

**bricolage**  
academy at John McDonogh

**Bricolage Academy  
Family Handbook  
2018-19**

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**WELCOME FROM JOSH DENSEN, FOUNDER & CEO:**

Dear Bricolage Families,

*I'm happy to share our 2018 - 2019 Family Handbook with you. As we do every year, we reviewed, revised and (hopefully) improved all of our policies to make Bricolage a better school and a stronger community.*

*The goal of this handbook is to support you throughout the 2018 - 2019 school year. Please keep a copy of this on hand as it should be your primary resource for all Bricolage policies and procedures, as well as critical contact information for staff and faculty*

*At Bricolage, we try to get better all the time. We know that our policies and practices will continue to develop as we reflect on what works and what doesn't. We appreciate everyone who provided input and feedback during the development of this handbook. We believe these policies and procedures will create the best possible learning environment for our students. If you have any questions or thoughts as you read through this year's version, please share them with us.*

*As always, I want to hear from you - feel free to stop by the school or contact me directly via phone at (504) 250-3370 or by email at [jdensen@bricolagenola.org](mailto:jdensen@bricolagenola.org).*

*Warmly,*

*Josh Densen  
Founder & CEO*

## **MISSION AND VALUES**

### MISSION

Bricolage Academy advances educational equity by preparing students from diverse backgrounds to be innovators who change the world.

### CORE VALUES

Bricolage has three core values: Integrity, Empathy and Courage. These core values inform every aspect of Bricolage and are the basis of the school culture. We expect all members of the Bricolage community - staff members, students and families - to embody these values. These values are reinforced explicitly by teachers throughout the day, and implicitly through the actions teachers and staff model for children.

*Integrity* - I am truthful and trustworthy in my words and actions.

*Empathy* - I seek to understand how others feel and demonstrate this in my words and actions.

*Courage* - I try new things even if I might fail.

## **KEY LOGISTICS**

**Address:** 2426 Esplanade Ave., New Orleans, LA 70119

**Phone:** (504) 539-4505

**Fax:** (504) 410-7000

**Website:** [www.bricolagenola.org](http://www.bricolagenola.org)

**Facebook:** /bricolageNOLA

**Twitter:** @bricolagenola

**Instagram:** @bricolagenola

### **Bus Transportation:**

Scholars 1st Transportation

(504) 377- 4454

Facility Hours **7:30 a.m. to 5:45 p.m.**

Morning Carpool: **7:45 a.m. to 8:15 a.m.**

Student Start Time **8:20 a.m.**

Student Tardy Time **8:21 a.m.**

Early Dismissal Cut-Off: **3:00 p.m.**

Student Dismissal Time **3:35 p.m.**

Afternoon Carpool: **3:35 p.m. to 3:55 p.m.**

After School Program **3:35 p.m. to 5:30 p.m.**

After School Early Dismissal Time: **4:30 p.m. to 5:00 p.m.**

After School Dismissal time **5:30 p.m to 5:45 p.m**

## **SCHOOL ENTRANCE AND PARKING**

The school is located at 2426 Esplanade Ave. New Orleans, LA 70119. Bricolage is housed in the John McDonogh High School building. The main entrance to the school is located on Esplanade Ave.

There is no parking lot at Bricolage; street parking is the only option. Please be mindful of our neighbor's driveways. Do not block streets or driveways at any time.

## **SCHOOL HOURS**

The school building opens at 7:30 a.m. and closes at 5:45 p.m. daily. Without exception, **students may not be dropped off before 7:30 a.m.** or picked up after 5:30 p.m.

The academic day runs from 8:20 a.m. until 3:30 p.m. daily. Students are expected to be in their classroom before 8:20 a.m., and should arrive to the school building with enough time to allow for unpacking, using the restroom, etc. While the instructional day does not begin until 8:20 am, students are welcome to head to their classrooms beginning at 8:00 am for an early morning choice time (elementary) or morning advisory (middle). While this time is optional, many children enjoy the opportunity to start their day with kid centered and directed activities which also allows them the time to get settled before the instructional day begins.

## **ELEMENTARY ACADEMICS**

The academic approach at Bricolage is created with the guidance of the Common Core State and the Louisiana State Standards. Through this we do not lose sight of our value of a hands on, child-centered approach to learning. Children are nudged to work independently and alongside others to become great readers, writers, mathematicians, and thinkers.

### THE BALANCED LITERACY APPROACH

This approach to teaching children to read and write mixes individual and group learning, with varying levels of teacher support. Some tasks are modeled by the teacher, some are supported by the teacher, and others are done independently by students, with the teacher as a guide. In addition to Reading and Writing Workshops (described below), students partake in daily Word Study instruction (phonics/spelling), close reading, shared reading and writing, and interactive read alouds with whole class conversations.

### READING WORKSHOP

The Reading Workshop approach teaches key reading behaviors and deep comprehension strategies that allow children to flourish as readers. The Bricolage reading program values student choice, independence, and collaboration as key tenets in building passion and purpose for reading. Reading Workshop follows a predictable structure that allows daily for explicit instruction in reading skills and strategies and time devoted to practice through long stretches of time to read. Each day, your child's Reading Workshop time consists of the following: a mini-lesson on a specific reading skill or strategy, an independent reading time when students read independently or with a partner at their reading level and often work one-on-one with classroom teachers, and a "share" time when students share the hard work they did with their peers. In addition to one-on-one conferences during the workshop time, students also meet in small groups with teachers to work on specific strategies that they need to become better readers. Reading Workshop not only provides students with the instruction they need to improve their decoding (how they read words) but also builds their deep comprehension of stories and ability to process informational texts as they learn through information texts. By teaching children the qualities of engaged readers and allowing them the choice to make decisions about what they read we hope to create avid readers that view reading as a part of our social context and a way to learn more about the world.

### WRITING WORKSHOP

Learning to write provides children unbelievable power as readers, thinkers, and makers of meaning. Writing Workshop is a rigorous daily writing curriculum. It begins with a mini lesson in which teachers provide ten minutes of direct and explicit instruction. Students then work in a structured and responsive environment to draft and revise writing pieces in ways that incorporate the instruction from the mini lesson. Teachers confer with students individually or in small groups during this time. Writing time ends with an "After the Workshop" share about the topic from that day's mini lesson.

By creating an inviting environment with an abundance of supplies, and giving students the freedom to write about what matters to them, we hope that they fall in love with writing.

## MATH WORKSHOP

Curiosity and engagement are hallmarks of our mathematics teaching. Students are encouraged to be mathematicians as they investigate the big ideas of mathematics.

At Bricolage, we use *Bridges in Mathematics*, published by the Math Learning Center for our math instruction and intervention. Among other characteristics, Bridges provides hands-on activities, problem solving, and computational fluency that is rich and grade appropriate. This program offers depth and continuity for our students and is the perfect compliment to our philosophy of mathematics. This curriculum has extraordinary teacher support which creates a high level of consistency of implementation.

We begin in kindergarten with a heavy emphasis of the concept of small number, the foundation for all future math. We go slow early on, but soon begin to move quickly with each subsequent year, building on from numbers to 10, to 100, 1,000 and beyond. We also hold tight to the critical understandings outlined by the Common Core State Standards for each year.

## CONTENT AREA STUDIES

Inquiry-based learning at Bricolage gives students the opportunity to immerse, investigate, and collaborate. We utilize this type of learning particularly in our science and social studies lessons. We structure content area studies in three ways:

- Comprehension lessons prepare students to research and think deeply about a subject, while identifying their own interests and questions.
- Collaborative work gives students an opportunity to learn from one another and share in the learning process of others. It also prepares students to be good problem solvers, teammates, and communicators.
- Open-ended inquiry projects, which allow students to follow their natural curiosities! Students develop questions, formulate a research plan, and present their findings to a group.

## SOCIAL-EMOTIONAL LEARNING

At Bricolage, we believe that all children deserve classrooms that are safe, joyful, and inclusive where all students possess a sense of belonging and significance and are able to excel socially and academically

Students are encouraged to take risks, learn from others, and feel that they belong to a positive community here at Bricolage. Student independence is emphasized within established **boundaries** and **limits**, and intentionally coach children on how to manage and navigate this independence. We are a Responsive Classroom school and our beliefs of student's social and emotional and academic growth are aligned with the guiding principles of the Responsive Classroom.

### ***Responsive Classroom***

The *Responsive Classroom* approach is a way of teaching that emphasizes social, emotional, and academic growth in a safe, joyful and inclusive school community. Responsive Classroom believes that there are a set of social and emotional, as well as, academic competencies that children need in order to thrive in and outside of the classroom.

The four key domains of Responsive Classroom are:

- Engaging Academics

- Positive Community
- Effective Management
- Developmental Awareness

At Bricolage we take a positive approach to student culture and discipline through the intentional use of practices such as :

- Whole school quiet signal/the chime
- Positively framed classroom rules that are explicitly taught and practiced often
- Positive adult language
- Interactive modeling
- School wide hand signals

We also support the building of student culture through frequent rituals and routines that extend our learning and give opportunities for students to celebrate with and for each other. Students will experience these moments through:

- Morning meeting
- Closing Circle
- Weekly Krewe Time
- Krewe BIG Events
- Reading and Writing Celebrations
- Exhibitions of student work

In addition to the Responsive Classroom, students also have an opportunity to learn more targeted social and emotional skills based on their grade level and the needs of their classroom through weekly Social and Emotional Learning (SEL) classes. We have a full time SEL teacher at school that delivers these lessons in concert with the classroom teacher and who also supports children through small group pull out activities. To learn more about the child development and behavioral philosophies that inform our approach, explore the following resources:

Responsive Classroom

[www.responsiveclassroom.org/](http://www.responsiveclassroom.org/)

Institute for Social Emotional Learning

[www.Instituteforsei.org](http://www.Instituteforsei.org)

Trust Based Relational Interventions (TBRI)

TCU's Karyn Purvis Institute for Child Development

[www.child.tcu.edu/about-us/tbri](http://www.child.tcu.edu/about-us/tbri)

### INNOVATOR'S WORKSHOP

Our students learn by making. Several days per week students meet in the Innovator's Workshop to play, create and invent with all sorts of materials and tools—blocks, Legos, cardboard, LED lights, and more. These experiences are structured in a variety of ways. Whether content based projects or specific design challenges or open workshop time, students in the Innovation Room are provided the space, resources, and responsibility to create their own meaningful work. Additionally, students are encouraged to share what they make, photograph their creations, write about them, discuss them with peers and exhibit to their community. Through these experiences, students develop a creative confidence that empower them to learn how to problem-solve, collaborate and share, and show off what they make!

## MIDDLE SCHOOL ACADEMICS

### INTEGRATED CONTENT STUDIES

Bricolage Academy Middle School applies an integrated studies approach to 5th instruction. Integrated studies involves combining two or more subjects that are typically taught in isolation into one class. At BMS, ELA and History/Social Studies are integrated into Humanities class and Science and Math are integrated into STEM class. Humanities class focuses on reading, writing, argument, discourse, and the intersections of history and literature. STEM class focuses on science, math, technology, and design thinking. Applying an integrated studies approach prepares students to tackle challenges in a world full of interrelated concepts and ideas, like the economics of environmental disasters, by providing opportunities to bring together concepts, ideas, methods, and/or language from two or more subjects in order to answer a question or raise a new one, explain a phenomenon, solve a problem, or create a product.

### SPANISH

Students will take four years of Spanish during Middle School in order to become fluent speakers, interpreters, readers, and writers of at least one language other than English. In High School, students will have the option of continuing to progress towards mastery of Spanish, and/or pursue one other foreign language, yet to be determined.

### CO-CURRICULAR CLASSES

We work to deepen the co-curricular experiences from elementary school – visual art, music, physical education, and innovation (a combination of design thinking technology, and engineering basics) by offering survey style classes in each of these disciplines. These classes are designed to introduce students to the basic concepts and principles of different types of art, music, innovation, and physical education so that they can make better informed decisions about which type to specialize in in high school.

### PERSONALIZED LEARNING

One day a week, students will spend the day rotating to different stations, learning at their own pace and working toward meeting their individual academic and social-emotional goals. Each student will have a Personalized Learning Plan that advisors will use when working with students (and families) to set goals and agendas for this time. During this time, students may be working on:

- Adaptive learning programs
- Teacher curated playlists
- Independent practice
- Small group remediation, intervention, or extension
- Projects
- Maker space

### BUILDING AND MAINTAINING A POSITIVE SCHOOL CULTURE

<b>BMS Culture Week</b>	Strong, positive start to the school year	<ul style="list-style-type: none"><li>● Live Oak planned and led activities</li><li>● Relationship and culture building activities</li><li>● Intentional teaching and practice of systems &amp; routines<ul style="list-style-type: none"><li>○ Class specific</li><li>○ Common</li></ul></li></ul>
<b>Advisory</b>	Strong, positive start to the school day	<ul style="list-style-type: none"><li>● High Resolves lessons</li><li>● Responsive Classroom Morning Meeting structure</li><li>● Tech</li></ul>

		<ul style="list-style-type: none"> <li>○ typing, saving, submitting, emailing, taking assessments</li> <li>● Read Aloud</li> <li>● Homework</li> <li>● Announcements</li> </ul>
<b>Big Events</b>	Fun special events planned for pre K-5th graders (and families)	
<b>Monthly Culture Boosters</b>	Fun special events planned for 5th graders (and families)	
<b>Exhibitions of Student Work</b>	<p>Celebrate students work and learning by making it visible</p> <ul style="list-style-type: none"> <li>● High Quality Work for Authentic Audiences</li> </ul> <p>When students know they will share their work with an audience beyond the classroom, they are motivated to make it high quality.</p> <ul style="list-style-type: none"> <li>● Community Pride &amp; Transparency</li> </ul> <p>Exhibitions put students center stage as they describe the process and products of their learning and bring families and community members together to celebrate the collective work of a class, a team, a school.</p> <ul style="list-style-type: none"> <li>● Equity</li> </ul> <p>Exhibitions set the expectation that all students, not just a select group, are capable of producing high-quality work and will share that work with people beyond their classroom. They motivate all students to do their best, so they can stand proudly beside their work.</p>	<ul style="list-style-type: none"> <li>● 1/trimester</li> <li>● Projects owned by co-curricular teachers</li> <li>● Projects supported by the entire 5th grade team</li> <li>● Students showcase (share and talk about) authentic products</li> </ul>

## **FAMILY ENGAGEMENT & COMMUNICATION**

### BRICOLAGE'S VIEW OF FAMILY ENGAGEMENT

Bricolage Academy wants all families to be an active part in the daily academic and social experiences of their child. We recognize that this looks different for each family. Some families may consider engagement as attending events at school while others may view engagement as sending in snack, or cutting out materials for a teacher. We encourage and value all forms of family participation, and we actively strive to foster direct family engagement with the Bricolage community. Above all, we seek to make Bricolage a welcoming environment for all family members who are important in the lives of our students—grandparents, aunts and uncles, cousins, godparents—and encourage them to engage with Bricolage. New ideas for engagement are always welcome and can be suggested to teachers or the Bricolage Community Association (BCA).

### HOW FAMILY ENGAGEMENT AFFECTS STUDENT ACADEMIC ACHIEVEMENT

We place significant emphasis on family engagement because it creates a rich school culture and has strong positive effects on students' academic and social growth and achievement. When families are involved in students' learning, students perform better, enroll in higher-level programs, and are more likely to graduate and

to enroll in postsecondary education. Children do best if parents play multiple roles to support their learning, like helping at home or volunteering at school.

Family engagement is also closely linked to positive student behavior and enhanced social skills. When families take an active interest in what students are learning students show better behavior both in and out of school.

### HOW BRICOLAGE FOSTERS FAMILY ENGAGEMENT

Bricolage focuses family engagement programming around two components.

#### *1. Help families build relationships with their child's teacher and support their child's learning outside of school.*

Programming to support this component includes:

- Conferences with teachers each quarter,
- Workshops and/or videos to teach parents about Bricolage's academic model and social emotional (behavior) approach
- Suggestions for discussions or activities that parents can use to engage students outside of the classroom in ways related to what their child is learning in school

#### *2. Help families develop relationships with each other, the school, and the community.*

Programming to support this component includes:

- Opportunities for parents to volunteer in the classroom and to support school-wide events/needs
- Events to help families build relationships with each other, such as group playdates for children and school-wide social activities/ celebrations
- Information to families about what activities other students are involved with outside of school and how their child can get involved.
- Bricolage Community Association - The primary responsibility of our version of a Parent-Teacher-Organization is to build community among our families.

### BRICOLAGE COMMUNITY ASSOCIATION (BCA)

The Bricolage Community Association (BCA) supports Bricolage Academy students by building bonds among our families, teachers, and community members. We do that by active engagement and organizing family-centric social events throughout the year. While some events are free, other events are fundraisers to pay for free community events and to support the school.

Most events need guardian/parental involvement. Volunteering time and energy is both rewarding and helps our young school grow. The Bricolage Dad's Club and the Bricolage Mom's Club support the school and the BCA by volunteering and building community through hosting adult-only social events, some family events, and they will hold periodic meetings, like the BCA.

The BCA's meetings allow Bricolage community members (any guardian or school leader/staff) to learn of upcoming events, volunteer opportunities, and offer a platform for other information, as well as updates from the Bricolage Dad's Club and the Bricolage Mom's club. All parents/guardians are open to join the BCA, Dad's Club and Mom's Club!

Some examples of past BCA lead activities include:

- Play dates at public playgrounds

- Family Skate Night
- Celebration in the Oaks
- End of year party
- Hogs for the Cause volunteer booth
- New Orleans Pelicans Game Night
- Laser Tag

We look forward to you being a part of this great community!

Contact Information:

BCA email: [bca@bricolagenola.org](mailto:bca@bricolagenola.org)

BCA web page link at: <http://bricolagenola.org/>

Dad's Club email: [BricolageDads@gmail.com](mailto:BricolageDads@gmail.com)

Mom's Club email: [MomsClubBricolage@gmail.com](mailto:MomsClubBricolage@gmail.com)

BCA Officers:

- Rebecca Robb - President
- Ashley Smallwood - Vice President
- Andree Arendt - Treasurer
- Liz Masten - Recording Secretary
- Tania Castellanos - Communications Secretary
- Tonya Johnson - Bricolage Board Representative
- Josh Densen- School Representative

Other Officers:

- Brian Knighten - Bricolage Dad's Club President
- Bobby Constino-Bricolage Dad's Club Vice President
- Angele DeLarge, Julie Tizzard and Lezly Petrovich- Mom's Club Representatives

**FUNDRAISING & DEVELOPMENT**

Big changes in education don't happen overnight, and they don't happen at all without the help of generous community.

Bricolage has many needs, and we are reaching out to the community for donations of time, labor, and financial resources. You can make a difference! Your contribution to our school is a gift that will have a lasting impact on our students and their futures.

Our current fundraising revenue comes from individual gifts and, local and national foundations. As a Bricolage Community Member, you can further our mission to advance equity and create innovators through:

- a single gift
- a monthly gift
- an annual or multi-year commitment
- a tribute or memorial gift
- a planned gift
- a gift of securities
- a gift of continuity fund
- sharing local and national philanthropic foundation resources
- volunteering

To learn more about supporting our mission, contact our Chief Development Officer, Holly Robbins Hermes, at [hhermes@bricolagenola.org](mailto:hhermes@bricolagenola.org) or 504-539-4505 x 706. Any donation, large or small, will have a lasting impact on our growing community.

## **COMMUNICATION**

At Bricolage, we want all family members to know who to contact to share questions or comments, and to feel comfortable doing so. Teachers find it extremely helpful when parents and family members feel comfortable contacting them with any questions that may arise. The chart below outlines who you should contact for specific types of questions and comments.

In addition, family members may request an in-person meeting with their child's teacher or an administrator by calling or e-mailing to set up an appointment. All meetings should be pre-arranged at a time that is convenient for both parties. Please note that **teachers are unable to have conversations during class time, as well as during arrival and dismissal times.** Communication with Bricolage staff members should happen at a mutually convenient time and not outside of the hours of 7:30 a.m. to 7:30 p.m. **All Bricolage staff members are committed to returning emails within 48 business hours.**

We also encourage you to stop by the office to speak with Danielle Trezek, Director of School Operations. She is available to assist Bricolage families and address their questions and concerns.

### **To ensure you receive communications from us:**

- Read the Wednesday Announcement emails weekly. If you are not receiving them, 1) check your "spam" or "promotions" folder, 2) email [dtrezek@bricolagenola.org](mailto:dtrezek@bricolagenola.org) to get on the list
- Review all materials sent home in your child's take home folder (Elementary)/binder (Middle School) nightly
- Review all materials sent home in **Wednesday (yellow) folders in Elementary and in binders on Mondays for Middle School.** These are dedicated to important school notices.
- Contact Ashley Mekin to make changes to your email address, phone number, or mailing address.
- Like the Bricolage facebook page (search for "Bricolage Academy" on facebook.)
- Ensure that you have "opted-in" to Bricolage alert and emergency text messages:
  - Verify your cell phone number is accurate by logging into the "Infosnap" system or contacting Ashley Mekin.
  - Send a text with Y or YES to 67587

## **SCHOOL TEAM**

### **Senior Management Team**

Josh Densen

*Founder and Chief Executive Officer, [jdensen@bricolagenola.org](mailto:jdensen@bricolagenola.org)*

Andy Lewis

*Chief Operating Officer, [alewis@bricolagenola.org](mailto:alewis@bricolagenola.org)*

Lauren Orgeron

*Chief Financial Officer, [lorgeron@bricolagenola.org](mailto:lorgeron@bricolagenola.org)*

Holly Robbins Hermes  
*Chief Development Officer*, [hhermes@bricolagenola.org](mailto:hhermes@bricolagenola.org)

Michele Murphey  
Elementary School Principal, [mmurphey@bricolagenola.org](mailto:mmurphey@bricolagenola.org)

Antigua Wilbern  
Middle School Principal, [awilbern@bricolagenola.org](mailto:awilbern@bricolagenola.org)

Channing Cornelius  
*Managing Director of Student Support*, [ccornelius@bricolagenola.org](mailto:ccornelius@bricolagenola.org)

## **Operations Team**

Danielle Trezek  
*Director of School Operations*, [dtrezek@bricolagenola.org](mailto:dtrezek@bricolagenola.org)

Jake Barclay  
*Director of Extended Learning*, [jbarclay@bricolagenola.org](mailto:jbarclay@bricolagenola.org)

Ashley Mekin  
*Data Manager*, [amekin@bricolagenola.org](mailto:amekin@bricolagenola.org)

Margo Goulas  
*School Nurse*, [studenthealth@bricolagenola.org](mailto:studenthealth@bricolagenola.org)

Shannon Rainey  
*Administrative Assistant*, [srainey@bricolagenola.org](mailto:srainey@bricolagenola.org)

Theresa Fields  
*Receptionist*, [tfields@bricolagenola.org](mailto:tfields@bricolagenola.org)

## **ELEMENTARY SCHOOL TEAM**

### **Instructional Support Team**

Allie LeBlanc  
Reading Recovery Trainer and Teacher, [aleblanc@bricolagenola.org](mailto:aleblanc@bricolagenola.org)

Diana Turner  
Instructional Coach and Literacy Interventionist, [dturner@bricolagenola.org](mailto:dturner@bricolagenola.org)

Jasmine Araujo  
*Director of Community*, [jaraujo@bricolagenola.org](mailto:jaraujo@bricolagenola.org)

Megan Lorio  
*Instructional Coach*, [mlorio@bricolagenola.org](mailto:mlorio@bricolagenola.org)

Sari Levy  
*Instructional Coach and Math Interventionist*, [slevy@bricolagenola.org](mailto:slevy@bricolagenola.org)

## **Pre-Kindergarten Team**

Emma Raynor

*Kindergarten Teacher, [eraynor@bricolagenola.org](mailto:eraynor@bricolagenola.org)*

Rav'en Duncan

*Kindergarten Associate Teacher, [rduncan@bricolagenola.org](mailto:rduncan@bricolagenola.org)*

## **Kindergarten Team**

Brandi-Rose Michael

*Kindergarten Associate Teacher, [bmichael@bricolagenola.org](mailto:bmichael@bricolagenola.org)*

Diondra Rhinehart

*Kindergarten Teacher, [drhinehart@bricolagenola.org](mailto:drhinehart@bricolagenola.org)*

Jamani Andrews

*Kindergarten Teacher, [jandrews@bricolagenola.org](mailto:jandrews@bricolagenola.org)*

Sonya Murphy

*Kindergarten Teacher, [smurphy@bricolagenola.org](mailto:smurphy@bricolagenola.org)*

Kelly Smith

*Associate Kindergarten Teacher, [ksmith@bricolagenola.org](mailto:ksmith@bricolagenola.org)*

Lizzie Gentile

*Associate Kindergarten Teacher, [egentile@bricolagenola.org](mailto:egentile@bricolagenola.org)*

Nikki Minor

*Associate Kindergarten Teacher, [nminor@bricolagenola.org](mailto:nminor@bricolagenola.org)*

Sydney Hubbard

*Associate Kindergarten Teacher, [shubbard@bricolagnola.org](mailto:shubbard@bricolagnola.org)*

## **First Grade Team**

Ashley Clay

*First Grade Teacher, [aclay@bricolagenola.org](mailto:aclay@bricolagenola.org)*

Darby Stevens

*First Grade Teacher, [dstevens@bricolagenola.org](mailto:dstevens@bricolagenola.org)*

Emily Alverson

*First Grade Teacher, [ealverson@bricolagenola.org](mailto:ealverson@bricolagenola.org)*

Kristina Yacks

*First Grade Teacher, [kyacks@bricolagenola.org](mailto:kyacks@bricolagenola.org)*

Rynisha Streeter

*First Grade Teacher, [rstreeter@bricolagenola.org](mailto:rstreeter@bricolagenola.org)*

## **Second Grade Team**

Catherine Lee

*Second Grade Teacher, [clee@bricolagenola.org](mailto:clee@bricolagenola.org)*

Lauree Akinola-Massaquoi

*Second Grade Teacher, [lmassaquoi@bricolagenola.org](mailto:lmassaquoi@bricolagenola.org)*

Susie Specht

*Second Grade Teacher, [sspecht@bricolagenola.org](mailto:sspecht@bricolagenola.org)*

Xelina Cortez

*Second Grade Teacher, [xcortez@bricolagenola.org](mailto:xcortez@bricolagenola.org)*

## **Third Grade Team**

Amanda Stephens

*Third Grade Teacher, [astephens@bricolagenola.org](mailto:astephens@bricolagenola.org)*

Colleen Valerio

*Third Grade Teacher, [cvalerio@bricolagenola.org](mailto:cvalerio@bricolagenola.org)*

Erin Densen

*Third Grade Teacher, [edensen@bricolagenola.org](mailto:edensen@bricolagenola.org)*

## **Fourth Grade Team**

Claire Triplett

*Fourth Grade Teacher, [ctriplett@bricolagenola.org](mailto:ctriplett@bricolagenola.org)*

Jon Palmer

*Fourth Grade Teacher (SPED), [jpalmer@bricolagenola.org](mailto:jpalmer@bricolagenola.org)*

Raven Hodges

*Fourth Grade Teacher, [rhodges@bricolagenola.org](mailto:rhodges@bricolagenola.org)*

Terri Clabeaux

*Fourth Grade Teacher, [tclabeaux@bricolagenola.org](mailto:tclabeaux@bricolagenola.org)*

## **MIDDLE SCHOOL TEAM**

Caitlin Meehan-Draper

*Humanities Coach & Curriculum Coordinator, [cmeehan-draper@bricolagenola.org](mailto:cmeehan-draper@bricolagenola.org)*

Margie Hardesty

*5th Grade Humanities Teacher. [mhardesty@bricolagenola.org](mailto:mhardesty@bricolagenola.org)*

Michelle Sanches

*5th Grade STEM Teacher, [msanches@bricolagenola.org](mailto:msanches@bricolagenola.org)*

## **Student Support Team**

Emmy Bridges

*Special Education Teacher*, [ebridges@bricolagenola.org](mailto:ebridges@bricolagenola.org)

Kierra Cooper

*Special Education Paraprofessional*, [kcooper@bricolagenola.org](mailto:kcooper@bricolagenola.org)

Cassie Mastellar

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Gavin Cooper

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Elaine Pritchett

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Angelle Bodden

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Julia Bruton

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Debra Bauman

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Cherie Marocco

*Special Education Teacher*, [cmarocco@bricolagenola.org](mailto:cmarocco@bricolagenola.org)

Marquita Ellis-Alexander

*Special Education Paraprofessional*, [mellis-alexander@bricolagenola.org](mailto:mellis-alexander@bricolagenola.org)

Ginger Shantz

*Gifted Teacher*, [gshantz@bricolagenola.org](mailto:gshantz@bricolagenola.org)

Jon Palmer

*Special Education Teacher*, [jpalmer@bricolagenola.org](mailto:jpalmer@bricolagenola.org)

Mel Gallagher

*Special Education Coordinator*, [mgallagher@bricolagenola.org](mailto:mgallagher@bricolagenola.org)

Tiffany Smith

*Speech & Language Coordinator*, [tsmith@bricolagenola.org](mailto:tsmith@bricolagenola.org)

Amy Murphy

*Speech Therapist*, [amurphy@bricolagenola.org](mailto:amurphy@bricolagenola.org)

Toni Verastegui

*SAT/504 Coordinator*, [tverastegui@bricolagenola.org](mailto:tverastegui@bricolagenola.org)

Tamia Randolph-Alvarez  
Counseling & Wellness Coordinator, [trandolf-alvarez@bricolagenola.org](mailto:trandolf-alvarez@bricolagenola.org)

Hannah Knipp  
Social & Emotional Learning Teacher, [SEL@bricolagenola.org](mailto:SEL@bricolagenola.org)

Zaina Schiller  
ELL Coordinator, [schiller@bricolagenola.org](mailto:schiller@bricolagenola.org)

### Co-Curricular Team

Alex Owens  
3-5 Innovator's Workshop Teacher, [aowens@bricolagenola.org](mailto:aowens@bricolagenola.org)

Brittany Scofield  
Pre-K-2 Music Teacher, [bscofield@bricolagenola.org](mailto:bscofield@bricolagenola.org)

Mary Rooney  
Pre-K-2 Visual Arts Teacher, [mrooney@bricolagenola.org](mailto:mrooney@bricolagenola.org)

Ruby Troyano  
3-5 Visual Arts Teacher and Talented in Arts Visual, [rtroyano@bricolagenola.org](mailto:rtroyano@bricolagenola.org)

Shawn Williams  
Pre-K-2 Physical Education Teacher, [swilliams@bricolagenola.org](mailto:swilliams@bricolagenola.org)

Whitney Whetstone  
Pre-K-2 Workshop Teacher, [wwhetstone@bricolagenola.org](mailto:wwhetstone@bricolagenola.org)

Danielle Mayo  
3-5 Physical Education and Health Teacher, [dmayo@bricolagenola.org](mailto:dmayo@bricolagenola.org)

Samuel Phillips  
3-5 Music Teacher, [sphillips@bricolagenola.org](mailto:sphillips@bricolagenola.org)

### WHOM SHOULD I CONTACT?

CONTACT THIS PERSON:	FOR QUESTIONS RELATING TO:
Your child's teacher	<ul style="list-style-type: none"><li>● Academics and behavior</li></ul>
Shannon Rainey <i>Administrative Assistant</i>  Theresa Fields <i>Receptionist</i>	<ul style="list-style-type: none"><li>● Daily changes to your child's end-of-day transportation method</li><li>● Urgent messages for your child's teacher</li><li>● Questions about upcoming events</li><li>● General questions</li></ul>

<p>Ashley Mekin <i>Data Manager</i></p>	<ul style="list-style-type: none"> <li>• Documentation for excused absences</li> <li>• Report cards (non-academic issues)</li> <li>• Student records requests (note: contact Channing Cornelius for Special Education records requests.)</li> <li>• Updating contact information</li> <li>• Enrollment and withdrawals</li> </ul>
<p>Jake Barclay <i>Director of Extended Learning</i></p>	<ul style="list-style-type: none"> <li>• Before care issues and logistics</li> <li>• After-school programming and logistics</li> <li>• After care programming and logistics</li> <li>• All major issues related to before/after school</li> <li>• Mini camps and summer camp</li> </ul>
<p>Margo Goulas <i>School Nurse</i></p>	<ul style="list-style-type: none"> <li>• Student health care</li> <li>• Medication administration</li> <li>• Dietary accommodations for food service</li> </ul>
<p>Tamia Randolph-Alvarez <i>Counselor</i></p>	<ul style="list-style-type: none"> <li>• Counseling &amp; Student Wellness</li> </ul>
<p>Danielle Trezek <i>Director of School Operations</i></p>	<ul style="list-style-type: none"> <li>• Bus transportation (please email <a href="mailto:transportation@bricolagenola.org">transportation@bricolagenola.org</a> for daily transportation updates.)</li> <li>• Non-academic school policies and procedures</li> <li>• School safety</li> <li>• Volunteer opportunities</li> </ul>
<p>Channing Cornelius <i>Director of Student Support</i></p>	<ul style="list-style-type: none"> <li>• Special Education (Melissa Gallagher)</li> <li>• Student Evaluations/Screenings (Toni Verastegui)</li> <li>• 504s (Toni Verastegui)</li> <li>• Special Education/504 records requests</li> </ul>
<p>Michele Murphey <i>Elementary Principal</i></p>	<ul style="list-style-type: none"> <li>• Questions about Bricolage elementary school academics (note: parents should always contact their child's teacher first.)</li> <li>• Ongoing concerns about PK - 4th grade academics and behavior</li> </ul>
<p>Antigua Wilbern <i>Middle School Principal</i></p>	<ul style="list-style-type: none"> <li>• Questions about Bricolage middle school academics (note: parents should always contact their child's teacher first.)</li> <li>• Ongoing concerns about 5th grade academics and behavior</li> </ul>
<p>Josh Densen <i>CEO</i></p>	<ul style="list-style-type: none"> <li>• Questions relating to Bricolage's growth, High School, Board of Directors, Mission/Vision, Strategy</li> </ul>

## **BOARD OF DIRECTORS**

- Alan Philipson, Chair
- Yvette Jones, Vice Chair and Chair Elect
- Merritt Lane , Treasurer
- Arnel Cosey, Secretary
- Deborah Elam
- Tonya Johnson (Bricolage parent representative to board)
- Todd McDonald
- M Cleland Powell, III

All Board Meetings are held at Bricolage Academy, unless otherwise noted. The Bricolage Board Meeting schedule is announced each January. The date of meetings for 2018-2019 are listed below.

### Meeting Dates 2018-2019

- Board Meeting: Wednesday, September 12, 4 p.m.
- Board Meeting: Wednesday, December 5, 4 p.m.
- Board Meeting: Wednesday, March 13, 4 p.m.
- Board Meeting: Wednesday, June 5, 4 p.m.

Board meetings and agendas are posted to the school website. We post agendas at least 24 hours prior to meetings and minutes are published once they are approved at the subsequent meeting.

# 2018-2019 SCHOOL CALENDAR



## Bricolage Academy Calendar: 2018 - 2019

### July, 2018

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### August, 2018

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### September, 2018

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### October, 2018

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### November, 2018

			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### December, 2018

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### August 2018

August 29: First day for 1st - 5th  
August 29 - 31: 1:30 dismissal

### September 2018

September 3: Labor Day (no school)  
September 4: First Day for PreK & Kindergarten

### October 2018

October 19 - 23: Fall Break (no school)

### November 2018

November 16: Quarter 1 Conferences (no school)  
November 19 - 23: Thanksgiving Break (no school)

### December 2018

December 24 - 31: Winter Break (no school)

### January 2019

January 1 - 4: Winter Break Continues (no school)  
January 21: Dr. Martin Luther King Day (no school)

### February 2019

February 22: Quarter 2 Conferences  
February 27, 28: 2:30 dismissal

### March 2019

March 1: Teacher PD Day (no school)  
March 4 - 8: Mardi Gras Break (no school)

### April 2019

April 18 - 22: Spring Break (no school)  
April 29 - May 3: LEAP Testing (Grades 3-5)

### May 2019

May 28: Last Day for PreK & Kindergarten

### June 2019

June 4: Last Day for grades 1 - 5

**June 2019** June 3 - 7: Emergency closure days (only to be used in the case of emergency and/or extended and unexpected school closure)

### January, 2019

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

### February, 2019

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28			

### March, 2019

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

### April, 2019

	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

### May, 2019

			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

### June, 2019

						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

**School day hours: 8:20 - 3:30**

Updated September 2018

## **POLICIES & PROCEDURES**

### ELEMENTARY SCHOOL ACADEMICS

#### Grading

We measure student performance as progress toward grade level Common Core State Standards as well as with internally created benchmarks for student learning. We use portfolios, rubrics, and other assessments; both standardized and internally created to measure student progress. We report progress to parents/guardians through quarterly report cards every 9 weeks. Teachers also support students in developing cumulative, multi-year digital portfolios.

#### Report Card & Progress Report Conferences

We hold report card conferences at the end of each quarter and conduct progress report meetings and phone calls as needed or by request near the midpoint of each quarter. Parents/guardians are **required** to attend all report card conferences and to participate in all progress report phone calls. If a parent/guardian is unable to participate in a specific conference or call, he or she should make alternate arrangements with their child's teacher(s).

#### Homework

At Bricolage we view homework as a way for us to communicate school learning to families at home, as well as an opportunity to build responsibility and encourage daily practice. We encourage Bricolage families to read with their children nightly and to engage their children in discussion related to what they learn at school. Each classroom has a leveled take-home library with books available for children to take home nightly and return the following day to support this.

Bricolage students are given two folders each year that will travel to and from school to help us keep you informed, and to house homework. Students will have a green homework folder, which is used to transport important announcements and information each day. Also, beginning in first grade it will be used to house their reading log and homework sheet. On Wednesdays, we will send home a weekly yellow folder dedicated to important school and class announcements. Parents/guardians are expected to check their child's homework folder nightly and have their child return it to school each day. Yellow Wednesday folders should be checked weekly and returned by Friday. We know this requires children to take responsibility for helping us communicate with you. With your continued support they can rise to this, but may still need reminders each day to make sure everything gets to and from school safely. We appreciate everything you do to help with this.

First - fourth graders will be expected to read nightly. There will also be activities sent home in their homework folders to support the work done in class. It is our expectation that the child completes these activities independently as the activities are a review of previously taught work and not new learning. **If at any time, for any reason this work is difficult, overwhelming, or you are met with resistance, please do not hesitate to contact your child's teacher for support.**

Kindergarteners will not receive formal homework. However, teachers will periodically provide parents with optional activities they can do with their child that align with the Bricolage academic approach and what is being covered in class. Kindergarten students will also begin taking home books each night by the second quarter. Children reading independently, reading with your child, and reading to your child are all appropriate and wonderful ways for your child to engage with these take home books each night.

## MIDDLE SCHOOL GRADING & REPORTING

Science, Math, ELA, and Social Studies grades will be calculated as described below:

<b>Category</b>	<b>Percentage of Grade</b>	<b>Frequency graded (minimum)</b>
Classwork	20%	1/week
Participation	20%	1/week
Minor Assessments & Tasks	25%	2-4/12 weeks
Major Assessments & Tasks	35%	1-2/12 weeks

**Grading Scale: A:93-100, B:85-92, C:77-84, D:70-76, F:Below 70**

Co-Curricular progress will be reported to families using a rubric that includes process and projects.

Core values will not be formally assessed. Instead, students will assess themselves on their exhibition of the core values on a rubric and then have individual conferences with their advisor. The conferenced rubrics will be sent home with report cards.

## MIDDLE SCHOOL HOMEWORK POLICY

Students will receive STEM & Humanities homework packets each Monday and will be expected to turn them in on Fridays. The packets will reflect content currently being covered in those classes and students can work through them at their own pace Monday - Thursday.

## Behavior Expectations

### ELEMENTARY SCHOOL RESPONSE TO MISBEHAVIOR

At Bricolage, student independence is emphasized within established boundaries and limits. It is important to us to establish a positive and supportive school community, in which both students and adults feel safe, secure and have the greatest opportunity to learn. More than anything, we view students' words and actions to be an opportunity for them to learn, develop and grow. While at school we focus on teaching and helping students understand what is expected of them in order to have this necessary positive learning environment.

### **Current core beliefs on discipline:**

- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- We believe that misbehavior should be handled with natural consequences instead of punishments whenever possible.
- We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
- We believe that there should be a logical connection between misbehavior and resulting consequences.

Our goals in responding to misbehavior are to :

1. Maintain safety and order
  - a. Address negative behavior and re-establish positive behavior quickly and simply
2. Help students recognize, fix and learn from their mistakes
  - a. All students want to do well and can do well.
3. Help students develop self control.
  - a. More than just doing what they are told, we want students to understand why expected behaviors are important and develop self control.

For minor misbehavior, teachers and staff use logical consequences that are respectful, relevant to the infraction, and realistic. We operate on the knowledge that all behavior is communication and each child is an important member of the community.

**Student Behavior Flow Chart**

Behaviors managed by teachers	Behaviors that necessitate in class support	Behaviors that necessitate out of class support
<ul style="list-style-type: none"> <li>● disengagement and disruption</li> <li>● disrespect</li> <li>● defiance</li> <li>● teasing, name calling</li> <li>● misusing classroom materials</li> <li>● physical contact (hitting, kicking, etc)</li> <li>● inappropriate language</li> <li>● lying</li> <li>● cheating</li> </ul>	<p>- When the non punitive responses to teacher managed behaviors have proven ineffective in changing the student's behavior</p> <p>OR</p> <p>-When major class disruption occurs (throwing dangerous objects, knocking over furniture, etc.)</p> <p>OR</p> <p>-When student refuses to listen to any support/redirection</p>	<p>-Making threats towards a student or teacher</p> <p>-Major aggressive/physical contact towards a student or teacher (fighting); including instigation of such</p> <p>-Harassment/Bullying of a student</p> <p>-Eloping</p> <p>- Inappropriate Touching (beneath clothing)</p> <p>-Major theft or misuse of class/school materials (cell phone, ipad, etc)</p>

**MIDDLE SCHOOL APPROACH TO BEHAVIOR**

At Bricolage Middle School, we believe all students can meet high expectations with the right support.

- BMS staff sets clear expectations and checks for understanding before releasing students to meet them.
- If a group of students do not meet expectations as intended, we assume the best and follow a series of steps to support them. For example, we may restate the expectations; highlight specific students who are meeting expectations; or practice meeting expectations as a class.
- If an individual student continues to struggle to meet expectations, the student will be asked to complete a reflection sheet in a designated reflection space in the classroom. After the reflection is complete, the teacher will check in with the student privately to reinforce the expectations as well as reassure the student of their ability to meet them.
  - Depending on the behavior, the student may receive a logical consequence at this step (loss of privilege, writing an apology letter, cleaning up a mess they made, etc.).
  - The teacher will make a phone call home as soon as they are able to do so, but no later than

7:00 p.m.

- If an individual student continues to struggle to meet expectations after reflecting in the classroom, will not complete a reflection sheet in the classroom, or is disrupting to the learning environment, Ms. Wilbern or Ms. Meehan-Draper will remove the student from the classroom and support him/her in reflecting on their behavior. The student will rejoin their class after they have reflected.
  - The student will receive a logical consequence at this step (loss of privilege, writing an apology letter, cleaning up a mess they made, etc.).
  - Ms. Wilbern or Ms. Mehaan-Draper will make a phone call home in the moment. The teacher whose class the student was removed from will make a follow-up phone call as soon as they are able to do so, but no later than 7:00 p.m.

### **Minor and Major Misbehaviors**

**Minor misbehaviors** are incidents that occur in school buildings/grounds or at school activities that are considered the responsibility of the teachers or support staff designee to address through corrective strategies. A student would not be given an out of school suspension for a minor behavior infraction. These include but are not limited to:

Verbal Disruption	Defiance	Refusing to do Work
Verbal Defiance	Not following directions	Tantrumming
Incidental contact		

### **Teacher/Student Support Strategies**

One or more corrective strategies may be used to address problem behavior(s) before a suspension is considered, depending on the individual student's needs. For some students, including those with disabilities, this may include conducting or revising the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP). Corrective strategies for infractions (in no particular order of progression) may include but are not limited to:

- Out of Class Reflection
- Behavior Chart
- Behavior Improvement Plan (where necessary)
- Contact and/or conference with parent/guardian
- School-to-Home Communication System
- Check-In/Check-Out Process
- Problem Solving Conference/Personalized Behavior contract that includes expected student behavior, incentives for demonstrating expected behavior, and consequences for infractions
- Buddy Classroom or In-school suspension
- Loss of privileges
- Referral to the Response to Intervention (RTI) team
- Referral to the School Counselor/Social Worker
- Change in academic support
- Change in social skills teaching

**Major misbehaviors** are incidents that occur in school buildings/grounds or at school activities that threaten safety or interfere with learning. A student may be given a suspension for a major behavior infraction however the school will use corrective strategies previously listed whenever possible. Because every behavior infraction can't be listed in advance, school administration may decide if an unlisted infraction will be considered minor or major. Major behavior infractions include but not limited to:

Inappropriate touching (beneath the clothes)  
Severe Aggression towards an adult  
Tantrum-screaming, excessive crying/whining  
Destroying School Property  
Misuse of class materials  
Self-injury

Eloping  
Verbal Fighting  
Excessive Minor Behavior  
Intimidation/Bullying and Bullying Behaviors  
Severe Aggression-towards peers

### Consequences

To be clear, boundaries and consequences are important. We also strive to develop every student as a self-reflective, empathetic responsible person. We do this by intentionally teaching into student's social and emotional skills and utilizing poor choices as an opportunity to learn.

## **BRICOLAGE ACADEMY - WHOLE SCHOOL POLICIES**

### Suspension & Expulsion Policy

While we do not anticipate such a situation arising, an out-of-school suspension, in which the student is not allowed to attend school for a designated period of time, is a consequence the school may utilize if a student commits a major behavior infraction. When the suspension of a student is considered the following procedures will be followed:

1. Principal or designee will meet with the student to advise him/her of the infraction and offer opportunity to explain his/her version of the facts.
2. Afterwards, if suspension is the decision, the school leader or designee will contact the student's parent(s) by phone, email or mail, notifying them of the suspension, its length and the reason.
3. The school leader or designee will offer explanation of grievance procedures and set a date for a readmission conference if applicable. Readmission conference may take place either in person or by phone.
4. Students suspended 3 or more consecutive days will be provided schoolwork to be completed during their suspension. Students suspended less than 3 days will receive assignments upon return of the suspension.

Bricolage does not foresee expelling any of our students. However, procedures and due process for recommendation for expulsion are administered by the Orleans Parish School Board. These procedures and policies are on file at the school.

### Promotion

Bricolage Academy has outlined a pupil progression plan, which is on file at the school's main office. Students must score at or above grade level on both ELA and Math Assessments. Children's performance on standardized assessments and other relevant coursework will be evaluated to determine promotion to the next grade level. We will work with each family individually if there are concerns about grade placement for the following year.

### Special Education Policy

Bricolage Academy has a duty under the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 to identify, refer, and evaluate students with disabilities. Any parent/guardian who thinks their child may have a disability and wishes to learn more or request an evaluation should contact their child's teacher.

### Grievance Procedures

If a student or parent has a complaint regarding an event that takes place at school or during a school sponsored activity, the student or parent should take the following steps:

- Try to resolve the problem directly with those involved, if appropriate. These conversations must take place at a scheduled, mutually convenient time.
- The student or parent may seek assistance from a teacher or administrator, if direct problem solving is unsuccessful or inappropriate. The teacher or administrator will assist in resolving the problem to the best of his/her ability.
- If the matter is still not satisfactorily resolved, the grievance may be taken to the Bricolage Academy CEO, in writing. The CEO will review the grievance and advise the student or parent of the steps to be taken based on the nature of the grievance.
- If the grievance has to do with the actions of the Bricolage CEO directly, the student or parent may contact the chair of the Board of Directors, Alan Philipson at [ahp70115@me.com](mailto:ahp70115@me.com). The chair will review the grievance and advise the student or parent of the steps to be taken based on the nature of the grievance.

Bricolage Academy welcomes productive problem solving and opportunities to improve our program; personal attacks on staff members or other students/families will not be tolerated. When addressing a problem experienced at Bricolage, please be courteous and respectful. Problems between adults should not be discussed in front of children. Good problem solving occurs when all parties are focused on the issue rather than on personalities.

### Discipline For Students With Disabilities

**At Bricolage we always take a positive and proactive approach concerning discipline of all students. Students with disabilities are subject to the same discipline rules and procedures as other students in accordance with specific federal mandates.** The federal laws providing protection to disabled students, the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 are very complex and detailed, and require different protections and procedures based on a number of factors. The information in this document merely provides a brief overview of some of the most important procedures and protections.

The Bricolage Special Education Department and special education teachers at school will ensure that all procedures and protections required by law for special education students are followed and will be able to provide more detailed information on all the protections and services to which your individual child is entitled. If you have questions about the treatment of your individual student in regard to special education while at school, please contact Channing Cornelius, Director of Student Support.

## TRANSPORTATION, ARRIVAL & DISMISSAL

### School Bus Transportation

Bricolage offers free school bus transportation to any family that requests it. The bus is a convenient way to ensure your child gets to school on time each day, while helping parents avoid morning and afternoon congestion at the school building. School bus routes are published on the Bricolage website, and students may be added to a school bus at any time upon request. Please contact the Director of School Operations to request bus transportation for your child.

Students riding the buses arrive at school by 8 a.m. This allows ample time for students to eat breakfast and begin their school day smoothly.

A parent/guardian or an adult listed on the child's emergency contact form must be present at the bus stop to drop off and meet students. If there is no one at the stop to meet the student in the afternoon, the student will be brought to Bricolage Academy for pickup. **Students who are not picked up from their designated bus stop more than three times will be suspended from the school bus.** Students who are at least 8 years of age are permitted to exit the school bus without an adult, provided the child's guardian has signed a waiver with the Director of School Operations.

### Bus Conduct

The same student behavior expectations that apply to students while they are in school also apply to them while riding the bus. This includes when students are waiting for, boarding, riding, and disembarking from the bus. In addition, students are expected to follow the guidelines listed below:

- Be respectful to the driver, bus monitor, and other students riding the bus
- Remain seated at all times on the bus
- Keep the aisle of the bus free of any object
- Respect the property and space of others

No food or drink, except water, is allowed on the bus. Also, no toys are allowed on the bus as well. If, when instructed to put the food or toy away, a child chooses not to, the food or toy will be taken away and returned only to a parent or guardian.

The bus driver is responsible for maintaining safe and orderly behavior on school buses and will report all misconduct to Bricolage Academy in writing. The school administration has authority to take disciplinary actions for students who engage in misconduct on a school bus. If a student is suspended from the bus for misbehavior, his or her family is responsible for arranging the student's transportation to and from school.

### Bus Expectations

The following expectations are reviewed daily with students before the bus departs:

- Stay seated, in your seat, while the bus is in motion.
- Cell phones stay in book bags, just like at school
- You CAN read, color, drink water, or talk with someone in your seat.
- No eating on the bus
- No teasing, ribbin', or cursing

## Bus Consequences

- 1st offense: Discussion with the Principal and a phone call home
- 2nd offense: Conference between student and Principal, phone call home discussing incident and naming suspension as next step.
- 3rd offense: Bus suspension. Parent conference required before return to bus.
- 4th offense: Bus privileges revoked.

Please do not hesitate to reach out to the Director of School Operations, Danielle Trezek, with bus concerns. The school administration relies on parent support and communications. Students are encouraged to talk with the Bricolage bus captains or their teacher with any bus concerns at school.

## Morning Arrival Schedule

Times		
<b>7:30 AM</b>	Before Care	<ul style="list-style-type: none"> <li>● Main Entrance (Esplanade) is only entrance</li> <li>● All students must be signed in by an adult.</li> <li>● Table set up at Main Entrance</li> </ul>
<b>7:45</b>	All Student Intake begins - Carpool - Walker - Early Bus Breakfast Begins	<ul style="list-style-type: none"> <li>● All students must go to cafeteria.</li> <li>● Breakfast served in cafeteria</li> <li>● Cafe doors open, Main Entrance, Carpool begins</li> </ul>
<b>7:45 - 8:20</b>	Carpool Lane Begins (Rocheblave)	<ul style="list-style-type: none"> <li>● Carpool runs.</li> <li>● Staff assist students out of car and direct to the cafeteria.</li> </ul>
<b>7:59 AM</b>	Classrooms Open	<ul style="list-style-type: none"> <li>● Teachers in classroom ready for children.</li> <li>● Choice Time Begins</li> </ul>
<b>8:15</b>	Breakfast Ends	<ul style="list-style-type: none"> <li>● Students can finish meals in cafeteria and move to classroom by 8:20am</li> </ul>
<b>8:21</b>	Students Considered Tardy	<ul style="list-style-type: none"> <li>● All gates &amp; side doors close and students must enter through the main entrance with a parent</li> </ul>
<b>8:21am-3pm</b>	School Day Entrance (Esplanade)	<ul style="list-style-type: none"> <li>● The only Entrance to the building during the school day is on Esplanade.</li> <li>● Handicap entrance can be found on Barracks. There is an awning over it.</li> </ul>

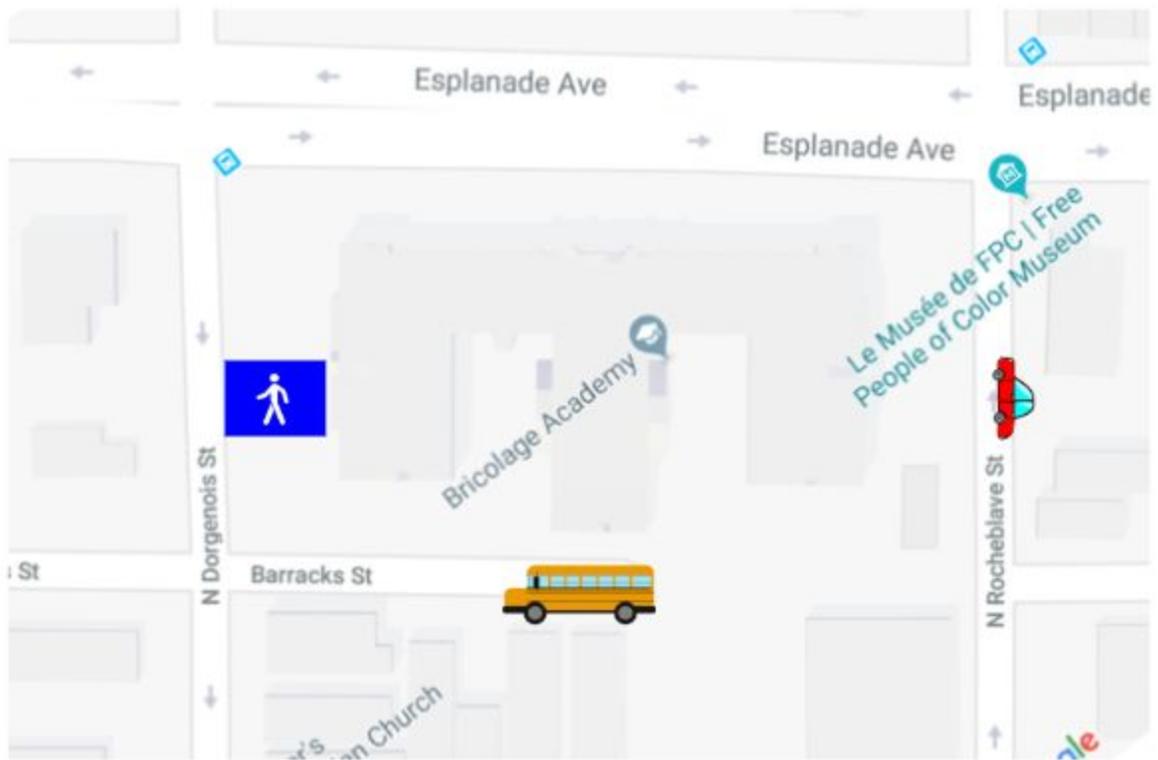
### Afternoon Dismissal Schedule

Dismissal Times		
<b>2:45</b>	Transportation Changes	<ul style="list-style-type: none"><li>• All changes to student transportation must be in by 2:45.<ul style="list-style-type: none"><li>○ Email <a href="mailto:transportation@bricolagenola.org">transportation@bricolagenola.org</a></li><li>○ Call the front office 504-539-4505</li></ul></li></ul>
<b>3:00 PM</b>	Early Check-Out Ends	<ul style="list-style-type: none"><li>• Students cannot be checked out by parent after 3pm. Must wait for dismissal</li><li>• 3pm - front doors lock</li></ul>
<b>3:35 - 3:55</b>	Carpool Pick-Up Runs	<ul style="list-style-type: none"><li>• Drive down Rocheblave from Ursulines</li><li>• Please place placard from your first yellow folder in the windshield</li><li>• If you wait until the end, there is usually no line!</li></ul>
<b>3:45</b>	Buses Depart	<ul style="list-style-type: none"><li>• Buses depart from Esplanade ave</li></ul>
<b>3:55</b>	Late Pick-Up	<ul style="list-style-type: none"><li>• Please come inside the Main Entrance and go down to the cafeteria to sign out your student.</li></ul>

### Options for Student Arrival/Dismissal

- Bus Rider -
  - Buses arrive and depart on Barracks St, in the traffic circle behind the school.
  - Current bus routes can be found on the Bricolage website
- Car Rider -
  - Car riders arrive and depart on N. Rocheblave.
  - Parents cannot walk students in. This is a drop-off location
- Walk Up -
  - Students can arrive through the Main Entrance on Esplanade or through the N. Dorgenois entrance
  - Walk-Up dismissal is only through the N. Dorgenois entrance.
  - Kindergarten and Pre-Kindergarten remain in their classrooms for pick-up. Parents may only enter/exit through the N. Dorgenois entrance
- After School
  - See the After School section for dismissal from After School.

## Arrival/Dismissal Map



## After-School Pickup

After school will run on all days Bricolage Academy is in full session, unless already marked on our school calendar. Any additional changes will be communicated by the start of the school year. Children who participate in after school activities may be picked up beginning at **4:30pm and no earlier**. The first pick up window is from **4:30-5pm**. Students are checked out through the main entrance on Esplanade.

If you need to pick your child up before 4:30pm, they must be picked up during the regular dismissal period, ending at 3:55pm.

All after school programming ends at **5:25pm**.

After school dismissal begins promptly at **5:25pm** and runs until **5:45pm**. Please use the carpool lane closest to the building on Rocheblave street and pull all the way up to the first cone.

Carpool is highly encouraged as it allows us to be efficient and safe. If you walk up, please line up against the fence along the gym and sign out your child with the attendant. Your child will be brought to you.

Late pick-up begins at **5:50pm**. If you know you are running late, please call the office to let them know so we can plan accordingly. After 5:50pm, your child will be located in the main foyer with a staff member to be checked out there.

## Changes to End of Day Transportation

It is critical to inform the school whenever your child's afternoon transportation schedule will differ from his or her normal schedule. All of these changes must be communicated to either the Main Office or via email to

[transportation@bricolagenola.org](mailto:transportation@bricolagenola.org) before 2:45 p.m. each day. Any transportation changes received after 2:45 p.m. cannot be honored. **Do not contact your child's teacher for daily transportation changes.**

Such a change may include a child staying for After School programming who usually does not, a child being picked up instead of taking the bus, an adult not listed on the emergency contact form picking up a child, etc.

### *Inclement Weather*

Arrival and dismissal may be occasionally impacted by inclement weather. School administration actively monitors weather radar and NOAA alerts for potentially hazardous weather and determines when weather conditions are unsafe to conduct arrival or dismissal activities.

In order to ensure the safety of students, staff and visitors, the following changes could be taken during heavy rain, lightning or heavy wind:

- Bus dismissal may be delayed by either 15 minutes or 30 minutes to allow for conditions to improve. (Note: all families of bus riders will receive copies of the 15-minute and 30-minute delay schedules at the start of the school year. These will be updated each time a bus route is updated.)
- The carpool lane may be temporarily closed and students will be kept inside the school building to allow for conditions to improve
- The outdoor pickup area (on top of the USA map) may be closed. Parents will proceed into the breezeway and pick up their child from the main entrance.

In the instance of a weather disruption to arrival or dismissal, parents and guardians will be notified via text message. Please ensure your cell phone number is always kept up-to-date with the Data Manager in order to receive these notices.

Students are encouraged to wear rain boots, rain jackets and carry umbrellas on rainy days. The parking lots and sidewalks around the school building often flood during rain events.

### *AFTER SCHOOL PROGRAM*

The After School program at Bricolage Academy, in concert with the daily academic experience, aspires to have students engaged in a variety of activities that serve to build greater self-awareness of skills and talents, builds capacity and self-regulation, and contributes to shaping a highly diverse, informed, and engaged community of parents, families, students, and staff. We are inclusive of new and bold ideas, encourage reflection and exploration, foster the development of skills, talents, and passions- all while preserving the wholeness and integrity of every single child in our care.

Our After School program is open to all pre-Kindergarten through Fifth Grade students. It runs daily when school is in full session from 3:30-5:30pm. Students have access to a wide array of academic and enrichment experiences run directly by Bricolage. Programming includes everything from sports teams, dance, art, innovation, foreign languages, STEM, clubs, and academic tutoring.

The program is split up in four distinct subgroups to ensure developmentally appropriate classes and experiences: Pre-K, K-1, 2-3, and 4-5. Students will have the opportunity to sign up in the fall and the spring for semester long programs. Sign-up, along with class descriptions and the application process, will begin August 15th, 2018.

After School is a fee-based service for families at Bricolage. The fee is \$10/day. Families pay a rate according to their free/reduced lunch status: Full \$10/day, Reduced \$6/day, and Free is at no cost to families.

For more information, please visit our school website under “Student and Family Resources”. The After School Handbook, along with class descriptions, application information, and frequently asked questions are available for viewing.

### After School Behavior Policy

The After School program operates in full accordance with the same principles that define Bricolage Academy’s approach to discipline. We will work to honor all behavior plans, communication plans, and identified strategies to help make the student experience as successful as possible. However, we view the after school experience as a privilege, and not a right, for all students. While minor infractions can and will be addressed on an individual basis, **major infractions (as defined under the “Behavior Expectations” section)** will be addressed through the following tier:

- First Offense: Call home and meeting with a parent or representative of the family before the child can return to after school
- Second Offense: In-school suspension during after school for remainder of week from date of offense; will not participate for that week
- Third Offense: Out-of-school suspension- will not be allowed to participate in after school for a full **three** days from date of offense and meeting with a parent or representative of the family before they can return to after school
- Fourth Offense: Expelled from all after school activities for remainder of semester

### ATTENDANCE

It is imperative that Bricolage students attend school every day and arrive on time. Regular and punctual attendance is a key factor of academic achievement. Formal instruction begins at 8:21 a.m. each day. Missing this time can be detrimental to students’ performance and can cause difficulty in your child’s ability to transition into the busy school day. Bricolage students can plan to arrive at 8:00 a.m., each day to take part in daily, unstructured choice time in their classroom as a way to ease into their school day and ensure punctuality. Arriving early is optional; children arriving by 8:21 a.m. will not miss out on any of their instructional day.

### Absences and Tardies

In the event of a planned absence or tardy, please send an email to [attendance@bricolagenola.org](mailto:attendance@bricolagenola.org). Students are considered tardy beginning at 8:21 a.m. All absences will be considered unexcused until the school receives documentation of extenuating circumstances that merit an excused absence. It is preferred that the parent/guardian provide written documentation regarding a child’s absence to the front office or email [attendance@bricolagenola.org](mailto:attendance@bricolagenola.org). Please do not give doctor’s note or send attendance emails to your child’s teacher.

Each day your child is absent, you will be receiving an email from the school. If this absence is a mistake, please let us know immediately or email [attendance@bricolagenola.org](mailto:attendance@bricolagenola.org).

Documentation for excused absences must be submitted during the quarter that the student was absent, or up to five school days after the quarter ends. Excuses will not be accepted after that date.

Examples of extenuating circumstances and documentation are:

- Doctor's note specifying the excused day(s) of student illness
- Parent/guardian note indicating student illness (signed). Only 3 days will be excused per quarter with a parent note. Parent notes about vacations/family trips are not considered excused.
- A note indicating observance of religious holidays of the child's own faith
- Parent/guardian note indicating there is an immediate family funeral: students may have up to five days for bereavement
- Parent/guardian note indicating visitation with a parent/guardian who is a member of the United States Armed Forces or National Guard
- Court documents which mandate court appearance by the student

Examples of circumstances that **ARE NOT** excused:

- Family vacations/trips
- Parent/guardian illness and doctor appointments
- Sibling illness and doctor appointments (only the child who is sick is excused)
- Rainy weather
- Missed the school bus/transportation issues (please call the school and ask for the school's counselor if there are extenuating circumstances you would like to discuss).

If you are in doubt, or have any questions about whether an absence or tardy will be excused please email [attendance@bricolagenola.org](mailto:attendance@bricolagenola.org).

As mentioned earlier, at Bricolage, we believe that attendance is key for academic achievement. Every time a student is absent or tardy, the following will take place:

Absences:

- Every time a student is absent you will receive an email.
- If a student has 5 unexcused absences in a school year, a letter will be sent home through certified mail.
- If a student has 7 or more unexcused absences in a school year, the student and the family will need to meet with the school's counselor, principal and teacher.

Tardies:

- Every time a student is tardy you will receive an email.
- If a student has 7 unexcused tardies in a school year, a letter will be sent home through certified mail.
- If a student has 10 or more unexcused tardies in a school year, the student and the family will need to meet with the school's counselor, principal and teacher.

The purpose of the conference is for the school to be notified of the nature of the absences/tardies and assist the parent/guardian if necessary. After the tenth unexcused absence or tardy, the student's parent/ guardian can be issued a summons to Orleans Parish Juvenile Court, as required by the State of Louisiana School Attendance Policy (RS 17:233).

**If a student is absent 10 or more times in the school year the student MAY be retained in their grade level for the following school year.**

Students must complete all classwork and homework missed due to unexcused and excused absences.

#### Long-Term Absences

A student will be issued a warning of automatic withdrawal after ten consecutive unexcused absences and withdrawn from the school after 15 consecutive unexcused absences.

#### Student Check-in

Students entering the school building after 8:21 a.m. must be escorted to the Main Office by a parent/guardian or another adult listed on their emergency contact form.

#### Student Check-out

Check-outs must always be made from the Main Office. Parents are prohibited from going directly to their child's classroom. A student may only be checked out by a parent/guardian or other adults designated on the student's emergency form. If an adult who is not listed on a student's emergency contacts list attempts to pick up a student, he or she will be unable to leave with the child until a parent or guardian confirms the identity of the other adult. **All parents/guardians and emergency contacts must show photo ID to the school staff member when they sign out their child.**

**All early check-outs end at 3:00pm.** No student will be checked out of school after this time, except in an emergency. If a student has a medical or dental appointment requiring early dismissal, a note should be sent to the school ahead of time. Appointments should be scheduled after school hours whenever possible.

#### Withdrawals and Transfers

We do not want any student to leave Bricolage. However, we know that sometimes withdrawals are necessary. Withdrawal procedures are handled by the Data Manager, [amekin@bricolagenola.org](mailto:amekin@bricolagenola.org). In order to withdraw a student from Bricolage the school must be notified of where a student will transfer and a parent/ guardian must complete a withdrawal form. Upon withdrawal, a student's parent/guardian must return all school materials and pay any financial obligations to the school.

### **VISITOR & VOLUNTEER REQUIREMENTS**

#### Visitor Sign-In

Without exception, all adult visitors to the Bricolage campus must carry a valid Driver's License or State ID card in order to sign in and obtain a printed visitor's badge. These badges must be worn on the visitor's shirt at all times. If a parent or guardian is simply picking up or dropping off their child it is not necessary to obtain a visitor's badge. However, if a parent or guardian intends to visit any part of the campus besides the main office after 8:20 a.m., he or she must first obtain a visitor's badge. The sign-in kiosk is located in the main office.

#### Classroom Visitation Policy

While we are always excited to welcome families into our classrooms, we wish to limit the number of distractions during the school day. Parents and guardians must always obtain advance permission from their child's teacher if they intend to visit the classroom at any time after 8:20 a.m. Permission is not required for special events such as class celebrations, performances, etc... However, parents and adult visitors must still obtain a printed visitor's badge from the visitor kiosk.

Parents and guardians are always welcome to escort their children to their classrooms in the mornings, but all parents and guardians must exit the building by 8:20 a.m. in order to ensure a smooth start to the school day. Parents who arrive on campus after 8:20 a.m. must part with their child in the breezeway and will not be permitted to enter the school building. Parents play an important role in ensuring a smooth transition into the classroom each morning. Some helpful tips to make arrival to school as independent as possible include allowing your child to unpack their own belongings, walk into their room independently, and saying a quick and loving goodbye at your child's hook or cubby.

Please be mindful that teachers are very busy in the mornings preparing for your child's day. Your child's teacher will likely be unavailable to engage with you for a long period of time. You are encouraged to set up an appointment with your child's teacher to discuss any concerns, rather than trying to address them during arrival and dismissal.

### Requirements for School Volunteers

School volunteers must meet the following requirements:

- Provide full name and date of birth to be searched on the U.S. Department of Justice National Sex Offender Public Website
- Complete a background check with the NOPD (current instructions are available from the "Current Families" page of the Bricolage website.)
- Always wear a visitor badge
- Maintain confidentiality about students
- Model Bricolage's core values
- Obtain an updated background check every three years. Please obtain a background check from NOPD:

#### **Criminal Records Section**

715 S. Broad St, 1st floor  
New Orleans, LA 70119

#### **Hours of Operations**

##### **Monday - Friday**

**8:30am-3:30pm**

To obtain Police Reports, Background Checks, and Letters of Good Conduct

#### **Closed Weekends, and Holidays**

**Phone** [\(504\) 658-5455](tel:5046585455)

**Fax** [504-658-7665](tel:5046587665)

## **HEALTH & NUTRITION**

### **School Nurse**

Bricolage employs a School Nurse who works full time. The School Nurse is a resource for families to address student health issues, provide first aid, develop care plans for students with specific medical needs, and ensure that health screenings (ex: vision and hearing) are performed for students as mandated by the state of Louisiana. Any chronic health issues should be reported to the School Nurse - [studenthealth@bricolagenola.org](mailto:studenthealth@bricolagenola.org).

### **Emergency Response Team**

When the School Nurse is not on campus, routine and emergency student medical care is the responsibility of the school's emergency response team. This group of administrators and teachers is trained in first aid, adult and pediatric CPR and AED, medication administration, inhaler administration, and Epi Pen administration. This team is trained regularly by the School Nurse and other organizations (such as the American Red Cross).

### **Medications**

By law, the school cannot dispense any medication that is not specifically prescribed for a student by a physician or dentist. This includes over-the-counter remedies, lotions, eye drops, and any other type of medication.

If possible, parents/guardians should give medication to students at home. Students may not bring over-the-counter medication to school for self-medication.

All medication (prescription and nonprescription) must be accompanied by a physician's or dentist's medication order which includes the date, the name of the medication, dosage, time to be given at school, route of administration, and any special instructions. Only oral, aerosol/inhalant medication in pre-measured doses, and emergency medications can be administered at school.

All medication must be in a container and properly labeled. The label must agree with the physician or dentist's orders as to the name of the medication, dosage, time, and route of administration.

The medication orders will be reviewed by the School Nurse who will write a Medication Plan. The parent/guardian must sign the plan, giving the school permission to administer the medication. The "initial dose" of the medication must be administered at home to see if any reactions occur. A parent/guardian must deliver the medication to the School Nurse. The identification of the medication, as well as a count, will be done at this time and each time medication is brought to the school.

A parent/guardian must supply all necessary items needed for the proper administration of the medication (i.e. syringes, cups, measuring spoons, etc.) All medications will be disposed of seven days after the physician's or dentist's recommended date to discontinue and/or at the end of the school year, if not claimed by the parent/legal guardian.

The school will send home Medication Refill Request forms when the student is nearing the end of the supply of medication.

Louisiana law allows students, under certain circumstances, to carry their inhaler. A student may carry his or her own inhaler only if their physician has written an order that the student is able to carry it, the parent/guardian has agreed in writing, and the School Nurse has completed her assessment and agreed that the student is capable.

#### *Illness/Injury at School (minor first aid)*

A student who becomes ill or injured while at school will be referred to the School Nurse or member of the emergency response team, and a parent/guardian will be contacted. If deemed necessary, an emergency contact will be called to pick up the student. For minor injuries (minor cuts and scrapes, bruises, etc.), the student will receive first-aid treatment and be returned to class.

Any major or life-threatening injuries will be immediately referred to New Orleans Emergency Medical Services for transportation to the hospital. Parents and guardians will be notified immediately after EMS has been summoned.

#### *Returning to School After Illness*

Students who return to school after being treated by a physician (doctor's office, emergency room visit, etc.), must provide the office with a copy of the doctor's orders listing any restrictions or limitations. This does not apply to wellness visits. Students must be fever-free and diarrhea-free for 24 hours without medication before they may return to school.

#### *Rash policy*

Rashes noticed at school will be evaluated on a case by case basis by the school nurse. If your child is undergoing care for a known rash please ensure that it is covered and notify the School Nurse.

#### *Fever Policy*

Parents and/or emergency contacts will be notified whenever a student presents with a temperature higher than 99 degrees. Students with a fever above 100.4 degrees must be picked up immediately from school. Students must be fever-free for 24 hours before returning to school.

#### *Diarrhea Policy*

Parents and/or emergency contacts will be notified whenever a student presents with ongoing diarrhea. A parent or guardian may be requested to remove their child from school if the child's diarrhea does not stop, or if the child has soiled his or her clothing. If a change of clothes is not available, the child must be picked up immediately from school.

#### *Head Bump Policy*

The School Nurse and/or specially trained school personnel respond immediately to all instances of a child bumping his or her head. The child will be evaluated for signs of a concussion. If the child shows any signs of a concussion, New Orleans Emergency Medical Services will be summoned and the child will be transported to the hospital. If the child does not show signs of a concussion, he or she will be monitored by the School Nurse and/or trained personnel. In all instances of a suspected head bump, school staff members are required to immediately contact the parents/guardians via telephone and provide a written form to parents or guardians the same day.

#### *Head Lice*

The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice. Students diagnosed with live head lice will not be sent home early from school; they can

go home at the end of the day, be treated, and return to class after appropriate treatment has begun. In order to track and avoid class wide lice infestations, the parent/guardian will notify the School Nurse if your child was found to have lice at home.

### Immunizations

All Bricolage students must have documentation of current immunizations in their student file. Bricolage Academy follows Louisiana state immunization requirements and participates in LINKS for confidential immunization record keeping for its students. Louisiana vaccination requirements can be waived (R. S. 17:170 Sec E). The child's parent/guardian must submit an official Louisiana exemption form for religious or philosophical reasons. Medical exemptions are completed by the child's healthcare provider. This must be submitted to school annually. Your child may be excluded from school during vaccine preventable disease outbreaks, upon the recommendation of the office of public health, until the incubation period has expired or evidence of immunization is presented.

### Epi Pens

Epi Pens are prescription devices that can help deliver emergency epinephrine when a person is having a severe allergic reaction. In previous school years, the school maintained a supply of 'general use' Epi Pens for students without a prescription, but no longer supplies Epi Pens for students who do not have a prescription. For students with prescription Epi Pens, please contact the School Nurse to develop an emergency plan and obtain an Epi Pen that will be housed at school. As with other prescription medications, Epi Pens will be brought with students to all off-site activities and administered by a trained staff member if necessary.

### AED

The school maintains an Automated External Defibrillator (AED) in the main lobby and the gymnasium area . This device is used in case of cardiac arrest. The School Nurse or other trained staff members will administer the AED if necessary.

### Sunblock Policy

Students are allowed to bring sunblock to school and self-apply without a doctor's note. School staff may apply sunblock to students ONLY with written permission from parents. Sunscreen bottles must be labeled with the child's first and last name in permanent ink. Students may not share sunscreen. Students may only possess sunscreen in cream or gel form (No spray or powder sunscreens are allowed)

### Breakfast & Lunch

Bricolage Academy offers free breakfast and lunch, which is provided by Pigeon's. Students may bring a healthy bag breakfast or lunch if they choose not to eat the school breakfast or lunch.

Students may not bring any fast food, candy, soda/ pop/cold drinks or other food considered unhealthy (typically food with high sugar content and/or limited nutritional value). Students with these foods will be instructed to put the food away and be given a healthy school-provided breakfast or lunch option. If fast food is brought to the office, it will not be accepted. Due to possible food allergies, students must not share or trade food in the cafeteria.

### School Food Accommodations

Students with food allergies or dietary restrictions may request alternative breakfast and lunch options. These options include vegetarian, gluten free, and dairy free. Vegetarian and dairy free meals are available without a doctor's note, however a doctor's note is required to provide gluten-free meals. To request a food service

accommodations, please contact the School Nurse. Please note that it may take up to 10 school days to process requests for cafeteria meal accommodations.

Classroom Snacks - Bricolage Elementary

Your child will have a mid-morning snack each day in their classroom. Bricolage families can choose to sign-up to provide snack for the entire class (~25 students). Students will not be allowed to eat individual snacks from home. Your child’s classroom teacher will provide more information about signing up for snack at the beginning of each school year. In addition, your child’s teacher will list any classroom allergies on your monthly snack schedule.

See below for a helpful guide to Bricolage morning snack:

We will ask families to contribute snack each Monday. Therefore, students will contribute snack "in bulk" for each week, so no individual student is expected to provide a snack on a particular date.

- Families wishing to contribute a snack for 30 students are asked to bring them in on Mondays.
- Storage cabinets by grade level will be in the cafeteria to collect snack.
- Teachers/grade levels are encouraged to grab a snack before heading to their class for the morning.
  - Students are NOT allowed to retrieve snack from the cabinets in the cafeteria.
- There will be bins in the teacher work rooms for leftover snacks.
  - Teachers wanting snacks for individual students or themselves should select from the leftover bin.

Please do...	Please don't...
provide 30 snacks for each student in the class.	provide too little snack.
keep it simple	send your snack on days other than Monday
keep it healthy (vegetables, fruits, yogurt, applesauce, goldfish, pretzels, string cheese etc.)	send a snack that needs time to assemble. Students pass out the snack each day.
	send desserts, candy, chips, etc.

MIDDLE SCHOOL SNACKS

Your child will have an afternoon snack during recess. To ensure that we have snack each day, we ask that you donate 29 individually wrapped snacks once a month on the day of the week that corresponds to your last name.

- **A-C:** any Monday of the month
- **D-K:** any Tuesday of the month
- **L-R:** any Wednesday of the month
- **S-Z:** and Thursday of the month

Afternoon Snack for After-School Students

A free afternoon snack will be provided for all students who participate in After-School activities. Snack is not provided for students who leave school at the regular dismissal time.

## SCHOOL SAFETY

### Visitors

All visitors to the campus must carry a valid Driver's License or other State ID card and obtain a visitor's badge from the kiosk in the main office. Any adult who is not a Bricolage employee or vendor's employee must obtain a visitor's badge every time they visit campus. If a visitor arrives without photo ID, they will not be permitted to visit any area of the campus besides the main office. There are no exceptions to this policy.

### Single Point of Entry

To maintain security, all visitors must enter through the school's main entrance on Esplanade Ave after 8:20 am. No visitors may enter the school building via any other entrance.

### Authorized Pick-Up Persons

To ensure the safety of your child, only those adults who are listed as emergency contacts on your child's school record may pick up your child from the school office. Please ensure that your child's records list the three adults who are most likely to pick up your child from the office.

### Fire/Emergency Drills

Bricolage Academy regularly conducts announced and unannounced fire, weather, and lockdown drills. Students and adults should follow the directions for exiting the building posted in each classroom. To ensure everyone's safety, students must remain silent during fire and emergency drills and always follow their teacher's' direction.

### Notification of Emergency School Closure/Early Dismissal

Bricolage will notify families of an emergency school closure or early dismissal via email, phone and text message. Morning TV and radio stations will also broadcast information about whether Bricolage Academy will be closed. In most circumstances, Bricolage will follow OPSB emergency school closures. Parents/guardians must ensure their contact information is always kept up-to-date. Parents can always update their contact information by contacting the Data Manager. **To receive text message alerts, be sure your contact information is up-to-date and then send a text with Y or YES to 67587.**

### Search Policy

A student and his or her possessions can be searched if there is a reasonable suspicion that the student violated the law or the Student Behavioral Expectations. A school leader or teacher may seize any item that is illegal or violates school rules, including weapons or drugs. Students' desks, lockers, or other school property can be searched without notice at any time and for any reason.

### Mandatory Reporting

Based on Louisiana Children's Code Article 603, all Bricolage staff members are mandated reporters of suspected abuse and/or neglect. The following matters must be reported: physical injuries, indication of child neglect such as failure to provide food, clothing, or shelter, even when there is not physical injury; and indication of sexual abuse, sexual assault, or child molestation. Questions about this mandate can be answered by the the School Counselor.

### Asbestos Management

Bricolage Academy complies with the Asbestos Hazard Emergency Response Act (AHERA) through periodic surveillance and repair to assumed asbestos-containing materials within its rented facility. The asbestos management plan is available for review in the main office during regular school hours.

## **GENERAL SCHOOL POLICIES**

### **Dress Code**

Students should be dressed comfortably and appropriately. In order to encourage student individuality and expression, we will adhere to dress code policy, but not a standard school uniform. We encourage students to wear Bricolage t-shirts and sweatshirts.

Bricolage students should wear streak-free, white sole, tennis shoes on the days when they have P.E. class.

### **Clothing and Accessories Guidelines**

- A student's name should be written on all outerwear and loose articles
- Clothing and accessories with words, phrases, symbols, pictures or signs which use indecent, profane, suggestive, or any inappropriate words are not permitted
- Clothing and accessories related to violence, alcohol, or drugs may not be worn to school
- Undergarments should not be visible
- Caps, hats, and hoods are *not* to be worn inside the building
- Ornate or expensive jewelry should not be worn by students
- Students *cannot* wear watches with sound effects or games

### **Shoe Guidelines**

Flip flops and other shoes without backs are not permitted. Students must wear streak free, white sole tennis shoes/ sneakers on the day of the week they have P.E. class.

### **Extra Change of Clothing**

Kindergarten and first grade students must have one extra change of clothing at school at all times. All items should be sent to school in a clear plastic bag labeled with the child's name. In the event of an accident, the student's soiled clothing will be returned home in the labeled bag. If a child does not have a change of clothes at school and an accident occurs, families will be contacted to come to school with alternate clothing so that the child may return to class. Students will not be permitted to return to class with soiled clothing.

### **Backpacks**

Rolling suitcase style backpacks are not permitted as Bricolage students must travel up and down stairs several times each day.

### **School Supplies**

Textbooks, library books, and other instructional supplies loaned to students must be returned in good condition at the end of the school year. Parents/Guardians will be held responsible for the cost of replacement of lost or damaged textbooks, library books, or other instructional supplies.

### **Field Trips**

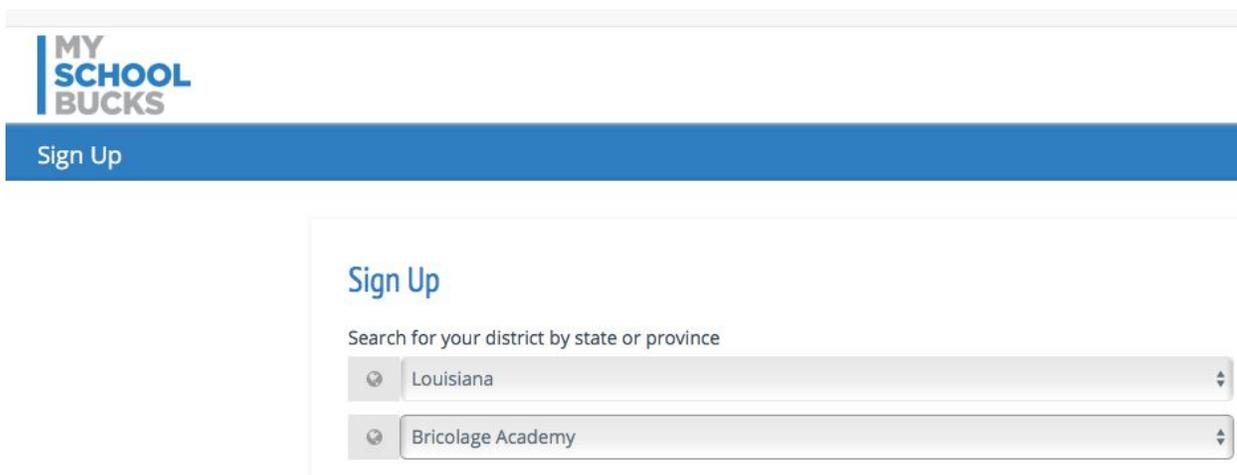
Bricolage students take several field trips throughout the school year. A permission slip signed by a parent/guardian is required for any student to take part in such activities. **One permission slip will be maintained for all field trips in the student's file.** Notification of a field trip will be sent home no later than 48 hours in advance of the trip, with the opportunity for a parent/guardian to let the school know if they do not

want their child to attend. Any parent or guardian wishing to attend a field trip must have an NOPD background check on file with the Director of School Operations.

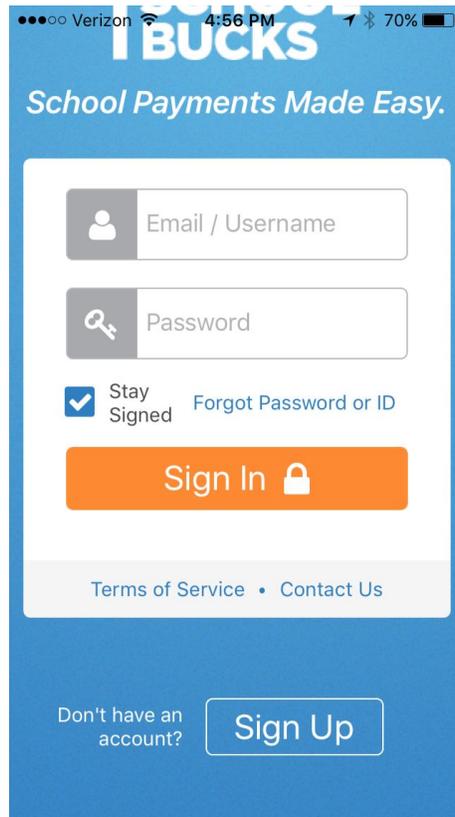
### Payments to Bricolage

Throughout the year, families are asked to pay for items such as merchandise, field trip fees, special events, school meals, and After School fees. Bricolage has transitioned to a cashless online payment system, MySchoolBucks. **Bricolage does not accept cash for any goods or services, and will only accept check or money order payments in-person at the front office.**

MySchoolBucks is an easy-to-use online system and smartphone app that families use to pay for all school fees. To register, go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and click “Sign Up.” Then select Louisiana and Bricolage Academy:



Once a parent or guardian registers for an account, they will be able to add their child to their account. An account may also be created by downloading the “MySchoolBucks” app from the Apple App Store or Google Play Store and then clicking “Sign Up”:



Fee Schedule

Fees are based upon a family's ability to pay, which is determined by a student's Free & Reduced Lunch status.

	<b>Paid</b>	<b>Reduced</b>	<b>Free</b>
<b>School Breakfast</b>	\$2.00	\$0.40	Free to students who qualify
<b>School Lunch</b>	\$3.00	\$0.40	Free to students who qualify
<b>Before Care</b>	\$5/day	\$3/day	Free to students who receive free meals
<b>After School</b>	\$10/day	\$6/day	Free to students who receive free meals

Records Release

Parents/Guardians may inspect their child's education record in accordance with the Federal Family Education Rights and Privacy Act (FERPA). Bricolage student records can only be released at the written request of a parent or legal guardian with proper documentation on file. Education records will be produced within five business days of receiving the request. To request general records, contact the Data Manager. For Special Education records, contact the Director of Student Support.

Cell Phones

Students wishing to bring cell phones to school must keep them in their backpacks during the school day and during After School programming. Cell phones must be kept in silent or vibrate mode. Cell phones brought into

the classroom will be collected by teachers or other school staff and returned only to a student's parent/guardian. **The school is not responsible for lost or stolen cell phones.**

### Valuable Items

Students should not bring money or expensive items, such as jewelry, cameras, watches, electronic devices, etc., to school. Students, not the school, are responsible for their personal items. Inappropriate items will be collected by teachers or other school staff and returned only to a student's parent/guardian. The school is not responsible for lost or stolen valuable items.

### Toys

**Personal toys are not allowed at Bricolage at any time.** Toys, including Pokemon cards fidget spinners, and others can become a distraction for students during transition times and are never allowed in the classroom. School staff cannot manage the risk of treasured items being lost and the school is not responsible for lost or stolen toys that were brought to school regardless of this policy. Toys brought into the classroom will be collected by teachers or other school staff and returned to the student to take home at the end of the day. If the student continues to bring toys to school, they items will be returned based on a staff decision concerning the specific circumstances of the situation.

### Birthdays

All Bricolage students will be celebrated on their birthday or half birthday (in the case of summer birthdays.) Families wishing to bring a special treat to school on a child's birthday may do so, but **prior arrangements must be made with the classroom teacher** and enough treats must be brought to be shared among the child's class. All serving utensils (plates, cups, napkins, eating utensils, serving utensils) must be provided by the child's family. The school will not provide any of these items. To ensure student safety, only disposable utensils should be used. **Goodie bags at classroom parties are not permitted.**

Invitations for birthday (or other celebratory) activities off site may only be distributed in school if the family invites every child in the student's respective classroom. There will be absolutely no exceptions to this policy.

### Lost and Found Items

Parents **must** label all of their child's clothing, books, and all personal items using permanent marker or other type of permanent label. This is the best way to ensure your items return to you and your child. Found items will be placed in the Lost and Found area outside the cafeteria. Items not claimed will be donated to charity periodically throughout the school year. The school is not responsible for any lost clothing or any other personal articles.

### National School Lunch Program Statements

Bricolage Academy announces its policy for free and reduced price meals served under the National School Lunch and/or School Breakfast Program(s). All schools and the central office have a copy of the policy, which may be reviewed by any interested party.

The following family size and annual income criteria will be used for determining eligibility:

REDUCED PRICE MEALS – 185%						FREE MEALS – 130%				
Household Size	Annual	Monthly	Twice/ Month	Every 2 Weeks	Weekly	Annual	Monthly	Twice/ Month	Every 2 Weeks	Weekly
1	\$22,459	\$1872	\$936	\$864	\$432	\$15,782	\$1,316	\$658	\$607	\$305
2	\$30,451	\$2,538	\$1,269	\$1,172	\$586	\$21,398	\$1,784	\$892	\$823	\$412
3	\$38,443	\$3,204	\$1,602	\$1,479	\$740	\$27,014	\$2,252	\$1,126	\$1,039	\$520
4	\$46,435	\$3,870	\$1,935	\$1,789	\$893	\$3,2630	\$2,720	\$1,360	\$1,255	\$628
5	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047	\$38,246	\$3,188	\$1,594	\$1,471	\$736
6	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201	\$43,862	\$3,656	\$1,828	\$1,687	\$844
7	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355	\$49,478	\$4,124	\$2,062	\$1,903	\$952
8	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508	\$55,094	\$4,592	\$2,296	\$2,119	\$1,060
For each additional family member add:										
	+\$7,992	+\$666	+ \$333	+ \$308	+ \$154	+\$5,616	+\$468	+\$234	+\$216	+\$108

Application forms are being sent to all homes, along with a letter to households. To apply for free or reduced price meals, households should fill out one application for the household and return it to the school. Additional copies are available at each school. Applications may be submitted at any time during the year. The information provided by the household is confidential; it will be used for the purpose of determining eligibility. Information may be verified at any time during the school year by school or other program officials.

All children in households with any household member receiving benefits under Assistance Programs (Supplemental Nutrition Assistance Program (SNAP), Family Independence Temporary Assistance Program (FITAP) or Food Distribution Programs on Indian Reservations (FDPIR)) are eligible for free meals. For school officials to determine eligibility, each household that is now receiving benefits from Assistance Programs must provide the case number of a household member as well as the signature of an adult household member.

All other households must provide the following information on the application: names of all household members; the amount of income (before deductions for taxes, Social Security, etc.) each household member receives; how often the person receives the income; where it is from, such as wages, retirement, or welfare; the signature of an adult household member

certifying that the information provided is correct; and the last four digits of the social security number of the adult household member who signed the application, or a statement that the household member does not possess one.

Children categorized as foster, homeless, runaway, migrant, or enrolled in state-funded Head Start or Even Start programs, **if known**, are automatically eligible for free meals. School officials will determine eligibility for free meals based on documentation obtained directly from the program office and notify the household of their eligibility for benefits. The household must notify the school if it chooses to decline benefits. The household **should complete an application if they are not notified of free meal eligibility as soon as possible.**

If a household member becomes unemployed or if the household size increases, the household should contact the school. Such changes may make the children of the household eligible for meal benefits.

Under the provisions of the free and reduced price policy, the Chief Operating Officer will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he may wish to discuss the decision with the determining official on an informal basis. If the parent wishes to make a formal appeal, he may make either an oral or written response to the following:

**Name:** Andy Lewis

**Address:** 2426 Esplanade Ave. New Orleans, LA 7011

**Phone Number:** (504) 539-4505

The policy contains an outline of the hearing procedures.

### **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.