MAX ACADEMY

Nicholls State University

Where Teaching the Whole Child is Our Priority

2026-2027

Student and Parent Handbook

The Max Academy has a Board of Directors responsible for developing policies and strategies for the overall operations of the school. The school administration of The Max Academy reserves the right to interpret and administer all policies and procedures of the school to best meet the needs of the student population as a whole.

The administration retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made. The student handbook is subject to enforcement of all state regulations as issued by the Louisiana Department of Education.

This handbook has been created to inform both parents and students of The Max Academy Policies, Procedures, and Student Code of Conduct. It is expected that you will take time to read it with your child and become familiar with each policy. If you have any questions, please contact the office.

Parents are to sign and return to the child's teacher the Handbook Agreement Form, which indicates that you have received, read, and understood the school's handbook.

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MISSION STATEMENT

The Max Academy offers educational services for children in Grades 1-8 who have a *primary* diagnosis of dyslexia/reading disorder, are identified as having characteristics of dyslexia under LA Bulletin 1903, or have been diagnosed with a primary related learning disorder such as dysgraphia/written language disorder or dyscalculia/math disorder.

VISION STATEMENT

The Max Academy, in collaboration with Nicholls State University and the Louisiana Center for Dyslexia and Related Learning Disorders, will continue to nurture the whole child, academically, socially, emotionally, and physically. It is the desire of all stakeholders to empower each student with competence, confidence, and a desire to complete school while realizing learning is a lifelong process.

SCHOOL PHILOSOPHY

The philosophy of The Max Academy is that all children can learn when their learning disorders are properly diagnosed, when their teachers are properly trained, and when their educational environment emphasizes support, dignity, and individual responsibility.

VALUES

The Max Academy values:

- Each child's unique needs
- Equal accessibility
- High expectations for all students
- Diversity
- The concept that all children can learn
- Teaching the whole child

COLLABORATIVE RESPONSIBILITY

Education is a shared responsibility, only part of which is delegated to the school. Parents are a child's first teachers who model the importance of education. Teachers hold the responsibility of educating each child according to his/her need in a safe and positive environment. Each teacher has thoroughly explained and discussed the procedures, rules, rewards, and consequences to his/her students. In order to help create an atmosphere that encourages learning according to our school philosophy, it is necessary to maintain certain levels of conduct and discipline. It is the professional belief of the administration and staff that the Discipline Policies of The Max Academy Governing Board will assist in providing a safe, healthy, and happy atmosphere for each child to learn.

The Max Academy provides parents with the following opportunities:

- back to school parent orientation night
- open house
- parent/teacher conferences
- workshops and parent seminars hosted by the school

These opportunities are available to help further your understanding of your child's unique educational experience.

TEACHING THE WHOLE CHILD

The Max Academy staff strives to instill self-discipline, respect, and love for oneself, others, school, community, and country. As a reminder of these goals the students and staff will recite daily the following:

- The Pledge of Allegiance
- MAX Charter Student Pledge

MAX CHARTER STUDENT PLEDGE

I act in such a way that I am proud of myself.

Those who know and love me

are proud of me too.

I come to school to learn, and

I do learn.

I learn at least one new thing each day.

I accept the consequences, good or bad,

of my actions and words, knowing that

I alone am responsible for my behavior.

I live the Golden Rule.

I treat others, as I want them to treat me.

I always strive for the MAX!

MAX ACADEMY
Nicholls State University

2026 - 2027
Academic Calendar

First Semester	
August 3,4, 5	Staff Development / Teacher Record Days
August 6	First Day for Students
September 7	Labor Day – *School Closed*
October 8	End of 1st 9 Weeks
October 9	Beginning of 2nd 9 Weeks
October 12	Fall Break – *School Closed*
October 13	No School for Students – *Teacher PD Day*
October 14	Report Cards Go Home
November 23-27	Thanksgiving Break – *School Closed*
December 18	End of 2nd 9 Weeks
December 21 -- January 1	Christmas Holidays – *School Closed*
January 4	No School for Students – *Teacher PD Day*
Second Semester	
January 5	Beginning of 3rd 9 Weeks
January 6	Report Cards Go Home
January 18	Martin Luther King, Jr. Holiday – *School Closed*
February 8-12	Mardi Gras Holiday – *School Closed*
March 15	End of 3rd 9 Weeks
March 16	Beginning of 4th 9 Weeks
March 17	Report Cards Go Home
April 1 – May 15	**STATE TESTING WINDOW**
March 26 – April 2	Easter Break – *School Closed*
May 25	End of 4th 9 Weeks
May 25	*Last day for Students and Teachers!*
May 26	Report Cards Mailed Home
May 31	*Memorial Day – School Closed*

Calendar Subject to Change

In the event of school closures, holidays will be eliminated at the discretion of the Board of Directors to meet the minimum number of instructional days. Calendar reflects 182 teacher days and 178 instructional days for students..

SCHOOL WIDE POLICIES

ATTENDANCE POLICY

The Max Academy's Student Attendance Policy is in accordance with the Louisiana's Compulsory School Attendance Law Revised Statutes 17:221 et al., Bulletin 741. It is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a child arrives at school, he/she is expected to remain in and attend class throughout the school day.

LOUISIANA'S COMPULSORY ATTENDANCE LAW

R.S. 17:221. School attendance; compulsory ages; duty of parents; excessive absences; condition for driving privileges

A. (1) Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board and shall assure that such child is not habitually tardy from school pursuant to the provisions of R.S. 17:233.

(2) Whoever violates the provisions of this Subsection or R.S. 17:234 shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.

(3) Whoever violates any other provision of this Subpart or any other provision of law which provides for the penalty provided for in R.S. 17:221 shall be fined not more than fifteen dollars, and, for such violations, each day the violation continues shall constitute a separate offense.

(4) Visiting teachers or supervisors of child welfare and attendance, with the approval of the parish or city superintendents of schools, shall file proceedings in court to enforce the provisions of this Subpart.

B. (1) A city, parish, or other local public school board shall grant admission or readmission to school to any person who meets all of the following criteria:

(a) Resides within the geographic boundaries of the school system.

(b) Meets the eligibility requirements for school entrance pursuant to R.S. 17:222(A).

(c) Is nineteen years of age or younger on September thirtieth of the calendar year in which the school year begins or is twenty years of age on September thirtieth of the calendar year in which the school year begins and has sufficient course credits that he will be able to graduate within one school year of admission or readmission.

(d) Has not received a high school diploma or its equivalent.

(e) Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the local school board and the State Board of Elementary and Secondary Education.

(2) If a person meets all of the criteria in Paragraph (1) of this Subsection, no city, parish, or other local public-school board may deny him admission or readmission based on any of the following characteristics:

(a) The person voluntarily withdrew from school.

(b) The person is pregnant.

(c) The person is a parent.

(d) The person is married.

(3) The admission or readmission of a person who will be twenty years of age on September thirtieth of the calendar year in which the school year begins shall be limited to grade twelve.

(4) The admission or readmission of any person who has been suspended or expelled from a Louisiana public

school is subject to all laws and policies applicable to such disciplinary actions.
(5) The admission or readmission of a person with an exceptionality is subject to federal and state law governing the age of eligibility for services for students with exceptionalities.
C. Each of the school boards shall:
(1) Develop and submit to the state Superintendent of Education a detailed written program plan designed to improve school attendance, based on local needs and resources.
(2) Give priority in selecting pilot schools within the local school districts to those with the highest percentage of nonattendance, and
(3) Focus the program in a manner designed to remedy the underlying problems causing poor school attendance.
D. Each school shall develop and implement a system whereby the school shall attempt to provide verbal notification and, if such verbal notification cannot be provided, then shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five school days in schools operating on a semester basis, and for ten days in schools not operating on a semester basis.
E. Repealed by Acts 2010, No. 927, §1.
F. The parent, tutor, or other person responsible for the school attendance of a child who is under age eighteen and who is enrolled in school beyond his sixteenth birthday may request that the student be allowed to attend an alternative education program or a vocational-technical education program. In the case of a child who has no parent, tutor, or other person responsible for his school attendance, the superintendent of the city, parish, or other local public school system may act on behalf of the student in making such a request. Upon such request, the superintendent of the city, parish, or other local school system in which the student is enrolled shall be responsible for determining whether the student remains in the regular school setting or attends an alternative education program or a vocational-technical education program and for developing and implementing an individualized plan of education for such student.
G. The provisions of Paragraph (A)(1) of this Section shall not be applicable to any child who is under the age of seventeen and is attending or is seeking admission to a National Guard Youth Challenge Program in this state, and the parent, tutor, or legal guardian of any such child shall not be considered in violation of the provisions of Paragraph (A)(1) of this Section.
H. Nothing in this Section shall prohibit any child from attending or seeking admission to a National Guard Youth Challenge Program in this state.
I. Nothing in this Section shall prohibit a child who is at least sixteen years of age, who meets criteria established by the State Board of Elementary and Secondary Education for enrolling in an effective adult education program, from enrolling in and attending such a program. A parent, tutor, or other person responsible for the school attendance of a child who is at least sixteen years of age but under age eighteen and who is enrolled in and is fulfilling the attendance requirements of an adult education program shall be considered to be in compliance with the school attendance provisions of Paragraph (A)(1) of this Section. As used in this Subsection, an "effective adult education program" means an approved program that has demonstrated a proven record of student progress in the attainment of basic skills and essential competencies as determined by quality indicators and performance-based criteria developed and adopted by the Board of Supervisors of Community and Technical Colleges in accordance with R.S. 17:3217.1(D)(2).
J. Pursuant to a policy adopted by a school board as defined by and in compliance with R.S. 32:431.1, the driving privileges of a child under eighteen years of age may be denied or suspended if the child withdraws from school prior to graduation or has been determined to be habitually absent or tardy as provided in R.S. 17:233.
K. A child who is at least seventeen years of age and who, after successfully completing a program established by the State Board of Elementary and Secondary Education, has been issued a Louisiana high school equivalency diploma in accordance with criteria established by the Board of Supervisors of Community and Technical Colleges shall be considered exited from high school and shall not be subject to the provisions of this Subpart.

ATTENDANCE AND JURISICTION

The parent or legal guardian shall enforce the attendance of the student. Regular attendance can be assumed to

be essential for a student's successful progress in the instructional program.

A student is considered under the jurisdiction of the school during normal school hours from the time the child arrives at the school and until the school dismisses for the day or until the child is checked out by a person or persons legally responsible for him/her or whose name is on file at the school as having the authorization to check the child out.

A student is considered to be in attendance when he/she is physically present at the school site or is participating in an authorized school-sponsored activity and is under the supervision of authorized school personnel. This definition extends to students who are homebound or who are participating in school-authorized field trips or other school-approved activities.

A student is considered to be in attendance for one-half day when he or she is physically present at school or is participating in an authorized school activity and is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.
A student is considered to be in attendance for a whole day when he or she is physically present at school or is participating in an authorized school activity and is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require elementary students shall be in attendance a minimum of 60,120 minutes a school year in order to be eligible to receive credit for courses taken.

Students at Max Academy shall have no more than ten days nonattendance unless an absence has been excused. In addition, students are expected to have no more than three (3) consecutive unexcused absences or five (5) total unexcused absences in any semester.

EXCUSES AND TYPES OF ABSENCES

A student who is absent from school for an excused or unexcused reason is expected to present a written note for the absence(s) either from a licensed professional or from the person(s) legally responsible for the student. The student may not be permitted to make up missed school work unless such a written excuse is presented.

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade.

When a student misses school, their absence falls under four categories:

Exempted and Excused: The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences *if they are properly documented*.. At the principal's discretion, a conference may be warranted to review the student's needs with stakeholders.

Non-Exempted and Excused: The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempt and excused absences is based on the number of school days offered. Schools are required to offer 177 days of school, which means a student can be absent up to 10 days, no more than 5 days each semester

Unexcused: The student is accountable to make up the missed work. The absence is counted against the

attendance requirement. An example is skipping school.

Suspensions: The student is accountable to make up the missed work.

TARDY

- **If the green flag is no longer posted in the front of the school, an adult must come into the school to sign-in the student at the office.**
- Students who are not in the building by 7:55 will be marked tardy.
- Students are only admitted to class, after the bell, with a tardy slip.
- **Tardy shall also mean leaving or checking out of school before the final school bell for reasons not defined as excused.** Max Academy will follow a **NO EARLY CHECKOUT RULE**.
- The principal of the school or his/her designee shall notify the parent/guardian in writing on or before a student's third (3rd) unexcused occurrence of being tardy and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.
- Students who have five (5) unexcused occurrences of being tardy in a school semester will be designated as truant by the director/principal and become subject to the same consequences as other truant students.
- **Checking Out**: **An adult must come to the school office to sign-out the student.** Please list all persons who may pick up your child from school on the form provided. If someone other than the parent/guardian will be signing your child out of school, a written note signed by the parent is required.

TRUANCY

The principal of the school or his/her designee shall notify the parent/guardian in writing on or before a student's third (3rd) unexcused absence or third (3rd) unexcused occurrence of being tardy and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

The principal or designee shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and if such verbal notification cannot be provided then the school shall provide written notification to a child's parent, tutor, or legal guardian when the child has been absent from school for five (5) days within a semester. A letter will also be sent to the District Attorney's Child Welfare and Attendance Officer. A copy of this letter will be sent to the parent or legal guardian; signature of receipt of the copy of the letter shall be required.

APPEAL

When a student exceeds the maximum number of unexcused or consecutive allowed absences, the person(s) legally responsible for the child may make a formal appeal in writing to the director/principal if there is a belief the unexcused absence should be excused.

If the appeal to the director/principal is denied, a second written appeal with relevant documents, if desired, shall be presented to the Board of Directors. The Board of Directors will hear the appeal but will render its decision in writing in a timely manner but at a later time.

No appeals and/or documentation shall be accepted for any absence in excess of the minimum attendance requirements after ten (10) working days at the end of the school year.

BULLYING POLICY

THREATS, BULLYING (INCLUDING CYBER BULLYING), INTIMIDATION, HARASSMENT AND HAZING

The Max Academy believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. According to the Center for Disease Control, "Bullying is any **unwanted aggressive behavior(s)** by another youth or group of youths who are not siblings or current dating partners that involves an **observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.** Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm**."** The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the president of the board or his or her designee.
- The Max Academy prohibits retaliatory behavior against any complainant or any participant in the complaint process.

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

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

- Loss of a privilege
- Reassignment of seats in the classroom, lunchroom or bus
- Reassignment of classes
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Assignment to an alternative school setting

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

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.

The procedures for intervening in bullying behavior include but are not limited to the following:

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

The following actions will be taken when bullying is reported:

1. Investigation

Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later than the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.

2. Notification

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

3. Discipline

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

4. Follow Up

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

5. Documentation

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

IVY DANIELS ACT

The Louisiana Legislature enacted Act 782 of the 2026 Regular Session, known as the Ivy Daniels Act, to protect children from crimes involving the creation, possession, dissemination, or sale of improper images created by artificial intelligence.

The Act creates enhanced criminal penalties and establishes requirements for annual dissemination of information to students and parents regarding these offenses and their consequences.
This provides implementation guidance for compliance with R.S. 17:416.20.1.

Purpose

The purpose of this guidance is to assist local education agencies (LEAs), charter schools, and school administrators in implementing the statutory requirements of Act 782 and ensuring that students and families understand the serious legal, educational, and safety consequences of AI-generated image offenses. school threats.

Statutory Requirements

Beginning with the 2026-2027 school year, the principal of each public school shall disseminate information regarding the crime and consequences of unlawful dissemination or sale of images of another created by artificial intelligence as provided in R.S. 14:73.14 and unlawful possession of images of another created by artificial intelligence as provided in R.S. 14:73.14.1.

The information shall be provided:

- During the first five (5) days of each school year;
- To all students enrolled in grades six (6) and above; and
- To each student's parent or legal guardian.

Schools may incorporate the required information into existing orientation programs, student handbook reviews, registration activities, advisory periods, or other annual school safety activities.

Parent Acknowledgment Requirement
The Act requires schools to provide the information to each student's parent or legal guardian in writing, on a form with a signature line acknowledging receipt and understanding of the information.

Schools shall:
- Obtain signed acknowledgments from parents or legal guardians;
- Maintain documentation demonstrating compliance; and
- Retain records in accordance with local records retention policies.

Electronic acknowledgment systems may be utilized when permitted by local policy.

Age-Appropriate Communication
The information provided must be:
- Age appropriate;
- Grade appropriate; and
- Developed with consideration for students participating in special education programs or other specialized educational settings.

Schools should ensure that materials are accessible to all students and families, including those who require accommodations, language supports, or alternative communication methods.

Information To Be Provided
At a minimum, schools shall communicate that:

The following acts are criminal offenses under Louisiana law:
- Disseminate or sell, with intent to coerce, harass, intimidate, or maliciously disseminate or sell any video or still image created by artificial intelligence that depicts another person who is totally nude or in a state of undress so as to expose private areas when the person disseminating the video or still image knows or has reason to know that the person is not licensed or authorized to disseminate or sell such video or still image. LA. R.S. 14:73.14
- Possession of any video or still image created by artificial intelligence that depicts another person who is under the age of seventeen years and is totally nude or in a state of undress so as to expose private areas when the person possessing the video or still image knows or has reason to know that the person is not licensed or authorized to possess such video or still image. LA. R.S. 14:73.14.1

Criminal penalties for violation
A violation of LA. R.S. 14:73.14 provides for imprisonment of the offender with or without hard labor for not more than one year, a fine of not more than one thousand dollars, or both. When the depicted person is under the age of seventeen years, the offender shall be imprisoned with or without hard labor for not more than five years, and at least one year of the sentence of imprisonment shall be imposed without benefit of parole, probation, or suspension of sentence. If the offender is an educator and the victim is a student, the offender may be imprisoned for an additional two years with or without hard labor, to be served consecutively to the sentence imposed.

A violation of LA. R.S. 14:73.14.1 provides for imprisonment of the offender with or without hard labor for not more than five years. At least one year of the sentence of imprisonment shall be imposed without benefit of parole, probation, or suspension of sentence. If the offender is an educator and the victim is a student, the offender may be imprisoned for an additional two years with or without hard labor, to be served consecutively to the sentence imposed.
Offenders under the age of 14

When an offender is under the age of fourteen years, the disposition shall be governed exclusively by the provisions of Title VII of the Louisiana Children's Code.

Definition of Educator
"Educator" means any administrator, coach, instructor, paraprofessional, student aide, teacher, or teacher aide at any public or non public elementary school, secondary school or high school in the state of Louisiana who is assigned, employed, or working at the school or school system where the victim is enrolled, as a student on a full-time, part-time, or temporary basis.
Juvenile Consequences
Students should understand that the prohibited activity made as jokes, pranks, social media posts, text messages, verbal statements, or other online communications may result in a criminal investigation and criminal proceedings.

CHILD FIND POLICY

Child Find is a legal requirement, part of the Individuals with Disabilities Education Act (IDEA), for schools to find children who have disabilities and are in need of services. Identifying these children is an important first step toward getting them the help they need to succeed in school.
Child Find requires schools to continuously search for and evaluate children who may have a disability. At least seven main elements are included in the Child Find program:

- **Definition of Target Population**: The state defines the criteria that determine which children are eligible for special education services. The Max Academy adheres to the standards set forth by the state of Louisiana**.**
- **Public Awareness**: The state raises public awareness about children who need help and the services available to them, targeting parents, caregivers, educators, school staff, physicians and others. Because Max Academy is a Type 2 charter school with a limited enrolment capacity and a specific educational mission, advertising centers around the admissions period as stated in the contract with the Board of Elementary and Secondary Education and is targeted to students who fit the mission of the school.
- **Referral and Intake**: A child is referred according to the school's SBLC procedures.
- **Screening and Identification**: The child is screened for possible disabilities.
- **Eligibility Determination**: Results of the screening are compared to the state's eligibility guidelines, which is consistent with federal regulations.
- **Tracking**: The state tracks and follows up with children who are receiving services. Max Academy utilizes the state's Special Education Reporting (SER) system.
- **Interagency Coordination**: In some cases, multiple agencies share responsibilities mandated by IDEA. The Max Academy coordinates available resources (speech therapy, occupational therapy, psychological counseling, etc.) on an as-needed basis.

DRESS CODE POLICY

Experience indicates that there are sanitation and safety factors directly related to proper dress and grooming. There is a real and reasonable connection between proper dress/grooming and the successful operation of the school with respect to discipline as well as student achievement. This dress code policy has been developed in consideration of The Max Academy's unique population. Student and Teacher dress codes have been implemented to reduce distractions.

THE OFFICIAL SCHOOL UNIFORMS

Long or short sleeve red shirts with official MAX logo

Girls- Khaki skirts, jumpers, skorts, shorts (no shorter than 2 inches above the knee) or slacks. No joggers or cargo.
Boys- Khaki shorts (no shorter than 2 inches above the knee) or slacks. No joggers or cargo.

• SHOES, SOCKS, AND TIGHTS

Any color tennis shoes may be worn. Shoes must be close-toe and close-back. Shoes cannot have lights or wheels and may not make noises or play music.
Shoes must fasten safely with laces or Velcro.
Solid white, black or gray socks, opaque tights or full-length leggings (under shorts or skirts, with socks) must be worn at all times with the official school uniform.
Flip-flops, Crocs, or backless shoes are **not** permitted.

• SWEATERS, SWEATSHIRTS, AND JACKETS (OUTERWEAR)

Only red MAX sweatshirts, WITHOUT HOODS, are allowed with the official school uniform
Pullovers with a front pouch/pocket or hoods are not allowed.
Solid black, red or gray full zip jackets (WITHOUT HOODS) or solid black or gray button up sweaters WITHOUT HOODS are the only outerwear allowed in the school building. Jackets with a name brand logo are permitted as long as the logo is white, black, or gray and is small in size (no larger than 2 inches).
Jackets, sweatshirts, and sweaters are not to be tied around the waist.

• ACCESSORIES & HAIR

Solid black, brown, or khaki belts must be worn if skirts, shorts, or slacks have belt loops. Belts must be 1 to 1 ½ inches wide and may not have holes, studs, decorations, or an oversized buckle.
Hats, caps, and sunglasses are not allowed with the official school uniform.
Earrings are to be studs only and must be no larger than the size of a dime.
Accessories, if worn and becomes distracting, may be removed by the discretion of the principal or teacher and will be given back at the end of the day.
With the official school uniform hair bows must be solid red or solid white and ribbon width must not be wider than 3 inches.
Purses must be small.
Hair shall be neat and kept out of the eyes.
Wearable technology such as FitBits, step trackers, etc. Smart watches (such as Apple watches, Samsung watch, etc.) **are not allowed**.

• GENERAL UNIFORM GUIDELINES

School bags must be school appropriate:
- No offensive language or graphics
- No demeaning language or graphics
- No noises or lights built into them

Uniform shirts must be tucked in at all times.
Only solid white or black undershirts may be worn under uniform shirts.
Jeans, denim material, cargo pants, or capri pants are not allowed unless a dress-down has been acquired
All clothing must be solid in color without logos (other than small name-brand tags).
Uniforms must not be saggy, oversized, or too tight. They must be worn at the natural waistline
No makeup is allowed for students in 1st through 5th Grades.
Light, neutral make-up can be worn ONLY by students in Grades 6th through 8th.
Visible tattoos are not allowed. No visible body piercings are allowed. (Other than ears)
No perfume or cologne is to be worn.
Identification Badges must be worn during the school day. Lost or damaged badges must be replaced for $5.

Dress Down passes can be acquired. On these days, students are to follow the Dress Down Guidelines or adhere to the regular Dress Code Policy.

DRESS DOWN GUIDELINES

Dress Down passes can be acquired. On these days, students are to follow the Dress Down Guidelines or adhere to the regular Dress Code Policy.

Tops must be school appropriate:

- No offensive language or graphics
- No demeaning language or graphics
- NO Hoods
- Not tight, low-cut, or cropped

Bottoms must be school appropriate:

- No offensive language or graphics
- No demeaning language or graphics
- Not tight, low-riding, shorter than 2 inches above the knee, or have cuts or rips above the knee
- No leggings, yoga pants, or formfitting "athleisure wear" are allowed for dress down. Joggers are okay if they are not form-fitting.

Shoes and accessories:

- Must be secure, close-toe and with a back.
- Flip-flops, Crocs, slippers, or backless shoes are not permitted.
- Student must be able to walk and move safely in the shoes worn
- No hoods
- Hats, caps, and sunglasses are not allowed unless a pass has been acquired.

Accessories, if worn and becomes distracting, may be removed by the discretion of the principal or teacher and will be given back at the end of the day.

HOMELESS STUDENTS POLICY

The Max Academy Board shall provide a free appropriate public education to any homeless child or youth within its jurisdiction. As a Type 2 charter, there is no physical jurisdiction requirement. For the purpose of this policy, the term *homeless* includes an individual who lacks a fixed, regular, or adequate residence; or has a primary nighttime residence in a shelter, an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings; or is sharing the housing of other persons. The term does not include any individual imprisoned or adjudicated. Homeless students who qualify for enrollment will be placed in school immediately, even if required registration documents are unavailable. School documents needed should be requested after the student has been enrolled. There will be no barriers to homeless children and youth entering school. In addition to the above, the Max Academy Board shall:

- Maintain and have immediately available, any records ordinarily kept by the school of each homeless child or youth (immunization records, academic records, birth certificates, guardianship records, evaluations for special services or programs, etc.). Students meeting the definition of *homeless* will not be denied entry into a school due to the lack of records or documentation normally required for entry into a school.

- Continue the education of homeless children or youth in the school of origin for the remainder of the academic year, or for the following academic year if the family becomes homeless between academic years, or enroll the child or youth in any school in which other students living in the attendance area in which the child or youth is actually residing are eligible to attend, whichever is in their best interest.
- Ensure school placement of the homeless child or youth according to the School Board's admission policy.
- Provide services comparable to services offered to other students in the school of attendance, including educational services for which the child or youth meets the eligibility criteria--Title I programs, special education, limited English proficiency, etc.
- Designate a homeless liaison to coordinate services and ensure that there are no barriers to the enrollment, transportation, attendance, and success in school for homeless children and youth. Additionally, the homeless liaison will promptly solve disputes regarding educational placement.

IMMUNIZATION POLICY

The Max Academy shall require all children entering the school for the first time and upon entering the sixth (6th) grade to present satisfactory evidence of immunization against vaccine-preventable diseases according to state law and a schedule approved by the State Office of Public Health, or shall present evidence of an immunization program in progress**.** Documentation must be provided within 14 school days of enrollment. In addition, a student who is eleven (11) years old and entering a grade other than the sixth (6th) grade shall provide satisfactory evidence of current immunization against meningococcal disease. The school may require immunizations or proof of immunity more extensive than required by the Office of Public Health. Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

A child transferring from another school system in or out of the state, shall submit either a certificate of immunization or a letter from his/her personal physician indicating immunization against the diseases mentioned above and/or any others which may be required, and certificate or statement indicating that the tests required have been performed, or a statement that such immunizations and tests are in progress. *In progress* shall mean that the child has an immunization due after the date school has begun, because the child began his/her immunization late, or because the child's pediatrician has provided written orders for the child to receive an immunization after a certain date. If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the child enters a school system within the state.

No child seeking to enter Max Academy shall be required to comply with the provisions of this written policy if the child or his/her parent or guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the parents is presented. Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations against meningococcal disease.

<u>If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the State Office of Public Health, school administrators may exclude from attendance non-immunized students until the appropriate disease incubation period has expired, or the non-immunized person presents evidence of immunization.</u>

INTERNET ACCEPTABLE USE POLICY

The smooth operation of a computer network relies on the proper conduct of the users who must agree to certain guidelines. These guidelines are provided in the following paragraphs so that individuals are aware of the responsibilities they are about to acquire. In general, these rules and honor codes of The Max Academy will apply to the use of electronic resources in the same way that they apply to other resources of the school. If a user violates any of these provisions, his or her privileges may be terminated and future access denied. Violations may also result in other disciplinary action.

STATEMENT OF EDUCATIONAL OBJECTIVES

- The **purpose** of The Max Academy Internet access is to facilitate communications in support of research, education and professional development. All use of the Internet must be in support of and consistent with the educational objectives of the school.
- **Privileges vs. Rights**

Access to the Internet is a privilege, not a right. Access entails responsibility; each user of the network must understand that he or she takes full responsibility for his or her actions. Inappropriate use may result in cancellation of this privilege and other disciplinary action. All users should keep in mind that as they use the Internet, they are entering a global community and any actions taken by them will reflect upon the school as a whole. As such, all users must behave in an ethical, moral and legal manner.

- **Etiquette and Privacy**

Users must abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Users must respect the privacy of others. Users will not intentionally obtain copies of or modify files, passwords, or data that belongs to anyone else. No one should represent him/herself as someone else by using another's account. No student should reveal personal information about him/herself (such as last name, address or phone number) without prior consent of the supervising staff member. No one should reveal personal information about others without their permission and the consent of the supervising staff member.
2. All users must respect the legal protection provided by copyright license to programs, books, articles and data.
3. Users must respect the integrity of computing systems; for example, no one should develop programs that harass other users, or attempt to infiltrate a computer or computing system. Infractions include, but are not limited to: viruses, forging email, hacking and attempting to use administrative commands.
4. No advertising for non-school-related activities or advocacies of causes or campaigns for political office are allowed though the network.
5. Wastefully using finite resources in "chats" and interactive games are not acceptable uses of the internet, unless directed by a member of the school staff.
6. Users must respect the rights of other individuals and not use language that is abusive, profane or sexually offensive.
7. The sending of "chain letters" or mass-mailings is considered a misuse of the system and may result in the loss of the user's privilege.
8. A student must obtain permission of a supervising staff member before downloading any files.
9. Users must not access, upload, download, or distribute obscene material that may be offensive to students, teachers or parents because of the sexual, racial, ethnic, or minority disparagement, the avocation of violence or illicit/illegal content

CONSEQUENCES

Violating any of the guidelines and procedures listed above may result in:

1. Restricted network access.
2. Loss of user account or access for a period of time as determined by the Principal based on the nature of the offense.
3. Disciplinary or legal action, including, but not limited to, suspension, expulsion, dismissal from school in accordance with The Max Academy discipline policy or criminal prosecution under the appropriate state and federal law. Max Academy will report all violations of legal requirements to the appropriate authorities.

LIABILITIES

With due regard for the right of privacy of users and the confidentiality of their data, Max Academy reserves the right to suspend or modify Internet access privileges, examine files, passwords, accounting information, printouts, tapes and other material to maintain the integrity and efficient operation of a computing system.

The Max Academy will not be responsible for the accuracy, nature or quality of any information transferred over the Internet. Use of any information obtained via the Internet is at the user's own risk. Max Academy makes no

guarantees of any kind, expressed or implied, with regard to other reliability of the data connection. Service is provided on an "as is available" basis.

The Max Academy will not be responsible for any costs, liabilities, or damages users may incur as a result of using the Internet, including, but not limited to, loss or corruption of data or damage to personal property used for The Max Academy provided Internet access.

The Max Academy will not be responsible for unauthorized financial obligations resulting from The Max Academy provided access to the Internet. Each user agrees to defend, indemnify and hold The Max Academy harmless from any charges, fees, costs or expenses resulting from a violation of this policy.

It is the responsibility of the students, parents and faculty to ensure that student Internet access is used for educational purposes. The Max Academy reserves the right to establish such rules and regulations as may be deemed necessary for Internet access and the right to change these rules at any time without notice.

Use of the internet or any electronic devices for cyber-bullying and/or sexting is strictly prohibited according to state laws. Any offense of cyberbullying and/or sexting will be turned over to the proper legal authorities.

MEDICATION POLICY/MEDICAL SERVICES

In accordance with Louisiana State Law, The Max Academy employees shall not administer medications to students except when special circumstances exist. Only trained school employees are authorized to administer medications according to the following regulations:

- A meeting with the school nurse must be held. Contact the school office to arrange the meeting with the school nurse in which the parent and the child must attend.
- Written order form from the child's physician detailing the name of the medication to be administered and dosage time interval medication to be taken is to be given to the school nurse. All medication orders must be dated after July 1, 2023.
- Written orders for medication will be limited to medication that can only be administered during school hours. Only oral, pre-measured inhalants, topical ointments for diaper rash, and emergency medications shall be administered at school by unlicensed personnel. Antibiotics and other short-term medication including non-prescription medication shall not be given.
- All medication must be brought to the school office by a parent/legal guardian. Medications are to be placed in appropriate container and labeled by the pharmacy with student's name and medication information. Parents are required to sign-in medication supplies at the office. No more than a 35 day supply of medication will be accepted.

In case of emergency, school personnel are authorized to solicit the use of emergency medical units. Parents are requested to provide the school with accurate and up-to-date emergency numbers and medical information.

PARENT AND FAMILY ENGAGEMENT POLICY

PART I. GENERAL EXPECTATIONS AND OBJECTIVES

The Max Academy agrees to implement the following statutory requirements:

- Involve parents and family members in jointly developing the local educational agency's Title I, Part A plan under section 1112, and the development of school support and improvement plans under section 1111(d).
- Provide the coordination, technical assistance, and other support necessary to assist and build the capacity in planning and implementing effective parent and family involvement activities. These activities must improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- Coordinate and integrate parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs;

- Conduct, with the meaningful involvement of parents and family members, an annual end of the year Parent Satisfaction Survey of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying:
  - Barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
  - The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

Strategies to support successful school and family interactions;
- Use the findings of such evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section; and
- Involve parents in the activities of the schools, which may include establishing a parent advisory committee comprised of a sufficient number and representative group of parents or family members served by the school to adequately represent the needs of the population. This advisory board will help develop, revise, and review the parent and family engagement policy.

PART II. ADOPTION

This LEA's Parental and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by The Max Academy. This policy was adopted by The Max Academy. The LEA will distribute this policy to all parents of participating Title I, Part A children.

SECLUSION AND RESTRAINT POLICY

The Max Academy recognizes that, in order for students to receive a free and appropriate education, a safe environment needs to be provided. In doing so, The Max Academy also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with violent or noncompliant student behavior.

The Max Academy shall sanction the use of student seclusion and restraint techniques when such use is consistent with the student's Individualized Education Plan (I.E.P.), Section 504 plan, or Behavior Intervention Plan (B.I.P.), and with the requirement that I.E.P. teams consider the use of positive behavioral interventions and support when the student's behavior impedes his/her learning or the learning of other students. However, this does not preclude the use of seclusion or restraint techniques in circumstances where school personnel reasonably believe that the student's behavior involves an imminent risk of harm to the student or others. Seclusion shall mean a procedure that isolates and confines a student in a separate room or area until he or she is no longer an immediate danger to self or others. Restraint shall mean the application of bodily force or any device or object used to limit a person's movement. Imminent risk or harm shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours, of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

The Director/Principal shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such report shall be submitted to the school principal no later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

The rules and guidelines adopted for the appropriate use of Seclusion and Restraint shall be provided to all

school employees and every parent of a student with an exceptionality.
The rules and guidelines shall not be applicable to a student or the parent of a student who has been deemed to be gifted or talented unless the student has been identified as also having a disability.
All instances where seclusion or physical restraint is used to address student behavior shall be reported by The Max Academy to the Louisiana Department of Education.

Guidelines and Procedures
The School Board shall require the Director/Principal and staff to maintain adequate procedures governing the use of seclusion and physical restraint of students that are in accordance with federal and state law, as well as regulations promulgated by the Louisiana Board of Elementary and Secondary Education (BESE).
At a minimum, the guidelines and procedures shall include the following:
1. No student shall be subjected to any form of mechanical restraint.
2. Physical restraint shall be used only:
a. when a student's behavior presents a threat of imminent risk of harm to self or others and only as a last resort to protect the safety of self and others.
b. to the degree necessary to stop dangerous behavior.
c. in a manner that causes no physical injury to the student, results in the least possible discomfort, and does not interfere in any way with a student's breathing or ability to communicate with others.
3. No student shall be physically restrained in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.
4. A student shall be physically restrained only in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior.
5. Seclusion and physical restraint shall not be used as a form of discipline or punishment, as a threat to control, bully, or obtain behavioral compliance, or for the convenience of school personnel.
6. No student shall be subjected to unreasonable, unsafe, or unwarranted use of seclusion or physical restraint.
7. A student shall not be placed in seclusion or physically restrained if he or she is known to have any medial or psychological condition that precludes such action, as certified by a licensed health care provider in a written statement provided to the school.
8. A student who has been placed in seclusion or has been physically restrained shall be monitored continuously. Such monitoring shall be documented at least every fifteen (15) minutes and adjustments made accordingly, based upon observations of the student's behavior.
9. A student shall be removed from seclusion or released from physical restraint as soon as the reasons for justifying such action have subsided.

Follow-Up Procedures
Following any situation resulting in the use of seclusion or restraint of a student, a Functional Behavioral Assessment (FBA) should be considered. If a student is involved in five incidents in a single school year involving the use of physical restraint or seclusion, the student's Individualized Education Plan team shall review and revise the student's behavior intervention plan to include any appropriate and necessary behavioral supports. The documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three weeks.

STUDENT FEES POLICY

Max Academy may impose a fee of no more than $25 to help offset the special costs of maintaining the technology. Students will not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay requested fees. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to R.S. 17:112.

Student Fees, Fines and Charges policy and procedures is published on the school's website and included it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year. The *Student Fees, Fines and Charges* policy shall be reviewed annually and revised as necessary.

"Fees" shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

ECONOMIC HARDSHIP WAIVERS

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria relative to the student or his/her family, as listed below:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
2. Is in foster care or is caring for children in foster care.
3. Is homeless.
4. Is serving in, or within the previous year has served in, active military service.
5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.
6. Is an emancipated minor.

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the School Board President or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be *confidential*.

All records associated with a fee waiver request due to economic hardship shall not constitute a *public record but* may be audited to ensure compliance with the School Board's policy. A student's *personally identifiable information* associated with such a waiver request shall not be made public.

SCHOOL SUPPLIES

School supplies will be purchased by parents or guardians.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

Max Academy may require parents and/or legal guardians to compensate the school for lost, destroyed, or

unnecessarily damaged books and materials, and for any books which are not returned to the school at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the school administration. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the school, be adjusted according to the physical condition of the lost or destroyed textbook. The school may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances will the school refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

This policy was approved by The Max Academy Board of Directors on December 5, 2019.

STUDENT RECORDS POLICY

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the sole right to inspect and review their respective student records. Review and dissemination of any student information shall be conducted under strict statutory precautions. **Student Records** are defined to be all official records, files, documents, and other materials directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system. Such items include, but are not necessarily limited to, identifying data, academic work completed, grades, standardized test scores, attendance data, scores on standardized intelligence, aptitude, psychological tests, and health data.

ANNUAL NOTIFICATION

All parents/guardians shall be notified annually of their rights under the *Family Educational Rights and Privacy Act of 1974* (FERPA). Such notification shall be made annually by publication in student handbooks, newsletters, notification to student's home by students, by mail, or publication in the official journal or in such manner as deemed appropriate by the school.

DIRECTORY INFORMATION

Information classified as directory information may be disclosed from a student's record without the written consent of the parent or eligible student. *Directory information* has been designated by the school to include the student's name, address, telephone number, date and place of birth, grade level, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video. A parent or eligible student may refuse to allow the Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have thirty (30) days in which to notify the school as to which types of information about the student shall not be designated as directory information.

The form below can be obtained by contacting the school office. If desired, request the form and return the completed form to school within thirty (30) days of receiving the form.

NOTIFICATION TO WITHHOLD DIRECTORY INFORMATION
TO: ***ALL PARENTS***
FOR: ***2025-2026 SCHOOL YEAR***

*Max Academy considers the information listed below to be directory information pursuant to the Family Education Rights and Privacy Act (**FERPA**). This means that Max Academy can disclose to anyone, any of this information about any of its students. However, under FERPA you have the right to demand that The Max Academy not disclose any of this information about your child.*

Directory Information:

_***student's name***	___ ***student's address***
student's telephone number	_____ ***awards earned by the student***
student's grade level	_____ ***height/weight of members of athletic teams***
photograph	_____ ***others_____***

Please initial in the blanks next to the items that you DO NOT wish to have disclosed as directory information. *Any information that you do not want disclosed as directory information will not be disclosed without specific, prior written consent from you, except in instances where the law allows disclosure of such information without your prior consent.*

If this form is not received by Max Academy within (10) school days it will be assumed that all the information listed above may be disclosed for the rest of the school year.

_____ _____

ACCESS TO RECORDS

- The parent or legal guardian of a student will have access to student records upon written request to the school maintaining those records within the school system no more than forty-five (45) days after the date of the request. If the student is eighteen (18) years or older, only the student has the right to determine who, outside the school system, has access to his/her records. The parent, legal guardian or student, if the student is eighteen (18) or over, will, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the normal appeal procedures established by Board policy will be followed.
- School personnel having access to those data are defined as any person or persons under contract to the system and directly involved in working toward either the affective or cognitive goals of the system.

RELEASE OF INFORMATION OUTSIDE THE SCHOOL SYSTEM

- To release student records to other schools or school systems in which the student intends to enroll, the parents, legal guardian or the student, if he/she is eighteen (18) years or over, must be notified of the transfer and the kinds of information being released. They shall receive a copy of such information if it is requested in writing and shall have the opportunity to challenge that record as described above.
- Those data may be released to State Education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of individuals.
- To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian or the student if he/she is eighteen (18) or older. Such consent form shall state which records shall be released, to whom they shall be released and the reason for the release. A copy of the student record being sent shall be made available to the person signing the release forms if he/she so desires.
- The school shall provide for the transfer of the education records of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school, or an educational facility operated within any correctional or health facility, whether within or outside the State of Louisiana, where such student has become enrolled or is seeking enrollment. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records shall not exceed ten (10) business days from the date of a written request.
- Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.
- All authorizations for release of information shall be filed in the student cumulative folder.
- The School Board and employees may disclose education records or information from education records, *without the consent* of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:

- Disclosure of education records or information from education records shall only be made to state or local law enforcement officials or to other officials within the juvenile justice system. Verification of the official's position may need to be made before the disclosure of records or information.
- The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.
- The officials to whom the records or the information are disclosed shall certify in writing that that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.
- Any other provisions necessary to comply with federal law or rules.

REVIEW OF STUDENT RECORDS BY THE PARENT

- Schools shall provide for the review of student records by parents or guardians. Parents and students shall be given notification of their right to review the student records.
- A parent or guardian who desires to review his/her child's record shall contact the school for an appointment. A conference shall be scheduled as soon as possible, not to exceed one month. The disclosure record shall be completed at the time of the conference.

Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.

- The record shall be examined by the parent in the presence of the principal or a designated professional person. The principal or his/her designee attending the review shall:

1) Explain the record keeping system of the school, noting the types of records and why they are kept.
2) Provide the parent or guardian the opportunity to examine each record.

Records which shall be included are:

a. Cumulative Record
b. Application for Admission
c. Immunization Records, if applicable
d. Attendance Records
e. Class/Grade Record
f. Any other records maintained by the School District

- The principal or a designated professional person shall provide the parent an opportunity to raise questions regarding information on the records.
- A record of the review shall be made on the disclosure record.
- If the parent or guardian requests a hearing to challenge information contained in the student's folder, a written request for the hearing shall be made and a hearing scheduled for a date not less than three (3) working days or more than two (2) weeks from the date of the requests.

- The hearing shall be held with the principal and the parent or guardian at the scheduled time.
- If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to the Board President or designee(s).
- The parent or guardian shall request the appeal in writing to the Board President.

- Upon receipt of said request, the Board President shall schedule a hearing within ten (10) working days following receipt of the parent's request. The date, time and place of the review hearing shall be sent to the parent or guardian by United States registered or certified mail, return receipt requested.
- At the review hearing:

- The Board President or designee shall preside;
- The parent or guardian and the principal shall be present. The student shall be present if requested by the parent or guardian or school official;
- The decision of the hearing shall be communicated to the school and parent or guardian, in writing, within ten (10) working days;
- The parent shall have the right to file a dissenting statement concerning the hearing; such statement shall become part of the student's cumulative folder.

CUMULATIVE FOLDERS

The school shall be responsible for keeping an accurate and complete record of the work done by each pupil during each year that he/she attends school under the jurisdiction of said principal. While this responsibility may be delegated to a teacher or a secretary, the final responsibility for the completeness and accuracy of these records shall rest with the principal.

STUDENT HEALTH RECORDS

- The Max Academy is cognizant of its statutory obligation to enforce immunization and health requirements specified in state law in order to maintain the proper health environment for protection of all school children enrolled with the schools of the district.

- The Supervisor, Child Welfare and Attendance, and the Supervisor, School Nurse Programs, shall be permitted to check health records of students to see that immunization statute is being enforced.
- Survey teams, whose proper function under our state or federal laws is the public health, shall be permitted to see any cumulative folder of a student for medical purposes.
- Copy of medical records may be shared with any agency involved in early and periodic screening, diagnosis and treatment (EPSDT) without a release signed by the parent or guardian.
- Maintain and have immediately available, any records ordinarily kept by the school of each homeless child or youth (immunization records, academic records, birth certificates, guardianship records, evaluations for special services or programs, etc.). Students meeting the definition of *homeless* will not be denied entry into a school due to the lack of records or documentation normally required for entry into a school.
- Continue the education of homeless children or youth in the school of origin for the remainder of the academic year, or for the following academic year if the family becomes homeless between academic years, or enroll the child or youth in any school in which other students living in the attendance area in which the child or youth is actually residing are eligible to attend, whichever is in their best interest.
- Ensure school placement of the homeless child or youth according to the School Board's admission policy.
- Provide services comparable to services offered to other students in the school of attendance, including educational services for which the child or youth meets the eligibility criteria--Title I programs, special education, limited English proficiency, etc.
- Designate a homeless liaison to coordinate services and ensure that there are no barriers to the enrollment, transportation, attendance, and success in school for homeless children and youth. Additionally, the homeless liaison will promptly solve disputes regarding educational placement.

ANNUAL NOTICES

ANNUAL NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with 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 after the day The Max Academy receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school 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 amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask The Max Academy to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school

has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

FOSTER CARE PROVISIONS IN THE EVERY STUDENT SUCCEEDS ACT (ESSA)

Louisiana's lawmakers and its education and child welfare agencies have created policies to help ensure the educational stability of children in foster care. In 2006 the legislature passed House Current Resolution (HCR) 228 that addressed several important issues regarding foster care students in schools, including maintaining current and accurate health and educational records, timely transfer of student records, resolution of transportation and delivery issues, and most appropriate educational placement of foster care children. In response to HCR 228, in 2009, the Department of Education and the Department of Social Services issued its joint Plan to Improve Educational Outcomes for Students in Foster Care that outlined the departments' joint strategies to address these and other issues. In addition, policies regarding school placement and transportation of foster care students were issued in Revised Statue 17:238 and in BESE Bulletin 741, Chapter 11 Student Services, Section 1109: Assignment and Transfer of Students (http://bese.louisiana.gov/. Together, these policies outline the requirements for local education agencies (LEAs) regarding school placement and transportation of children in foster care. These state policies, in connection with the successful history of collaboration between the state and local education agencies collaboration with child welfare agencies, lay a strong foundation upon which to implement the foster care provisions outlined in ESSA.
More information can be found at https://www2.ed.gov/policy/elsec/leg/essa/edhhsfostercarenonregulatorguide.pdf.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- ***Consent*** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)– 1. Political affiliations or beliefs of the student or student's parent; 2. Mental or psychological problems of the student or student's family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.
- ***Receive*** notice and an opportunity to opt a student out of – 1. Any other protected information survey, regardless of funding; 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- ***Inspect*** upon request and before administration or use – 1. Protected information surveys of students; 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Max Academy has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Max Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Max Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Max Academy will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office of the U.S. Department of Education
400 Maryland Avenue, SW, Washington, D.C. 20202-5901

ANNUAL PARENT NOTICE OF RIGHT TO REQUEST TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s) and paraprofessional(s). You have the right to be provided the following information:

- If the teacher has met Louisiana's licensing requirements for grade level(s) and core academic subject(s) taught by the teacher;
- If the teacher is teaching under and emergency status for which state licensing requirements have been waived;
- The educational level and subject area of the teacher's college degree major and for any graduate degree or certificate;
- And, if your child is receiving services from a paraprofessional, his or her qualifications.

For additional information, please contact the school office.

PARENT/STUDENT RIGHTS NOTICE

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits, from public education programs without discrimination because of his/her disability:
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided to non-disabled students;
6. Have your child receive accommodations, modifications and/or related services if he/she is found to be eligible under Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the District;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
11. Obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records;

13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. File a grievance related to decision(s) or action(s) regarding your child's identification, evaluation, educational program or placement; grievance requests must be made to the Section 504 Coordinator;
15. Request a due process hearing related to decisions or actions made by the Section 504 team. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the 504 Coordinator within 20 calendar days of the parent's receipt of notice of the 504 Team's decision and the right to file for an impartial hearing.

DISCIPLINE PROCEDURES

SCHOOL WIDE EXPECTATIONS

The Max Academy encourages students to strive to be **STAR** students. At MAX a **STAR** student is

S – **S**afe
T – **T**houghtful
A – **A** Problem Solver
R – **R**espectful & **R**esponsible

The chart below outlines the expected behaviors of a **STAR** student throughout the day.

	Safe	**T**houghtful	**A** Problem Solver	**R**espectful & **R**esponsible
Dismissal	● Walk ● Keep hands, feet, objects to yourself ● Wait until vehicle is completely stopped before entering/exiting ● Exit or enter the car on the passenger side ● Sit quietly in designated area	● Take care of personal needs before leaving the building ● Maintain personal space ● Respect school property	● Follow directions ● Be a good role model ● Listen for your name to be called	● Be on time ● If you must speak, use an inside voice ● Keep areas clean and clear ● Keep all materials (including electronic devices), food, and drinks in book bags
Recess	● Use playground equipment appropriately ● Know where your teacher is ● Listen to your teacher's directions ● Stay in assigned areas	● Take care of equipment ● Keep playground clean ● Include others	● Be aware of your surroundings ● Be a good role model ● Share and take turns	● Be a good sport ● Use kind and encouraging words ● Report inappropriate behaviors to the duty teacher
Cafeteria	● Walk ● Wash hands ● Report spills ● Keep floor clean ● Be aware of your surroundings ● Keep both feet on the floor at all times ● Sharing food is not permitted	● Enter and exit the lunchroom quietly ● Use good manners ● Use inside voices when speaking ● Keep area clean	● Use lunchroom for its intended purpose ● Be a good role model ● Dispose of trash properly ● Sit in your assigned seat	● Pack a nutritious lunch ● Use good manners ● Maintain personal space ● Be prepared
Hallway	● Walk ● Stay in a single file line on the right ● Keep hands, feet, and objects to yourself ● Maintain personal space	● Politely greet visitors/adults ● Keep silent during change of classes ● Use inside voice before school ● Keep hallways clean	● Use for intended purpose ● Be a good role model ● Travel the shortest distance	● Take care of displayed work ● Be considerate of others
Restroom	● Walk ● Keep floor clean ● Maintain personal space ● Wash hands ● Keep both feet on the floor at all times ● Flush the toilet	● Wait patiently ● Keep restrooms clean	● Use for intended purpose ● Be a good role model ● Be a conservationist ● Report any problems to your teacher	● Sign out of classroom and use restroom pass ● Respect the privacy of others ● In and out quickly (about 3 minutes)

Classroom	● Keep hands, feet, and objects to yourself ● Walk ● Keep all 4 legs of chair on the floor and chair pushed under desk/table ● Keep floor clean ● Use materials properly ● Maintain personal space ● Store items properly	● Use good manners ● Listen ● Value others' differences ● Raise your hand to speak	● Be prepared ● Ask questions ● Complete assignments in a timely manner ● Do your best ● Set goals	● Accept the consequences for your actions ● Have needed materials ● Attend school regularly ● Participate in class ● Cooperate ● Use proper language ● Exhibit school spirit with pride ● Respect yourself and others

GRADES 1-3 LEVELS OF BEHAVIOR CONCERNS, VIOLATIONS, AND RESPONSES

Level 1	Level 2	Level 3
Classroom Infraction- Teacher response	School Support and Teacher/Parent Contact Response	Specific Support with Parent/and Administrator Response
Behavior that involves a minor classroom infraction or interferes with the orderly operation of the school; such as lunch procedures. The student has had no prior incidents, and/or interventions have not been put in place. ***Teacher aims to prevent minor discipline problem from becoming a major disciplinary incident.***	May be appropriate when interventions and supports have been put in place in the classroom to address the behavior, but ***the behavior has become persistent and has continued to negatively influence the learning of the student and others.***	May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented interventions and supports have been put in place but ***the behavior is escalating or presents a harmful situation for the other students.***
At a minimum, teacher responses must include: ● Teacher-student conference ● Teacher mediates interaction between students, if applicable ● One or more interventions listed in Level 1 ●Classroom documentation	At a minimum, responses must include: ● Teacher- student conference to complete or review reflection sheet ● Teacher-parent phone conference ● Individual student behavior plan, if needed ●Classroom documentation	Responses may include: ● Teacher-counselor-administrator meeting ● Teacher/parent conference ● Loss of privilege ●Office Referral documentation

LEVEL 1 Behaviors (Non-violent, uncooperative, non-compliant)

Infractions: Behaviors that involve a minor classroom infraction, the student has had no prior incidents, and/or interventions have not been put in place. ***Teacher aims to prevent minor discipline problem from becoming a major disciplinary incident. Teacher works with the student to understand the impact of his/her actions on the other students in the classroom and on his/her learning.***

- Classroom distractions and disrespectful behavior towards other students
- Unsafe behavior in the cafeteria and/or playground
- Minor bus infractions
- Student non-compliance with directions, rules, and requests by teacher or staff member
- Hallway misconduct
- Misuse of MAX technology

LEVEL 1 Intervention and Possible Teacher Responses

Classroom Interventions and Responses: These interventions aim to interrupt unsuccessful behaviors and teach skills so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies; including positive behavior supports and determining the story behind the behavior. Teachers are expected to collaborate and report concerns to support staff.

- Restate expectations
- Increase teacher proximity
- Teacher created behavior incentive plans
- Positive and specific feedback
- Verbal prompt, redirection and/or correction
- Re-teaching and rehearsal of skill or procedure
- Student/Teacher conference
- Develop a relationship with family
- Increase opportunity to respond during instruction
- Reflection activity
- Use restorative practices
- Other evidence-based student specific strategies

LEVEL 2 Behaviors (Non-violent, Disruptive, Disorderly Behaviors)

Infractions: Misbehavior whose frequency and seriousness disrupts the learning climate in the classroom or school. These infractions could be Level 1 misbehaviors whose interventions did not correct or change the behavior; however these misbehaviors do not represent a direct threat to the health and safety of others.

- Continuation of Level 1 behaviors despite the implementation of several Level 1 interventions
- Repeated bus infractions
- Physical aggression (pushing, shoving, hitting)
- Disrespectful behavior towards adults and students
- Leaving school without permission

LEVEL 2 Interventions and Possible Responses

Classroom Interventions and Responses: These interventions can build on or replace existing interventions and supports put in place by the teacher during Level 1.

- Restate classroom expectations and check student understanding
- Daily progress sheets on behavior
- Reflection sheet with teacher/student conference
- Collaborate with family
- Collaborate with School Counselor or other support staff

Administrative Level and Student Support Team Interventions and Responses: These interventions can involve support staff or administrative staff when needed and are designed to correct behavior by addressing the frequency or seriousness of the behavior.

- Reflection Activity
- Check-in with school staff
- Family conference with teacher, counselor and principal
- Administrative and/or support team conference

- Lunch detention or service to another classroom
- Individual behavior plan
- Conflict mediation
- Small group counseling
- Referral to school-based mental health provider

LEVEL 3 Behaviors (Injurious, Harmful or Habitual)
Infractions: May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented interventions and supports have been put in place and consistently applied but the behavior is escalating. In addition, the behaviors could endanger the health and safety of others in the school community.

- Continued Level 2 behaviors with documented interventions
- Unprovoked physical aggression toward another student
- Damage of school property
- Fighting
- Theft

LEVEL 3 Interventions and Possible Teacher Responses
Classroom Interventions and Responses: These interventions aim to interrupt unsuccessful behaviors and teach skills so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Teachers are expected to collaborate effectively and report concerns to support staff.

- Continue to use Level 1 or Level 2 interventions as appropriate (see above)

Administrative Level and Student Support Team Interventions and Consequences: These interventions and responses may include removing the student from the classroom or environment because of the seriousness of the demonstrated behavior. The duration of the removal from the learning environment is to be limited as much as possible while still adequately addressing the seriousness of the behavior.

- Mediated conflict resolution conference
- Referral to school-based or community-based health or mental health provider
- Referral to I & RS (Intervention and Referral Services) for behavior evaluation
- Counseling
- Restitution plan
- Up to 5-day suspension from transportation* (Parent must provide transportation during the suspension.)

* If a student is suspended from the bus, he/she may not ride any MAX bus during the suspension.

GRADES 4-5 LEVELS OF BEHAVIOR CONCERNS, VIOLATIONS, AND RESPONSES

Level 1	Level 2	Level 3	Level 4
Classroom Infraction	Intensive Support and Administrative Responses	Short-Term Suspension	Request for Long-term Suspension or expulsion
Behavior that involves a minor classroom infraction. The student has had no	May be appropriate when interventions and supports have been put in place in	May be appropriate given the seriousness of the offense and impact on the	May be appropriate when behavior presents an imminent threat of serious

prior incidents, and/or interventions have not been put in place. ***Teacher aims to prevent minor discipline problem from becoming a major disciplinary incident.***	the classroom to address the behavior, but ***the behavior has become persistent and has continued to negatively influence the learning of the student and others.***	school community, and/or when documented interventions and supports have been put in place but the behavior is escalating.	harm to the school community, or when the student's behavior seriously affects the safety of others in the school and/or educational process.
At a minimum, teacher responses must include: ● Teacher-student conference ● Teacher-parent phone conference ● One or more interventions listed on the following page ●Classroom documentation	At a minimum, responses must include: ● Teacher -administrator-parent-student conference ● Individual student behavior plan ●Office Referral documentation	●Office Referral documentation	●Office Referral documentation

LEVEL 1 Behaviors (Non-violent, uncooperative, non-compliant)
Infractions: Behaviors that involve a minor classroom infraction, the student has had no prior incidents, and/or interventions have not been put in place. ***Teacher aims to prevent minor discipline problem from becoming a major disciplinary incident.***

- Classroom distractions
- Use of cell phones/electronics
- Student non-compliance with directions, rules and or requests
- Misuse of MAX Technology
- Hallway misconduct
- Leaving class without permission

LEVEL 1 Interventions and Possible Teacher Responses

Classroom Interventions and Responses*:* These interventions aim to interrupt unsuccessful behaviors and teach skills so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Teachers are expected to collaborate effectively and report concerns to support staff.

- Restate classroom expectations
- Increase teacher proximity
- Use of Restorative questions
- Teacher created behavior incentive plans
- Positive and specific feedback
- Verbal prompt, redirection and/ or correction
- Restorative conference
- Create a classroom check-in plan
- Restitution/Restoration strategies
- Re-teaching and rehearsal of skill or procedure

- Reminders and redirection
- Develop relationship with families
- Reflection activity
- Increased opportunity to respond during instruction
- Student/Teacher conference
- Family conference
- Other evidence-based student specific strategies

LEVEL 2 Behaviors (Non-violent, Disruptive, Disorderly Behaviors)

Infractions:

- Continuation of Level 1 behaviors despite interventions
- Minor bus infractions
- Physical aggression (pushing, shoving)
- Cheating/plagiarism
- Leaving school without permission

LEVEL 2 Interventions and Possible Responses

Classroom Interventions and Responses*:* These interventions can build on or replace existing interventions and supports put in place by the teacher during Level 1.

- Continue to use Level 1 interventions as appropriate (see above)
- Daily progress sheets on behavior
- Collaborate with family
- Collaborate with School Counselor and staff

Administrative Level and Student Support Team Interventions and Consequences*:* These interventions can involve support staff or administrative staff when needed and are designed to correct behavior by addressing the seriousness of the behavior while keeping the student in school.

- Reflection activity
- Check-In with school staff
- Family conference with teacher, counselor and principal
- Service to the school community
- Restitution plan
- Small group counseling
- Conflict mediation
- Individual behavior plan
- Mentoring
- Lunch detention
- Administrative detention
- Referral to school-based mental health providers
- Office Referral documentation

LEVEL 3 Behaviors

Infractions*:* May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented interventions and supports have been put in place but the behavior is escalating.

- Continued Level 2 behaviors with documented interventions

- Unprovoked physical aggression toward another student
- Damage to property over $500
- Fighting
- Verbal threat against staff
- Intentional, inappropriate physical contact with school personnel
- Theft

LEVEL 3 Interventions and Possible Teacher Responses (Injurious, Harmful or Habitual)

Classroom Interventions and Responses*:* These interventions aim to interrupt unsuccessful behaviors and teach skills so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Teachers are expected to communicate effectively and report concerns to support staff.

- Continue to use Level 1-2 interventions as appropriate (see above)

Administrative Level and Student Support Team Interventions and Consequences: These interventions and responses may include removing the student from the classroom or school environment because of the seriousness of the demonstrated behavior. The duration of the removal from the learning environment is to be limited as much as possible while still adequately addressing the seriousness of the behavior.

- Mediated Conflict Resolution conference
- Referral to school or community-based health or mental health providers.
- Office referral documentation
- Referral of student to I&RS (Intervention & Referral Services) for behavior evaluation
- Restitution plan
- In-School Suspension up to 3 days (Family/Guardian notification of due process rights)
- Up to 5 day Out-of-School Suspension (Family/Guardian notification of due process rights)
- Up to 5-day suspension from transportation*

* If a student is suspended from the bus, he/she may not ride any MAX bus during the suspension.

LEVEL 4 Behaviors (Highly serious or cause imminent danger to self or others)

Infractions*:* May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student's behavior seriously affects the safety of others in the school and/ or educational process

LEVEL 4 Interventions and Possible Responses

- Continue to use Level 1-3 interventions as appropriate (see above)

Administrative Level and Student Support Team Interventions and Consequences: These interventions and responses may include removing the student from the classroom or school environment because of the seriousness of the demonstrated behavior. The duration of the removal from the learning environment is to be limited as much as possible while still adequately addressing the seriousness of the behavior.

- Family/Guardian notification of due process rights and informal conference with principal and student
- Office Referral documentation
- Referral to school-based or community-based health or mental health providers.
- Administrative and/or Support Team conference.
- Develop Functional Behavioral Assessment and Behavior Intervention Plan
- Individualized case management for students with 504 plans or IEPs
- 5 days or more of Out-Of-School suspension
- Request for District hearing to request long-term suspension/alternative placement

- Develop, implement and monitor Transition Plan
- Long-term suspension from transportation*
- Comprehensive student success plan meeting

* If a student is suspended from the bus, he/she may not ride any MAX bus during the suspension.

GRADES 6-8 LEVELS OF BEHAVIOR CONCERNS, VIOLATIONS, AND RESPONSES

Level 1	Level 2	Level 3	Level 4
Classroom Infraction	Intensive Support and Administrative Responses	Short-Term Suspension	Request for Long-term Suspension or expulsion
Behavior that involves a minor classroom infraction. The student has had no prior incidents, and/or interventions have not been put in place. ***Teacher aims to prevent minor discipline problem from becoming a major disciplinary incident.***	May be appropriate when interventions and supports have been put in place in the classroom to address the behavior, but ***the behavior has become persistent and has continued to negatively influence the learning of the student and others.***	May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented interventions and supports have been put in place but the behavior is escalating.	May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student's behavior seriously affects the safety of others in the school and/or educational process.
At a minimum, teacher responses must include: ● Teacher-student conference ● Teacher-parent phone conference ● One or more interventions listed on the below ●Classroom documentation	At a minimum, responses must include: ● Teacher-counselor-administrator- parent-student conference ● Individual student behavior plan ●Office Referral documentation	●Office Referral documentation	●Office Referral documentation

LEVEL 1 Behaviors (Non-violent, uncooperative, non-compliant)
Infractions: Behaviors that involve a minor classroom infraction, the student has had no prior incidents, and/or interventions have not been put in place. ***Teacher aims to prevent minor discipline problem from becoming a major disciplinary incident.***

- Classroom distractions
- Use of cell phones/electronics
- Student non-compliance with directions, rules, requests
- Tardies to class
- Misuse of MAX Technology
- Hallway misconduct
- Leaving class w/out permission

LEVEL 1 Interventions and Possible Teacher Responses

Classroom Interventions and Responses*:* These interventions aim to interrupt unsuccessful behaviors and teach skills so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a

variety of teaching and classroom management strategies. Teachers are expected to collaborate effectively and report concerns to support staff.

- Positive directives that state expectations
- Increase teacher proximity
- Use of Restorative questions
- Daily progress sheets on behavior
- Other evidence-based student specific strategies
- Positive and specific feedback
- Verbal prompt, redirection and/ or correction
- Restorative conference
- Create a classroom check-in plan
- Restitution/Restoration strategies
- Re-teaching and rehearsal of skills or procedure
- Reminders and redirection
- Develop relationships with families
- Reflection activity
- Increased opportunity to respond during instruction
- Student/Teacher conference
- Family conference Reset Pass

LEVEL 2 Behaviors (Non-violent, Disruptive, Disorderly Behaviors)

Infractions:

- Unmodified Level 1 classroom behaviors
- Cutting class Minor bus infractions
- Physical aggression (pushing, shoving)
- Excessive tardies to class
- Plagiarism/cheating
- Misuse of MAX Technology
- Hallway misconduct
- Leaving class w/out permission

LEVEL 2 Interventions and Possible Responses

Classroom Interventions and Responses*:* These interventions can build on or replace existing interventions and supports put in place by the teacher during Level 1.

- Positive directives that state expectations
- Increase teacher proximity
- Use of Restorative questions
- Daily progress sheets on behavior
- Other evidence-based student specific strategies
- Positive and specific feedback
- Verbal prompt, redirection and/ or correction
- Restorative conference
- Create a classroom check-in plan
- Restitution/Restoration strategies
- Reflection activity
- Re-teaching and rehearsal of skills or procedure
- Reminders and redirection

- Develop relationships with families
- Collaborate with family
- Collaborate with School
- Counselor/Team Leader
- Increased opportunity to respond during instruction
- Student/Teacher conference
- Family conference
- Reset Pass

Administrative Level and Student Support Team Interventions and Consequences*:* These interventions can involve support staff or administrative staff when needed and are designed to correct behavior by addressing the seriousness of the behavior while keeping the student in school

- Reflection activity
- Check-In with school staff
- Office Referral documentation
- Family conference with teacher and administrator
- Service to the school community
- Restitution plan
- Small group counseling
- Conflict mediation
- Administrative and/or support team conference
- Individual behavior plan
- Mentoring
- Lunch/recess detention
- Administrative detention
- Referral to school-based health or mental health providers

LEVEL 3 Behaviors

Infractions*:* May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented interventions and supports have been put in place but the behavior is escalating.

- Using or possessing controlled substances, alcohol, or tobacco.
- Vaping
- Continued Level 2 behaviors with documented interventions
- Unprovoked physical aggression toward another student
- Damage to property over $500
- Fighting
- Verbal threat against staff
- Intentional, inappropriate physical contact with school personnel
- Theft

LEVEL 3 Interventions and Possible Teacher Responses (Injurious, Harmful or Habitual)

Classroom Interventions and Responses*:* These interventions aim to interrupt unsuccessful behaviors and teach skills so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Teachers are expected to communicate effectively and report concerns to support staff.

- Daily progress sheets on behavior
- Reminders and redirection
- Restitution/Restoration strategies
- Re-teaching and rehearsal of skills or procedure

- Develop relationships with families
- Reflection activity
- Family conference
- Increased opportunity to respond
- during instruction
- Reset Pass

Administrative Level and Student Support Team Interventions and Consequences: These interventions and responses may include removing the student from the classroom or school environment because of the seriousness of the demonstrated behavior. The duration of the removal from the learning environment is to be limited as much as possible while still adequately addressing the seriousness of the behavior.

- Office Referral documentation
- Mediated Conflict Resolution conference
- Administrative and/or Support Team conference.
- Mentoring/coaching
- Small group counseling
- Family/Guardian/Student/School Team conference
- Referral to student support team for behavior evaluation
- Restitution plan
- Referral to school or community-based health or mental health providers.
- Referral of student to I&RS (Intervention & Referral Services) for behavior evaluation
- Restitution plan
- In-School Suspension up to 3 days (Family/Guardian notification of due process rights)
- Up to 5 day Out-of-School Suspension (Family/Guardian notification of due process rights)
- Up to 5-day suspension from transportation*
- Saturday Detention

* If a student is suspended from the bus, he/she may not ride any MAX bus during the suspension.

LEVEL 4 Behaviors (Highly serious or cause imminent danger to self or others)

Infractions*:* May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student's behavior seriously affects the safety of others in the school and/ or educational process

LEVEL 4 Interventions and Possible Responses

- Continue to use Level 1-3 interventions as appropriate (see above)

Administrative Level and Student Support Team Interventions and Consequences: These interventions and responses may include removing the student from the classroom or school environment because of the seriousness of the demonstrated behavior. The duration of the removal from the learning environment is to be limited as much as possible while still adequately addressing the seriousness of the behavior.

- Family/Guardian notification of due process rights and informal conference with principal and student
- Office Referral documentation
- Referral to School-based or Community-based health or mental health providers.
- Administrative and/or Support Team conference
- Develop Functional Behavioral Assessment and Behavior Intervention Plan

- Individualized case management for students with 504 plans or IEPs
- 5 days or more of Out-Of-School suspension
- Long-term suspension from transportation
- Comprehensive student success plan meeting
- Request for District hearing to request long-term suspension/ alternative placement
- Develop, implement and monitor
- Transition Plan

BEHAVIOR REPORT (OFFICE REFERRAL)

- A behavior report is issued on Level 2 behaviors or higher.

SCHOOL WIDE CONSEQUENCES

- Verbal Warnings
- Student/Teacher Conference
- Recess Time Denial
- Parent Conference (phone or meeting)
- Behavior Report
- Detention
- Suspension
- Expulsion

CORPOREAL PUNISHMENT STATEMENT

The Max Charter prohibits the use of corporeal punishment.

CLASSROOM TIME-OUT

- After being reminded of inappropriate classroom behavior, a brief time-out or thinking time will be given for the student to regain self-control.
- If necessary, the teacher will confer with the student.
- The student will then return to the lesson or activity.

RECESS DETENTION/RESPONSIBILITY RECESS

- A student may be kept from attending all or part of his/her recess for level 1 or level 2 infractions as deemed necessary by the teacher or administrator.
- Reflection material will be required to be completed by the student during the recess time. Students may not be allowed to talk and will be expected to remain in the classroom for the duration of the detention period.

AFTER-SCHOOL DETENTION

- Detention *may* be assigned by the school administrator after Level 2 infraction or as the school principal deems necessary.
- Detention will be held after school once a week from 3:00-4:00.
- During detention, students will be engaged in reflection activities. Students will not be allowed to talk and will be expected to remain in the classroom for the duration of the detention period.
- Parents will receive, in advance, a written notice or phone call of the assigned detention.
- If there are extenuating circumstances and the student cannot attend detention, the parent/s may make

arrangements to delay detention for one week.

- If a student does not report to detention at the appointed time and does not have an excuse for his/her absence, he/she will be required to attend the missed detention *and* an additional detention at a later date.
- Students must be picked up by 4:05 from detention, or he/she will be sent to After Care, and parents will be responsible for paying After Care charges.
- Three detentions will result in Saturday School.

MAX ALTERNATIVE PLACEMENT (MAP)

Students will be assigned to MAP when an Office Referral is written and the administration deems it necessary due to excessive misconduct, extreme disrespect, blatant disregard to school rules, etc. While in MAP, the student will follow strict MAP rules and guidelines. Information outlining these rules and guidelines will be sent home with the student prior to or on the day that MAP is assigned. The student will complete assignments given by the teacher(s), carry out school community service duties, and engage in discussions with school staff member about acceptable actions. Prior to returning to class the student will meet with the administration and be reminded of school-wide expectations.

SATURDAY SCHOOL

- Saturday School may be assigned for students who have been assigned three detentions or as deemed necessary be the school administrator.
- Saturday School will be held on campus from 8:00-11 :00.
- Parents will receive, in advance, a written notice or phone call of the assigned Saturday School.
- Failure to attend an assigned Saturday School may result in suspension.

SUSPENSION

- The school administrator will assess the current inappropriate behavior and any previous misbehavior to determine if in-school or out-of-school suspension is necessary.
- Students will be suspended if found to have committed a major infraction.
- Class work missed due to suspension must be made up by the student. For each day suspended the student will be allowed 1 day to make up the work. For example, if the student is suspended for 2 days, he/she will have 2 school days to complete the work.
- If the work is not completed in the assigned amount of time, the student will receive an F on all incomplete assignments.

EXPULSION

- Several suspensions or a severe behavior infraction may result in expulsion.
- A committee will meet for a manifestation determination of the student's actions.
- If an expulsion is deemed necessary, the director, with approval of the MAX Board of Directors, will make the final decision on an expulsion.
- The Max Academy has the right to expel any student when the behavior is deemed detrimental to other students in the school or when behavior is detrimental to the reputation of The Max Academy.
- An academic alternative program will be set-up according to the school's Alternative Program Policy with options for after-school instruction.

SCHOOL WIDE REWARDS

- Good Behavior Points
- Student of the Month
- Participation in periodic "Gator Gala" Activities, Fun Day (such as picnics, movies, etc.)
- Teacher and Faculty Praise

Students at The Max Academy are going to be rewarded for their good behavior choices. We are looking forward to rewarding our students for their hard work and self-control.

GENERAL SCHOOL PROCEDURES

BEFORE AND AFTER SCHOOL CHILDCARE

Before Care 7:00 a.m. – 7:40 a.m.
After Care 3:00 p.m. – 5:30 p.m.*

Registration Fee: One Time fee of $5.00 due by the first day of school.

Before and After Care: $35.00 per week
Morning Only (Before Care): $15.00 per week
Evening Only (After Care): $25.00 per week

As-Needed Basis: Fees are due on the dates of service.
Before and After Care: $10.00 per day
Morning Only (Before Care): $5.00 per day
Evening Only (After Care): $5.00 per day

- To be officially enrolled in Before and After Care, a $5.00 fee must be paid and necessary paper work must be completed.
- Fees are to be paid on a weekly or monthly basis. All fees are due on the first day of the week/month. Students with unpaid balances, may be suspended from the program until fees are paid.
- A late fee in the amount of $5.00 will be added to late payments.
- Please note, a charge in the amount of $25.00 may be added to checks returned for non-payment.
- Fees will be pro-rated for holidays, partial weeks, and school closings.
- Fees will not be pro-rated or reimbursed for student absences.
- All school rules and procedures apply for students in Before and After Care. Students must respect all adult workers. Students who are disobedient will be given consequences. Students may be suspended from the program for periods of time if necessary due to continuous misconduct.
- If your child has not been picked up from After Care within a 30-minute period after child care hours have ended, **it may be necessary to call the police and alert them to this matter.** In essence, failure to pick up your child in a timely manner constitutes child endangerment, places undue stress on your child, and puts an unnecessary burden on our staff. Please be punctual in picking up your child and have a back-up plan in place to assure that your child arrives home safely.
- * A $1.00 per minute fee will be incurred in the event that the child is not picked up by 5:30.
- MAX is not obligated to provide this service, but we are happy to do so as a courtesy to the parents and the students.

CELL PHONES

Special permission may be granted for exceptional circumstances to be allowed to bring a cell phone to school. Before a student will be allowed to bring a cell phone to school the Cell Phone Authorization Form must be completed and turned into the office. Once the Authorization Form is completed the administration will make a decision on whether or not to allow the student to bring a cell phone to school. This form can be obtained by contacting the school. Students who bring a cell phone to school MUST follow the guidelines below.

- Phones are not allowed without permission granted from the administration once a completed Cell Phone Authorization Form is submitted.
- Phones MUST be placed in the assigned pouch immediately once student arrives at school.
- Phones must be powered off at ALL times while on campus.
- Student is NOT allowed to use the phone while on campus.

The Max Academy is not responsible for lost, stolen, or damaged phones brought to school by the students.

COMMUNICATION

Effective and timely communication is essential to the smooth operation of The Max Academy. It is crucial to keep us informed of any changes in your mailing address, phone number, or email address. We will communicate with you in the following ways:

- Principal's Pen to Parents
- Monthly Calendar
- Weekly Class Memo
- Parent Teacher Conferences (can be scheduled as needed, but to be held at least once during the school year)
- Phone calls, email, and/or written notes when necessary

COMPLAINT PROCEDURE

Parents or guardians with concerns or issues regarding The Max Academy disciplinary policies must adhere to the procedure. Contact the following persons in this order:

1. Teacher
2. Principal
3. School Board Member

DROP-OFF AND PICK-UP

- Drop-off time is from 7:40 until 7:55.
- The dismissal bell will ring at 3:00.
- Vehicles are to form one line of traffic only and must not go around cars on the left side of the line.
- Vehicles cannot leave until the bell rings.
- Vehicles must drive forward and stop at the edge of the cement.
- Children should stay on the cement and are not to walk beyond the teacher until the vehicle stops.
- Children must sit quietly on the cement in their assigned area and wait to be called.
- Children are not to eat or drink during take in and dismissal times.
- Children are to enter and exit on the passenger side of the vehicles only.
- Only parents (not children) are to remove items from trunk or rear of the vehicle.
- **For safety reasons, a school provided sign with child's name must be visible and displayed in the center of the vehicle's front window. If a school provided sign is not displayed the student may not be released until proper identification is verified with the front office.**
- For safety reasons, all children are to be picked up in the car line unless signed out in the office prior to dismissal.
- Children, who are not picked up by 3:10, will be sent to After Care. Parents will be responsible for any incurred After Care charges.

BUS POLICIES

- Parents will file a request for transportation with the pick up and drop off address. At this time, the bus will pick up and drop off as close to the student's residence as traffic safety allows.
- Students 10 years of age or younger or with supervision needs in place in their IEP will be accompanied by a parent/guardian or authorized competent older individual that will assure the safety and needs of the student until pick-up or after drop-off. If a responsible adult is not present at the drop-off, the school bus operator will return a student 10 years of age or younger or with supervision needs in place in their IEP will be

returned to the school and the parent called to come and pick up the student. Repeated violations will result in suspension of riding privileges due to safety and security issues.

- The bus is an extension of the school. Everything prohibited in the school is prohibited on the bus.
- Students shall not cause a distraction of any kind on the bus.
- Students should be seated quietly, as if in class. No student shall stand while the school bus is in motion or extend their head, arms, objects, etc., or throw objects out of the bus windows or door.
- No student shall bring visitors, pets, etc., on the school bus.
- All items must be held on the lap or placed under the seat. Oversize items larger than 18" x 12" X 5", such as luggage used as bookbags, may be prohibited for safety reasons.
- The emergency door will only be used as instructed by the bus driver or designee(s).
- No student shall bring soft drinks, candy, gum, or any other edibles or any glass containers on the school bus.
- Students should arrive at the bus stop at least five (5) minutes before the is scheduled to bus arrive to ensure timely routes.
- No student shall be permitted to board or depart the bus other than at his/her assigned stop unless authorized by the principal.
- Students who fail to follow School policies while riding the bus are subject to consequences as specified in Discipline Procedures (pages 34-47). Because of the safety issue regarding school bus operation, disciplinary actions will be doubled the outlined consequences for Grades 4-6 and 7-12. All offenses may also result in removal from the bus.

ELECTRONIC DEVICES/TOYS

- Toys without the appropriate pass, cell phones (see exceptions on page 49), technical games, electronics, wearable technology connected to the internet, or any such items are **not allowed** to be brought from home to school.
- If any of these items are brought to school, the item will be confiscated and turned in to the office. A parent and/or legal guardian must come to the school office to re-claim the confiscated item.
- Wearable Technology (such as a Fitbit, step-tracker, etc.) may be worn, but not connected via WiFi or Bluetooth. Smart watches (such as an Apple Watch, Samsung Watch, etc.) are NOT allowed. If an acceptable item is worn, but causes a distraction/disruption, it will be confiscated and turned into the office. A parent/legal guardian will be required to come to school to obtain the item.
- **The Max Academy is not responsible for lost, stolen, or damaged toys/electronic devices brought to school by the students.**

EMERGENCY DRILL AND FIRE PREVENTION

- The Max Academy recognizes the need for fire prevention/precaution in order to protect its employees, students, visitors, and property from the hazards of fire. Reducing and/or eliminating the fire hazards in and around the school and other School Board property should be everyone's responsibility.
- As a prerequisite in its fire prevention strategies, the Board shall require inspections by qualified persons of all fire safety and prevention equipment, including but not limited to fire alarm and smoke detection devices as well as all other Board property annually. All necessary service, repairs, and precautions shall be taken by appropriate persons in a timely manner to assure that all such equipment is in good working order and meets the needs for which it was intended. Reports on all inspections shall be maintained on file at the school.
- A fire drill shall be held in each school at least once each month.

Method

- Although speed is a requirement of a successful fire drill, order should not be sacrificed for speed.

- The principals shall furnish specific instructions to employees and pupils as to route and manner of exit during fire drill. These routes shall be posted in of each classroom, and in areas where this information will be available to all employees.
- Teachers shall carry the class roster and check attendance one the building has been vacated.
- Teachers should carry the grade records with them in order that the school would have evidence of grades, etc., in case of fire.
- The principal shall keep on file a record of the days and time of day on which fire drills were held in the school.

FIELD TRIP

- Field trips are provided periodically for our students.
- Parents are required to sign permission slips for student participation in field trips and other school activities conducted off the school premises during scheduled school time.
- If an admission charge and/or bus fee is required, notification and the price of the charge will be included in the permission slip.
- All money due for the field trips must be turned in by the deadline stated on the permission slip. No money will be accepted after the deadline.
- Students are to observe all school rules though they are not on school grounds.
- **Students' prior classroom and school behavior will help determine eligibility for field trips. Prolonged or serious misbehavior may deny a student the privilege of going on such trips. The student will be assigned work to be completed at school.**
- The school attendance policy also pertains to field trips.

GRADING POLICY

All Public Schools, including Max Academy, use a uniform 10-point grading scale:

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

HEALTH/ILLNESS RECOMMENDATIONS

The ultimate goal for The Max Academy is to educate your child. In order for us to accomplish this goal, students must be healthy and in the right frame of mind for learning to take place. We ask that you encourage your child to wash hands frequently, to cough into their arm or a tissue, and to discard any used tissue into the garbage can. For your child's well-being and for the protection of other students and staff, the following **recommendations** are provided for your consideration.

FEVER

Students with fever of 100 or greater should remain home until they are fever free for 24 hours without fever reducing medications. If the fever continues for more than 48 hours, it is recommended that he/she be seen by a doctor.

VOMITING/DIARRHEA

Students who are vomiting and/or have diarrhea should remain home until he/she has not vomited or had diarrhea for 24 hours. It is advised that you stop milk and milk products for the next few days. It is recommended that you contact your doctor if your child becomes dehydrated.

"PINK EYE"/CONJUNCTIVITIS

Students who have redness in the white of the eye, watery or thick drainage with mucus and pus that causes the eyelids to stick together, and complains that their eye burns, itches, or feels as if they have something in it, should remain home from school. Pink eye is a highly contagious condition. In order for your child to return to school, it is requested that he/she must receive a note from the doctor stating that it is no longer contagious.

LICE

Students diagnosed with live head lice are to be treated at home and may return to class after appropriate treatment has begun. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. (from www.cdc.gov, Head Lice Information for Schools)

COLDS

A typical cold lasts about 1 week, causing a stuffy nose, mild cough, and low-grade fever, generally less than 100 degrees. If your child has a temperature above 100 degrees, a bad cough, sore throat, ear ache, or headache, he/she should remain home. If these symptoms persist for 48 hours, it is recommended that your child be seen by a doctor.

NASAL DISCHARGE

Students who have a yellow/green discharge from the nose for more than 3 days, a yellow/green discharge accompanied by a fever, or who are coughing up yellow/green mucus *should be seen by a doctor.*

RINGWORM

The infection manifests itself usually in the form of one to four flat, ring-shaped sores that can be dry or scaly, or crusted and moist. Ringworm can be transmitted as long as untreated sores remain on the skin. Ringworm medication may be purchased at any drugstore without a prescription. In order to return to school, you may be required to send proof of treatment. A note from your doctor, pharmacist, or a medication label is acceptable. Once treatment has begun and proof of treatment has been provided, your child may return to school. Upon return, the affected area must be covered.

UNIDENTIFIED RASH

If your child is referred to the school nurse or school office with an unidentified rash, your child should not return to school until the rash is determined non-contagious by a physician. Proof from a physician may be required to return to school.

ANTIBIOTICS

Antibiotics are not administered in the school setting according to the Max Academy Medication Policy. If antibiotics are prescribed, it is recommended that the child remain home for 24 hours after treatment has been started, unless the doctor states otherwise. Then a doctor's note to return to school is requested.

HOMEWORK

- The purpose of homework is to develop a sense of responsibility by making the students accountable. It is also given to strengthen proper study habits and to practice and apply knowledge and skills learned in the classroom.
- Students are responsible for completing all homework assignments.
- Students must read nightly.
- Communication will be sent home to parents on a weekly teacher memo to parents.

LOST AND FOUND

- All books, school bags, clothing, purses, and wallets must be marked with child's first initial and last name.
- Lost and found articles are sent to the office and are kept in a bin in the storage room. These articles may be claimed before or after school. Found articles that are not claimed within a reasonable time will be given to charity.
- The school cannot assume responsibility for personal belongings brought to school.

LUNCH AND BREAKFAST

The Max Academy aims to encourage the physical well-being and healthy eating habits of all students. In doing so, The Max Academy shall provide enjoyable nutritious meals and shall promote daily physical activity. The Max Academy has a contract with LPSO. LPSO food service specializes in creating school meals that include "great tasting, healthy food that is kid-inspired, chef-crafted." These prepackaged meals are delivered daily to school. Breakfast and lunch are served daily. Menus are planned according to the USDA Dietary Guidelines.

Free and Reduced-Price Meal Benefit Application Forms

Parents are encouraged to complete an application for meal benefits for their children to determine if they fall within the income guidelines. Only one application per family is requested. Parents are responsible for all meals until the application is approved. You can obtain an application on line at www.maxcharter.org or paper applications are available from the school office per request.

For students who do not qualify to participate in the Free/Reduced Price Lunch Program, lunches can be ordered along with full payment. The costs for lunch and breakfast will be sent home.

Payments for Meals (No Charge Policy)

Order forms will be sent home and parents wishing to purchase meals must submit order forms and payments by the deadline indicated on the forms. A count is due to LPSO Foods and therefore late orders and payments may not be accepted.

Accommodating Children with Special Dietary Needs

Students with food allergies or intolerances are to complete all necessary forms. It may be required that specific

form, signed by a licensed physician must be submitted each school year to the school office before any special diet request may be considered. A form may be obtained from the school office or the school nurse.

Bag Lunches
Students who do not wish to eat food from our provider will be responsible for bringing a nutritious lunch from home in the morning. Commercial fast foods, take-out/delivered food, carbonated beverages, candy, chewing gum, sharp objects (metal forks, metal knives) are NOT ALLOWED.
If a child leaves home without a lunch, the child must notify the office immediately. Parents bringing lunches to school cause a disruption to the daily school routine; therefore, parents will be allowed to bring a child's lunch only in extenuating circumstances.

MANNERS

Politeness and courtesy are expected at all times. Students must address adults by using "yes ma'am/sir" or "no ma'am/sir" or by using the surname.

PARTICIPATION IN PHYSICAL EDUCATION ACTIVITIES

The Max Academy strongly supports physical fitness and structured activity. Clinicians from The Nicholls Physical Education (PE) Department provide guidance to our teachers. Participation in PE is encouraged and required. Students will receive daily participation grades. Students who are unable to participate in PE class, must have a doctor's excuse in order to miss the class. The doctor's excuse must include the length of time for which the student is to be excused from participation in the class. The student will be excused from physical activity, but may be required to complete a reading and/or writing assignment related to Health or Physical Education.

PARENT TEACHER ASSOCIATION (PTA)

The Max Academy has an active parent/teacher organization. PTA meetings are typically held on the second Thursday of the month at 6:00pm. Please double check your child's monthly calendar for specific dates and times. We encourage all parents to join the PTA, as we believe it is important for you to play a vital role in your child(ren)'s education. In order for us to provide the best education possible, the school must have parental involvement and support. If you have any questions for the PTA please email MAXcharterPTA@gmail.com.
The PTA sponsors many events and programs throughout the year, as well as serves on committees which shape the policies and procedures of our unique school. There are many ways in which parents can participate. Please call the school for details about our PTA.

PREPAREDENESS

Students must come to class daily with all needed supplies, materials, and homework. These items are necessary for teaching and learning to take place.

RESPONSIBILTY OF DAMAGES TO SCHOOL PROPERTY

- Textbooks, library books, and technological devices are loaned to the students to use; therefore, care must be taken in using these items.
- Students will be required to pay for any lost or damaged books or technological devices.
- Students will be responsible to repair or pay for repairs if their actions have damaged school property.
- Students will also incur disciplinary action for defacing school property.

SNACKS PROVIDED BY PARENTS

- Any snacks brought to school must be dropped off in the office. **This should be arranged with the teacher beforehand.**
- The snacks will be passed out at the very end of the day.
- It is important to notify the teacher of any food allergies.

SNACK SALES

- Students may be given the opportunity to purchase healthy snacks.
- Students are responsible for snack money.

TECHNOLOGICAL DEVICES

- Students are allowed the use of technological devices for educational purposes. These devices may include, but are not limited to, iPads, Chromebooks, laptop computers, desktop computers, etc.
- Students are given specific instructions for proper use and care of these devices. If a student uses the devices improperly, he/she will receive a warning the first time and then he/she will be assigned to Responsibility Recess.
- Teachers will conduct "impromptu checks" when students are using the devices. If the student is on an unauthorized website, app, etc., the student will receive disciplinary consequences. This may result in loss of device privileges.
- A student who defaces the device, may be expected to repair or pay for the device to be replaced or repaired and may also receive disciplinary consequences.

UNIFORMS

- All uniforms, additional clothing, and bags must be labeled with the first initial and last name.
- Students who initially violate the Dress Code Policy will serve Responsibility Recess.
- After three repeated uniform violations, the student will be issued a white slip for habitually violating rules.
- Refer to the Dress Code Policy on Page 13.

VISITORS

- All visitors must check in and obtain a pass from the office before going to a classroom, the cafeteria, or any other location in or around the school building.
- Please obtain a Nicholls parking pass from the school office and display this sign in the front windshield when parking at The Max Academy.
- We discourage parents from walking students to class and from class. This will help to minimize classroom disruptions.
- Classroom visits must be prearranged (at least one day prior notice) with your child's teacher and/or the administrator.

VISION AND HEARING SCREENING PROCEDURES

The Vision and Hearing Screening Program at Max Academy provide screenings for both vision and hearing irregularities. Screenings will be performed annually for the following students:

- Students in grades 1, 3, 5, and 7
- Students who have enrolled for the first time
- Students with disabilities.

The screenings will be performed by licensed physicians or a designee from the physician's office. Notice regarding the findings of these screenings will be sent home to parents/guardians no later than 30 days following completion of the screenings. The following data must be recorded: **CHILD'S NAME, TYPE OF SCREENING, DATE, SCREENER, AND SCREENING RESULTS.** Follow up appointments will be requested for students who have irregularities. A copy of the findings shall be kept in the student's health file. Additional health screenings may be performed including but not limited to scoliosis.

USE OF VIDEO CAMERAS

The Max Academy shall authorize the use of video cameras on Board property, buildings, and/or vehicles to ensure the health, welfare, and safety of all staff, students, and visitors to the schools, and to safeguard Board facilities and equipment. Video cameras may be used in locations as deemed appropriate by the school, but placement shall not be allowed in bathrooms and/or dressing rooms.

Video recordings may become a part of a student's educational record or an employee's personnel record. The School Board shall comply with all applicable state or federal statutes related to record maintenance and retention.

Students or employees viewed violating school rules and regulations shall be disciplined, in accordance with Board regulations, up to and including expulsion/termination. Action may be taken against visitors viewed breaking regulations, including notification of law enforcement officials.