



Bricolage Academy
Family Handbook
2019 - 2020

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WELCOME FROM JOSH DENSEN, FOUNDER & CEO:

Dear Bricolage Families,

I'm happy to share our 2019 - 2020 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 2019 - 2020 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.

Warmly,

*Josh Densen
Founder & CEO*

KEY LOGISTICS

School Name: Bricolage Academy at John McDonogh

School Mascot: Trojan

School Colors: Green and Gold

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

Main Office Phone: (504) 539-4505

Student Health Phone: (504) 250-5374

Fax: (504) 410-7000

Website: www.bricolagenola.org

Facebook: /bricolageNOLA

Twitter: @bricolagenola

Instagram: @bricolagenola

Bus Transportation

Apple Bus Company

(504) 241-4445

Hours of Operation

Facility Hours - **7:00 a.m. to 5:45 p.m.**

Before Care (paid optional program) - **7:00 a.m. to 7:30 a.m.**

Morning Carpool - **7:30 a.m. to 7:55 a.m.**

Student Start Time - **8:00 a.m.**

Student Tardy Time - **8:01 a.m.**

Student Transportation Changes Cut-Off - **2:45 p.m.**

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

Student Dismissal Time - **3:30 p.m.**

Afternoon Walk-up - **3:40 p.m. to 3:55 p.m.**

Afternoon Carpool - **3:40 p.m. to 3:55 p.m.**

After School Program - **3:45 p.m. to 5:45 p.m.**

After School Early Dismissal Time - **4:25 p.m. to 4:55 p.m.**

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

The school building opens at 7:00 a.m. and closes at 5:45 p.m. daily. Without exception, **students may not be dropped off before 7:00 a.m. or picked up after 5:45 p.m.** To avoid being charged for before-care services, please plan to arrive to campus after 7:30 a.m. if you do not wish for your child to participate.

The academic day runs from 8:00 a.m. until 3:30 p.m. daily. Students are expected to be in their classroom by 8:00 a.m., and should arrive at the school building with enough time to allow for breakfast, unpacking, using the restroom, etc.

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 neighbors' driveways. Do not block streets, intersections, bike lanes or driveways at any time.

Senior Management Team

Josh Densen

Founder and Chief Executive Officer, jdensen@bricolagenola.org

Andy Lewis

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Lauren Orgeron

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School Leadership Team

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BOARD OF DIRECTORS

- Yvette Jones, Chair
- Arnel Cosey, Vice Chair
- H. Merritt Lane III, Treasurer
- Deborah Elam, Secretary
- Tonya Johnson
- M Cleland Powell, III
- Annie Phillips

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 2019-2020 are listed on the next page.

Meeting Dates 2019-2020

- Board Meeting: Tuesday, August 27, 4 p.m.
- Board Meeting: Thursday, October 17, 4 p.m.
- Board Meeting: Tuesday, November 12, 4 p.m.
- Board Meeting: Thursday, February 6, 4 p.m.
- Board Meeting: Thursday, April 30, 4 p.m.
- Board Meeting: Tuesday, June 2, 9 a.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.

2019-2020 SCHOOL CALENDAR



Bricolage Academy
 Calendar: 2019 - 2020
 School Day: 8:00 am - 3:30 pm

July, 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			

August 2019
 August 12: First day for 1st - 6th grades
 August 19: First day for PreK/K (1:30 p.m. dismissal 8/19 - 8/21)
 August 28: After School begins for Pre-K &K
 August 29: After School begins for 1st - 4th
 August 30: After School begins for 5th - 6th

January, 2020

		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, 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

September 2019
 September 2: Labor Day (no school)
 September 3: Staff Training Day (no school)

February, 2020

						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

September, 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					

October 2019
 October 11: Quarter 1 Ends
 October 18: Quarter 1 Conferences (no school)
 October 21 - 22: Fall Break (no school)

March, 2020

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				

October, 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		

November 2019
 November 22: No After School Program
 November 25 - 29: Thanksgiving Break (no school)

November, 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

December 2019
 December 20: No After School Program
 December 23 - 31: Winter Break (no school)

December, 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				

January 2020
 January 1 - 3: Winter Break Continues (no school)
 January 10: Quarter 2 Ends
 January 17: Quarter 2 Conferences (no school)
 January 20: MLK Day (no school)

April, 2020

		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		

February 2020
 February 14, 19, 20, 21: 2:30 dismissal
 February 24 - 28: Mardi Gras Break

May, 2020

					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						

March 2020
 March 20: Quarter 3 Ends
 March 27: Quarter 3 Conferences (no school)

April 2020
 April 10- 14: Spring Break (no school)

June, 2020

	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 2020
 May 15: Last Day for Pre-K & Kindergarten / Last day After School Program
 May 22: Last Day for grades 1 - 6
 May 25: Memorial Day (school closed)
 May 29: Last Day for school based staff

June 2020
 June 1 - 5: Inclement Weather/Emergency Make-Up Days
Last updated: July 24, 2019

MISSION, VISION, AND VALUES

Mission

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

Vision

Bricolage Academy believes that all children deserve a school that is safe, joyful, and inclusive where all children possess a sense of belonging and significance.

Core Values

Bricolage has five core values: Integrity, Empathy, Respect, Curiosity 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.

1. **Integrity** - *I am self-aware and accountable for my actions.*
2. **Empathy** - *I seek to understand how others feel and demonstrate this in my words and actions.*
3. **Curiosity** - *I ask questions. I seek knowledge and I show creativity.*
4. **Respect** - *I honor myself, my family, my school, and my community.*
5. **Courage** - *I try new things. I keep trying when tasks are difficult. I understand that mistakes help us learn and grow.*

COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION

At Bricolage, we believe our diverse backgrounds are the cornerstone of our school community. Because of this, we align our practices with an anti-bias approach. We believe that operating in this way is the only way to build and maintain a safe, inclusive, and equitable school community that prepares students to be innovators who change the world.

BUILDING AND MAINTAINING A SAFE, INCLUSIVE, AND EQUITABLE SCHOOL COMMUNITY

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 we 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:

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

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
- Morning Advisory
- Closing Circle
- Krewe Time
- Krewe BIG Events
- Reading and Writing Celebrations
- Exhibitions of Student Work
- Trojan Value Celebrations

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 values lessons. These lessons are taught by classroom teachers and supported by our Directors of Culture, School Counselor, and Social Worker. To learn more about child development and behavioral philosophies that inform our approach, explore the following resources:

Responsive Classroom
www.responsiveclassroom.org/

Institute for Social Emotional Learning
www.Instituteforsel.org

PreK - SECOND GRADE 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.

Creative Curriculum (PreK)

In our Pre-Kindergarten classrooms, teachers use the *Creative Curriculum* approach to instruction to design their teaching and learning and ensure developmentally appropriate practice. The *Creative Curriculum for Preschool* is based on five fundamental principles that guide the practice and program. These principles are:

1. Positive interactions and relationships with adults provide a critical foundation for successful learning.
2. Social-emotional competence is a significant factor in school success.
3. Constructive, purposeful play supports essential learning.
4. The physical environment affects the type and quality of learning interactions.
5. Teacher-family partnerships promote development and learning.

The Balanced Literacy Approach (K-2nd Grade)

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 whole-group reading and writing instruction (described below), students partake in daily Foundational Skills instruction (phonics/spelling), independent reading, shared reading, guided reading, and interactive read alouds with whole class conversations.

Foundational Skills Instruction (K-2nd Grade)

Our Phonics Workshop is directed toward fostering students' understanding and working knowledge of concepts of print, the alphabetic principle, and other basic conventions of the English writing system. Students receive instruction in flexible, strategic small groups. The IRLA Toolkits and Foundational Skills Toolkits enable teachers to provide differentiated, targeted, and efficient skills instruction to ensure students become proficient readers.

Reading Workshop (K-1st Grade)

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 (K-1st Grade)

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.

Wit & Wisdom (2nd Grade)

Wit and Wisdom contains learning components that address **fluency** (frequent choral reading), **syntax** (Language Deep Dives), **knowledge** (module topics), and **vocabulary** (word studies). The curriculum most robustly addresses these barriers through reading, writing, speaking, and listening. Students will engage with content-rich and complex texts throughout each module, which culminates in a major writing assignment.

Math Workshop (K-2nd Grade)

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 on 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, to 1,000 and beyond. We also hold tight to the critical understandings outlined by the Common Core State Standards for each year.

Co-Curricular Classes

We deepen the student experience by offering the following co-curricular classes: visual art, music, physical education, and innovator's workshop (a combination of design thinking, technology, and engineering basics). We offer 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 when they reach higher grade levels.

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 suspected of having an exceptionality according to LA Bulletin 1508. Any parent/guardian who thinks their child may have an exceptionality and wishes to learn more or request an evaluation should contact their child's teacher. The goal at Bricolage is to ensure all students with disabilities receive their federally guaranteed free, appropriate public education (FAPE) in their least restrictive environment (LRE), thus promoting inclusive practices. To achieve FAPE, our placement decisions are considered dynamic, fluid, and data driven.

PreK - SECOND GRADE GRADING, REPORTING, AND HOMEWORK

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.

Report Card & Progress Report Conferences

Your child will receive a report card each quarter. On that report card, we will indicate whether your child is on level, approaching, below, or above level in a given content area. Teachers will also include brief narratives on your child, describing strengths and goals. We hold report card conferences at the end of each quarter (Q1, Q2, Q3) 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 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 homework folder, which is used to transport important announcements and information each day. Also, in 1st and 2nd grade, the daily homework folder 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.

1st and 2nd graders will be expected to read nightly and complete the 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.

THIRD- SIXTH GRADE ACADEMICS

Students will take all subjects listed to ensure each child is provided with rigorous instruction, culturally responsive teaching, and quality experiences that provide a holistic approach to learning.

English Language Arts

Wit and Wisdom curriculum provides students with regular practice with complex texts, reading, writing, and speaking grounded in evidence from text, both literary and informational. It also implements writing strategies from The Writing Revolution. Curriculum will be supplemented with culturally responsive texts and practices.

Social Studies

The Social Studies curriculum will derive from LDOE guides, Wit and Wisdom, the DBQ Project, and The Writing Revolution. Frequently, the Social Studies and ELA classes will collaborate on literacy strategies, including vocabulary and knowledge-building.

Math

Students will experience the Bridges in Mathematics (3rd-5th) and Illustrative Math (6th) Curriculum, a hands-on approach to learning the concepts and applications of math. Bridges and Illustrative Mathematics implements the Common Core State Standards for Mathematics in a manner that is rigorous, coherent, engaging, and accessible to all learners.

Science

The Amplify Science curriculum invites students to explore phenomena with the purpose of solving authentic problems. The curriculum address 100% percent of the NGSS as well as a substantial number of the Common Core ELA and Math standards.

Co-Curricular Classes

We deepen the student experience by offering the following co-curricular classes: visual art, music, physical education, spanish (*5th & 6th grade only*), and innovator's workshop (a combination of design thinking, technology, and engineering basics). We offer 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 when they reach higher grade levels.

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 suspected of having an exceptionality according to LA Bulletin 1508. Any parent/guardian who thinks their child may have an exceptionality and wishes to learn more or request an evaluation should contact their child's teacher. The goal at Bricolage is to ensure all students with disabilities receive their federally guaranteed free, appropriate public education (FAPE) in their least restrictive environment (LRE), thus promoting inclusive practices. To achieve FAPE, our placement decisions are considered dynamic, fluid, and data driven.

THIRD - SIXTH GRADE GRADING, REPORTING, AND HOMEWORK

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.

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

Category	Percentage of Grade	Frequency graded (minimum)
Classwork	20%	1/week
Participation	20%	1/week
Minor Assessments & Tasks	25%	2-4/quarter
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.

Report Card & Progress Report Conferences

Bricolage 3rd-6th grade provides a standards-based curriculum aligned to the Common Core State Standards in Math and Language Arts and the Louisiana State Grade Level Expectations in Science and Social Studies. Our grading scale is based on a student's mastery of these standards. Students will have multiple opportunities to master the standards covered throughout the year. As such, we expect grades to improve throughout the year with additional practice.

Standards Based Grading Scale

A (Advanced): 93-100% - Exceeding mastery of this grade level's standards

B (Mastery): 85-92% - At mastery of this grade level's standards

C (Basic): 77-84% - At mastery of some but not all of this grade level's standards

D (Approaching Basic): 70-76% - At mastery of previous grade level's standards

F (Unsatisfactory): Below 70% - Incomplete mastery of previous grade level standards

Homework

Students will receive content-specific 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.

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.

BEHAVIORAL EXPECTATIONS

At Bricolage, it is important to us to establish and maintain a positive and supportive school community, in which both students and adults feel safe, secure and have the greatest opportunity to learn. We strongly believe all adults play an important role in supporting students' behavioral development; therefore we consistently implement proactive strategies that define, support and teach appropriate behavior to create a positive learning community.

Core beliefs on discipline:

- We believe that every attempt should be made to maintain the dignity of both the student and the adult.
- We believe that misbehavior should be handled with natural and restorative consequences instead of punitive punishments whenever possible.
- We believe all students want to do well and can do well; therefore, misbehavior should be viewed as an opportunity for students to learn and demonstrate effective communication skills to ensure their needs are met.
- We believe responses to behavior should be immediate, predictable, and consistent to decrease undesirable behaviors and promote positive learning experiences.

Our goals in responding to misbehavior are to:

1. Maintain a safe and healthy school community.
2. Help students recognize, fix and learn how their behavior affects themselves, others, and their community.

Student Behavior Flow Chart

<p>Level 1</p> <p>Minor Inappropriate Behavior managed by teachers</p>	<p>Level 2</p> <p>Socially Inappropriate Behavior directed towards others and/or property</p>	<p>Level 3</p> <p>Defiance and/or Aggressive Behavior toward self, others and/or property</p>
<ul style="list-style-type: none"> ● Disruption to classroom or school (off-task, calling- out, out of seat, inappropriate transition) ● Disrespect toward others ● Refusal to follow directions ● Unauthorized use of electronic device (cell phone) ● Misuse of school materials (including laptop, lockers, etc.) ● Cheating ● False information (lying) ● Teasing, name calling ● Tantrumming 	<ul style="list-style-type: none"> ● Repeated Level 1 infractions ● Refusal to follow re-directions ● Inappropriate language/gestures ● Verbal disrespect toward student/adult ● Aggressive physical contact (pushing, shoving) ● Leaving class/area without permission (elopement) ● School bus violation 	<ul style="list-style-type: none"> ● Repeated Level 2 infractions ● Verbal threat ● Physical fight ● Physical Aggression (hitting, kicking, biting, spitting) ● Destruction of school property ● Throwing of objects at an individual with intent to harm ● Bullying ● Cyberbullying ● Developmentally inappropriate sexual behaviors ● Theft of school and/or others' property ● Self-Injury ● Possession and/or use of weapon(firearm, knife, etc.) ● Possession and/or use of dangerous implements(i.e. Matches, lighter, etc) ● Possession, use and/or distribution of controlled substance(s) ● School bus violation (3 or more)

Level 1 Disciplinary Responses	Level 2 Disciplinary Responses	Level 3 Disciplinary Responses
<ul style="list-style-type: none"> ● Parental/Guardian Involvement ● Re-teach expectation ● Reinforce positive behaviors ● Classroom Strategies ● Issue a verbal warning ● Written reflection ● Teacher-student conference ● Seat change ● In-class time-out ● Loss of privilege(s) 	<ul style="list-style-type: none"> ● Parental/Guardian Involvement ● Director of Culture Contact ● Restorative Conversation ● Restorative Circle ● Peer Mediation ● Conflict Resolution ● Social skills group ● Mentoring ● Check-in and Check-out support plan ● Detention ● Loss of privileges ● Suspension of bus transportation ● In-school suspension 	<ul style="list-style-type: none"> ● Parental/Guardian Involvement ● Director of Culture Contact ● Principal Contact ● Student Support Referral(s) <ul style="list-style-type: none"> ○ Counseling/Wellness team ○ MTSS ● Behavior contract ● Behavior Intervention/Improvement Plan ● Referral/linkage to community resources and programs. ● Community services ● Out-of-School Suspension ● Permanent suspension of bus transportation ● Expulsion ● Report to law enforcement ● Report to the Department of Children and Family Services (DCFS)
<ul style="list-style-type: none"> ● Bricolage Academy's Code of Conduct applies to all students at all times including: <ul style="list-style-type: none"> ○ In school buildings ○ On school grounds ○ In all school vehicles (school bus, etc.) ○ At all school-related events (whether such activities are held on school property or at locations off school property, including private business or commercial establishments) 		

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 all Level 1 behaviors and some Level 2 behaviors.

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 Multi-Tiered System of Support (MTSS) 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 the 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 some Level 2 behaviors and all Level 3 behaviors.

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.

Discipline For Students With Disabilities

In addition to the discipline procedures applicable to all students at Bricolage Academy, the following procedures are applicable to students with disabilities. Bricolage shall maintain written records of all suspension and expulsions of students with a disability including the student's name, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days a student has been removed from school for disciplinary reasons.

If a student identified as having a disability is suspended during the course of the school year for a total of 10 days, such student shall not be further suspended without the involvement of the IEP team prior to the 11th day of suspension. In considering the placement of students referred because of disciplinary problems, the IEP team will follow its normal policies with respect to parental notification and involvement.

Due Process

If discipline could potentially constitute a change in placement for any student with an IEP, we will implement the following: (1) no later than the date on which the decision to take and action is made, the parents of the student with a disability will be notified by the school of a decision and provided procedural safeguards; and (2) the IEP team will meet and review the relationship between the student's disability and the behavior subject to disciplinary action in the form of a Manifestation Determination Review (MDR).

Maintaining and improving student behaviors involves a continuum of acknowledgement, supports and interventions. When/if undesirable behavior increases in frequency, intensity and duration, and/or interventions/consequences have been ineffective, higher levels of interventions are required to achieve positive outcomes.

Suspensions & Expulsions

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.

FAMILY ENGAGEMENT & COMMUNICATION

Commitment to 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 snacks, 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, etc.—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 when their families 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 on 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 (BCA) - The primary responsibility of our version of a Parent-Teacher-Organization is to build community among our families.

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.

CONTACT THIS PERSON:	FOR QUESTIONS RELATING TO:
Your child’s teacher	<ul style="list-style-type: none"> • Academics, grading, report cards, classroom culture, classroom events, behavior
Miles Williams <i>Director of Culture for PreK-2nd grade</i> Danielle Mayo <i>Director of Culture for 3rd-6th grade</i>	<ul style="list-style-type: none"> • Ongoing concerns about classroom & school culture (always contact your child’s teacher first)
Megan Lorio <i>Director of Curriculum, Instruction, & Assessment for PreK-K</i> Annie Davids <i>Director of Curriculum, Instruction, & Assessment for 1st-2nd Grade</i> Caitlin Meehan-Draper <i>Director of Curriculum, Instruction, & Assessment for 3rd-6th Grade ELA & Social Studies</i> Tameka Anderson	<ul style="list-style-type: none"> • Ongoing concerns about curriculum, instruction, & assessments (always contact your child’s teacher first)

<p><i>Director of Curriculum, Instruction, & Assessment for 3rd-6th Grade Math & Science</i></p>	
<p>Alicia Square <i>Director of Multi-Tiered Student Support (MTSS)</i></p>	<ul style="list-style-type: none"> • Academic interventions
<p>Shannon Rainey <i>Administrative Assistant</i></p> <p>Theresa Fields <i>Receptionist</i></p>	<ul style="list-style-type: none"> • Daily changes to your child's end-of-day transportation method (please email transportation@bricolagenola.org for daily transportation updates.) • Urgent messages for your child's teacher • Questions about upcoming events • General questions
<p>Ashley Mekin <i>Data Manager</i></p>	<ul style="list-style-type: none"> • Documentation for excused absences • Report cards (non-academic issues) • Student records requests (note: contact Channing Cornelius for Special Education records requests) • Updating contact information • Enrollment and withdrawals
<p>Toni Osbey <i>After School Manager</i></p>	<ul style="list-style-type: none"> • Before care issues and logistics • After-school programming and logistics • After care programming and logistics • All major issues related to before/after school
<p>Margo Goulas <i>School Nurse</i></p>	<ul style="list-style-type: none"> • Student health care • Medication administration • Dietary accommodations for food service
<p>Maribel Aken <i>School Counselor</i></p> <p>Cantrelle Larkins <i>Social Worker</i></p>	<ul style="list-style-type: none"> • Counseling & Student Wellness • Homeless identification and services • Community resource referrals • Attendance concerns
<p>Tyrisha Martin <i>School Operations Manager</i></p>	<ul style="list-style-type: none"> • Bus transportation (please email transportation@bricolagenola.org for daily transportation updates) • Non-academic school policies and procedures • School safety • Volunteer opportunities
<p>Channing Cornelius <i>Director of Special Education Coordinator for Compliance</i></p> <p>Mel Gallagher <i>Special Education Coordinator for Coaching & Development</i></p>	<ul style="list-style-type: none"> • Special Education questions/concerns (please reach out to student's case manager first) • Special Education records requests

Alicia Square Director of MTSS	<ul style="list-style-type: none"> • Student Evaluations/Screenings • Special Education/504 records requests
Antigua Wilbern <i>Principal</i>	<ul style="list-style-type: none"> • School-based Strategy (academics, culture, etc.)
Josh Densen <i>CEO</i>	<ul style="list-style-type: none"> • Bricolage’s growth, Board of Directors, Mission/Vision, Organizational Strategy

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 7:00 a.m. to 7:00 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 Tyrisha Martin, School Operations Manager. 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 tmartin@bricolagenola.org to get on the list.
- Review all materials sent home in your child’s daily folder (Elementary)/binder (Middle School) nightly.
- Review all materials sent home in **Wednesday yellow folders.** These are dedicated to important school notices and announcements. Please return all forms that need to be signed by Friday. Your child is responsible for bringing the yellow folder to and from school.
- Contact Ashley Mekin, amekin@bricolagenola.org 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:
 - Send a text with Y or YES to 67587

BRICOLAGE COMMUNITY ASSOCIATION (BCA)

The BCA is our version of a Parent-Teacher-Organization whose primary responsibility is to build community among our families.

All parents and guardians are members of the BCA and are led by the nominated BCA Executive Board. 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 Mom’s Club and the Bricolage Dad’s Club support the school and the BCA by volunteering and building community through hosting mostly adult-only social events and occasional family events; they will hold periodic meetings throughout the year 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 Mom's Club and the Bricolage Dad's club. All parents/guardians are open to join the BCA, Mom's Club and Dad's Club!

We appreciate you being a part of this great community!

Contact Information:

BCA email: bca@bricolage.org

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

Dad's Club email: BricolageDads@gmail.com

Mom's Club email: MomsClubBricolage@gmail.com

BCA 2019-2020 Executive Board Officers:

Lesley-Anne Rey - President

Rebecca Robb - Vice President

Chris Sparks - Treasurer

Debbie Dallman - Recording Secretary

Tania Castellanos - Communications Secretary

Greta Hayes-Communications Co-Chair

Tonya Johnson - Bricolage Board Representative

Holly Hermes- School Representative

Other Officers:

Lezly Petrovich- Bricolage Mom's Club Representative

Brian Knighten - Bricolage Dad's Club President

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 donations of time, labor, and financial resources from our community help us grow. Your contribution to our school is a gift that will have a lasting impact on our students and their futures.

Dollars raised from our community support the costs of the Innovator's Workshops, our personalized curriculum and model, after school programming, special education services, diversity, equity and inclusion initiatives, intervention services, Pre-K programming, professional development, city-wide transportation, and other specialty programs.

As we continue to build our foundation it is essential that we continue to receive enthusiasm and support from our community as we cannot do this important work without you. 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 or 504-539-4505 x 706. Any donation, large or small, will have a lasting impact on our growing community.

STUDENT 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 School Operations Manager to request bus transportation for your child.

Students riding the buses arrive at school by 7:30 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 9 years of age are permitted to exit the school bus without an adult, provided the child's guardian has signed a waiver with the School Operations Manager or during summer registration.

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 objects
- Respect the property and space of others

No food or drink, except water, is allowed on the bus. Also, no toys or electronics are allowed on the bus as well. If, when instructed to put the food, toy, or electronic device away, a child chooses not to, the food, toy or electronic device 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 fighting, teasing, ribbing, or cursing

Bus Consequences

- 1st offense: Discussion with the Director of Culture and a phone call home
- 2nd offense: Conference between student and Director of Culture; 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

Morning Arrival Schedule

Times		
7:00 AM	Before Care - Optional Paid Program	<ul style="list-style-type: none"> ● Main Entrance (Esplanade) is the only entrance ● All students must be signed in by an adult ● Table set up at Main Entrance
7:30 AM	All Student Intake Begins <ul style="list-style-type: none"> - Carpool - Walker - Early Bus Breakfast begins	<ul style="list-style-type: none"> ● All students must go to the cafeteria ● Breakfast served in the cafeteria ● Cafeteria doors open, walk up entrance and carpool begin
7:30-7:55 AM	Carpool Lane Begins (N Rocheblave St)	<ul style="list-style-type: none"> ● Carpool runs ● Staff assist students out of car and direct to the cafeteria
7:45 AM	Classrooms Open	<ul style="list-style-type: none"> ● Teachers in classrooms ready for children ● Choice Time Begins
7:55 AM	Breakfast Ends	<ul style="list-style-type: none"> ● Students can finish meals in the cafeteria and move to classroom by 8:01 am
8:01 AM	Students Considered Tardy	<ul style="list-style-type: none"> ● All gates & side doors close and students must enter through the main entrance on Esplanade Ave. with a parent and proceed to the Main Office
8:01 AM - 3:30 PM	School Day Entrance (Esplanade Ave)	<ul style="list-style-type: none"> ● The only Entrance to the building during the school day is on Esplanade Ave. ● ADA-Accessible entrance can be found on Barracks St. There is an awning over it. <ul style="list-style-type: none"> ○ Please call the Main Office if you plan to enter through Barracks St. A staff member will meet you to open the door.

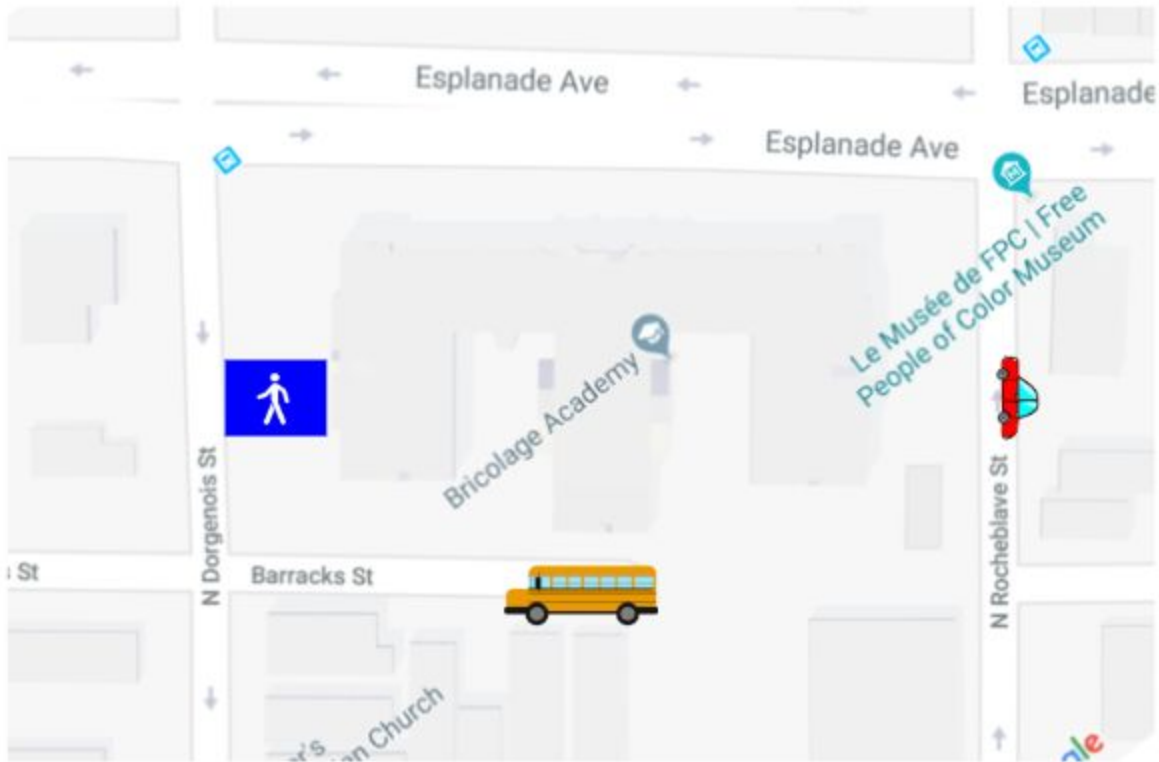
Afternoon Dismissal Schedule

Dismissal Times		
2:45 PM	Transportation Changes	<ul style="list-style-type: none">• All changes to student transportation must be in by 2:45 p.m.<ul style="list-style-type: none">◦ Email transportation@bricolagenola.org◦ Call the front office 504-539-4505
3:00 PM	Early Check-Out Ends	<ul style="list-style-type: none">• Students cannot be checked out by a parent/guardian after 3:00 p.m.• Must wait for dismissal• 3PM - front doors lock
3:40 - 4:00 PM	Carpool Pick-Up Runs	<ul style="list-style-type: none">• Drive down N. Rocheblave St. from Ursulines Ave.• Please place placard from your first yellow folder in the windshield• If you wait until the end, there is usually no line!
3:35 PM	Walk-up	<ul style="list-style-type: none">• Parents/guardians should enter through the gate on N. Dorgenois St.• Parents will sign their student out before leaving.• Pre-K and Kindergarten parents will pick up their student(s) from their classroom
3:45 PM	Buses Depart	<ul style="list-style-type: none">• Buses depart from Barracks St. behind the school building
4:00 PM	Late Pick-Up	<ul style="list-style-type: none">• Please come inside the Main Entrance and go down to the cafeteria to sign out your student.

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 St
 - Parents cannot walk students in. This is a drop-off location only. Please use the other side of the school building for Walk-Up.
- Walk Up
 - Students can arrive through the N. Dorgenois St. entrance
 - Walk-Up dismissal is only through the N. Dorgenois St. entrance
 - Kindergarten and Pre-Kindergarten remain in their classrooms for pick-up. Parents may only enter/exit through the N. Dorgenois St. entrance
- After School
 - See the After School handbook for dismissal procedures

Arrival/Dismissal Map



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 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.

If a transportation change is NOT made by contacting the Main Office or transportation@bricolagenola.org the student will follow the original dismissal plan. Please do not have your student communicate any dismissal changes to the school.

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
- The carpool lane may be temporarily closed and students will be kept inside the school building to allow for conditions to improve
- The Walk-Up pickup area may be closed

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 sidewalks around the school building often flood during rain events.

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 8:00 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.

Absences and Tardies

In the event of a planned absence or tardy, please send an email to attendance@bricolagenola.org. Students are considered tardy beginning at 8:01 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. **Please do not give doctor's note or send attendance emails to your child's teacher.**

Each day your child is absent or has an unexcused tardy, you will be receiving an email from the school. If this absence/tardy is a mistake, please email 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.

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 8:00 a.m. must be escorted to the Main Office by an adult to sign them in. The student will then receive a tardy pass to give their teacher.

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 3:00 p.m. 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.

If a parent/guardian is checking out a student who is in the nurse's office, the student MUST still be checked out from the Main Office.

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. 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 8:00 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 8:00 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 8:00 a.m. in order to ensure a smooth start to the school day. Parents who arrive on campus after 8:00 a.m. must part with their child in the front office and will not be allowed to go anywhere else in 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.

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 personnel. Designated staff is trained in first aid, adult and pediatric CPR and AED, oral 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 medications (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. A backup inhaler must be kept in the Student Health office for students who self carry due to safety reasons.

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

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.

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) next to the office on the 2nd floor 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 sunscreen 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 breakfast and lunch. Prices are determined by a student's eligibility for free or reduced priced meals. 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 foods 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.

Students' parents or guardians must apply for Free or Reduced Priced meals at the start of each school year.

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 meals are available without a doctor's note; however, a doctor's note is required to provide any other medically necessary (gluten-free) meals. To request a food service accommodation, please contact the School Nurse. Please note that it may take up to 10 school days to process requests for cafeteria meal accommodations.

Bricolage Academy Snack Policy

Your child will have a snack each day Bricolage families can choose to sign-up to provide a snack for the entire class (~30 students). Five students will sign up to bring snack each **Monday**. These snacks will go into a **communal snack location** from which all classes in that grade level will pull. For this reason, keep snacks basic (not personalized), knowing that any class in that grade may enjoy that snack.

You student's teacher will provide more detailed information about how to sign up for bringing in snack on Mondays.

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

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.

OTHER SCHOOL POLICIES

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 a 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 8:00 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 School Counselor/Social Worker.

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 facility. The asbestos management plan is available for review in the main office during regular school hours.

Dress Code

Students should be dressed comfortably and appropriately. In order to encourage student individuality and expression, we will adhere to a 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 at any time
- 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

Pre-Kindergarten, 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 Data Manager. **All background checks for field trips must be turned in 48 hours before a field trip. Parents can submit hard copies to the main office or soft copies to amekin@bricolagenola.org**

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.**

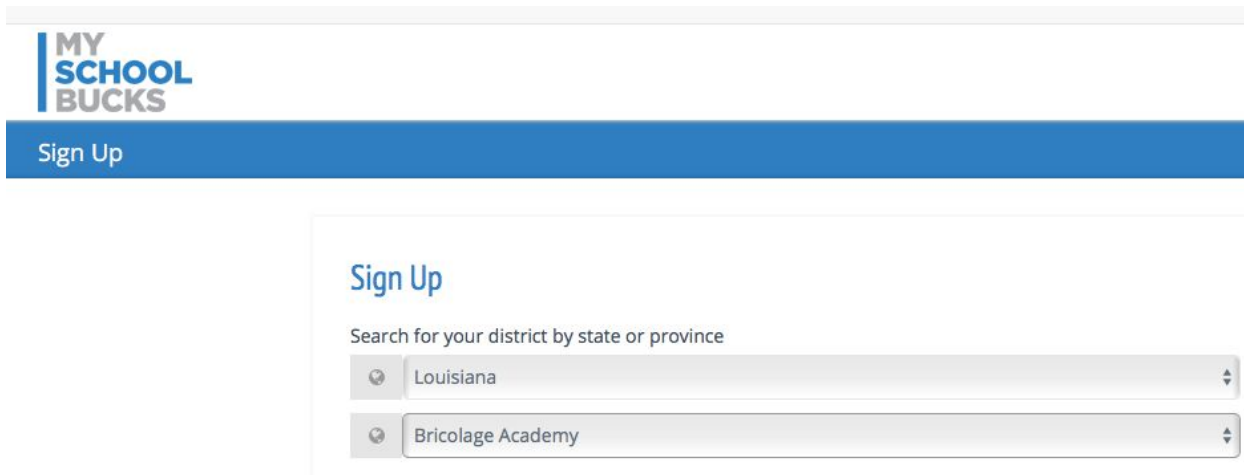
Bricolage does not accept cash for any goods or services, and will only accept a check or money order payments in-person at the front office. Parents may also log into their personal MySchoolBucks accounts using an iPad in the front office.

Field trip fees will be invoiced to students through My School Bucks at least two weeks in advance of the Field Trip date. A copy of the invoice will also be included in the student's weekly folder. Parents are encouraged to pay for field trips using MySchoolBucks, however, we will accept a check or money order payment in-person in the front office. If a student does not attend the field trip, please reach out to invoices@bricolagenola.org to have the invoice removed from your account.

Cafeteria meals need to be prepaid online using the "Cafeteria Balance" section of MySchoolBucks. Frequency of prepayments can be based on your family's preference. Parents are encouraged to pay for meals using MySchoolBucks, but we will also accept check or money order payments in-person in the front

office. If your balance drops below \$10.00, you will receive an automatic notification from the MySchoolBucks system. No student will be denied a meal due to a zero balance. Statements will be sent out a monthly basis to families with a negative cafeteria balance as a reminder to bring their account up to date. An electronic version of this statement will be sent from invoices@bricolagenola.org and a hard copy of the statement will be sent home in the student’s Wednesday folder. If you have a question regarding your meal balance, please reach out to invoices@bricoalgenola.org.

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 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”:

Meal Fee Schedule

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

	Paid	Reduced	Free
School Breakfast	\$1.25	\$0.30	Free to students who qualify
School Lunch	\$2.75	\$0.40	Free to students who qualify

All students must submit an application for free or reduced meals each year, unless they are identified by the State of Louisiana as qualifying for this status. Each student will receive a letter at the start of the school year that confirms his/her status for the year. If you are unsure if your child qualifies for free or reduced-price meals or to verify your child’s status, please contact Ashley Mekin.

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 mode or powered off. 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 monthly throughout the school year. The school is not responsible for any lost clothing or any other personal articles.

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 not satisfactorily resolved, the grievance may be taken to the Bricolage Academy Principal, in writing. The Principal 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 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, Yvette Jones at yvettemjones57@gmail.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.

Harassment, Intimidation & Bullying Reporting

Harassment, intimidation, or bullying” means any intentionally delivered message or image – including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property
- Has the effect of substantially disrupting the orderly operation of the school or has the effect of substantially interfering with a student’s education
- AND is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.

Here at Bricolage:

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know what someone is being bullied, we will tell an adult at school and an adult at home.

Cyber-Bullying & Harassment

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

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

school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity. Bullying, Harassment, and intimidation will not be tolerated.

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

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

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying. Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate

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

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

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

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

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

Bullying Investigation:

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

- All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.

- Bricolage will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses or experience bullying is encouraged to report the incident to a school official.

The following actions will be taken when bullying is reported:

- (1) Investigation Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later than the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.
- (2) Notification Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.
- (3) Discipline Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.
- (4) Follow Up Complainants will be promptly notified of the findings of the investigation and the remedial action taken.
- (5) Documentation Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

Title IX Investigations

Bricolage does not discriminate on the basis of sex in its education programs and activities, curricular and extracurricular and, accordingly, all staff, teachers, employees, and students abide by the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations. Title IX regulations apply to athletic programs and to safeguard the rights of students in a wide range of educational settings by requiring Bricolage to address such conduct when it occurs on campus or in connection with any educational or extracurricular program.

Sexual misconduct in its many forms involving students is explicitly prohibited, whether such conduct occurs on or off campus, during or after school hours, during or directly related to school-sponsored activities, or at a time and/or place directly related to school functions or an employee's school-related duties.

It is the intent of Bricolage to maintain an environment free from sexual misconduct including sexual assault, sexual harassment of any kind, relationship violence, non-consensual sexual conduct, dating violence, stalking, and child sexual abuse. This policy commands that no student shall be subjected to sexual assault or sexual harassment by other students or Bricolage staff or employees or third parties such as vendor or visitors.

This policy shall be enforced and the accompanying procedures shall be implemented regardless of whether a complaint has been filed with or an investigation has been instituted by any law enforcement agency.

Questions regarding Title IX may be referred to the U.S. Department of Education, Office of Civil Rights (OCR) or to Bricolage's Title IX Coordinator: Marisel Aken, phone number: 504-539-4505 email: maken@bricolagenola.org.

Bricolage shall require any student complaint about another student engaging in sexual harassment reported to a teacher or counselor to be immediately reported to the Head of School. The Head of School is responsible for investigating the complaint. The right to confidentiality, both of the complaining student and of the accused student shall be respected. The principal may request assistance of the Assistant Principal in investigating student on student sexual harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion, consistent with the provisions of this Handbook.

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of abuse as found below, then all school employees with knowledge shall be considered *mandatory reporters* and the allegations must be reported to child protection or law enforcement as provided by state law. Such reporting must be made in addition to any procedures for handling sexual harassment complaints.

DEFINITION

1. *Sexual harassment* shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of promotion, or of a student's education; or
 2. Submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's employment or promotion or a student's education including any aid, benefits, services or treatment; or
 3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or education, or creating an intimidating, hostile or offensive working or education environment.

1. *Sexual harassment* may include but is not limited to:
 1. verbal harassment or abuse;
 2. uninvited letters, telephone calls, or materials of a sexual nature;
 3. inappropriate and uninvited leaning over, cornering, patting or pinching;
 4. uninvited sexually suggestive looks or gestures;
 5. intentional brushing against a student's or an employee's body;
 6. uninvited pressure for dates;
 7. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment, promotion, or educational status;
 8. uninvited sexual teasing, jokes, remarks, or questions;
 9. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment, promotion or educational status;
 10. any sexually motivated unwelcome touching; or
 11. attempted or actual rape or sexual assault.

Violations

1. Students and employees are encouraged and expected to immediately report.

2. A report or complaint of an alleged violation of this policy must be sufficiently clear and explicit so that it can be recognized as a legitimate report of sexual misconduct or harassment or retaliation. This means that the report or complaint must, at a minimum, include: (1) a description of an alleged act of sexual misconduct or harassment or retaliatory conduct, including the date, time, and place it allegedly occurred; (2) identity of the alleged victim; (3) identity of the alleged harasser; and (4) identity of the reporting person.

NONRETALIATION

Retaliation against any employee or student who brings sexual harassment charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected, discriminated against or punished because of the complaint.

Internet Safety Policy

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

Technology Usage Policy

Students are expected to utilize school technology with care and respect. Any student who vandalizes or intentionally breaks school technology will be held accountable for that damage via our school discipline system. Families will also be notified of the incident and sent an invoice for the cost of repairs. Students who repeatedly damage school technology or engage in inappropriate usage of that technology will not be permitted to continue using it.

Electronic Communication Policy

All communication between employees and students must be appropriate and in accordance with state law. Employees may not communicate with, entertain, socialize with, or spend an excessive amount of time with students in a way that might reasonably create the impression to other students, parents, or the public that an improper relationship exists. All electronic communication between an employee and a student must be related to the educational services provided to the student and delivered by means provided or made available by Bricolage for this purpose. Approved electronic communication methods include school issued email (not personal email), school-sponsored teacher websites, school websites, school-provided phones, and other electronic communication approved by Bricolage. At no time shall any Bricolage staff or employee communicate (this includes accepting a student as a "friend") with a student via any social media platform.

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%
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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 70119

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, audiotape, 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, 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.

This institution is an equal opportunity provider.