

# SCHAUMBURG

ELEMENTARY & MIDDLE SCHOOL



**STUDENT** 2022  
**FAMILY** 2023  
**HANDBOOK**

# RENEW SCHAUMBURG ELEMENTARY

## Student & Family Handbook 2022-2022 School Year

9501 Grant Street

New Orleans, LA 70127

**Main Office Phone:** (504) 304-1532

**Email:** [rseinfo@renewschools.org](mailto:rseinfo@renewschools.org)

**Website:** [rse.renewschools.org](http://rse.renewschools.org)

**Instagram:** [www.instagram.com/rserenew](http://www.instagram.com/rserenew) (@schaumburgjags)

**Facebook:** [www.facebook.com/renewschaumburg](http://www.facebook.com/renewschaumburg)

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# About ReNEW Schools

## ReNEW Schools Directory

<p style="text-align: center;"><b>ReNEW Dolores T. Aaron Academy</b></p> <p><i>Grades Served:</i> PreK – 8th Grade <i>Founding Year:</i> 2011 <i>School Director:</i> Kiki Jackson &amp; Tiffany Brown <i>Address:</i> 10200 Curran Boulevard, 70127 <i>Building Name:</i> Little Woods</p>	<p style="text-align: center;"><b>ReNEW Laurel Academy</b></p> <p><i>Grades Served:</i> PreK – 8th Grade <i>Founding Year:</i> 2010 <i>School Director:</i> Glenda Poole &amp; Kim Andrews <i>Address:</i> 820 Jackson Avenue, 70130 <i>Building Name:</i> Laurel</p>
<p style="text-align: center;"><b>ReNEW Schaumburg Elementary School</b></p> <p><i>Grades Served:</i> PreK – 8th Grade <i>Founding Year:</i> 2013 <i>School Director:</i> Vasy McCoy <i>Address:</i> 9501 Grant Street, 70127 <i>Building Name:</i> Schaumburg</p>	<p style="text-align: center;"><b>ReNEW Early Childhood Center @ RAHS</b></p> <p><i>Grades Served:</i> 6 weeks- 3 years <i>Founding Year:</i> 2011 <i>Center Director:</i> Monica Supak <i>Address:</i> 3649 Laurel Street, 70115 <i>Building Name:</i> Baudit</p>

## Welcome Letter from the Schaumburg Leadership Team

Dear Schaumburg Students, Parents and Families,

We are honored to welcome you to our eighth year here at Schaumburg Elementary and Middle School! To our new parents, welcome to our school community; and to our returning parents, welcome back to a new school year! We know that our success as a school depends on the support of our parents and families, and we look forward to continuing our positive partnerships with each of you. We expect a lot from members of our Schaumburg community, and in turn, you can expect a lot from us.

The following pages will help you become familiar with our school procedures, policies, and practices. This handbook will serve as a resource for students and families from the first day of school through the last. While we cannot say this handbook will answer all of your questions, we do know there is a lot of valuable information in here, so please take the time to read it carefully. In fact, read it twice or even three times, and then please put it somewhere safe to refer to throughout the school year. In this handbook, you'll learn a lot of different things about Schaumburg. You'll learn about the structure of our school, the policies that we have in place, and our expectations of members of our school community.

If you have any questions, please feel free to ask any teacher or staff member.

Sincerely,

Vasy McCoy  
*School Director*

Caroline Dobrez  
*Elementary School Principal*

Maurice McMorris  
*Middle School Principal*

# About Schaumburg Elementary & Middle School

## Our Mission

*At Schaumburg, we have sharp minds, big hearts, strong bodies and powerful souls, to empower ourselves and each other to live inspired, purposeful lives!*



# Growth

The main benefit of education is growth. Personal, academic, spiritual and emotional growth. At Schaumburg, we ensure that everything we do is structured to help students and each other grow in all aspects of their character. Consistent, steady and purpose-driven growth that builds and compounds over time helps to ensure that students and staff at Schaumburg are reaching new personal heights every day in a manner that is both compelling and sustainable. We grow as individuals, and we grow as a team!

# Unity

There is One Schaumburg. Period.

In our work at Schaumburg, as in life, we truly succeed only if we succeed together. As we build each other up, we build up ourselves. As we support our community, our community supports us. The community of staff, students and families at Schaumburg is our biggest asset

# Agape

At the foundation of everything we do at Schaumburg is love. An unearned, unmerited total love for our children, our community, our colleagues, and each other that we call agape. It is only through agape that we can be certain that our work is founded in ensuring that every child loves themselves and that they leave Schaumburg with a sense of purpose and love for those around them.

“The end is reconciliation; the end is redemption; the end is the creation of the beloved community. It is this type of spirit and this type of love that can transform opposers into friends. The type of love that I stress here is not *eros*, a sort of esthetic or romantic love; not *philia*, a sort of reciprocal love between personal friends; but it is *agape*, which is understanding goodwill for all men. It is an overflowing love which seeks nothing in return. This is the love that may well be the salvation of our civilization.”

- Martin Luther King Jr.

## School Leaders

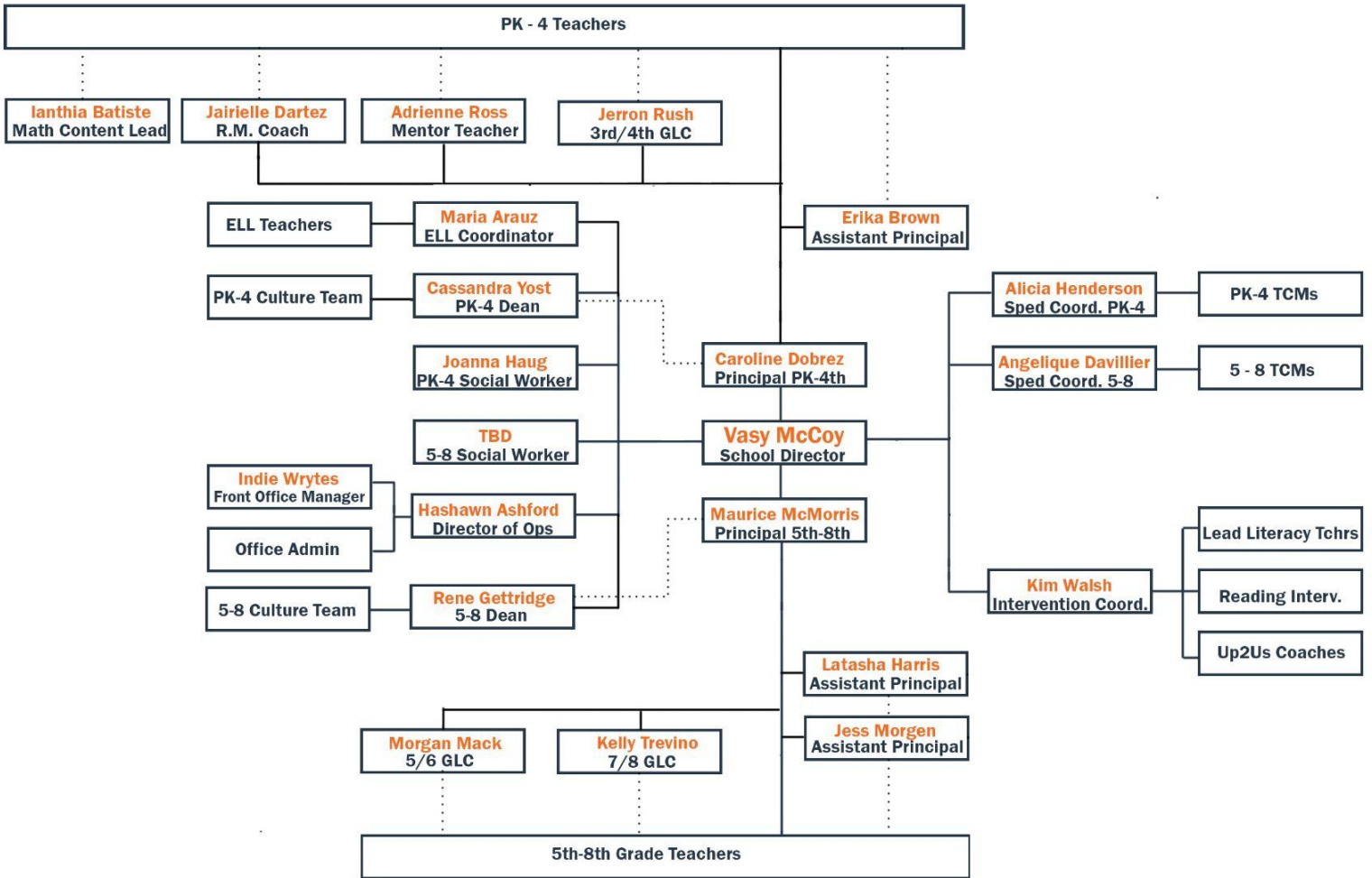
Name	Position	Email Address
Vasy McCoy	School Director	<a href="mailto:vmccoy@renewschools.org">vmccoy@renewschools.org</a>
Caroline Dobrez	Elementary School Principal (PK-4)	<a href="mailto:cdobrez@renewschools.org">cdobrez@renewschools.org</a>
Maurice McMorris	Middle School Principal (Grades 5-8)	<a href="mailto:mmcmorris@renewschools.org">mmcmorris@renewschools.org</a>

## School Leadership Team

Name	Position	Email Address
Rene Gettridge	5-8 Dean of Scholars	<a href="mailto:rgettridge@renewschools.org">rgettridge@renewschools.org</a>
Cassandra Yost	PK-4 Dean of Scholars	<a href="mailto:cyost@renewschools.org">cyost@renewschools.org</a>
Erika Brown	PK-4 Assistant Principal of Instruction	<a href="mailto:ebrown@renewschools.org">ebrown@renewschools.org</a>
Jess Morgen	5-8 Assistant Principal of Instruction	<a href="mailto:jmorgen@renewschools.org">jmorgen@renewschools.org</a>
Latasha Harris	5-8 Assistant Principal of Instruction	<a href="mailto:lharris@renewschools.org">lharris@renewschools.org</a>
Alicia Henderson	PreK-4 Special Education Coordinator	<a href="mailto:ahenderson@renewschools.org">ahenderson@renewschools.org</a>
Angelique Davillier	5-8 Special Education Coordinator	<a href="mailto:andavillier@renewschools.org">andavillier@renewschools.org</a>
Joanna Haug	PK-4 School Social Worker	<a href="mailto:ldemartin@renewschools.org">ldemartin@renewschools.org</a>
TBD	5-8 School Social Worker	
Kim Walsh Crawford	Intervention Coordinator	<a href="mailto:kwalsh@renewschools.org">kwalsh@renewschools.org</a>
Hashawn Ashford	Director of Operations	<a href="mailto:hashford@renewschools.org">hashford@renewschools.org</a>
Maria Alejandra-Arauz	ELL Coordinator	<a href="mailto:marauz@renewschools.org">marauz@renewschools.org</a>
Nigel Tillman	Elective Coordinator / AD	<a href="mailto:ntillman@renewschools.org">ntillman@renewschools.org</a>



# Schaumburg Org Chart



## Policies & Procedures

*This document contains the most important policies and procedures governing the operations of ReNEW Schools. This document, along with the ReNEW Schools Pupil Progression Plan (PPP) and Code of Conduct are the guiding policy documents for ReNEW Schools.*

### Student & Family Handbook

This “Student & Family Handbook” explains the rights and responsibilities of all members of the school community in order to provide students a safe, positive, supportive, and achievement-oriented learning environment.

The policies in this Handbook apply to actions of students during school, on the way to and from school, while on school property, while traveling in vehicles sponsored by ReNEW Schools, at all school-sponsored events, and on school technology and other internet correspondence.

### Pupil Progression Plan

The Pupil Progression Plan (PPP) describes many of the academic policies related to student placement, promotion, and remediation. Many, but not all, of the policies in the Pupil Progression Plan are contained in this document. If you would like to view the full Pupil Progression Plan, it is available in the Main Office at each ReNEW school, or online at [www.renewschools.org](http://www.renewschools.org)

### Code of Conduct

The Code of Conduct outlines expectations for student behavior and various interventions and corrective actions that may be utilized to support safe and orderly schools. Many, but not all of the policies in the Code of Conduct are contained in this document. If you would like to view the full Code of Conduct, it is available in the Main Office at each ReNEW school, or on each school’s website.

## Academic Policies

### Curriculum Overview

The academic approach at Schaumburg Elementary and Middle is created with the guidance of the Louisiana Student Standards. Through this we do not lose sight of our value of a hands on, child-centered approach to learning. Students are empowered to work independently and alongside others to become great readers, writers, mathematicians, and thinkers.

### Homework Policy

Homework is a key part of the Schaumburg Elementary and Middle educational program. It is designed to reinforce skills taught in the classroom, help students develop a deeper understanding of concepts, and promote good study habits. **Homework is assigned Monday through Thursday for PK through 2nd grade and Monday through Friday for grades 3rd through 8th grade.** It is essential that families show interest in their student’s homework and monitor progress nightly. A student may receive a consequence, lunch detention or after school detention for failing to turn in their homework.

## Report Cards

Teachers will use Progress Reports and Report Cards to communicate students' academic and behavioral performance. Report Cards are distributed during Report Card Conferences on the dates outlined below. For the 4th Quarter, Report Cards are distributed during EOY Award Ceremonies. It is mandatory that a parent or family member attend to pick-up their child's Report Card.

- ❖ **1st Quarter:** Thursday, October 13th; 5:00-7:00 pm
- ❖ **2nd Quarter:** Thursday, January 5th, 5:00-7:00 pm
- ❖ **3rd Quarter:** Thursday, March 23rd, 5:00-7:00 pm
- ❖ **4th Quarter:** Mailed home at end of summer

## Progress Reports

Progress Reports are sent home halfway through each Quarter. It is mandatory that a parent/guardian sign the acknowledgement portion of the Progress Report and return it to your child's teacher on the next school day.

## Grading Policy & Scale

ReNEW Schools uses a traditional Grading Scale where grades are calculated based on the following weights:

### Pre-K through 2nd Grade Grading Scale

*The following weights and scale will be used for report card purposes:*

Grading Weights		Grading Scale	
<b>Category:</b>	<b>% of Report Card:</b>	<b>Raw Score</b>	<b>Letter Grade</b>
Participation	10%	100-93	Exceeding Grade Level Expectations
Homework/Blended Learning	10%	92-85	Meeting Grade Level Expectations
Classwork	30%	84-75	Progressing Towards Grade Level Expectations
Exit Tickets	30%	74-67	Below Grade Level Expectations
Network Assessments	20%	66-40	Significantly Below Grade Level Expectations*
		<i>*40 is the lowest grade a student can receive.</i>	

### Unit Level Assessment Achievement Level Scoring\*

<b>Student's Raw Score:</b>	<b>Student's Achievement Level:</b>	<b>Student's Adjusted Score:</b>
<b>100-70</b>	<b>Advanced</b>	<b>100</b>
<b>69-60</b>	<b>Mastery</b>	<b>93</b>
<b>59-40</b>	<b>Basic</b>	<b>84</b>
<b>39-30</b>	<b>Approaching Basic</b>	<b>74</b>
<b>29-0</b>	<b>Unsatisfactory</b>	<b>66</b>

*\*Unit level assessments will receive the above achievement level adjustment after students complete testing and teachers complete grading through DnA. Once grades transfer to Schoolrunner, teachers will edit scores to match the aligned achievement levels above. The following assessments should be adjusted each quarter:*

- *ELA: New Read Assessments (the adjustment does not apply to End of Module Tasks)*
- *Math: unit and mid-unit tests, mission and mid-mission tests*

### 3rd - 8th Grade Grading Scale

#### Grading Weights

Category:	% of Report Card:
Participation	10%
Homework/Blended Learning	10%
Classwork	30%
Exit Tickets	30%
Network Assessments	20%

#### Grading Scale

Raw Score	Letter Grade
100-93	A
92-85	B
84-75	C
74-67	D
66-40	F*

\*40 is the lowest grade a student can receive.

#### Grades Per Week

Category:	% of Report Card:	Minimum Number Per Week	
		ELA, Math (daily instruction)	Science and SS (non-daily instruction)
<b>Participation</b> <i>School/Teacher Discretion</i>	10%	1	1
<b>Homework/ Blended Learning</b> <i>School/Teacher Discretion</i>	10%	1	1
<b>Classwork</b> <i>School/Teacher Discretion</i>	30%	2	1
<b>Exit Tickets (daily, weekly assessments)</b> <i>School/Teacher Discretion</i>	30%	2	1
<b>Network Assessments (unit tests, mid quarter, benchmarks)</b> <i>Required by network</i>	20%	N/A	N/A

## Network Assessment Achievement Level Scoring\*

Student's Raw Score:	Student's Achievement Level:	Student's Adjusted Score:
100-70	Advanced	100
69-60	Mastery	93
59-40	Basic	84
39-30	Approaching Basic	74
29-0	Unsatisfactory	66

*\*Unit level assessments will receive the above achievement level adjustment after students complete testing and teachers complete grading through DnA. Once grades transfer to Schoolrunner, teachers will edit scores to match the aligned achievement levels above. The following assessments should be adjusted each quarter by teachers:*

- **Mid-Quarter Assessments (all subjects)**
- **ELA:** New Read Assessments (the adjustment does not apply to End of Module Tasks)
- **Math:** unit and mid-unit tests, mission and mid-mission tests
- **Social Studies:** unit checkpoints
- **Science:** unit tests

*\*Benchmark scores will be put into SchoolRunner from DnA and adjusted to the above scale by the Data Team*

## Student Records & Privacy

ReNEW Schools takes student data privacy seriously and follows regulations contained in the Family Educational Rights and Privacy Act (FERPA) and Louisiana data privacy laws. Pursuant to ACT 677 and ACT 837, ReNEW Schools posts information regarding the transfer of students' personally identifiable information (PII) to private entities who provide student and other educational services to them.

## Parent Grade Check-In

If a parent or legal guardian ever has any concerns or questions about their child's grades or academic progress you can reach out to your child's teacher or the front office.

# Attendance

Regular attendance at school is a primary factor in student success. We believe that in order for students to succeed, they must attend school and arrive on time. The following section outlines policies and procedures governing attendance.

## Early Release Dates

Throughout the school year, there will be a 2 hour early release for students. All school bus drop off times are exactly two hours earlier from the usual time. The early release dates are the following:

- **Quarter 1:** August 31st & October 5th
- **Quarter 2:** January 25th
- **Quarter 3:** February 16th
- **Quarter 4:** No Early Release due to LEAP testing

## School Start & End Times

<b>Morning Care*</b>	7:00-8:15 am
<b>Morning Carpool Drop-Off</b>	8:15-8:35 am
<b>School Start Time</b>	8:15am
<b>Tardy</b>	8:35am
<b>No Check-Outs Before</b>	10:30am
<b>No Check-Outs After</b>	3:00pm
<b>Afternoon Carpool Pick-Up</b>	4:00- 4:15pm
<b>After School Detention</b>	4:00-5:00pm
<b>Extended Day*</b>	4:00-5:30pm

*\*Only for students who are enrolled in our 21c program*

## Types of Absences

Excused Absences are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses), which are not considered for purposes of truancy. Students with Excused Absences are eligible to make up work and tests and receive credit for work completed on those days. Absences are considered unexcused until the school receives proper documentation of the absence. Absences are excused for the following reasons:

- Personal illness (as verified by a written note from a physician, dentist, or nurse practitioner licensed to practice in Louisiana)
- Death in immediate family (not to exceed one week, as verified by a written note from the parent)

- Natural catastrophe and/or disaster
- Participation in school-approved off-site activity
- Absence for the observance of recognized holidays of the child's own faith (as verified by a written note from a religious official)
- Any other extenuating circumstance as approved by a School Leader

Unexcused Absences are absences that do not meet the requirements set forth in the Excused Absence definitions above. All absences are considered unexcused until documentation of an excuse is provided to the school. Students are required to make up work missed during Unexcused Absences.

Suspensions are absences in which a student may not make up work and may be given failing grades for missed work. The absence is considered when determining whether or not a student may or may not be promoted, but is not considered for purposes of truancy.

## **Procedure for Excusing Absences**

All absences will be considered unexcused until the school receives documentation of extenuating circumstances that merit an excuse from school. It is preferred that the parent/guardian provide written documentation regarding a student's absence directly to the Main Office on the day the student returns to school. Documentation for Excused Absences must be submitted during the Quarter the student was absent. Excuses will not be accepted for a previous Quarter immediately following its Report Card Conference night.

## **Truancy**

Louisiana Revised Statutes 17:221 and 17:233 provide that: "A student shall be considered habitually absent or habitually tardy after the 5th unexcused absence or 5th unexcused tardy within any school semester. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned."

ReNEW reserves the right to refer truant students and their parents to the Office of Child Welfare and Attendance at the Louisiana Department of Education, the NOLA-PS Office of Student Support and Attendance (OSSA), or Families in Need of Services (FINS). These agencies investigate violations of the compulsory attendance laws, and when necessary, provide parents and guardians written notice, either in person or by registered mail, of legal action to be taken and next steps in the adjudication process.

If a student has been absent for 10 days due to medical issues and has a doctor's excuse to miss school, the student shall be referred for review by the School Building Level Committee to determine need for interventions or supportive services if the student has not previously been identified as a student with a disability.

ReNEW will notify the parent/guardian after a student's third Unexcused Absence to request a conference with the parent and student. ReNEW will notify the parent/guardian after a student's fifth Unexcused Absence and/or refer the student to the School Building Level Committee for truancy interventions. ReNEW will notify the



parent/guardian after a student's fifth Unexcused Tardy. Tardiness also includes leaving or checking out of school unexcused prior to the regularly scheduled Dismissal time.

Per OPSB policy, students absent for 15 consecutive schools days may be dropped from the school's roster.

## **Check-Outs from School**

Please remember that students who are not in school are unable to be taught. We request that parents only check students out from school for situations of dire emergency. Doctor and other appointments should be scheduled during any of our many breaks and holidays when students are not in school.

Students who leave school for any reason must be signed out in the Main Office. Students may only be signed out by a person whose name appears on the student registration packet unless the school receives permission in writing by the parent/guardian in advance. Proper picture identification (Driver's License) must be presented.

Students will only be allowed to check-out between the hours of **10:00am-2:00pm**, unless for a reason approved by a School Leader in advance.

## **School Assignments During Absences**

When a student returns to school after an Excused Absence, the student shall have the opportunity to complete missed assignments. Make-up work shall be permitted only when written excuses from parent/guardian have been received in accordance with this policy.

A student who is absent five (5) or more days in any quarterly grading period must make up missed work before the end of the grading period or the student shall receive an incomplete grade. The student can make up work during the next grading period, but if he/she fails to do so, the incomplete grade automatically becomes a failing grade. It shall be the responsibility of the teacher to inform the student of the deadline for any make-up work.

Students missing school as a result of any suspension shall be counted as absent, considered unexcused, and shall be given failing grades for work missed in compliance with State Statute Bulletin #741. If a suspension is modified or reversed through the suspension appeal process, related absences will be excused and the students will receive make-up work for those excused days.

## **Absences & Retention**

Students with more than 15 Unexcused Absences per year may be considered for retention. ReNEW will notify the parent/guardian after a student's tenth Unexcused Absence.

# General School Policies

## Uniform Policy

At Schaumburg, we ask that students come to school everyday with a navy blue polo for PK through 4th graders and an orange polo for 5th-8th graders. All students should wear navy blue pants, navy skirt or plaid skirt. If a student is unable to meet uniform requirements, please reach out to administration. No student should miss school if they do not have a proper uniform. Polos with the Schaumburg logo can be found at Logo Express.

- ❖ Excessive amounts of jewelry are not appropriate for school wear. Hoops and dangling earrings are considered unsafe and must be removed.
- ❖ Hats/Snapbacks of any kind are not allowed. No hats or head coverings may be worn indoors at any time, except those required for religious affiliations. Hair nets, rollers, do rag, scarves, and sweatbands are also not permitted. (Unless it is earned from the School Store)
- ❖ Hoods/Hoodies may not be worn in the building. Students are encouraged to purchase Schaumburg sweatshirts instead.
- ❖ No article of clothing may be worn which displays, depicts, or advertises any controlled substance, including alcohol and tobacco products.
- ❖ Clothing may not depict vulgar language or pictures. Parents should carefully review any sweatshirts or T-shirts before allowing students to wear them to school. No R.I.P. T-SHIRTS/sweatshirts may be worn.
- ❖ No crop top shirts, halter tops, leggings, spaghetti straps, distressed jeans or open toe shoes at all.

## Shoes and Socks

Students are allowed to wear shoes of any color combination. The shoe must cover the entire upper section of the foot to protect against falling objects or spilled liquids. Shoes need to have enclosed toes and heels. Sandals, flip flops, jellies and soft cloth shoes are considered unsafe for school wear and therefore, not allowed to be worn at school. Shoes with wheels are not permitted.

**Socks depicting inappropriate graphic images, Knee length socks, fishnets and stockings are unacceptable.**

## Hats, Headscarves, or Head Wear

Students are not allowed to wear hats, hoodies, headscarves, bandana or other head covering unless it is due to religion or weather purposes. Upon arrival on campus, the student will be asked to remove the garment and a Culture Team Member will keep it in their possession until the end of the day. Any hair accessories that are worn should be uniform colors (Navy Blue, Orange, Gray, white or black).

## Grooming

Parents should encourage students to maintain proper hygiene and appropriate dress (combing hair, brushing teeth, wearing deodorant, taking a bath, and proper uniform) daily. Students should arrive at school groomed and prepared for class.

## Jewelry

- ❖ Boys and girls can wear a plain watch (no sound effects or games). No smart watches.
- ❖ Boys and girls can wear earrings that are a nickel size or smaller. Please no dangling earrings.

Students must remove all other jewelry when prompted by an adult. It is best to keep all expensive jewelry at home. **The school and its employees are not responsible for any lost or stolen jewelry.**

## Dress Down Days

On official dress-down days, students should follow all dress code policies outlined above

<b>Uniform Polo Shirt w/ Logo (always tucked in)</b>	<u>Grades PK-4:</u> Navy Blue w/ School Logo <u>Grades 5-8:</u> Orange w/ School Logo
<b>Uniform Pants</b>	Navy Blue; no cargo pants <b>or</b> Schaumburg Plaid Pants
<b>Uniform Skorts / Jumpers</b>	Schaumburg Plaid <i>*Plaid Skorts and Pants are for PK-8th, Jumpers may only be worn by PK-4th grade students*</i>
<b>Shoes</b>	Closed toe, rubber sole shoes <i>No sandals or open-toed shoes</i>
<b>Undershirts</b>	Solid Color; White, Black, Navy Blue <i>*Can be long-sleeved as long as there is no writing/design*</i>
<b>Sweatshirts/Jackets</b>	Solid Color; Navy Blue, White, Black or Orange <i>*Hoods may not be worn inside the building*</i>

## **Prohibited**

The following items are prohibited from being worn on Schaumburg campus:

- ❖ Sandals, crocs, slippers, slides, and shoes with open toes/back
- ❖ Hats, bandanas, or other head coverings (unless for medical or religious reasons)
- ❖ Earrings larger than a nickel
- ❖ Necklaces with pendants larger than a quarter

***All uniform clothing can be purchased at Uniforms by Logo Express at 3141 Gentilly Boulevard.  
Schiro's School Time Uniforms at 5008 W. Esplanade Ave. in Metairie or at Skobel's School Uniforms 3001  
Clearview Pkwy, Metairie 70006/1742 Stumpf Blvd. Gretna 70056***

## **Backpacks**

ALL students should bring a backpack to school each day. This will help students stay organized and keep track of their important learning materials, supplies, and homework.

## Cell Phone/ Electronic Device Policy

\*\* This policy also applies to iPods, SmartWatches, MP3 players, all electronics, etc. \*\*

Renew Schaumburg Elementary (RSE) policy allows the possession of telecommunications devices by students entering the building, for transportation communication. RSE policy states that the telecommunications device must be turned into the dean upon arrival at the school. Once cell-phones are turned into deans at the beginning of the day, they will be secured in the front office safe, and returned to students before dismissal.

During the school day (defined as being from the time a student arrives on campus each morning until school is dismissed for the day), these devices must be turned off and placed in their homeroom bin immediately. **Cell phones, iPods, SmartWatches, MP3 players, etc. can not be carried at all while on campus during instruction. Not only are these devices a potential distraction to the classroom learning environment, but the technology available makes it possible for students to pose threats or instigate fights through social media. Specific examples include, but are not limited to, photographing fellow students/teachers without consent, cyber bullying, sending copies of tests to other students, and text messaging answers to test questions to other students, which compromise the integrity of our teachers' assessments and grading practices.** Renew Schaumburg Middle's interpretation of the policy has been expanded to include iPods, SmartWatches, MP3 players, and all electronic devices, etc. because so many telecommunications devices combine these features with those of a cell phone.

Students will not need to use a cell phone during the regular school day. In an emergency, our school will immediately assist the student in contacting the proper guardian. **Reasons for school personnel to ask a student to surrender a cell phone, an iPod, MP3 player or other electronic device may be:**

- a) **Because cell phone rang or vibrated (which would mean that the phone was turned on, and in violation of the policy), or**
- b) **Because school personnel saw the cell phone, iPod, SmartWatch, MP3 player, or any other electronic device (which would mean that the device was visible or on the student's person, and in violation of the policy).**
- c) **A report is made that the student has used the device to create or share content that may be deemed as Cyber Bullying or Video Voyeurism.**
- d) **A report has been made by a staff member or student that a phone was not turned in.**

If a student is found to be in violation of the Cell Phone Policy, the device (cell phone, iPod, SmartWatch, MP3 player, etc.) will be confiscated by school personnel. Refusal by a student to surrender the device is not an option. Cell phones, iPods, MP3 players, etc. confiscated as a result of a:

- 1) **First violation:** phone is taken for 5 days and may be returned to the **parent** at the end of 5 school days after school.
- 2) **Second violation:** Will result in the phone being taken for 15 school days and need for the parent/legal guardian to retrieve the device on return date after school.
- 3) **Third violation:** The device will be held for 30 days, regardless of contracts, monthly payments, difficulty of circumstances, etc. **THIS IS NON-NEGOTIABLE.**
- 4) **Refusal to surrender device:** Student will receive 5 consecutive days of In-School Suspension. (Out of School Suspension may occur if students refuse to properly follow ISS expectations)

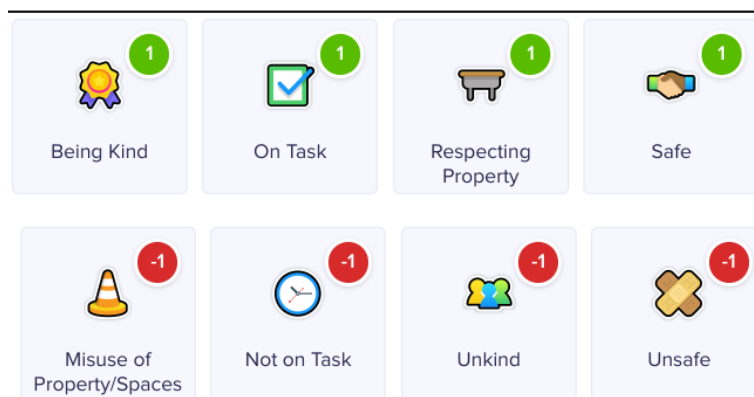
# Behavior Systems

*Over the course of a week, we communicate frequently with a child's parent/guardian about their academic and behavioral performance.*

ClassDojo is a **simple, free mobile app for iOS and Android, and can also be used from a computer at [www.classdojo.com](http://www.classdojo.com)**. This app will be used to keep families connected to the school and create positive classroom communities. Using ClassDojo for communication and classroom management is required by Shaumburg families. Class Dojo rewards students for being safe, respectful and responsible by allotting them points to purchase intangible or tangible rewards at the end of each week. Class Dojo holds students accountable for being safe, respectful, and responsible by deducting points when expectations are not being met. ClassDojo also streamlines communication between the school and parents. The "School Story" feature will share information about whole-school events and reminders with all parents. The "Class Story" feature will share information about classroom-specific events and reminders to parents of students in that classroom. The "Messaging" feature will allow teachers to contact individual parents on a regular basis.

## School Rules:

All of our expectations, rewards, and consequences are a product of our school goals: Sharp Mind, Big Heart, Strong Body and Powerful Soul. All students are expected to meet these expectations throughout the school day. Parents logged onto Class Dojo should check their students' point value daily to see if they are meeting expectations.



## Positive Incentive Systems

*Being part of the Schaumburg community and participating in the daily educational program is the ultimate reward. Additionally, students are rewarded for exhibiting appropriate behavior, with which they can earn public recognition, leadership roles or preferred responsibilities, and participation in field trips and celebrations. Frequent praise, positive phone calls home, and other classroom-based incentives are also used to recognize and reward appropriate behavior.*

### “Student of the Month”

At the end of each month, our teachers select one student from each grade level who has been a role model for their peers and exhibited our Core Values inside and outside of the classroom. The “Student of the Month” recipient receives a *Schaumburg Student of the Month* yard sign for their home and a *Student of the Month* shirt that they are able to wear on any day over the course of the school year.

### Celebration

Either weekly (PK-4) or monthly (5-8), our students have the opportunity to attend Celebration based on meeting certain criteria aligned to their Behavior System. Once a quarter, we have a BIG celebration to recognize students who have met their goals over the course of a grading period!

### Awards Celebration

We will hold quarterly celebrations to honor students' academic achievement. Parents and guardians will be invited to attend. The Celebrations will be held in the Schaumburg Cafeteria at the following dates:

- ❖ **1st Quarter:** Friday, October 15th; 5:00-7:00 pm
- ❖ **2nd Quarter:** Friday, January 14th, 5:00-7:00 pm
- ❖ **3rd Quarter:** Friday, March 18th, 5:00-7:00 pm



# School-Wide Expectations

## **Discipline Systems**

*ReNEW Schools is committed to using positive behavior supports and effective tools, strategies and incentives to ensure a safe and orderly school environment and a caring school culture. In accordance with Louisiana's mandate for the implementation of a School Master Plan for Discipline, school-based Leadership Teams monitor discipline incidents and referrals by month, time, location, student, grade level and type of incident.*

### **Infractions & Corrective Strategies**

Discipline incidents will be classified as Level 1, Level 2, and Level 3 infractions. The tables below identify ReNEW's behavioral expectations, examples of expected behaviors, types of infractions and potential corrective strategies.

In the effort to fully implement Positive Behavior Support and reduce the loss of instructional time due to out-of-school suspension and expulsion, ReNEW utilizes a wide variety of corrective strategies that do not remove children from valuable instructional time when appropriate.

### **Lunch/Recess Academy**

Students can be assigned a Lunch/Recess Academy from their teacher for not meeting school wide Tier 1 expectations. Lunch Academy will be held by the teacher. Teachers will explicitly explain their Tier 1 procedures around lunch academy to ensure student accountability. The teacher will discuss what expectations were not met with the student and allow them to return to the class after eating.

### **After School Detention**

Students can be assigned an After School Detention for committing any school infractions or failing to properly serve an assigned consequence. Families will be notified of the After School Detention during the same school day that the infraction occurred. The After School Detention must be served within two school days, unless rescheduled by a culture team member. Failure to serve an After School Detention will result in additional disciplinary action.(e.g. Parent Conference and additional after school detention days)

During Detention, students will complete a reflection assignment. Once that is turned in and checked by the Detention monitor, students may begin their homework for the following day.

After School Detention is held Tuesday and Thursday and students must be picked up by 5:15pm.

### **Saturday School**

Students can be assigned a Saturday Detention for committing any school infractions or failing to properly serve an assigned consequence. Documentation will be sent home with the student prior to Saturday that the student is scheduled to attend. It will highlight Saturday School is NON- NEGOTIABLE unless their is a death in the immediate family.( Students that miss Saturday school will be required to bring proper documentation to be excused.If proper documentation is not brought in and the student is absent for Saturday School it will result in a 1 day suspension on the following Monday. Parents will be notified by phone call by staff managing Saturday School.)

Saturday Detention is held as needed, on Saturdays from 8am to 11am.



## **In-School & Out-of-School Suspension**

To be determined by the Dean of Scholars and Principal. For all scholars learning while in In School all academic content/services will continue to be provided and will be coordinated by the dean.

## **Suspensions**

A suspension, in which the student is not allowed to attend school for a designated period of time, is a serious and formal corrective strategy a school may take if a student commits a Level 2 or 3 Infraction.

All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion. For Student Code of Conduct Infractions that may warrant a suspension or recommendation for expulsion:

## **Appeal of Suspension**

Any parent/guardian of a suspended student shall have the right to appeal a suspension to ReNEW's Director of Culture or CEO. The Chief of Student Services (or CEO) will conduct a hearing to review the suspension and make a decision based on the merits of the case. This decision shall be final.

## **Expulsions**

Expulsion is defined as "a removal from all regular school settings for a period of not less than one school semester." Schaumburg works to avoid expulsion in all but the most extreme circumstances. Any student, after being suspended for committing an expellable offense, may be expelled upon recommendation by the school leader and approval by the OPSB Hearing Officer. The School Leader may immediately suspend and recommend for expulsion a student who commits any expellable offense. A list of expellable offenses can be found in the Schaumburg Behavior Policy available at the front office.

## **Due Process Procedures for Expulsions**

The School Leader cannot expel a student. The School Leader can recommend a student for expulsion. If a student is recommended for expulsion they will be suspended pending a hearing for a recommendation for expulsion. The student will then have an expulsion hearing, in which the OPSB Student Hearing Office will determine if the recommendation for expulsion is upheld, reversed, or modified. The due process procedures for recommendations for expulsion hearings can be found in the Schaumburg Behavior Policy.

## Schaumburg Culture Team

<b>Rene Gettridge</b>	5th- 8th Grade Dean of School	(504) 442-1848
<b>Cassandra Yost</b>	Pk-4th Grade Dean of School	(504) 355-6374
<b>Bobby Heno</b>	PK-4th Grade	(504) 274-8569
<b>Letress McGhee</b>	PK-4th Grade	(504)
<b>Abriel Sudds</b>	5th-8th Grade	(504) 669-1412
<b>Michelle Bailey</b>	5th-8th Grade	(504) 952-3227

### Civil Rights, Harassment, & Bullying

ReNEW Schools defines bullying as aggressive behavior that involves unwanted, negative or discriminatory action; a pattern of behavior repeated over time, and an imbalance of power. ReNEW does not tolerate derogatory comments and name-calling, social exclusion or isolation, physical aggression, lies and false rumors, extortion and stealing of money and property, or forced acts. ReNEW prohibits the harassment, intimidation and bullying of a student by another student in accordance with Louisiana RS 17-416.13.

*Harassment.* It is expected that no forms of mental, physical, sexual and/or verbal abuse and harassment toward another person will take place. If a student observes an incident involving harassment, it is his/her responsibility to report the incident to a staff member. Anyone reporting an incident has the right to have his/her identity remain anonymous. Students may also report an incident of harassment by writing an anonymous letter to the staff.

*Physical Touch.* Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other. Depending upon the severity, no touch violations can be minor or major violations of the school discipline policy.

*Threats.* It is expected that no student would make threats against individuals, groups, or the school. Threats of any nature will be taken seriously and may be reported to the proper authorities, as required by law. In addition, ReNEW reserves the right to impose a consequence up to and including a recommendation for expulsion from the school when a student has caused a major disruption and emergency situation because of a serious threat.

*Cyber Bullying.* ReNEW students are prohibited from the transmission of any electronic, textual, visual, written or oral communication with the malicious and willful attempt to coerce, abuse, torment, or intimidate a person under the age of 18.

### Discipline for Students with Disabilities

Students with disabilities receive extra legal protections when discipline constitutes a change in placement. If a student violates behavior expectations, before consequences are imposed, the principal/designee must consider whether the student has an IDEA or Section 504 disability; or is a student who is “thought to have a disability.” While all students may be disciplined, the placement of students with disabilities cannot be changed when the

offense is directly related to his/her disability or when the IEP or Section 504 plan is not implemented, *except in the case of emergency and expellable offense circumstances (drugs, weapons, significant bodily injury)*.

ReNEW Schools special education teams are proactive in addressing any behavior and social-emotional concerns of students with disabilities.

After the first suspension the school will:

- ❖ Conduct a Functional Behavior Analysis (FBA).
- ❖ Develop and implement an individual Behavior Intervention Plan (BIP) to address the behavior that resulted in suspension.
- ❖ Conduct a conference with parent/guardian.

After the second suspension, the school will:

- ❖ Reconvene the IEP Team to discuss/review the academic, social, and behavioral needs of the student
- ❖ Conduct a FBA and develop/implement an individual BIP only if the behavior exhibited is a new behavior. If the behavior is a repeated behavior, review/revise the BIP to address the behavior.
- ❖ Discuss, review, and revise the IEP, as needed, to address the behavior resulting in the suspension.

After the removal of a special education student for more than 10 school days (consecutive or cumulative) for disciplinary reasons, the student must be provided with procedural safeguards. This includes a Manifest Determination Review meeting to discuss the student's disability, behavior, implementation of services and determination of placement.

## Enrollment

### Participation in EnrollNOLA System (OneApp)

All ReNEW Schools follow the calendar and policies of the New Orleans Common Application Systems (referred to as OneApp or EnrollNOLA). There are no admissions requirements to attend ReNEW schools (including prior academic performance, prior behavior record, special education status or language spoken). For more information on the Common Application System, please visit [www.enrollnola.org](http://www.enrollnola.org).

## Health & Safety Policies

### COVID-19 Policies

Please refer to Appendix 1 for ReNEW Schools' COVID-19 Policies and protocols

### Immunizations

At the start of each school year the nurse is responsible for review of all vaccination records for entering Kindergarten students, new students and for all updated vaccination records for returning students. The nurse works closely with the State Department of Health, utilizing the Louisiana Immunization Network for Kids

Statewide (LINKS) database. Immunization information is entered into the state immunization database and reports are generated that show which immunizations are due. Parents should update immunization records for students as needed.

## **Medical Information**

At the start of each school year, parents are responsible for submitting a health information form for each child. Students with chronic conditions that require medical treatment or adaptations during the course of the school day may sign a release of medical information form to access medical records. Parents who wish the nurse to administer any treatments or medications (including over the counter medications) must submit a medication administration order form signed by their Louisiana physician. All forms can be retrieved from the school nurse.

## **Illness**

Parents will be contacted immediately for any child who is at school with any of the following symptoms: fever, vomiting, diarrhea, uncontrolled asthma, ringworm, unspecified rashes, pinkeye, head lice, infectious disease, moderate trauma. Children with these symptoms must be picked up within a reasonable amount of time and their return to school will require a physician's release note. Discretion is used to check other students in classes where there is an outbreak. Written notice will be sent home regarding outbreaks.

Students seen by the School Nurse will have an assessment or referral note sent home in their folder. The School Nurse will call parents with health findings and recommendations as needed.

Scrapes and minor bruises will be attended to at school and the child will return to class.

## **Chronic Illness/Allergies**

All students with chronic conditions such as: asthma, allergic reaction, diabetes, respiratory distress, seizure disorder, urinary frequency or incontinence must meet with the School Nurse at the beginning of the school year to discuss a health/emergency care plan which must accompany orders signed by the child's physician for medication or treatment in school. The School Nurse will communicate with the school administrative team as necessary to implement the plan. The Director of Food Services will be notified in writing of any students with food allergies or intolerance. The front office will be notified of students that may present with medical emergencies so that swift intervention may be implemented.

Per ReNEW policy no students may bring items that contain nuts or shellfish of any kind to school.

## **Emergency Procedure/Severe Injury Policy**

A student sustaining severe or life threatening injury or illness at school will be triaged by the School Nurse and transported to an appropriate medical facility. Parents will be notified prior to transfer and the students will be accompanied by trained school personnel if parent is not available immediately. In the event a parent is unavailable to ride in ambulance with child, parent is expected to meet staff at the respective hospitals.

## Student Medication

No medication can be administered or consumed at school unless both a doctor and a parent/guardian have completed the appropriate forms. The school strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the main office. The medication needs to be in the original container with the appropriate prescription label (including the name of the student, the name of the medicine, the date, dosage information, and directions for administering the medication) and the appropriate Student Health Authorization for Administration of Medication Form. ReNEW reserves the right to refuse authorization of medication administration in exceptional circumstances.

We store and administer the medicine in a secure location. Please be aware that the medication cannot travel back and forth to school – once it's given to us for your child's use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school and it should not be placed in their bookbags. Adults should bring the medication to the nurse. For further information on medication or any health related issues please call us.

## Reporting a Child's Illness

If your child is going to miss school because of illness, please call the school as soon as possible. All student absences should be followed up the next day with a note signed by a parent, guardian or doctor. This note should be turned **into the front office or to your child's homeroom teacher**. Please let the school nurse know if there are any medical concerns or special circumstances of which we should be aware.

## Safety Expectations

*Emergency Closings.* At times, emergencies such as severe weather can disrupt school operations. In extreme cases, these circumstances may require the closing of the facility. In the event that such an emergency occurs during school hours, we will post over local radio and/or television stations. We will also post all school closures on the ReNEW website ([www.renewschools.org](http://www.renewschools.org)).

*Fire Drills.* Instructions for Fire Drills are posted in each classroom and schools conduct fire drills on a regular basis.

*Lockdown:* If there is an immediate threat to the school due to an emergency outside of the building, an intruder or threat of violence within the building, school leaders may enact a school-wide lockdown. During this time, parents will not be able to enter the school building and may not be able to contact their child.

# Property Expectations

## School Property Expectations

Students are responsible for respecting and maintaining all school property and equipment. Students are thus expected to keep school property clean and in proper working order. This includes books and other learning

materials that are to remain free of writing or damage while in students' care. If school property or materials are damaged or lost, the student accepts responsibility for paying to repair or replace the items.

## Technology & Internet

Use of the ReNEW Schools computer network and other resources is a privilege that will be extended to individuals who observe the expectations of acceptable use as outlined below. All users are expected to:

- ❖ Use the network for educational purposes only.
- ❖ Use the network in a considerate and polite way at all times, particularly when communicating with others.
- ❖ Use the network for legal purposes only: tampering with the computer hardware or software, unauthorized entry into computers, vandalism or destruction of computer files, and violating of copyright laws are prohibited.
- ❖ Keep passwords and accounts private and respect the privacy of those of others.

## Chromebook Care

At Schaumburg Elementary and Middle School, technology plays an integral role in our educational program. As a community, we do our best to value and keep up with all of our valued resources.

- ❖ Students are assigned a Chromebook number and this is used for all classes.
- ❖ NO food or drink is permitted next to a Chromebook.
- ❖ Chromebooks must remain free of any writing, drawing, stickers, and labels.
- ❖ Chromebooks should be carried with two hands at all times.
- ❖ Misuse of technology will result in suspension of ReNew email and paper based assignments for two weeks.
- ❖ Heavy objects should never be placed on top of a Chromebook.

## Student Searches

In order to maintain the security of all its students, ReNEW Schools reserves the right to conduct searches of students and their property. If searches are conducted, the school will ensure that the privacy of the students is respected. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal, threat to safety or against school rules. If a student brings prohibited food items to campus that are not a part of a nutritious lunch (chips, candy, cold drinks) those items will be confiscated and discarded.

# Transportation Policy

*Students are designated as either Bus Riders, Car Riders, or Walkers, depending on the preference of the parent/guardian. Students are only allowed ONE designation. In an effort to ensure child safety, parents will be unable to change students from one designation to another without prior written authorization delivered in-person to the Main Office.*

## Bus Riders

In the morning, students riding the bus will arrive at school between 8:15-8:30am. Students will enter the building through their designated arrival doors beginning at 8:15am. Staff members will be outside with the buses and at

the arrival doors to greet students. In the afternoon, students will begin Bus Dismissal at 4:00pm, exiting the building through their designated dismissal door.

**The contact phone number for Apple Bus Company is (504) 241-4466.**

Students are ONLY allowed to board the bus to which they are assigned. Students may not go home with other students, even if they are other family members, friends, etc.. Students must be picked-up from and dropped off at the stop to which they are assigned.

## **Car Riders**

Families that opt to bring their child to school must use the Carpool Lane at the horseshoe on Grant Street.

**Students may not be dropped off previous to 8:15 am, and may not be dropped off at the street.** Please use the parking lot for arrival and horseshoe for dismissal. During Carpool, staff members will be stationed to greet students and help them exit vehicles and safely enter the school building. The Carpool Lane is open in the morning for Arrival between 8:15-8:30am, and in the afternoon for Dismissal between 4:00-4:30pm. In the event of a rainy day dismissal, buses

will use the horseshoe, and car riders will need to be picked up at the front office. Please follow all parking lot signs on rainy days.

## **Walkers**

Students who walk to school in the morning will enter the building through their designated arrival door between 8:15-8:30am. If students arrive after 8:30am, they must enter the building through the Main Office to receive a Tardy Slip. Students who walk home from school will be dismissed in the afternoon at 4:00pm through their designated dismissal door.

## **School Bus Expectations & Conduct**

ReNEW Schools provides free transportation to all students who live more than one mile from the school site. Students must comply with ReNEW Schools behavior expectations while traveling on a school bus to and from their homes or school-sponsored activities. If a student commits an infraction covered in the Student and Family Handbook on a school bus or at the school bus stop, the school bus driver/monitor will notify the school leader who will complete an investigation and documentation as needed. Per COVID guidelines all students will be assigned a seat to ride to and from school. Students are also required to wear a mask at all times while aboard the bus. It is important that families talk to their children about maintaining all safety protocols while being transported. Based on the severity of the consequence, the principal's discretion for consequences include regular school-based consequences, as well as bus suspension or extended removals.

If a child is suspended from the bus, RTA bus passes or tokens will be provided. If the child's parent refuses to use RTA in the event of a bus suspension, it is then the parent/guardian's responsibility to ensure that the child gets to school on time. If a student with a disability receives a bus suspension, the school is responsible for offering an alternative form of transportation to and from school.

- ❖ 1st Safety Violation-1 day suspension
- ❖ 2nd Safety Violation-3 day suspension

- ❖ 3rd Safety Violation-5 day suspension
- ❖ 4th Safety Violation-10 day suspension
- ❖ 5th Safety Violation-30 day suspension

## **Pick-Up & Drop-Off Expectations for Families**

Bus times should be viewed as estimates, with a 15-minute window, and not an exact time. Students under 9 years old are not permitted to get off the bus by themselves. If an emergency comes up that prevents an adult from being at the bus stop on time, the adult **MUST** call Apple Bus Company. A parent/guardian is required to be at the bus stop for both pick-up and drop-off.

If Apple Bus Company does not hear from a family and no one is at the stop to meet a student who is under 9 years old, then the student will be brought back to school and a family member will be required to pick-up the student. If the student is not picked up by 5:45pm, and parents have not been in contact with school administrators, then he/she will be taken to the 7th District New Orleans Police Station.

## **Bus Stop/Change Requests**

Each student is provided one, and only one, bus stop that corresponds with the physical address provided in the registration packet. If the parent/guardian wishes the students to be picked up and dropped off to another location, a bus change request must be made in-person at the Main Office. The parent/guardian must fill out an Address Change Form & Bus Change Form & return it in person to the front office. If the family relocates, a bus change request (with the updated address information) must be made.

Schaumburg Elementary and Middle School and Apple Bus Company work together to accommodate family requests whenever possible, but a request does not guarantee that the change will be made. Please do not contact your child's teacher for daily transportation changes. This may result in a child staying after school who usually does not, a child being picked up instead of taking the bus, or an adult not listed on the emergency contact form picking up a child.

Changes may take up to 3-4 days for the transportation change to take effect.

## **Permission to Walk Home**

Permission for students to walk home without the escort of an adult is a sign of increased responsibility. Students in grades 6-8 will be permitted to walk home with their parents' written permission; students in grades K-5 will be permitted to walk home with their older siblings and with their parents' written permission. Written permission forms signed by the student's parents will be kept on file for the school year. It is a parent/guardian's responsibility to inform the school of any changes related to walking home. All students who walk from school to home are expected to follow all school expectations during this transition, as they would be on a school bus. Respect for traffic, other pedestrians, and neighborhood homes and businesses en route to and from home is an important expectation of all students.



# Other School Policies

## School Supplies

Students are required to bring in the identified school supplies for their grade level. Supplies such as pencils, expo markers, kleenex, and hand sanitizer are used as “communal” supplies within the classroom for all students to use. Supplies such as backpacks, headphones, and binders are only used by the student who brought in those items. School Supply Lists are available at the Schaumburg front office, or were distributed with last year’s final report card. School supplies should be sent with students during the first week of school.

## Breakfast/Lunch & Outside Food

Schaumburg Elementary and Middle School offers free breakfast and lunch which is provided by SLA Management. Students may bring a healthy breakfast or lunch if they chose not to eat the school breakfast or lunch. ***Students may not bring any candy, cold drinks or any other food considered to be unhealthy (typically food with sugar content and/or limited nutritional value.) Students who bring these foods will have them taken and not returned. A healthy lunch or breakfast option will be provided by the school.***

## Student Food Accommodations

Students with food allergies or dietary restrictions may request alternative breakfast and lunch options. These options include vegetarian, gluten free or dairy free. To request food service accommodation, please contact the student’s teacher or School Nurse.

## Parent-Teacher Organization

Parent involvement in a child’s education is critical to a child’s success. We encourage family involvement to develop a strong home to school connection. We welcome all parents to participate in our PTO program. You can get involved by reaching out to your child’s teacher, or by signing up during parent orientation.

## Jags Athletic Program

At Schaumburg Elementary and Middle School, we offer the following sports: *Football, Basketball, Softball, Baseball and Soccer*. Additional sports and activities may be added based on student interest. *Note: Students are required to have physicals one week before trying out for school athletics.*

## Extended Day Programming

At Schaumburg Elementary and Middle School, we offer an Extended Day program Monday-Friday from 4:00-5:30 pm. Students who participate in Extended Day must be picked up by a parent/guardian. No busses will run for extended day. Students are served supper, participate in tutoring, and participate in the following activities: *Marching Band, Dance Team, Majorettes, Intramural Sports, Visual Art, Academic Tutoring, Chess Club and others.*

At any point of the school year, students might be asked to join or stay for extended day tutoring based on academic or GPA concerns.

## **School Events**

Over the course of the school year, Schaumburg Elementary and Middle School hosts several events to showcase our students. Please refer to the family calendar at the end of the handbook for dates. Please note that, as COVID guidelines change, rules for gatherings and events will be updated.

## **Visitors**

We encourage parents and family members to have an active role in their child's learning. Due to COVID restrictions, visitors are limited to school personnel and service providers. Once parents/guardians are once again permitted to visit classrooms by district guidelines, approved visitors are welcome to observe classrooms according to the Visitor Policy below, unless students are testing.

- ❖ Visitors to the school must report to the Main Office immediately upon arrival to sign-in using picture identification.
- ❖ Visitors must wear our "Visitor Badge" at all times while they are on campus.
- ❖ Until vaccines are available for all students, all visitors must wear a mask while on school grounds.
- ❖ No materials are to be dispersed on campus without prior approval by the School Leader.
- ❖ No person will be allowed to conduct or attempt to conduct an activity on school premises that has not had prior approval by the School Leader.
- ❖ Classroom observations must be approved by the School Leader.

In some instances, a parent or guardian of a Schaumburg student may be asked to sit with their child in class to support their students' behavior.

## **Volunteers**

Like visitors, volunteers are required to sign-in at the Main Office and sign a form that acknowledges that they understand the policies and volunteer expectations of ReNEW Schools. Volunteers working directly with children require approved Background Checks.

# Renew Schools Calendar

## 2022-2023 ReNEW Schools PK-8 Family Calendar (04.12)

July 2022							August 2022							September 2022							October 2022							Start & End Dates:		School-based Days Off:	
Su	M	Tu	We	Th	Fr	Sa	Su	M	Tu	We	Th	Fr	Sa	Su	M	Tu	We	Th	Fr	Sa	Su	M	Tu	We	Th	Fr	Sa				
					1	2	1	2	3	4	5	6					1	2	3	2	3	4	5	6	7	8	8/04 First Day 1st-8th	7/01-8/03 Summer Break			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15	8/08 First Day PK and K	9/02-9/05 Labor Day		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22	10/05 End of Quarter 1	10/06-10/11 Fall Break		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29	11/08 Election Day	11/21-11/25 Thanksgiving Break		
24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29	30	30	31						3/10 End of Quarter 3	12/19-1/03 Winter Break				
31																										5/18 Last Day of School (PK-8th)	1/16 Martin Luther King Jr. Day				
																										5/19-5/26 Make-up Weather Days	2/17-2/24 Mardi Gras Break				
																										5/30-6/30 Summer Program	3/24 Staff Development Day				
																										9/27-9/28 3-8 Benchmark 1	4/06-4/10 Spring Break				
																										12/08-12/13 3-8 Benchmark 2	5/29 Memorial Day				
																										3/06-3/15 ELPT & LEAP Connect Testing	6/19 Juneteenth Holiday				
																										3/16-3/21 3-8 Benchmark 3	<b>Early Release (2 hours)</b>				
																										4/26-5/02 LEAP Testing, 3rd grade	8/31 Early Release (2 hours)				
																										5/03-5/10 5-8 LEAP Testing, 4th-8th grade	10/05 Early Release (2 hours)				
																											1/25 Early Release (2 hours)				
																											2/16 Early Release (2 hours)				

November 2022							December 2022							January 2023							February 2023											
Su	M	Tu	We	Th	Fr	Sa	Su	M	Tu	We	Th	Fr	Sa	Su	M	Tu	We	Th	Fr	Sa	Su	M	Tu	We	Th	Fr	Sa					
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7					
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14					
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21					
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28					
27	28	29	30				25	26	27	28	29	30	31	29	30	31				26	27	28										

March 2023							April 2023							May 2023							June 2023											
Su	M	Tu	We	Th	Fr	Sa	Su	M	Tu	We	Th	Fr	Sa	Su	M	Tu	We	Th	Fr	Sa	Su	M	Tu	We	Th	Fr	Sa					
1	2	3	4	5	6	7	2	3	4	5	6	7	8	1	2	3	4	5	6	1	2	3	4	5	6	7						
8	9	10	11	12	13	14	9	10	11	12	13	14	15	7	8	9	10	11	12	13	8	9	10	11	12	13	14					
15	16	17	18	19	20	21	16	17	18	19	20	21	22	14	15	16	17	18	19	20	15	16	17	18	19	20	21					
22	23	24	25	26	27	28	23	24	25	26	27	28	29	21	22	23	24	25	26	27	18	19	20	21	22	23	24					
27	28	29	30	31			23	24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29	30	31					