team, trained in CPI protocols. Students are only restrained if they attempt to hurt themselves or others.

# MEDIA RELEASE POLICY

All guardians, who have signed a media release form, and no longer wish for their student's image to be used in educational, promotional and marketing materials, on social media sites such as Twitter, Facebook, Instagram, blogs, in press releases, on websites, radio stations, news stations, on television, or any other media outlet must sign an opt out form. **Forms are available in the school's main office.**

# PERSONALLY IDENTIFIABLE INFORMATION

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

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

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

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

- We will not be able to provide transportation to your child, because we can't share your child's name and address with our transportation partners.
- We may not be able to give your child access to computer based learning opportunities.
- We will not be able to provide a report card with your child's name on it because we can't share your child's information with our Student Information Systems vendors.
- We cannot provide a transcript to any high school or college that your child applies to. You will not be able to access your child's grades online because we won't be allowed to share their information with our technology vendors.

Notice to parents of students in grades 8 through 12:

As the parent of a student in grades 8 through 12 you will be asked to review and provide written consent to share data with the Louisiana Office of Student Financial Aid (LOSFA) and the Louisiana Board of Regents (BOR). Failure to provide written consent may result in delays or may prevent successful application for admission to a postsecondary educational institution and for state and federal student financial aid.

Once you have given consent, that consent shall remain in place unless and until you submit a formal written request to withdraw consent to your child(ren)'s school. This request should be addressed to your child(ren)'s school director and delivered to the front desk of your child's school OR by submitting a written request by emailing [info@firstlineschools.org](mailto:info@firstlineschools.org).