

Table of Contents

Letter from the Principal.....	3
The History and Mission of FirstLine Schools.....	4
S.J. Green's Mission and Goals	5
The Charter Way Values.....	5
School Mottos.....	6
Edible Schoolyard New Orleans.....	7
New Orleans Outreach.....	7
Parent Communication & Involvement.....	8
Academic Curriculum.....	9
Student Promotion.....	10
Hours of Operation & Daily Routines.....	11
School Bus Transportation.....	12
Attendance Policy.....	13
Health Services.....	14
Nutrition Program & Wellness Policy.....	15
Uniform Policy.....	17
Dress Code.....	18
Behavior Expectations.....	20
Positive Incentive Systems.....	21
Discipline Policies.....	23
Cell Phone & Electronics Policy.....	25
Suspension & Expulsion Policy.....	26
Bullying/Harassment Policy.....	27
FirstLine Schools Process for Parental Complaints, Concerns, and Appeals .	28
Other Teachers & Staff.....	31
School Calendar.....	Inside Back Cover

Letter from the Principal

Dear Green Team Parents,

It is with great enthusiasm that I welcome you back for the 2011-2012 school year! It is my hope that each Green Family had the opportunity to spend quality family time with your children this summer. As a mother of three grown sons, I know how fast time passes and how important spending quality time with your children is because all too soon they are off to college and their own homes.

In my greeting I referred to you as Green Team Parents. Here at Green we see you as a part of our team. We know that research and our own observations show that students whose families partner with their schools and are an active part of the team to educate them are usually more successful than those who do not. Therefore, I am asking you to use every opportunity you can this year to partner with us through volunteering, attending parent orientation, report card conferences, Parent Committee meetings, school plays, field trips, Family Food Night, Literacy or Math and Science Night or any other activities that will allow you to visit the school with your child and be an active partner in their education. I am also asking that you prepare an area at home for your child to complete nightly homework and for you to monitor the completion of homework each night. These are two areas of focus this year that will help our students grow academically and socially and move us closer to accomplishing our **mission of preparing 100% of our students for college, careers and a successful life.**

On the following pages of this parent/student handbook you will see a guide that explains our high expectations for our students. These high expectations for behavior allow the teacher to focus on the most important goal: student achievement. Over the last six years since Green became a charter school we have created a school that is positive, warm, and inspiring for students while being calm and orderly so learning can thrive. Our school is defined by our core values that we call the Charter Way. The values that we expect students to demonstrate are **perseverance, honesty, gratitude, caring, responsibility, respect, and forgiveness.** Developing this set of values will help students to do well in any setting. Please review these values with your child as well as the entire handbook. Please keep the handbook handy all year and use it as a resource. The back cover has the calendar for the school year. Also know that beyond the handbook if you have any questions or concerns please feel free to contact me.

Thank you for choosing Samuel J. Green Charter School and entrusting your children to us. The Green Team is privileged to serve you and we look forward to a great school year!

Sincerely,

Ava Lee

Principal, Samuel J. Green Charter School

The History and Mission of FirstLine Schools

HISTORY OF FIRSTLINE SCHOOLS

FirstLine Schools is the non-profit organization that serves as the governing body of S.J. Green Charter School. FirstLine Schools is the continuation of Middle School Advocates, the founding organization of New Orleans' first charter school, New Orleans Charter Middle School. New Orleans Charter Middle School was created through the conversion of James Lewis Extension School. New Orleans Charter Middle School, with the unanimous support of parents, students, and school staff, received approval from the Orleans Parish School Board to begin operating at the start of the 1998-99 school year. NOCMS operated continuously until August 27, 2005, when the school was badly damaged from Hurricane Katrina.

At the end of the 2004-2005 school year, S.J. Green School was taken over by the Louisiana Department of Education's Recovery School District. Middle School Advocates (now FirstLine Schools) applied to the state department of education to operate Green as a K-8th grade charter school in 2005-2006. The school was closed following Hurricane Katrina but reopened January 9, 2006.

FirstLine Schools now operates several charter schools throughout New Orleans, including Arthur Ashe Charter School, John Dibert Community School, and Joseph S. Clark Preparatory High School. We plan to continue growing as an organization as part of the broader New Orleans and national charter school movement.

MISSION AND PRIMARY OBJECTIVES

The **mission** of FirstLine Schools is to create and inspire great open admissions public schools in New Orleans.

Our schools will prepare students for college and fulfilling careers by achieving the following **primary objectives**:

- **College Readiness:** ensuring all of our students are on track to be academically prepared for success in college and in a college preparatory high school as demonstrated by achievement, aspiration, love of learning, and confidence
- **Rich variety of experiences** for our students to nurture character, health, and active citizenship
- Developing the **skillfulness of our staff** and building **sustainable organizations** that facilitate our long-term success

FIRSTLINE SCHOOLS BOARD OF DIRECTORS

The Board of Directors for FirstLine Schools (formerly Middle School Advocates, Inc.), a Louisiana non-profit corporation, oversees the school operations at all FirstLine school sites. The current members of the FirstLine Schools Board of Directors are: Dana Peterson, Chairman; Stephen Rosenthal, Treasurer; Catherine Pierson, Secretary; Lawrence S. Kullman, Board Contact Person; Gregory St. Etienne; Charleen D. Blache; Brian P. Egana, Darleene Peters, Alison Hartman, and Jerome Jupiter.

FIRSTLINE SCHOOLS EXECUTIVE STAFF

The Chief Executive Officer of FirstLine Schools is Jay Altman. Adrian Morgan is the Chief Operating Officer.

S.J. Green's Mission and Goals

MISSION

Samuel J. Green Charter School will prepare 100% of our students for college, careers, and a successful life.

GOALS

Kindergarten-2nd Grade: Our elementary students will grow 1.5 grade levels in reading as measured by the F&P reading assessment. Students in grades 1-2 will grow 1.5 years in math as measured by STAR math assessment.

3rd-8th Grade: 100% of our students will score Approaching Basic, 80% of our students will score Basic or above, and 20% of our students will score Mastery or Advanced by the end of the 2011-2012 school year. Additionally, 0% of our students will go down an achievement level, and 40% will improve at least one achievement level.

The Charter Way Values

S.J. Green Charter School strives to ensure that students develop positive personal values that contribute to their own well-being and the well-being of others. We teach in a way that instills the Charter Way values of **respect, responsibility, honesty, caring, gratitude, forgiveness, and perseverance.**

RESPECT- We treat others with high esteem and we conduct ourselves in a manner so that others will treat us with high esteem. We take care of our environment so that others will do the same.

- I treat every person as I would want to be treated.
- There is an appropriate time, tone, and place.
- I will be assertive when needed, but not aggressive.
- My work has value and quality matters.

RESPONSIBILITY- We assume ownership of our actions, and we do the work necessary to fulfill our obligations.

- Time matters.
- I move quickly, quietly, and without fooling around.
- I am responsible for myself, my education, and my own success.
- I set goals in life and achieve them.
- I can control my actions, emotions, and reactions.

HONESTY- We are honest even when it is hard to be, making our words worth more than money.

- I am honest, even if I get in trouble.
- I always encourage others to be honest.

CARING- We feel concern for other people. We take care of the needs of others before our own.

- I feel supported by adults who care.
- I realize that it isn't always about me.
- Community matters.
- It's okay to ask for help.

GRATITUDE- We are grateful for the opportunities, acts of kindness, and generosity that are offered to us daily and for the many benefits that we receive.

- I always appreciate and thank those who help me.
- I cherish any gifts, opportunities, and privileges that are given to me.

FORGIVENESS- We forgive others for the wrongs or frustrations they may cause us, realizing that each of us is less than perfect and each act of forgiveness heals relationships and helps us grow.

- It's OK to make mistakes, as long as I keep trying.
- I forgive others for their mistakes, because no one is perfect.

PERSEVERANCE- We work hard at what needs to be done, and we do not give up until what needs to be done is completed with our best effort. We focus on results and do whatever it takes to accomplish our goals. We reflect to recognize our strengths and learn from our mistakes.

- If I work hard and never give up, I will eventually succeed.
- I will try hard every day, even when I have a bad day.
- I know I can get smarter.
- I can EXCEED the expectation.

School Mottos

- | | |
|---|---------------------------------------|
| • No work, No Benefits | • Rise Above It |
| • Time Matters | • Follow the Golden Rule |
| • Leave a Place Cleaner than You Found It | • Hard Work Leads to Success |
| • Putting Others First | • Green Students College Bound |
| • Get Smart | • Every Problem Has a Solution |
| • 100% | • Right Time, Right Tone, Right Place |
| • Focus on the Positive | • Effort Equals Success |
| • Dare to Dream | • I Determine My Destiny |

Edible Schoolyard New Orleans

Changing the way kids eat, learn and live in New Orleans

The Edible Schoolyard NOLA is a signature program of FirstLine Schools. ESY NOLA integrates gardening and cooking into the learning experience, culture, and cafeteria food programs at all FirstLine Schools. . The program provides hands-on opportunities in the kitchen and garden and teaches children where their food comes from, as well as how to grow and prepare food on their very own school campus. Green Charter is home to the Edible Garden, a 1/3 of an acre organic garden where tons (literally!) of fresh vegetables, fruits, flowers, and herbs are grown for our classes and for our families to take home. Green Charter also has a Teaching Kitchen where students take their harvested produce from the garden and learn how to prepare fresh, healthy meals. Garden and kitchen classes reinforce lessons in life science, math, and social studies. Edible Schoolyard also offers family and community activities, including Open Garden Days, Family Food Nights, Parent Cooking Classes, and the Freret Market.

Cafeteria Food Programs: A Place at the Table for Every Child

ESY NOLA works in partnership with FirstLine Schools to create a school meals program that provides fresh, healthful meals and snacks for our students. Over the past few years, we've added fresh fruit and vegetables, a daily salad bar, more whole grains, and more foods cooked from scratch. Our goal is to completely eliminate all processed and artificial foods from our menus, because we know that "Real Kids Need Real Food" to grow, thrive, and to succeed in school and in life.

If you haven't already, please come and visit our beautiful Edible Garden and Teaching Kitchen. We have many volunteer opportunities in the garden, kitchen, and in the Green Café (our school cafeteria). The Edible Schoolyard staff looks forward to a successful and delicious school year! To volunteer or for more information, please contact Kelly Regan at 267-9053 or just stop by our offices at Green Charter.

New Orleans Outreach

In partnership with New Orleans Outreach, students at Green participate in enrichment classes during an extended day program Monday through Thursday from 3:15-4:45 PM. Students choose from a broad menu of courses including gardening, cooking, sports teams, dance, music, visual arts, outdoor education, drama, yoga, and more. All children participate in these activities at no cost.

The mission of New Orleans Outreach is to improve the quality of public education by linking volunteers and community resources. New Orleans Outreach gives public school students access to meaningful experiences that increase academic success, develop skills, and inspire them to participate fully in community life. Outreach recruits, trains, and places teachers, artists, and volunteers in the classroom during the school day, after school, and in the summer.

New Orleans Outreach:

- Creates afterschool academic and cultural enrichment classes.
- Trains and places teaching assistants and tutors (both paid and volunteer).
- Develops special programs such as Power Ties (a career awareness program).
- Coordinates volunteers for special projects, such as school beautification.
- Cultivates school partners who bring resources, both human and material, to schools.

Please contact our Outreach Coordinator, Donovan DiLorenzo, at 504-400-3853 if you would like more information about the Outreach program at Green.

Parent Communication and Involvement

FAMILY INVOLVEMENT OPPORTUNITIES

At Green Charter we realize the importance of involving parents and families in our schools. In order to facilitate this relationship, there are several ways that we encourage families to participate in their child's schooling. Some of these are:

- Participation in the Green Charter Parent Committee
- Special family events throughout the school year
- Frequent family-teacher communication

PARENT COMMITTEE

Parents and guardians at Green Charter are encouraged to participate with the school's Parent Committee. The committee meets once per month and is open to all parents and guardians. Committee activities include sponsoring school cultural events and fundraisers, advocating politically for the school, and consulting with school management on topics of concern.

FAMILY EVENTS

At Green Charter there are numerous events that parents and families are invited to attend. Some of them are:

- Family Literacy, Math, and Science Nights
- Fall Fest, Turkey Bowl, Winter Fest, Mardi Gras Bowl, Spring Fling
- Thanksgiving Celebration
- Fall and Spring Dances
- Talent Show
- LEAP Parent Breakfast
- ESY Family Food Nights
- Winter Enrichment Showcase
- Green Fest
- Family Picnic

FAMILY-TEACHER COMMUNICATION

Homeroom-Family Calls- At the beginning of the year, each homeroom teacher will call the family of each student in his or her advisory group. The purpose of this call is to set a positive tone on the family relationships from the beginning of the year. Throughout the year, the advisor will also be responsible for calling the homes of each student to check in.

Teacher-Family Calls- Whenever it is needed, a teacher should not hesitate to call the family of a student. These calls can be for positive or negative incidents. Calls must be made if a student has been sent out of the classroom, misses more than a few assignments, or is failing a test or class.

Teacher-Family Conferences- We will hold teacher-family conferences during the year as needed. This is a time when teachers can discuss the grades, progress, and behavior of students with members of their family.

Academic Curriculum

ELEMENTARY GRADES (K-4)

The elementary school program is designed to nurture and support students, while teaching them the fundamental knowledge and skills needed to be successful in school. The focus of the curriculum is to ensure that all students learn to read, write, and develop the math skills necessary to provide a solid foundation for success in school. Science, Social Studies, Physical Education and Health are also essential to the elementary school curriculum. Students are assigned homework to serve as an extension of what they are learning in school. Homework assignments will be graded.

The curriculum is hands-on, interactive, and designed to accommodate students with a wide-range of learning styles. Additionally, students are exposed to a variety of enrichment activities (art, music, gardening, dance, etc.) each school year, which is designed to stimulate their interests and make them curious about the world around them.

MIDDLE GRADES (5-8)

Teachers work closely with students to ensure that they are mastering the important skills and knowledge in the core curriculum. All middle school students take the following core academic courses: Language Arts, Mathematics, Science, and Social Studies. Additionally, students will have the opportunity to take a variety of enrichment classes such as physical education, dance, music, gardening, art, and a variety of team sports including flag football, volleyball, soccer, basketball, baseball, and softball.

HOMEWORK

Daily homework reinforces the concepts taught in the classroom and gives students needed practice on basic skills. Homework reinforces responsibility and independence for our students and gives them life-long habits that bring academic success. To prepare our students for rigorous academics, competitive high schools, and college academic work, students must develop good homework habits.

Students should have homework in each of their classes every night. FirstLine Schools have agreed to the following guidelines for recommended minutes of homework time per grade:

K:	30 minutes (20 minutes of which are reading)
1 st :	45 minutes (25 minutes of which are reading)
2 nd :	45-60 minutes (25 minutes of which are reading)
3 rd :	45-60 minutes
4 th :	60 minutes
5 th :	60-90 minutes
6 th :	60-90 minutes
7 th :	60-90 minutes
8 th :	60-90 minutes

Homework Procedures

- If students have questions about homework that cannot be answered at home, they are expected to call the teacher, ask another adult, or call a peer for clarity about homework. "I didn't understand" is not an acceptable excuse for incomplete homework.
- Because of our belief that homework not only reinforces skills that are taught but also helps to create a strong work ethic in students, both completion of homework and quality of homework are weighted heavily in determining students' grades.
- Students who have not completed their homework will have a consequence. The purpose of this is to complete the homework so the child does not fall behind.

STUDENT DEVELOPMENT

Our schools are based upon the belief that students' social and emotional development provides a necessary foundation for academic achievement. Toward that end, the staff has designed particular developmental experiences for each grade to help students experience a healthy early childhood and adolescence. These grade level experiences include school-based activities, field trips, day and overnight retreats, and curriculum (i.e., core academic and elective) that are designed to meet particular developmental needs. In the middle grades, other programs include camping and canoe trips, student on-campus volunteer jobs, and career awareness programs.



Student Promotion

Samuel J. Green follows the promotion policy outlined in the FirstLine Schools Pupil Progression Plan. Promotion from one grade to the next is based upon the multiple criteria listed below:

1. Performance in the required courses of study
2. Performance on the Louisiana Educational Assessment Program Test (iLEAP & LEAP)
3. Student attendance

Occasionally teachers also find that a student is not ready for the next grade. This may be due to a lack of social/emotional maturity, to academic problems, or to a combination of these factors. Repeating a grade can give a student the edge he or she needs to achieve success in future grades. A teacher or teachers make the recommendation that a child remains in his present grade for another year after consulting with school administrators and discussing the student with the School-Based Learning Committee. We make every effort to inform parents as early as possible in the spring if we feel a child will have to repeat the grade. Students who fail English Language Arts or Math are required to do remedial work in the summer enrichment program.

Hours of Operation and Daily Routines

SCHOOL HOURS

On Monday through Thursday, the academic school day begins at 7:15 AM and ends at 3:15 PM. Students may participate in an after-school enrichment program from 3:15 PM- 4:45 PM.

On Friday, the school day also begins at 7:15 AM but ends at 2:30 PM. Students with Friday Detention may be at school as late as 5:00 PM and will need to have transportation arranged by parents.

Students arriving after 7:25 AM will be marked tardy. A parent must escort tardy students to the front desk and sign them in. Students may serve detention for excessive tardiness.

Students will not be allowed on to school grounds before these times, unless they are enrolled in the Before-Care or After-Care programs.

The front office will be open from 7:00 AM -5:00 PM daily to answer phone calls, take messages, and help families get any information they need.

BEFORE-CARE AND AFTER-CARE SERVICES

For the convenience of our families, Green Charter offers childcare services before and after regular school hours.

- To participate in Before-Care and/or After-Care, students must currently attend Samuel J. Green Charter School. The program is not available to students who attend other programs, with the possible exception of siblings of current Green students, which must be approved on a case-by-case basis.
- Students who participate in the program must be registered for the program by a parent or legal guardian and must be signed in/out every day in the cafeteria.
- Before-Care hours are from 6:30 AM – 7:15 AM (beginning of school).
- After care hours are from 4:45 PM – 6:00 PM (2:30 PM – 6:00 PM on Fridays).
- Pay rates are \$4 per hour per child or \$1 per fifteen-minutes per child.
- Payment is due in advance or when the student is dropped off / picked up. Students with overdue payments (more than a week) will not be permitted to return to the program until the balance due is paid.
- Hours will be adjusted in the event of a holiday or if there is a change in school hours.

SIGNING IN OR OUT OF SCHOOL

If a student arrives at school after 7:25 AM, a parent or guardian must sign the student in at the front desk. The student will receive a tardy pass and will not be allowed into class without that pass.

Students are not allowed to leave the building during the day without being in the presence of a parent/guardian or other person designated by the parent to check the student out of school. Individuals may be asked to present identification.

EMERGENCY CLOSING OF SCHOOL

During emergency weather and other situations, our schools will close when it is announced that FirstLine Schools will be closed. Our schools will re-open when FirstLine Schools re-open. Our plans for closing and reopening will be announced on local news broadcasts. If severe weather or a civil emergency occurs during the school day, it may not be possible to contact each family by telephone or to get an announcement on television. In such situations, parents should use their discretion in deciding whether or not to come early to pick up their children from school.

School Bus Transportation

Bus transportation is provided to get students to and from school. **This service is a privilege, not an automatic right.** FirstLine Schools has a contract with First Student Transportation Company for our bus services.

BUS RULES- "BE SAFE"

Bags in lap

Every window up

Stay seated facing forward

Assigned seats for everyone

No **F**ighting, horse playing, or using profane/obscene language

No **E**ating, drinking, or gum

CONSEQUENCES FOR BUS MISBEHAVIOR

- If a student displays any type of misbehavior or disrespect on the school bus, he or she will be written up by the bus driver.
- The driver will submit the write up to the Dean of Students or his or her designee.
- The Dean of Students will call the parent of the student after investigating the write up and explain all the details of what transpired on the school bus.
- The student may be removed from the school bus based on the results of the investigation of the write up for three to five school days.
- Repeated misbehaviors will result in permanent loss of transportation services.
- Any problem that may occur on the bus should always be reported to the bus driver.
- If a student reports an incident to his or her parent or guardian that needs to be addressed, then the parent or guardian of that student should contact the bus company or the Dean of Students at Green Charter to report the incident.

Attendance Policy

DAILY ATTENDANCE

Student attendance, on time every day, is mandatory. Louisiana State law considers a student to be habitually absent/tardy if the situation is not corrected after the fifth unexcused absence or the fifth unexcused occurrence of being tardy in a semester. **Students must not miss more than 10 school days.** If students are absent more than 10 days without a legally valid excuse, then **they may be retained** in the grade. Students who are absent more than 10 days may be required to go to Summer School.

EXCUSED ABSENCES

According to school policy and state law, student absences can only be excused for illness, legal matters, and bereavement. In each case, the absence must be supported by an official medical, legal, or bereavement notice. Parent notes will be kept on file in the school office but do **not** represent official notices and will **not** legally excuse student absences.

TARDINESS

Students must arrive at school on time to succeed academically. The school day begins at 7:15 AM. Students who arrive after 7:25 AM will be marked as tardy. Students who are habitually tardy will receive a parent conference. **Three tardies equals one absence**, which will negatively affect the student's attendance record.

SUSPENSIONS

Absences due to suspension are **unexcused** and are counted against the 10 day rule. Students on suspension will be allowed to make up any academic work missed. The student is responsible for requesting the work from the teacher.

TRANSPORTATION

Students that miss the school bus or do not come to school because of a school bus issue **will not be excused** and the day will be recorded an absence. Students should report to school regardless to what happens with the provided transportation services.

MAKE-UP WORK

If a student is absent, the student is required to make up class work assignments. It is the **responsibility of the student and his/her parent** to secure make-up work and complete it in a timely manner.

EXCESSIVE ABSENCE OR TARDINESS

The following process will be implemented when students are absent/habitually tardy*:

Two Absences in a Quarter: If a student is absent two times in a quarter it is considered a serious issue. The parent/guardian will be contacted to discuss the absences and an attendance plan will be developed. The parent may be asked to meet with a member of the Leadership Team.

Four Absences in a Quarter: The student is considered habitually truant. The parent/guardian will be called to meet with a member of the Leadership Team and/or the Principal. At the meeting the problem will be discussed and the attendance plan will be revised. Students may be assigned an in-school intervention, a Friday detention, and the student or family may be referred to a community based organization for additional support and services.

Six Absences in a Year: The student is at risk of failing. The parent/guardian will be called to meet with the Principal and other members of the leadership team. They will revisit the attendance plan and revise if necessary. Students may be assigned an in-school intervention, a Friday detention, and/or the student or family may be referred to a community based organization, including family services and/or Municipal Court, for additional support and services.

Nine Absences in a Year: The student may fail the year. Louisiana State Law (17.233) holds a student's parent/legal guardian responsible for habitual absences and tardiness. Therefore, the parent/guardian will be called to meet with the Principal and other members of the leadership team and will be referred to Municipal Court. When a student is considered a habitual truant, the school is required by law to refer the parent to Municipal Court.

Ten+ Absences in a Year: The student may be retained and may have to participate in Summer School. Students who miss 10+ days may be required to attend Summer School in order to be eligible for promotion to the next grade.

*Legally excused absences (see above) will not be counted. Remember, however, that parent excused absences are NOT legally excused absences.

Health Services

SCHOOL NURSE

The nurse provides health, counseling, and visual examinations for students. The nurse also ensures that students have received the required immunizations needed to attend school.

MEDICATIONS

The school nurse or school personnel cannot administer routine medications unless authorized by a physician.

If a child has an illness (i.e. asthma, seizures, etc.) and requires prescribed medications to be taken at school, the physician must complete a medication form. The school nurse or the secretary has the forms to be completed by the physician.

Parents are asked to make an appointment with the school nurse prior to visiting the physician. After completion of medical forms by the physician, the parent must meet with the school nurse to develop a medication plan for the student.

Nutrition Program

All students are eligible for breakfast, lunch, and an afternoon snack as part of the National School Lunch Program. **All students are required to complete free or reduced-price meal applications each year.**

FirstLine Schools in partnership with the Edible Schoolyard New Orleans is committed to providing healthy, nutritious meals and snacks to our students to fuel their minds and bodies for success in school and in life. Over the past few years, we have made some significant changes in our school meals program that include more fresh fruits and vegetables, a daily salad bar, whole grains, entrees cooked from scratch, and healthier snack items. We will work to continue to improve the nutritional value and taste of the meals and snacks served in the cafeteria.

Meal prices including full, reduced, and free meal prices are posted at Green Charter.

SNACKS AND BEVERAGES

Students are not allowed to bring junk food or their own snacks and beverages to school. Teachers will, on occasion, give students snacks or beverages in class. They may also request that families send specific snacks in accordance with our Wellness Policy for special events. The school will provide an afternoon snack for every child at the end of the day. These are the only times that students will be allowed to have these items. Any outside snacks, gum, or beverages will be confiscated.

SPECIAL DIETARY NEEDS

Students who are allergic to certain foods or must maintain a particular diet must provide the school with physician documents indicating all restrictions. Food service will prepare a specific lunch for all students with dietary restrictions.

Wellness Policy

The First Line School Board is committed to ensuring the wellness of each student attending Samuel J. Green Charter School through nutrition, health, physical activity, and food service. As members of this school community, we pledge the following:

1. We are committed to ensuring that no student goes hungry while in school and that every child receives a healthy, nutritious breakfast and lunch so that he/she is prepared to learn to his/her fullest potential.
2. We are committed to ensuring that the nutritional value of the food served at our campuses significantly improves upon the USDA guidelines by providing nutritious, fresh, seasonal foods that reflect the local food culture as well as expose students to a variety of foods from other cultures.
3. We recognize that the lunch period is an integral part of the educational program and are committed to serving attractively presented meals in a pleasant environment with adequate time for eating. We will practice respect for others, proper table manners, appropriate table conversation, and care for our environment at every meal.

4. We recognize that physical education is an integral part of the educational program at our schools. We are committed to ensuring that every child attends physical education classes.
5. We recognize that being physically fit is essential to overall health and wellness and are committed to providing a variety of activities such as dance, basketball, flag football, yoga, karate, canoeing, softball, and other intramurals that will appeal to every child and contribute to their well-being.
6. We are committed to ensuring that school-wide eating experiences, gardening, and holistic food education through cooking classes are integrated into the core academic curriculum.
7. We are committed to eliminating non-nutritious foods and beverages in school. We will not market or advertise non-nutritious foods and beverages through signage, vending machines, logos, scoreboards, school supplies, advertisements in school publications, or coupon or incentive programs. We are also committed to eliminating non-nutritious foods from school sponsored events and fundraisers. As an alternative to candy, cookies, or sweets, things like vegetables and fresh fruit may be given or sold.
8. We are committed to working towards elimination of potentially harmful food additives and processes, such as bovine growth hormones, high fructose corn syrup, hydrogenated oils, and known genetically modified foods.
9. We recognize that class parties are a tradition in public education. However, parents and staff are encouraged to serve party snacks that are consistent with the goals of our Wellness Policy and held after lunch whenever possible. Exceptions may be made for holidays, but healthy snack alternatives will be provided.
10. We are committed to eliminating the use of candy, sodas, fast food, or other non-nutritious food items as a reward system. Any foods offered to students as a snack or incentive during the school day shall be consistent with the goals of our Wellness Policy. These foods may include seasonal fruits, such as satsumas, strawberries, Japanese plums, or fresh vegetable and dip platters.
11. We are committed to acting as leaders and role models for our students. Therefore, we will not bring non-nutritious snacks including candy, soda, or chips into school to be eaten in view of students other than at designated special times such as holiday celebrations. We acknowledge that our actions will always speak louder than our words and students will follow our example. Non-nutritious snacks may be enjoyed in areas where students are not present. These may include the staff lounge, staff meetings, team meetings, or staff planning days.
12. We acknowledge that, while nutritious food and physical activity are important factors in a child's health, there are other important elements as well. These include getting plenty of rest, drinking lots of water, practicing good hygiene, getting adequate fresh air and sunshine, living in a smoke and drug-free home, getting regular medical and dental check-ups, and learning in a positive environment full of rich, fulfilling experiences.
13. We acknowledge that, although we are on the path to wellness, the journey is long and we will need the support of families, our partners, and the greater community to get us there. We look to them to help us ensure the wellness of every child as we move forward.
14. We post our Wellness Policy in public view as a symbol of our commitment to the health and well-being of every student.

Uniform Policy

Our uniform policy reinforces our school's culture of high expectations and academic achievement. We encourage age-appropriate dress and focus on teaching and modeling situational attire, making sure students know the difference between attire for school, church, work, or weekends. The uniform policy will be in effect throughout the school year. **All students must dress according to the uniform policy.**

Students are expected to wear a uniform every school day, Monday through Friday. Once a student walks onto school grounds, his/her uniform shirt should be tucked in, a belt should be on (as appropriate), pants should be pulled up, and he/she should be wearing the appropriate uniform clothing and shoes. When a student is in school, these expectations apply unless a student has changed clothing for an elective class or is playing on the athletic field; however, the change of clothing should also be appropriate attire. Once students re-enter the building from the field, they must again tuck in their shirt. Shoes must be worn at all times, except in specified classes (i.e. dance, yoga, etc).

We have a required school uniform for several reasons:

- Uniforms unite a team. We practice together and win together. Students make a commitment that when they put on their Green uniform they will abide by the rules of the community.
- Uniforms reduce distractions. We are focused on the basics: reading, writing, math, social studies, and science. We have found that when students are allowed to wear their own clothing, there is more talk about fashions and styles than learning.
- Uniforms make us all equal. Whether families have high incomes or low incomes, the students come to school looking the same way. No one has to feel bad about the clothes they have or don't have.
- Uniforms look professional. Students look neat and ready to learn.

Students **will not be allowed to attend school** if they are not dressed in the appropriate uniform. Parents of students that do not wear their uniform correctly will be contacted and asked to bring a uniform or pick up the child from school. Students who do not wear their uniform in the expected manner during the school day will be required to attend detention. **Students who repeatedly violate the uniform policy will receive a letter indicating consistent disregard of uniform policy with specific consequences. If further violations occur, a student will be suspended from school.**

We ask parents to support all decisions by school staff regarding whether or not clothing is appropriate or inappropriate for school.

OUR UNIFORM PROVIDER

S.J. Green uniform items can be purchased at **Logo Express**. There are two locations to serve you:

109 Wall Blvd.
Gretna, LA
(Next to Iberia Bank)
394-8704

3049 Gentilly Blvd
New Orleans, LA
(Next to Sherwin-Williams)
284-3381

Dress Code

SHIRTS

Students must wear a white button-down uniform shirt with the S.J. Green logo embroidered on it. The shirts must be purchased through Logo Express. If a student chooses to wear an undershirt, it must be white and be hidden under the shirt (i.e. no long sleeved undershirt or any other type of shirt can be worn under the uniform shirt except for a white short-sleeved t-shirt).

TIES

Boys- K-3: Optional. 4-8: Mandatory (they may choose the long tie or the bow tie).

Girls- K-4: Mandatory (cross tie only). 5-8: Mandatory (they may choose the cross, solid, or plaid tie).

SWEATERS

Students may wear the navy blue button-down S.J. Green sweater with the uniform shirt underneath. These sweaters must be purchased from Logo Express. When wearing a sweater indoors, students must still wear S.J. Green shirts in the proper way: tucked in.

JACKETS/OUTERWEAR

Students may not wear jackets or any other kind of outerwear inside the school building unless it is a part of the school uniform. If a student is worried about being cold inside the building, he or she should wear a uniform sweater.

PANTS/SHORTS

Boys must wear plain khaki pants or shorts with no labels or markings of any kind (NO cell phone pockets, carpenter pockets, or key chains). Girls must wear the new uniform plaid pants or shorts. Pants must be worn on the hips, and pants must be the correct size (fitting on the hips snugly but not too tight). All shorts must be knee length- no shorter, no longer. Capri pants are not allowed.

SKIRTS

Girls in grades K-4 may wear the plaid uniform jumpers. NO skirts allowed.

BELT

Students must wear a plain black belt. Belts are an essential part of the dress code. No fancy buckles, holes, studs, slogans, writing or markings allowed.

SHOES AND SOCKS

Students must wear closed-toed, hard-soled, **all black** plain uniform shoes or tennis shoes. No other colors—not even white—are allowed. No boots, slippers, or ballerina shoes are allowed. The sole of the student's shoes must be black (any other color will be a violation of the dress code.) Additionally, students must wear **plain, solid color white or black socks** or tights only.

BOOKSACK

All students must have a traditional booksack. Large purses or other bags are not acceptable.

HATS, HEADSCARVES, OR HEADWEAR

Students are not allowed to wear hats, headscarves, or other head covering unless it is due to religion. Any hair accessories that are worn should be uniform colors (khaki, tan, brown, green, white, navy blue, or black).

HAIRSTYLES

Students' hair should be neatly groomed and professional at all times. Boys and girls cannot arrive to school with scarves, curlers, or plats and expect to enter the building to comb their hair. Students should arrive to school prepared for class. They **are allowed** to wear braids or twist hair styles. Uncombed afro hair styles are not allowed. They may not have any designs or words cut into their hair. They are not allowed to wear permanent or temporarily colored hair, colored braids, or colored extensions that are not natural colors (i.e. no red, blue, green, yellow, bright highlights, etc).

FALSE NAILS

Students are not allowed to wear false nails. Students who have to participate in a wedding or special activity outside of school and get their nails done after school on Friday are expected to remove them before returning to school on Monday.

JEWELRY

Students may not wear any jewelry. No bracelets, rings, necklaces, wrist bands of any kind are allowed. **Girls** are allowed to wear one pair of stud earrings, and they must be worn in the lower ear lobe. **Boys cannot** wear earrings or other objects in their ears. **Boys and girls can wear a plain watch (no sound effects or games)**. All other jewelry will be taken from the student and either kept until the end of the school year or given to the parent in person.

BODY PIERCING & TATTOOS

Body piercing is prohibited, with the exception of girls' single, standard ear piercing. Students are not allowed to have tattoos of any kind on their body.

Acceptable		Unacceptable	
Girls' Shoes			
			
Boys' Shoes			
			
Belts			
			

Behavior Expectations

OUR APPROACH TO BEHAVIOR

The foundation of our schools' approach to student discipline lies in **cultivating a set of values that are shared by everyone, building a strong sense of community in the school, and providing incentives to encourage positive student behavior.**

We believe that healthy and effective discipline comes from positive and supportive relationships among staff, students, and parents. The school works to create an environment conducive to teaching and learning, while also addressing students' behavioral concerns.

Following school rules is important. But even more important is that students learn a set of values and behaviors that will help them to do well in any setting. The values that we expect students to demonstrate are **perseverance, honesty, gratitude, caring, responsibility, respect, and forgiveness.** To help students internalize these values we have created "The Charter Way." The Charter Way activities are designed to help them develop habits (both mentally and physically) that will ensure their success in school and beyond.

An orderly school climate characterized by respectful relationships is the necessary foundation for a successful school. It is essential that students internalize the expectations for behavior in the school in order to develop the behavioral habits necessary for success in life. This will ensure a school climate where teaching and learning can flourish.

HIGH EXPECTATIONS FOR BEHAVIOR

Our high expectations for students' behavior reflect our faith in the potential of each young person to learn the self-control and manners necessary to succeed in school and life.

In the classroom and on school grounds we expect the students to be **ready to learn.** This means that we expect them to:

- Follow the Charter Way
- Be on time
- Bring a positive attitude
- Have good manners
- Be prepared with a blue or black pencil, paper, books, and homework
- Sit up straight and face whoever is speaking
- Grooming (using combs, brushes, lotion, deodorant, etc.) should take place only in the bathroom and only when absolutely necessary
- Wear their uniform correctly
- Stay in their seat
- Respect their teachers and classmates
- Eat only in the cafeteria
- Be serious and focused about their work
- Leave class only for bathroom emergencies
- Discuss issues with the teacher only after class in an appropriate tone (no arguing or yelling at the teacher)
- Use only appropriate language (no cursing or vulgar language)
- Use appropriate voice levels in class and talk only during group work
- Never give up; always try even if the work is hard. (It is not okay for a student to put his head down and refuse to do the work.)

Outside the classroom we expect the students to be **great ambassadors and responsible citizens**. This means that we expect them to:

- Follow the Charter Way
- Bring a positive attitude
- Have good manners
- Wear their uniform correctly
- Leave a place cleaner than you found it
- Respect all living things

Positive Incentive Systems

Green Charter has a community meeting three times a week to celebrate successes and work on improving ourselves. Students are publicly recognized for their hard work and examples of strong character through “shout outs.” Students will also have the opportunity to go on fun trips and earn other rewards for their behavior.

REWARDS

FirstLine Schools has a rewards system for students that meet academic, behavior, and homework expectations, demonstrate school values, and perform outstanding work or service. Our rewards system includes the following elements:

- Regular, formal awards for achievement and demonstrating school values (quarterly awards ceremonies for grades, attendance, progress).
- Individual and group recognition for regularly meeting behavior expectations.
- Special, invitation-only trips and special events for individual students who meet behavior and work expectations.
- Friday Activities- Fun activities that occur on Friday afternoons (outside performances, game shows, sock hops, etc.).
- Big Benefits- Field trips that occur every six to nine weeks (bowling, skating, picnics etc.).

STUDENT ACKNOWLEDGEMENT SYSTEMS

Grades K-4

Teachers will give Greatness tickets to students observed engaging in the school expectations. Teachers will verbally praise and tell what expectation the student was exhibiting. Weekly classroom drawings will take place. Possible rewards include academic computer game time, selecting a friend as a study buddy, listening to a book on tape, helping in the cafeteria, or selecting a prize from the treasure chest. Teachers or students will track points on a wall poster or chart. They will receive a point for homework, timely attendance, behavior, and academic rigor. Students who earn enough points are invited to attend a special field trip each quarter.

Grades 5-8

All Middle School students may earn Benefit Bucks each week! The purpose of the Benefit Buck system is to reward students for a job well done, in much the same way adults get paid in the real world. Benefit Bucks will be kept in a binder that will travel with the homeroom. The benefit bucks will be recorded on a spreadsheet as the student earns them. The Benefit Buck is our internal Green Charter currency- they are NOT real dollars. Students will earn Benefit Bucks for following directions, respecting school and classroom rules, and displaying a strong work ethic. In order to earn the maximum number of Benefit Bucks, a student needs to live up to all the Green Charter expectations in every class through the entire school day. If a student fails to do some part of his or her job, the student will not earn all of his or her pay.

Earnings

Students can use the Benefit Bucks that they earn to participate in fun events (dances, auctions, cookouts, Big Benefits, Retreats, and other trips) that will take place during the school year. Each event will have a ticket price that must be paid in order for students to attend the event. Students will be able to use their earnings to cover the cost of the ticket. NO EARNINGS, MEANS NO EVENT. Students may also purchase college t-shirts to be worn on Fridays in place of a uniform top. More information regarding these events will be communicated throughout the year in memos sent home with each student. Students who earn above a certain total each week will be eligible for uniform rewards the following Friday.



Discipline Policies

DISCIPLINARY OFFENSES

A disciplinary offense is a violation of the school's Code of Conduct and occurs while the student is at school and/or on school grounds; is participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity. School-related disciplinary offenses may also include serious misconduct outside the school where evidence exists that the student's continued presence would have a substantial detrimental effect on the school. At the discretion of the School Leader or Dean of Students, students who have committed school-related disciplinary offenses will not be allowed at any school-related event.

Disciplinary offenses result in consequences subject to the discretion of the Dean of Students or his/her designee(s) and may include marks, detention, school service/cleaning, loss of school privileges, out-of-school suspension, and/or expulsion. The school's rules and regulation may be supplemented by teachers' rules for their classes and other school events. Repeated infractions may lead to suspension and repeated suspensions may lead to expulsion. Suspended students are not entitled to participate in school events. In addition, any breaches of state or federal law may be handled in cooperation with the police department or other authorities.

ESCALATING CONSEQUENCES

Our approach to discipline is rooted in a belief that the learning environment is sacred. At Green Charter we will do whatever it takes to make sure that every child is safe (physically, emotionally, and intellectually) to learn without needless distractions or disruptions.

In order to ensure a healthy learning environment, we have developed age-appropriate consequence systems for helping students learn to behave appropriately at school. All student choices and actions have consequences. Following school rules and focusing on learning have positive consequences. Any misbehavior will have a negative consequence. Listed below are the systems of escalating negative consequences for student misbehavior at different grade levels.

Grades K-3

Students in kindergarten through second grade will have a visual reminder of their behavior choices in the classroom. Each room will have a chart with the colors green, yellow, blue, and red. This color chart allows the student and the teacher to keep track of each student's behavior and associated consequences. Students will document their color at the end of the day. Parents should check their child's homework folder daily for information about their child's behavior. Each time a student misbehaves, a consequence is issued as follows:

- 1st misbehavior- Warning.
- 2nd misbehavior- Move color code from green to yellow.
- 3rd misbehavior- Move color code from yellow to blue and serve a classroom Time Out.
- 4th misbehavior- Move color code from blue to red and serve a Lunch Detention.
- Continued misbehaviors- Phone call home and one or more of the following:
 - Discipline Referral Form sent to school leader
 - Parent Conference with Teacher and/or School Leader
 - Behavior Contract implementation by teacher
 - Referral to school counselor

Grade 4

Students in third and fourth grade are expected to show growing self-awareness and practice self-control. Their negative behavior choices will result in Marks. All students are given one warning before they begin to receive Marks for misbehavior. Each Mark comes with an escalating consequence, as follows:

- Mark 1- Verbal or non-verbal redirection from the teacher
- Mark 2- Classroom Time Out
- Mark 3- Lunch Detention
- Mark 4- Phone call home by teacher
- Mark 5- Friday Detention
- Mark 6- Discipline Referral Form sent to school leader
- Continued Misbehaviors- One or more of the following:
 - Parent Conference with Teacher and/or School Leader
 - Behavior Contract implementation by teacher
 - Referral to school counselor

Grades 5-8

Middle school students are expected to take responsibility for their actions. Negative behaviors will result in tangible consequences relative to the severity of the misbehavior.

The following is a description of some of the consequences students may face for poor behavior:

Marks- If the student does not come to class **ready to learn**, the student will receive a mark. Under the section of High Expectations for Behavior, there is a list of behaviors for which a student may earn a mark. If a student receives three marks within one class, the student will serve detention later that day.

Sets- Students will receive writing assignments (sets) for breaking school-wide rules and/or getting sent out of class. If a student is sent out of the classroom, the parent will be notified by phone or a note that day by the teacher or Dean of Students.

The student will be assigned sets for the send-out at the discretion of the Dean of Students or his/her designee(s). The number of sets a student receives is based on what the student did, where the misbehavior occurred, and how the student reacted when being held accountable for his or her actions.

Expectations for Sets

- Sets are to be completed in full before the student returns to school the following school day.
- Sets are to be written, not typed or copied, in pen or pencil by the student who received them, not by another student or parent.
- The sets must be written on the stamped paper that will be provided by the Dean of Students.
- The student will not be allowed to attend class until the sets are finished.
- If a student returns to school without the sets being completed, he or she will receive additional sets and/or be suspended at the discretion of the Dean of Students.

- If a student displays any disrespect or disruption when being assigned sets, he or she will receive additional consequences and sets.

Detention- Students not following school rules may serve detention for 1.5 hours Monday through Thursday during enrichment and 1 hour during Friday Activity.

Expectations for Detention

- Students must walk into detention and sit down facing forward. Students are expected to work silently on their sets. Students who are disruptive in detention receive marks.
- Students who are skipping are escorted to detention and given Friday detention.
- Students who show willful disobedience will receive a one-day suspension.
- If a student receives 3 marks in detention, they are sent out and receive after-school Friday detention.
- If the student is disruptive even after being sent out, the student receives a one-day suspension.

Friday or Saturday Detention- Students not following school rules may serve after-school detention on Fridays from 2:00-5:00 PM or Saturday mornings. Students who have earned Detention will receive a letter or phone call the day before indicating the length of their detention.

Behaviors that warrant automatic Friday or Saturday Detention:

- Walking out of class without permission
- Being disruptive in detention
- Cursing
- Being put out of more than one class in one day
- Not transitioning in the hallways properly

Friday and Saturday Detention Expectations

- Students walk into detention and sit down facing forward.
- Students remain silent for their allotted time.
- If a student is skipping, tries to come late, is disruptive, or walks out of detention, parents will be notified that the student has an out-of-school suspension.

Cell Phone & Electronics Policy

Students are not allowed to bring any electronic devices to school, including but not limited to cell phones, gaming devices, and music players. If a teacher or staff member sees a prohibited electronic item, they will confiscate it from the student. A parent or guardian must come to school to pick up the item. **The school and its staff members are not responsible for lost or stolen property of any kind, including prohibited items that may have been confiscated.**

Suspension and Expulsion Policy

IN-SCHOOL SUSPENSION/OUT-OF-SCHOOL SUSPENSION

A suspension is assigned for serious incidents and/or repeated infractions. Although suspension is viewed as a last resort consequence in dealing with inappropriate behavior, it will be used as a consequence for serious and consistent misbehavior.

EXPULSION

Expulsions will be recommended only for the most serious behavior violations. For example, carrying or possessing a weapon (knife, firearms or dangerous instrument); possession, distribution, selling, giving or loaning any controlled, dangerous substance; multiple suspensions; or conviction of felony will result in expulsion.

FirstLine Schools has adopted the Recovery School District's model expulsion policy. A copy of the policy can be made available upon request.

PROCESS FOR EXPULSIONS:

- The school will conduct a student conference and school-level investigation.
- The School Leader will inform the student of the misconduct and the basis for the accusation.
- The student will have an opportunity to present his/her version of the incident.
- The school will hold a conference with the School Leader, parent/guardian, and social worker/counselor.
- A recommendation for expulsion is made by the School Leader. The student will be suspended pending expulsion hearing.
- The school will contact the parent/guardian by telephone and send a certified letter giving notice of the recommendation for expulsion, the reason for the recommendation for expulsion, and the date and time of a hearing to determine whether the student is expelled.
- If the parent/guardian fails to attend the required conference within 5 days of the mailing of the certified letter, the truancy laws shall become effective.
- A hearing is conducted by the RSD's hearing officer and a determination of whether to expel the student is made.
- The School Leader, teacher and student may be represented by someone of their choice at this hearing.
- The student shall remain on suspension until the hearing takes place.
- The parent/guardian of the student may request a review of the findings by the hearing officer within 5 days.
- The board may affirm, modify, or reverse the action previously taken.
- If the board upholds the decision, the parent/guardian may within 10 days, appeal to the district court for the parish in which the student's school is located. The court may reverse the ruling of the board of directors.

CORPORAL PUNISHMENT POLICY

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

Bullying/Harassment Policy

FirstLine Schools student code of conduct prohibits harassment, intimidation; bullying and cyber bullying that originates on or off-campus and interferes with our school's educational mission. Samuel J. Green may implement our discipline policy to address these issues.

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

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

Our immediate goal is to stop the offending behavior. You should report any incident of sexual harassment, or any other form of harassment, **immediately** to any school administrator or teacher.

If the complaint involves a teacher, supervisor, fellow colleague, or contractor/vendors, the report may be filed directly with the highest school administrator or other staff person that you feel comfortable with.

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

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

FirstLine Schools Process for Parental Concerns/Complaints/Appeals

We share the commitment to accountability that we ask of all our parents and students, and we will address any concerns expeditiously and judiciously. Any parent may bring a complaint to the School Director for any reason, including the request to appeal a disciplinary decision.

The following guidelines and process has been established so that students and parents may bring concerns, appeals or complaints to the attention of the appropriate party:

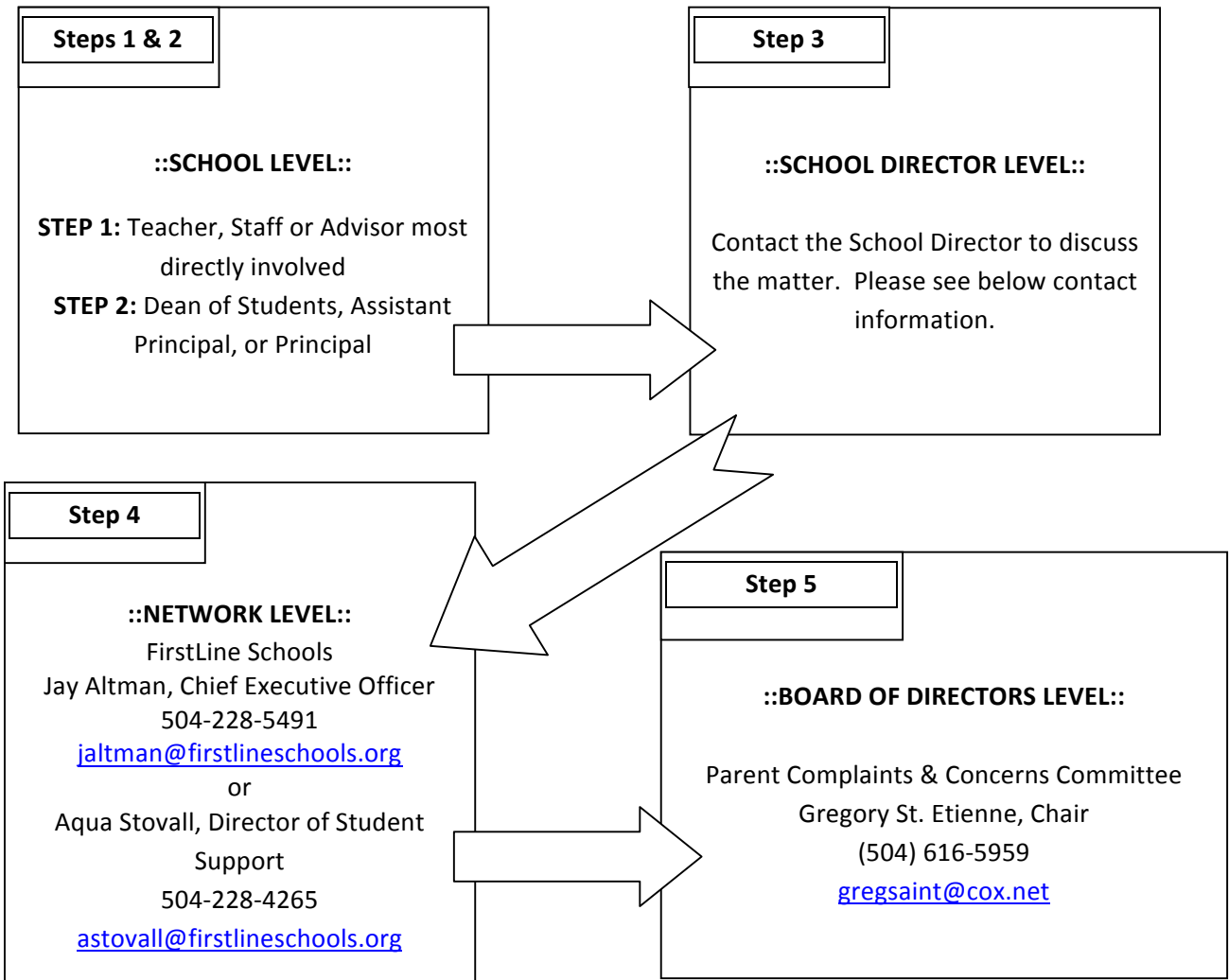
- 1) If a concern emanates from a school situation, students or parents should first discuss it with the teacher, staff, or advisor most directly involved;
- 2) If the students or parents concerned believe that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with a Dean of Students, Assistant Principal, or Principal in an attempt to reach a solution.
- 3) If the students or parents believe that the situation still has not been resolved, concerns should be taken to the School Director. The School Director will first investigate the matter to ensure that Steps 1 and 2 have been appropriately documented and completed, then record the complaint and/or appeal and will address any concerns regarding appeal of a disciplinary decision, or any action or inaction taken by the school administration, within 3 school days of the appeal and within 5 days from the time the complaint is introduced. A list of contact information for each School Director can be found on the next page.
- 4) If the situation still has not been resolved to the satisfaction of the students or parents, concerns should be directed to FirstLine Schools Chief Executive Officer (CEO) or FirstLine Schools Director of Student Support (DSS). Either can be reached via mail at FirstLine Schools, 3649 Laurel Street, New Orleans, Louisiana 70115. Mr. Jay Altman can be reach at 504-228-5491 or jaltman@firstlineschools.org. Ms. Aqua Stovall can be reached at 504-228-4265 or astovall@firstlineschools.org. The CEO and/or DSS will record the complaint and/or appeal and address it as quickly as possible and no longer than 5 school days from the time the complaint and/or appeal is introduced.
- 5) If, following a conversation and/or meeting with the CEO and/or DSS and appropriate parties, the situation has still not been resolved to the satisfaction of the students or parents, the matter should be taken to the FirstLine Schools Board of Directors through its Parental Concerns and Complaints Committee. The committee chair is Gregory St. Etienne. He can be reached at: FirstLine Schools, 3649 Laurel Street, New Orleans, Louisiana 70115 or 504-616-5959 or via email at gregsaint@cox.net.

The student or parents may request that the committee appoint a parent from the respective school who has no direct involvement or conflict with the matter, participate and meet with the committee as well as the students and parents, to provide any input into the committee decision. The appointed parent will be required to execute a Confidentiality Agreement to maintain the integrity of the process and to protect any confidential information that may be necessary to disclose.

Emergency issues will be dealt with on an as-needed basis, with the Committee responding to such issues at or prior to its next regular public meeting. The Committee, as necessary, shall direct the Principal or other responsible party to act upon the complaint and report its resolution to the Board. The Committee shall render a final determination in writing, as necessary.

If after presentation of a complaint to the FLS Board of Directors Parental Concerns and Complaints Committee, the students or parents believe that the Board, through its Parental Concerns and Complaints Committee, has not adequately addressed the complaint, they may present the complaint to the charter authorizer, the Recovery School District, which shall investigate and respond. The authorizer shall have the power and the duty to issue appropriate remedial orders to the Board of Directors of FirstLine Schools. For discipline issues, please contact Sandra Johnson at 504-373-6200 extension 20082 or sandra.johnson@rsdla.net. For all other issues please contact Kevin Gutterrez at 504-373-6200 extension 20037 or kevin.gutterrez@rsdla.net.

FirstLine Schools Process for Parental Appeals, Concerns and Complaints



School Director Contact Information

Samuel J. Green Charter School - 2319 Valence St, New Orleans, LA 70115
Ava Lee, School Director – 504-228-4184 or alee@firstlineschools.org

SCHOOL PHONE NUMBERS

(should be utilized to contact teachers, principals, deans, etc):

ASHE: 504-373-6267

DIBERT: 504-373-6205

GREEN: 504-304-3532

LANGSTON HUGHES: 504-373-6251

CLARK PREP: 504-373-6202

Teachers by Grade

Kindergarten	
Cheryl Treauo Homeroom Teacher	Heather Post Homeroom Teacher
Tyra Fernandez Teacher Assistant	Nezzie Christina Associate Teacher
1st Grade	
Zachary Zeppieri Homeroom Teacher	Judy Neujean Homeroom Teacher
Victoria Bowes Associate Teacher	Kristin Smith Associate Teacher
2nd Grade	
Denise Shillingsburg Homeroom Teacher	Brittney Havey Homeroom Teacher
Megan McCaslin Teacher Assistant	Danielle Scott Teacher Assistant
3rd Grade	
Maria Cerda Homeroom Teacher	Alice Murphy Homeroom Teacher
4th Grade	
Ahmad Shakir Homeroom, Math, & Science Teacher	Melanie Kostrzewa Homeroom & English Language Arts Teacher
Gwen Bordenave Social Studies & English Language Arts Teacher	Josephine Sylve Teacher Assistant
5th Grade	
Jennifer Byrd Homeroom & Math Teacher	Amy Laurenza Homeroom & English Language Arts Teacher
Matt Riehlmann Science Teacher	Jarvis Lamb Social Studies Teacher
6th Grade	
Kimberly Baylor Homeroom & English Language Arts Teacher	Sara Liana Norum-Gross Homeroom & Math Teacher
Matt Reilman Science Teacher	Jarvis Lamb Social Studies Teacher
7th Grade	
Grant Harris Homeroom Teacher & Math Teacher	DeShone Temple Homeroom Teacher & English Language Arts Teacher
Gregory Sextion Science Teacher	Molly Brown Social Studies Teacher
8th Grade	
Jodi Arndt Homeroom & English Language Arts Teacher	Joey Stalzer Homeroom & Math Teacher
Gregory Sextion Science Teacher	Molly Brown Homeroom & Social Studies Teacher

Other Teachers and Staff

School Leaders	
Ava Lee	School Director
Andrew Sullivan	Middle School Assistant Principal
Eileen Bunton	Middle School Assistant Principal
Macqueline Joseph	Lower School Dean of Students
Ramon Griffin	Middle School Dean of Students
Learning Specialists & Student Services	
Emily Skelding	Reading Intervention Teacher
Kara Leediker	Reading Intervention Teacher
Ebony Allen	Reading Intervention Teacher / Positive Behavior Support
Katherine Scribner	Lower School Special Education Teacher
Brenda Benoit	Math & Science Resource Teacher
Kristi Orange	Middle School Special Education Teacher
Neil Poynter	Middle School Special Education Teacher
Sarah Hausman	Special Education Coordinator
Baderinwa Rolland	Dance Teacher
Dean Gancarz-Davies	FLS Director of Athletics / Physical Education Teacher
Jacque Richardson	Physical Education Teacher
Tamera Schuit	Adaptive Physical Education Teacher
Larissa Miller	Tutoring & Response to Intervention Coordinator
Laura Todaro	Director of Counseling Services
Monique Diles	School Nurse
Bichene Okorn Jr.	In-School Suspension Coordinator
Darcy McKinnon	FLS High School Counselor/ FLS Media Coordinator
Operations Team	
Andee Bowes	School Operations Manager
Jo Johnson	Front Office Administrator
Romona Luke	Receptionist
Leslie Martin	Office Administrator
Donovan DiLorenzo	New Orleans Outreach Coordinator
Edible Schoolyard New Orleans	
Donna Cavato	Executive Director
Alisha Johnson	Development Coordinator
Rahn Broady	Program Manager
Kelly Regan	Community Partnerships, Volunteer, & Family Coordinator
April Neujean	Chef Teacher/Food and Wellness Educator
Katie Bingham	Asst. Chef Teacher
Lauren Coroy	Kitchen Teaching Fellow
Jess Bloomer	Lead Garden Teacher
Anne Spurrier	Asst. Garden Teacher