2026-27 High School Student Handbook

THE Willow SCHOOL
NEW ORLEANS

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The Willow School does not discriminate in the rendering of services to, or regarding employment of, individuals because of race, color, religion, sex, gender, age, national origin, disability, veteran status, or any other legally protected basis.

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WELCOME

Parent/Student Agreement

As a student at The Willow School, I agree to the following:

1. I will comply with the Project Pride Rules
    - Be Kind
    - Respect People and Property
    - Be Responsible
    - Do Your Best Work
2. I will read and comply with the Student Handbook and with the policies posted on The Willow School website including the Internet Acceptable Use Policy and the Electronic Communication Policy.
3. I will comply with the Discipline Policy and Dress Code.
4. I will not receive more than 3 suspensions in this school year.
5. I will not exceed state and parish limits for unexcused absences or tardies.
6. I will maintain an average mark of satisfactory or above in behavior/citizenship/work ethic.
7. I will maintain a 2.0 or higher academic average in the core subjects only (ELA, Math, Science, Social Studies, and World Language (if applicable).

Failure to comply with any of the above terms may result in the removal of your child from the school rolls for the 2027 - 2028 school year.

As a parent of a student at The Willow School, I acknowledge that I have read the school handbook and that I fully understand and agree to follow the policies outlined in it and on The Willow School website, including the Internet Acceptable Use Policy, FERPA, and the Electronic Communication Policy.

I understand that The Willow School reserves the right to change policies in this handbook at any time and that these changes will not alter my acknowledgment and agreement. I further agree to refer back to the handbook for guidance on any questions and concerns. I also understand that The Willow School will inform students and parents should any substantial changes be made to the handbook.

Students and parents are required to sign the hard copy sent home in the 1st Day of School packet and return it to their homeroom teacher.

Our Mission

Our mission at The Willow School is to provide a developmentally appropriate learning environment in which high academics, comprehensive arts education, and the celebration of individuality and diversity enable each child to achieve as a learner, a person, and a valuable member of our society.

Project Pride

The Willow School uses a positive discipline program to encourage appropriate behavior. The basic tenets of the program are:

1. Be kind
2. Respect people and property
3. Be responsible
4. Do your best work

Core Values

Students will talk the talk and walk the walk of success by embracing our core values:

Kindness	Respect	Responsibility	Hard Work
Setting an example for what it means to be a citizen in our community.	*Being willing to show consideration and appreciation of others and their belongings.*	*Taking ownership for behavioral choices and actions to create a healthy environment for a learning community.*	*Creating the conditions so that everyone in the learning community can achieve at the best of their ability.*
"walking the walk"	"walking the walk"	"walking the walk"	"walking the walk"
● We compliment others. ● We only say nice things about others, or we say nothing. ● We help others. ● We are compassionate. ● We are generous. ● We do school service and community service. ● We are kind to the earth. We recycle and pick up litter.	● We are courteous. ● We are respectful in regards to what we say to others and in our tone of voice and body language. ● We keep our school clean and beautiful. ● We take care of all school supplies, textbooks and materials. ● We adhere to the dress code and dress appropriately for different activities. ● We move quickly and quietly through the building. ● We are positive members of the learning community.	● We take responsibility for our actions. ● We accept the consequences of our behavior. ● We follow all school rules. ● We get to school and class on time. ● We procure and complete all assignments that were missed when we are absent from school. ● We communicate with our parents and teachers about our academic progress. ● We give all school communications and notices to our parents. ● We honor deadlines. ● We get passes from our teachers when needed.	● We go to class prepared with all needed supplies. ● We turn assignments in by their due date. ● We complete all assignments and show our work. ● We study and take advantage of teacher office hours for extra assistance. ● We stay focused on our work. ● We are active and attentive listeners and participants in all classes. ● We do our part in group projects and group work. ● We ask for help when we don't understand concepts. ● We ask for extra credit assignments to challenge us.

School Hours

The Willow School's hours are from 7:55 a.m. to 3:35 p.m., Monday, Tuesday, Wednesday, and Thursday. On Friday, school hours are from 8:55 a.m. to 3:35 p.m. Students will arrive late on Friday mornings so that staff meetings can be held.

Students may not leave the building before 3:35. Students must cross the street at the corner (either Nashville Street or Joseph Street). Students should not cross Freret Street in front of the building. Parents and others who are in cars to pick up students are urged to do so on the school side of

imagFreret. Students must wait outside the school doors in the morning until the 7:50/8:50 a.m. bell sounds. In the afternoon, students will be asked to wait outside the gates after 15 minutes have passed since dismissal. Students who are participating in the breakfast program are allowed to enter at 7:30 a.m. Breakfast is from 7:35 a.m. until 5 minutes prior to block 1.

Morning Arrival
Students may arrive through the front Freret Street entrance as early as 7:30, but must remain in the yard until 7:50 (8:50 on Friday). Once students are inside the school gate, they may not leave without checking out of school. At 7:50 (8:50 on Friday), the Nashville dance gate, Nashville bicycle gate, and the Joseph gate will open until 8:00 (9:00 on Friday). After 8:00 (9:00 on Friday), all students must enter through the front Freret Street entrance.

Temporary IDs
All students need to wear their Willow-issued ID to school. If needed, a student may get a temporary ID as they enter the school building in the morning. Temporary IDs are available at the Freret Street front entrance. If a student arrives late, IDs will be available in the Wellness Culture Center (WCC).

High School Daily Schedule

Monday, Tuesday, Wednesday, Thursday Schedule REGULAR SCHEDULE		**Friday Schedule ADVISORY SCHEDULE**	
7:50 - 7:55	Arrival	7:50 - 8:55	PD
7:55 - 9:35	Block 1	8:50 - 8:55	Arrival
9:35 - 9:50	Advisory	8:55 - 10:10	Block 1
9:50 - 11:30	Block 2	10:10 - 11:20	Block 2
11:30 - 12:15	Lunch	11:20 - 11:55	Advisory/Assembly
12:15 - 1:55	Block 3	11:55 - 12:30	Advisory/Assembly
1:55 - 3:35	Block 4	12:30 - 1:15	Lunch
		1:15 - 2:25	Block 3
		2:25 - 3:35	Block 4

Supervision
Because adult supervision is not available before 7:30 a.m. or after 3:45 p.m., the school does not assume responsibility for students who arrive before 7:30 a.m. or stay past 3:45 p.m., unless they are involved in a school-supervised or faculty-directed activity. After dismissal, students who are not engaged in supervised activities must vacate the building and premises and must go to the designated area if awaiting a ride (outside of the fence). Students who are not picked up in a timely manner following dismissal or after-school activities will be directed to leave the school campus.

Yearly Forms
Each year you are required to update information regarding your student(s). All forms must be completed and submitted no later than **August 12, 2026**. All of these forms are necessary for either emergency contact, full participation in daily school life, or eligibility for some state programs.

ATTENDANCE

At The Willow School, we believe that regular and punctual attendance is a key factor in the achievement of academic success. Absences cause a loss of continuity in the daily learning process.

Reporting Absences
When a student is absent, the parent should email the attendance clerk at attendance_high@willowschoolnola.org by 8:30 a.m. Please email each day of the absence unless it is clear in the first message that the student will not return for a certain period. When we do not hear from home, an automated email is sent alerting families to the absence.

If a student is absent due to hospitalization, prior to being readmitted to school, a conference must be scheduled with the school nurse or social worker and an administrator. Any specific medical recommendations must be shared with the school at that time.

If a student is out sick for five or more consecutive days, a doctor's note must be presented before the student is readmitted.

Students who miss over five days a semester will be reported to the Student Assistance Team.

Types of Absences

1. Non-exempted, excused absences: Incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note).
    a. Not considered for purposes of truancy.
    b. Student is eligible to make up work and tests.
    c. Counts against the attendance record.
2. Exempted, excused absences: Personal illness with a doctor's note, death in the immediate family, impassable roads due to inclement weather, religious observance and education, quarantine, required court appearances, incarceration, approved field trip, "Student to Work" Day, approved college visits, approved cooperative work programs, military obligations, other reasons as approved by the AABE Board or its designee.
    a. All must have appropriate documentation.
    b. Not considered for purposes of truancy.
    c. Student is eligible to make up work and tests.
    d. Does not count against the attendance record.
    e. There is no need to limit these absences.
3. Unexcused absences: Any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program.
    a. Student is eligible to make up work and tests.
    b. Counts against the attendance record.
4. Suspensions: Non-exempted absences,
    a. Not considered for purposes of truancy.
    b. Student is eligible to make up work and tests.
    c. Counts against the attendance record.

For those students who work in artistic settings, the Child Performer Trust Act requires the employers of those students to provide tutors to students so that they may keep up with their school assignments.

Parents and/or legal guardians shall be notified in writing via email in the case of multiple unexcused absences or unexcused tardiness. Parents are invited to call or set up an appointment. The school will then hold a conference with the student's parent and/or legal guardian after the notification to discuss the absences and/or tardiness.

Procedures for Tardiness
Arriving to school on time ensures the continuity of instruction for all students. Students are tardy to school at 8:00 (9:00 on Friday). School starts promptly at 8:00 (9:00 on Friday). Students who are tardy must obtain a tardy slip and then report to the appropriate class. Tardy students should not be admitted to class without a slip. Students will receive a lunch detention for every 4 unexcused morning tardies. Tardiness to class throughout the day is handled by the classroom teacher. Teachers are directed to refer students with repeated tardiness to the Response To Intervention (RTI) team.

Early Check Out
If a parent/guardian needs an early check out for their student, the parent/guardian can either come to the school prior to 2:45 p.m. or email attendance_high@willowschoolnola.org. The email will include the student's name, the date, and the reason for the early check out.

All students will need to check out through the front office. Any student who fails to check out through the front office will be subject to truancy policy. Students who check out early are subject to the school's absence policy.

No student will be released to anyone but a parent or guardian without parent authorization. Parents and/or emergency adults listed on the emergency information sheet must show a picture ID and sign the student out when removing students prior to the end of the day.

If a student is leaving school early without a parent/guardian picking them up, a parent/guardian must email attendance_high@willowschoolnola.org one hour prior to the check out time and include the student's name, the date, and the reason for the early check out.

Students may not be checked out after 2:45 p.m. on a normal school day. Students will not be checked out by phone calls to the school during the school day.

Attendance Requirements
The State of Louisiana Compulsory Attendance Law mandates the following, "In order to be eligible to receive Carnegie credit for a course, students must be present 94% of the required time." Therefore, a student who misses a class five or more times in one semester for excused absences has missed more than the allowable time and will be required to make up missed instructional time through seat time recovery. Students can use seat time recovery to make up a maximum of five class periods per class during one semester.

The maximum number of student absences per class per year is ten. After ten student absences in one class during one semester, course credit will be lost, and students will have to retake the course.

In order to participate in after school extracurricular activities, including athletics, a student must be physically present in school for 75% on the day of the activity. Students must be physically present on Friday for 75% of the day in order to participate in athletic and club activities over the weekend.

Consecutive Absences Policy
Any student who is absent for more than 15 consecutive school days will be removed from Willow's roster. If the student is leaving for a planned absence, the family is encouraged to contact Willow's Director of Admissions & Enrollment to inform the school of the upcoming withdrawal. If the student would like to return to Willow within the same school year and is eligible to be reactivated under the NOLA-PS policies of voluntary or involuntary reaction, the student will be reenrolled. Course grades, credits, and promotion are determined by a School Assistance Team in collaboration with the school administration per a specified protocol and the Pupil Progression Plan. Promotion and continuous enrollment are not guaranteed. Final promotion decisions rest with the school administration.

The Director of Admissions & Enrollment will guide the family through this process in partnership with the administrative team at the student's campus. The Director of Admissions & Enrollment can be reached at admissions@willowschoolnola.org.

Seat Time Recovery
Seat time recovery is an opportunity for students who are in danger of failing a course(s) due to excessive missed instructional time to recover the time missed in order to meet attendance requirements set forth by the Louisiana Department of Education.

Students will be allowed to make up missed time in scheduled sessions held outside of the regular class time. The make-up sessions must be completed before the end of the current semester. Students eligible to participate in the seat time recovery program will be permitted to recover the time at the discretion of the school social worker.

Students will not be given more than one opportunity per semester for seat time recovery, and no more than 10 hours of seat time can be accrued for any one subject. Students who continue to accumulate excessive absences after participating in seat time recovery, or who accrue more than 10 hours of seat time will fail those courses due to excessive absences and will be referred accordingly to the Student Assistance Team and/or Municipal Court for Truancy.

Louisiana Truancy Law R.S. 17:233
Cases of habitual absence and or tardiness will be referred to juvenile or family court. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by the Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and the teacher have failed to correct the condition after the fifth unexcused absence (third on the block system) or fifth unexcused occurrence of being tardy within any month or a pattern of five absences a month is established.

Note: New Orleans Police enforce the truancy ordinance. Students found in public places during school hours will be detained and dealt with per their policy.

At The Willow School, we believe that regular and punctual attendance is a key factor in the achievement of academic success. Absences cause a loss of continuity in the daily learning process.

Emergency School Closures

In the event of emergency school closures due to hazardous weather conditions, mechanical failures, fires, etc., WWL-AM (870 on the AM dial, 105.3 FM) will broadcast that information on the hour and half-hour beginning at 5:00 a.m. In addition, look for communications from the school.

Certificate of Attendance (Driver's License or State ID)
Please email Ms. Stacey Roberts, assistant to the counselors, with your request and allow 24 hours for processing. The Department of Motor Vehicles (DMV) and Driving School will only accept this form. It is time sensitive and will not be accepted after (3) weeks past the date of the signed form. Once your request is processed, Ms. Roberts will notify you and you can pick up the certificate from her in the main guidance office.

CURRICULUM

For the past several decades, The Willow School has been in the vanguard of innovative and successful educational institutions in Louisiana. The school has implemented cutting-edge reforms in arts-based education, positive discipline programs, the latest neurological development and brain research, a systematic approach to literacy and numeracy instruction, extensive after-school programs, and a collaborative site-based leadership structure.

The Willow School curriculum exceeds the requirements put forth by the Department of Education of the State of Louisiana. The Willow School runs an alternate day (A/B) block schedule with students scheduled into four blocks daily. This allows for a minimum of eight elective credit opportunities with lots of time to delve into new art forms, specialized academic classes, and areas of concentration.

Graduates can complete up to 32 credits over their four years, including the core curriculum, which exceeds the requirements for the TOPS University Diploma, and either an area of concentration or a certificate of artistry. These curricula are outlined below.

Core Curriculum and College Preparatory Sequence Options

Department	Level One	Level Two	Level Three	Level Four
English (4 high school credits required)	English I	English II	English III or AP English Language & Composition	English IV or AP English Literature & Composition
Math (4 high school credits required)	Algebra I or Geometry	Geometry or Algebra II	Algebra II or Pre-Calculus	Pre-Calculus or Calculus or AP Calculus AB or BC or Probability and Statistics
Science (4 high school credits required)	Physics	Chemistry	Biology	AP Physics or AP Chemistry or AP Biology or AP Environmental Science or Environmental Science
Social Studies (4 credits required in high school)*	World Geography or AP Human Geography	World History or AP World History or AP European History or Civics or AP U.S.	U.S. History or AP U.S. History	Civics or AP U.S. Government and Politics or World History or AP World History or AP European History

		Government and Politics		
World Languages (2 consecutive high school credits in the same language required)	French I or Spanish I	French II or Spanish II	French III or Spanish III	French IV or Spanish IV Students who start with French IV or Spanish IV prior to 12th grade are eligible for French V AP or Spanish V AP
Health (.5 credit required)				
Physical Education (1.5 credits required)				
Arts Electives (2 credits required)				

In addition to the core classes above, students must choose:
Certificate of Artistry: (prescribed series of leveled courses in a single art form) Creative Writing, Dance, Theatre, Music (Jazz, Orchestral, Symphonic, Vocal), Visual Arts, Media Arts, Musical Theatre *or* **Area of Concentration:** (four or more electives in a single subject area) Humanities/Communications, Math/Science, Project Lead the Way (Engineering or Biomedical Science), Arts, Grow Your Own (Pre-Teaching)

Tops University Curriculum (*the Opportunity, Performance, and Honors Awards)*
Completion of the TOPS University Curriculum is required for students seeking TOPS scholarships for Louisiana state colleges and universities. This curriculum is included in The Willow School's core curriculum (outlined above). In this way, we ensure that all of our graduates have the potential to qualify for TOPS. This curriculum is outlined below.

UNITS	**COURSES**[1]
ENGLISH	
(1 unit)	English I
(1 unit)	English II
(1 unit)	English III, AP English Language Art and Composition, or IB English III
(1 unit)	English IV, AP English Literature and Composition, or IB English IV
MATH	
(1 unit)	Algebra I
(1 unit)	Geometry
(1 unit)	Algebra II
	(Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence)
(1 unit)	Algebra III; Advanced Math–Functions and Statistics, Advanced Math–Pre-Calculus, Pre-Calculus, or IB Math Methods I; Calculus or AP Calculus AB, or IB Math Methods II; AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL
SCIENCE	
(1 unit)	Biology I
(1 unit)	Chemistry I

(2 units)	Earth Science; Environmental Science; Physical Science; Agriscience I and Agriscience II (one unit combined); Chemistry II, AP Chemistry, or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics II, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II; AP Physics I and AP Physics II, Biology II, AP Biology, or IB Biology II
SOCIAL STUDIES	
(1 unit)	US History, AP US History, or IB US History
(1 unit)	Civics, Government, AP US Government and Politics: Comparative, or AP US Government and Politics: United States
(2 units)	Western Civilization, European History, or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Economics, AP Macroeconomics, or AP Microeconomics
ART	
(1 unit)	Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music I, II, III, and IV; Talented Theater Arts I, II, III, and IV; Speech III and Speech IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; IB Film I; IB Film II; IB Music I; IB Music II; IB Art Design III; IB Art Design IV; IB Theatre I or Drafting; Media Arts I-IV; Photography I, Photography II, or Digital Photography
FOREIGN LANGUAGE	
(2 units)	Foreign Language, both units in the same language, which may include the following: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, and IB Spanish V
TOTAL = 19 Units	

[1] *Advanced Placement (AP) courses with the same name as courses listed in the TOPS Curriculum may be substituted.*

This core curriculum is accurate as of the date of publication and includes courses listed in TOPS statutes and those determined to be equivalent by the Louisiana Board of Regents and BESE.
(800) 259-5626, Ext. 1012
custserv@osfa.la.gov www.osfa.la.gov
P.O. Box 91202, Baton Rouge, LA 70821-9202

Distinctive Programs
As a graduation requirement, all students complete either a Certificate of Artistry (CA) or an Area of Concentration (AC) program. The table below outlines the course requirements for a Willow diploma for CA and AC students respectively.

Core Coursework for All Students
● English-4.0 credits ● Mathematics-4.0 credits

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Science-4.0 credits
Social Studies-4.0 credits
Foreign Language (two consecutive years of the same)-2.0 credits
Health-0.5 credits
Physical Education-1.5 credits
ACT Preparation-1.0

</td></tr>
<tr><td>Certificate of Artistry Pathway</td><td>Area of Concentration Pathway</td></tr>
<tr><td>

Certificate of Artistry Courses-8.0 credits
(1 credit will go towards the PE credit for all dance students who complete Level II)
General Electives-3.0 credits

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Area of Concentration Courses-4.0 credits
Arts Electives-2.0 credits
General Electives-5.0 credits

</td></tr>
<tr><td colspan="2">Total-32 Credits</td></tr>
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⇨ **The Certificate of Artistry (CA)** is available in 12-disciplines: Creative Writing, Dance, Music (Vocal, Jazz, Symphonic, or Orchestral), Musical Theatre, Theatre, Stagecraft, Visual Art, and Media Art. CA is an intensive, four-year program of study during which students acquire concentrated in-depth knowledge and experience in an arts discipline. Curriculum content and course studies are determined for each student based on a placement audition and/or portfolio assessment. Students explore opportunities to freely and fearlessly create, produce, perform, and respond to varied art forms and mediums.

⇨ **The Area of Concentration (AC) Program** focuses students' academic experiences in a specific area of study through a specialized set of elective offerings. Choices include Humanities/Communications, Mathematics/Science, Grow Your Own (Pre-teacher), Project Lead the Way (Biomedical or Engineering), or the Arts.

⇨ **AP Capstone** is a specialized program within our humanities and communications pathway. Students can now participate in the two-year AP Capstone Program, which guides students through critical reflection about their other AP course work through AP Seminar and AP Research. This two-year program complements course-specific study through independent research, interdisciplinary collaboration, and the development of the communication skills necessary for college and career success. Students who earn scores of 3 or higher on the AP Seminar and AP Research exams and on 4 additional AP exams in AP courses they have taken will receive the AP Capstone Diploma.

⇨ **Grow Your Own** is designed to help combat the national teacher shortage by seeking to find great teachers locally, and developing young people to become educators. Students explore two years of education coursework along with experiential learning. Through this program, students go to the Williams Campus to help in elementary classrooms.

⇨ **PLTW Engineering Program** is developed in collaboration with **Project Lead the Way (PLTW)**. The engineering curriculum provides an interactive integration of math, science, engineering, and technology through a series of four-tiered classes: Introduction to Engineering; Principles of Engineering; AP Computer Science Principles; and Engineering Design & Development (EDD). As a capstone project, students in EDD identify a real-world issue and then research, design, and test plausible solutions, ultimately presenting their final projects to a panel of engineers for critique. Students apply the professional skills they have developed to document a design process to

standards aligned with further study in a post-secondary program or career. https://www.pltw.org/our-programs/pltw-engineering

⇨ **PLTW Biomedical Sciences**
The first class, Principles of Biomedical Science, centers on a crime investigation of a fictional person. Students learn about anatomy and physiology in order to determine the cause of death. The second class, Human Body Systems, offers a heavy focus on anatomy as students build a detailed "manikin" in layers, representing each major body system in turn. In the third class, Medical Interventions, students delve into activities like designing a prosthetic arm as they follow the lives of a fictitious family and investigate how to prevent, diagnose, and treat disease. In the final course of the PLTW Biomedical Science sequence, students build on the knowledge and skills gained from previous courses to design innovative solutions for the most pressing health challenges of the 21st century. https://www.pltw.org/our-programs/ pltw-biomedical-science

⇨ **Da Vinci Program**
Named after Leonardo da Vinci, the da Vinci program utilizes our existing framework while challenging students to merge learning across content areas in an interdisciplinary fashion. The da Vinci program will serve to formalize interdisciplinary learning through the arts and acknowledge students who challenge themselves to think critically and creatively across multiple content areas. Students who meet the da Vinci program requirements will earn a special distinction and leave high school with skills and dispositions that are highly desired by post-secondary institutions. To earn the da Vinci distinction, interested students will be required to complete a 4-year arts sequence or 4 arts credits (Certificate of Artistry or electives), 2 years of rigorous coursework in Math/Science or PLTW, one year of rigorous coursework in the humanities, and an interdisciplinary culminating project.

⇨ **Advanced Placement Courses**
Students seeking additional challenges may choose to complete academic coursework for AP credit through identified courses. Students may take AP courses with a departmental recommendation.

Courses offered include English Language, English Literature, Seminar, Research, U.S. Government & Politics, U.S. History, Human Geography, Psychology, World History, European History, Calculus AB, Calculus BC, Computer Science Principles, Studio Art: 2D Design, French Language, Spanish Language, Physics C: Mechanics, Biology, Environmental Science, Music Theory, Microeconomics, and Chemistry.

Freshmen may take one AP course (Human Geography); sophomores up to two AP courses; juniors and seniors up to three AP courses each. On occasion, students may petition to take more than the grade-level limit. All students are expected to take at least one AP course prior to graduating. Students in AP courses are required to take the associated exam, for which there is a fee. Financial assistance is available to those who qualify.

⇨ **Concurrent Enrollment: Willow-Tulane Scholars Program**
In cooperation with Tulane University, qualifying second-semester juniors and seniors may enroll in actual college courses, free of charge, and earn up to 15 full college credits, recorded on a Tulane transcript. This and other programs through Tulane will allow The Willow School students to gain experiences on a college campus with The Willow School support, all part of our college transition program. Qualified second-semester juniors are able to enroll in Tulane course work during the afternoon and evenings, outside of The Willow School's schedule. For seniors, Tulane courses are

scheduled as part of their regular high school academic schedule. Seniors who elect to enroll in Tulane courses must be prepared to take at least one course during each of the fall and spring semesters of their twelfth-grade year. Students interested in taking Tulane courses must have a cumulative academic grade point average of 3.70, score at the 85th percentile on the PSAT or 26 on the ACT, and receive the endorsement of administration.

Community Service

The state of Louisiana offers a *Community Service Diploma Endorsement* for students completing 80 service hours by graduation. These service hours are also a graduation requirement for a Willow School Diploma. Students perform community service hours according to the following schedule:

- Freshman Year-10 hours
- Sophomore Year-20 hours
- Junior Year-25 hours
- Senior Year-25 hours

In general, students arrange for their own community service, however, the counseling office has information regarding approved service opportunities. Also, volunteer opportunities are included in the daily announcements. All service hours must be approved and signed by an adult supervisor through forms available in the counseling office. Students are strongly encouraged to submit documentation of service hours as they complete them.

Field Trips

We believe that experiences outside of the classroom offer unique opportunities for deep learning. Therefore, we schedule field trips periodically throughout the school year. Academic enrichment, class trips and community service often take place away from school. Written parental permission (and possibly fees for transportation and admission) and student insurance is required for any student to take part in such activities. Students are responsible for making up any missed work as a result of a field trip.

⇨**Medical Documentation for Field Trips**

Students requiring medication administration, medical accommodations, or health-related services during a school- sponsored field trip must have all required medical documentation submitted to the school nurse no later than seven (7) calendar days before the scheduled departure date. Failure to provide required documentation within the established timeline may result in the school's inability to safely accommodate the student's medical needs and may affect the student's eligibility to participate in the field trip.

⇨**Field Trip Participation**

School sponsored field trips are privileges. Students assigned disciplinary action for behavioral violations may be subject to a participation review. If the principal determines that the student's behavior presents significant concerns, the student may be prohibited from attending the trip.

ASSESSMENT AND GRADING

The Willow School follows our Pupil Progression Plan (PPP). Among other policies, the PPP outlines percentage values used to determine letter grades, the required weight of exams in calculating course grades, guidelines for earning Carnegie units, and criteria for promotion between grades. The PPP can be found under Forms and Downloads on the school's website. Willow-specific assessment and grading policies are outlined below.

Grading Scale
Individual grades and averages are expressed as letter grades. The final grade at the end of the year in each subject is the average of the four-quarter letter grades for the entire year. Please note that if a student fails the final quarter, they fail the course for the year. In the event a student fails a course due to failing the fourth quarter he/she will be allowed to present their case to the SBLC/SATeam through a due process hearing.

Letter Grade	Percentage Equivalents	Quality Points	Quality Point Average
A (Outstanding)	90-100	4	3.5 – 4.0
B (Good)	80-89	3	2.5 – 3.49
C (Satisfactory)	70-79	2	1.5 – 2.49
D (Below average)	60-69	1	1.0 – 1.49
F (Failure)	59 or below	0	0 - 0.99
I (Incomplete)			

Calculation of Grade Point Averages (GPA)
The Willow School calculates cumulative GPAs by averaging quality points earned in courses completed. Willow weights quality points based on the rigor of the course selection with differentiated weights for honors and AP classes. Report card grades earned for honors courses are weighted by a factor of 1.10 when cumulative grade point averages are computed. Report card grades earned for Advanced Placement courses are weighted by a factor of 1.12. In addition, the Board of Regents and the Board of Elementary and Secondary Education (BESE) calculate a different weighted GPA for TOPS. According to TOPS calculations, students earn up to 5.0 quality points for their grades in advanced placement classes and some honors classes. TOPS policy regarding weighted calculations for GPAs can be found at http://www.osfa.la.gov/MainSitePDFs/TOPS_Q_and_A.pdf and https://www.osfa.la.gov/MainSitePDFs/ TOPSCoursesApproved5Scale.pdf. The comparison of these weighting systems is outlined below.

LETTER GRADE	UNWEIGHTED VALUES FOR NON-HONORS AND NON-AP COURSES	WEIGHT VALUES FOR GIFTED/HONORS COURSES	WEIGHT VALUES FOR AP COURSES	TOPS WEIGHTS FOR AP COURSES AND DESIGNATED HONORS CLASSES
A	4.0	4.40	4.48	5.0
B	3.0	3.30	3.36	4.0
C	2.0	2.20	2.24	3.0
D	1.0	1.10	1.12	2.0

F	0	0	0	0

Homework
At the beginning of the school year, homework policy guidelines are communicated by the classroom teacher. In order for students to get the most benefit from their assignments and their classes, their work must be completed in a timely and honest manner. In this way, late work and academic dishonesty hinder the process of assessment and feedback. In turn, work submitted late or completed in violation of our Code of Conduct is graded according to the policies outlined in the expectations section below. The State Library of Louisiana offers online homework assistance at https://www.tutor.com/homeworklouisiana/learn-more/.

Quarterly Examinations
Students are required to take quarterly exams for each course during regularly scheduled examination periods. Quarterly exams are calculated as 25% of the quarter grade. Students who fail to report for quarterly exams at the scheduled time will receive an F for the exam grade. A change of examination dates can be arranged only with the permission of the Administration.

End of Course (EOC) Tests
Before graduation students must pass three End-of-Course (EOC) Tests in the following categories to earn a standard diploma: (a) English I, English II; (b) Algebra I or Geometry; and (c) Biology or U.S History or Civics. For students with disabilities who have passed two of the three required EOC Tests and have exhausted all opportunities available through the end of the 12th grade to pass the remaining required EOC Test, that EOC Test may be waived by the State Superintendent of Education if the Department of Education determines the student's disability significantly impacts his/her ability to pass the EOC Test. As such, student performance on EOCs is calculated as 20% of their final grade.

Course Credit
In order to pass a half-year course, a student must earn at least one quality point (D or higher) for that semester. In order to pass a full-year course, the average of all four quarters must be at least one quality point (D or higher). However, a student who fails the last quarter will fail the course for the year regardless of previous quarters' grades.

Incomplete Grades
Incomplete grades indicate that required work has not been completed. An "I" on the report card becomes a failing grade if the work is not completed within a satisfactory time period, which is determined by the Principal.

Summer School
Any student who makes retention but has received a failing grade for a core course must make up the coursework in an approved credit recovery program, which takes place during the month of June at The Willow School. Students must take a credit recovery course for the same course they failed unless otherwise approved by the administration. Students can take no more than two credit recovery courses per year. Any student who fails to make up required credit recovery coursework may not be considered for readmission to The Willow School for the upcoming academic school year.

Requirements for Retention
The academic requirement for retention, as agreed to in the Student-Parent Contract, is an overall academic core GPA of 2.0. Academic GPA is computed by the following core subjects: English, math, social studies, science, and foreign language. For retention purposes, core academic subject grades will not be weighted. Failure to satisfy the terms of retention or probation may result in the removal of your child from the school rolls for the next school year. Behavior and conduct-related requirements for retention are outlined in the expectations section below.

Standardized Tests (PSAT, ACT, and AP)
All students take the PSAT and ACT, two nationally normed standardized tests that assess students' readiness for performing at a college level. Students take the PSAT in the fall of their 9th, 10th, and 11th-grade years and the ACT in the spring of their 10th and 11th-grade year. Additionally, all students taking AP classes are required to take subject-specific AP tests in May of the year they are taking an AP course. Students refusing to take AP exams will not be allowed to take AP courses the following year.

Teachers, counselors, and administrators use data from these tests to track student progress and evaluate school curricula and programs. Students use performance scores on these tests to apply for college, qualify for scholarships, and potentially earn advanced credit for college. In addition, the Louisiana Department of Education uses ACT and AP performance data as a part of their school accountability measures for determining school performance scores.

Students can directly benefit from taking the PSAT as it determines qualification for National Merit Scholarships and helps indicate the potential for success in various Advanced Placement courses. The ACT is one of two main college entrance exams. Willow enrolls all 11th graders in an ACT Preparation class. This course provides formal study and practice for students in preparation for the ACT in the spring of their 11th-grade year. (Students may be exempted from ACT Prep with an ACT score of 28 or higher.) On the designated date, indicated on the school calendar, students take this ACT for free within the school day. Students are also encouraged to seek additional opportunities to take the ACT outside of the school day. Details regarding dates, registration, and cost for the ACT can be found at http://www.act.org/content/act/en/products-and-services/the-act.html.

See the support services section below for more details regarding college counseling and the process for submitting scores on standardized tests to prospective colleges.

Late Work Policy
This policy defines consequences for late work as well as support offered to students for submitting work on time. The policy aims to:

- Increase the amount of work students submit on time.
- Improve the quality of instruction by encouraging students to come to class prepared.
- Facilitate the development of students' time management and organizational skills.

⇨ **Consequences for late work**
The high school has a school-wide major assignments late work policy and department-specific policies for minor assignments. Teachers will clarify the specific category and value of assessments when they are assigned.

⇨ **Major or culminating assignments (school-wide policy)**
These larger assignments are more definitive opportunities for students to demonstrate mastery of skills and content. Major assignments are due at the beginning of class or at a time designated by the teacher. Work not completed by this time is considered late. Major assignments submitted late will receive a letter grade penalty for each school day they are not turned in. For example, a paper due on Monday that is turned in on Friday can earn no higher than 60%.

⇨ **Minor or daily assignments (department-specific policies)**
These smaller assessments are considered practice. They are used by students to show their progress and by teachers to provide ongoing feedback for improvement. Homework policies for minor assignments vary from department to department. Department-specific late work policies must be stated and clearly explained on course syllabi.

⇨ **Academic Work Missed**
Students are responsible for communicating with teachers prior to planned absences and as soon as possible for unplanned absences regarding missed school work. These consequences do not apply to students with excused absences, who are allowed to submit work or complete assessments for up to full credit within 5 school days after an absence. Missing assessments due to unexcused absences are handled according to the above late work policies. Participation in school-sponsored activities does not constitute an excused absence. Unless students make specific agreements with teachers in advance of school-sponsored activities the original due date stands and the above policies apply. These consequences also do not apply to students receiving accommodations. These students will submit work within the time frames documented in their IEPs and 504 plans.

⇨ **Supports**
The spirit of this late work policy is to support students' growth rather than to punish their development. Therefore, teachers are expected to provide extensive support for all students in planning and decision-making around homework. These supports include but are not limited to:

⇨ **Explicit instruction of time management skills**
Teachers should reserve some instructional time for discussing not only upcoming assessments, but also organizational expectations (ie. using a planner), study skills (ie. appropriate approach to and amount of time spent on various assessments), and strategies for getting support (ie. office hours).

⇨ **Prior notice of major assessments**
Given that the policy aims to promote students' development of time management skills, teachers are expected to give students at least two weeks prior notice for major assessments. This should be done verbally in class and posted electronically.

⇨ **Effective communication and formal supports**
Teachers are expected to post grades bi-weekly and to communicate consistently with students and parents in response to late work difficulties. Students and parents should have a plan in place for improving timeliness by mid-quarter progress reports at the latest. Teachers will organize age-appropriate formal support for struggling students such as scaffolding due dates, mandatory office hours, consistent communication with coaches and parents, and, if necessary, referring students for SAT planning meetings.

RECOGNITION OF STUDENT ACHIEVEMENT

The Willow School strives to celebrate student success in all areas of their high school experience. The examples below are some, but not all, of the special recognition used to highlight the ways in which our students live our mission, vision, and values.

Commencement Exercises

Our commencement ceremony takes place at UNO Lakefront Arena on the University of New Orleans campus (6801 Franklin Avenue, New Orleans) on the date indicated on the school calendar. Participation in graduation exercises is a privilege that must be earned by each student. In order to participate in the graduation ceremony, as well as any activities related to graduation, students must successfully complete all coursework, service hours, maintain an acceptable discipline record, and be in good standing with the school. All indebtedness to the school must be cleared in order for a senior to be considered in good standing.

Honors bestowed at graduation for superior scholastic achievements are as follows:

Summa Cum Laude: 4.0 cumulative GPA
Magna Cum Laude: 3.80-3.99 cumulative GPA
Cum Laude: 3.50-3.79 cumulative GPA

Willow Scholars

This is the highest academic honor awarded to Willow students.
The Willow Scholars Program recognizes students who have taken the opportunity to maximize the academic rigor and opportunities available to them while at The Willow School.
Beginning in the eighth grade, potential Willow Scholars complete prerequisite Carnegie unit courses that lay the foundation for more rigorous high school work. Potential Scholars continue this foundational work by participating and/or enrolling in a cluster of Advanced Placement courses in multiple disciplines as well as in a variety of the following programs: Certificate of Artistry, PLTW Engineering or Biomedical Science Program, AP Capstone Program, Tulane Concurrent Enrollment, daVinci Distinction, Seal of Biliteracy, and the Grow Your Own Pre-Teacher Program.
While taking advantage of the rigor and multiple programs offered at The Willow School, potential Willow Scholars maintain exceptional cumulative GPAs and achieve outstanding standardized test scores (ACT required for the distinction). (*For example, in a given year, selected scholars will likely have earned a minimum cumulative GPA of 3.8 and a standardized test score at or above the 85th percentile.)*
Lastly, but perhaps most importantly, potential Willow scholars embody our school's core values of Kindness, Respect, Responsibility and Hard Work.

Students are nominated and invited to formally apply for acceptance into the Willow Scholars Program in the winter of their senior year. If selected, this group of students is recognized as Willow Scholars, receiving the school's highest honor, a Diploma with Distinction.

National Honor Society (NHS)

The Willow School hosts a chapter of the NHS, a national organization whose members exemplify achievement in scholarship, character, leadership, and service. Listed below are the two sections of

The Willow School Honor Society Bylaws which describe membership requirements and the selection process for our chapter:

⇨ **Article II: Membership**

- Section 1: Membership in this chapter is an honor bestowed upon a student. Selection for membership is by a vote of the Faculty Council and is based on outstanding scholarship, service, leadership, and character. Once selected, members have the responsibility to continue to demonstrate these qualities.
    - Student membership may be revoked in cases of extreme deviance or disregard for the pillars of outstanding scholarship, service, leadership, and character.
- Section 2. Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation; graduate members have no vote. Candidates become members at the completion of the induction ceremony.
- Section 3. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester in this school.
- Section 4. Candidates eligible for election to this chapter must be members of the junior or senior class. To be eligible to apply, students must have a minimum cumulative grade point average of 3.65, calculated from unweighted academic courses only. Students who are eligible scholastically shall be notified and invited via student email to complete a Candidate Form for further consideration for selection.
- Section 5. An NHS member who transfers from another school and brings a letter from the former principal to the new school adviser shall be automatically accepted as a member in the new school's chapter. Similarly, an active NHS member who transfers from The Willow High School will be given a letter indicating the status of his/her membership and signed by the principal or adviser. Transfer members must meet the new chapter's standards within one semester in order to retain membership. Transfer members may be recognized during the next Induction Ceremony.
- Section 6. The description of the selection procedure shall be published on the school's website and be available to all students and parents of the school. The selection process shall be determined by the administration and chapter adviser, governed by the Faculty Advisory Council, and shall be consistent with the rules and regulations of the NHS.

⇨ **Article III: Selection**

- Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, ex-officio member of the Faculty Council.
- Section 2. The selection of active members shall be held once a year during the first semester of the year.
- Section 3. Prior to the final selection, the following shall occur:
    - a. Students' academic records shall be reviewed to determine scholastic eligibility.
    - Any offense type 2 or above will render the student ineligible for NHS.
    - b. All students who are eligible scholastically, (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration.
    - c. (The candidate form will be supplemented by an essay, two letters of recommendations from teachers and/or other requirements deemed necessary by the Faculty Council)
    - d. The Faculty Council shall review the Candidate Forms and other relevant evaluations and other relevant information to determine those who fully meet the selection criteria for membership.

Special Recognitions (Homecoming Court, Prom Court, Student Government Association, Baccalaureate Speaker, etc.)
Students at Willow have the opportunity to nominate and, in some cases, elect their peers in celebration of their accomplishments. In the case of homecoming court, members are selected by a faculty committee based on student nominations. Students nominate their peers based on their representation of Willow's core values (Project Pride). In the case of prom court, 12th graders nominate and vote directly for their representatives. In the case of Student Government, students campaign toward grade-level and school-wide elections for the right to represent their peers. In all of these cases of recognition, students must be in good standing with the Wellness Culture Center (WCC) and have a minimum cumulative grade point average of 2.0.

EXTRACURRICULAR ACTIVITIES

The Willow School strives to educate the whole student through exposure to experiences beyond the academic classroom. In the interest of supporting a balanced approach to high school, Willow offers a variety of opportunities for academic, sports, and arts enrichment in the form of extracurricular activities.

Clubs
The clubs currently available include:

AAPI Student Union
Artists and Entrepreneurs
Badminton Club
Be Real
Black Student Union
Card games club
Cars & Motorsports Club
Chess Club
Club of the Nerds
Computer Science Club
Confidence Club
Crochet Club
Darts Club
Film Club
French Club
Frisbee Golf Club
German Language and Culture Club
Guitar Club

Health and Fitness
HLSU (Hispanic Latino Student Union)
HOSA*
Improv Club
Intersectional Feminism club
Jewish Culture Club (JCC)
Key Club
Library Club
Lion's Culinary Club
Lionettes
Mancala Club
Metal Club
Music Production
Operation Smile Club
Order of the Book Worms
Physics and Math
Pickleball Club
Poetry Out Loud Team

Pride Robotics
Publications Club
Red Cross Club
Rubik's Cube Club
SAGA (Sexuality and Gender Alliance)
Science Olympiad team
Sketchbook Club
Spanish Club
Speech and Debate
Sports Media
Students for Environmental Action Club or SEA Club
Studies of Interactive Media
Tabletop Club
Tanoshi Club
The Friday Show
Willow Tutoring Club
Young life

Students interested in forming a new club must get approval for the club through the club charter application available through the Student Government Association (SGA). Club applications must be

approved by the principal. Also, all clubs must be supervised by a designated faculty advisor. Note: Student Government officers and club leaders must abide by the student code of conduct. Violations may result in removal from office.

Posting Signs and Flyers
All signs and flyers (elections, clubs, etc) must be approved by the administration or SGA sponsor. Signs or flyers may be posted on doors with clear tape or bulletin boards with staples/push pins. Do not use tape on bulletin boards. Do not post signs or flyers on walls. After your event is complete, you are responsible for removing your signs and flyers.

School Dances
Dances are semi-formal events. Attendees may either wear slacks and a collared, button-down shirt; or, a dress or dress-like outfit. If wearing slacks and a shirt, a coat and tie are also required. All attire must provide continuous coverage from torso to mid-thigh. Open-backed dresses or similar outfits are permitted. All fabric must be opaque and cannot contain slits or cut-outs that disrupt continuous coverage of torso to mid thigh. Guests are required to follow the same dress code as The Willow School students. Students not following dress code will not be allowed into the dance and no refund will be issued.

Students and guests may not bring bags into a school dance. The only exception would be a 10” by 8” clear tote or smaller. For prom, students attending the school sponsored after party only, may bring an alternative pair of shoes. Bags are subject to search upon entry. If prohibited items are found, parents will be asked to pick up students and disciplinary action may be taken.

There is a “lock-in” period for all school dances. “Lock-in” begins upon arrival. No student will be admitted after the first hour has passed and no student may leave until the beginning of the last hour of the dance. A student who arrives after the first hour will not be admitted and his/her parents will be called. Any exceptions to the “lock-in” policy must be approved in advance by the Principal.

School Performances
The Willow School encourages all students to attend the wide range of student performances throughout the year (competitions, concerts, stage performances, etc.). These are an essential part of the Willow community. Please see the school calendar for dates of events and details about etiquette during school performances in the expectations section below.

Athletics
Participation in sports provides students with an outlet for physical activity as well as a chance to build team skills and character. In order to participate in athletics, students must maintain a minimum overall GPA of 2.0, and must also have a behavior grade of satisfactory in each class. Excessive office referrals and/or suspensions will result in dismissal from the team until all requirements are met.

⇨ **Team Selection**
Teams are selected through a tryout process by the coaching staff and athletic director. Students are required to attend practices and games as scheduled. Students will be dismissed from the team if there are excessive absences and/or tardies for practices or games.

⇨ **Athletic Fees**
We offer athletics on the high school level at a reasonable cost. The table below outlines costs depending on the sport. If your child is selected for a team, full or half payment must be made at the

beginning of the season and the remaining balance paid by the middle of the season. If a parent is experiencing economic hardship, they should contact the business office at 504-324-7315 to discuss a payment plan.

High School Sports @ $200.00 per sport	
Basketball Boys (Winter) Basketball Girls (Winter) Football (Fall) Soccer Boys (Winter) Soccer Girls (Winter) Volleyball (Fall) Golf (Spring)	Baseball (Spring) Cross Country (Fall) Swimming (Fall) Softball (Spring) Tennis (Spring) Track & Field (Spring) Cheerleading (Fall & Winter)

⇨ **Other Athletics Policies**

- **Uniform maintenance**
  Uniforms are to be washed in cold water on a gentle cycle and hung to dry. Please do not put it in the dryer. Parents and students are responsible for returning the uniform in good condition. If the uniform is returned damaged or becomes lost or stolen, there will be a fee assessed to replace the uniform.
- **Transportation**
  Transportation to all games is included in the cost. The location of the game will determine whether a round trip or drop-off is provided. This information will be available in advance, so prior arrangements can be made.
- **Student Physicals**
  Willow has a third-party contract to provide physicals for all of our student-athletes each August. Parents/guardians reserve the right to provide their child's physical with their own primary physician.
- **Insurance**
  All students must have student insurance coverage through The Willow School. This coverage is for all school-related activities.

⇨ **Athletic Events**

The Willow School also encourages all students to support their peers at home and away competitions throughout the school year. These are an essential part of our community. Please see the school calendar for dates of games and details about etiquette during athletic events in the expectations section below.

Extracurricular Eligibility Policy

⇨ **Extracurricular Probation**

At the end of each quarter marking period, those students who are carrying below a 2.0 core grade point average (English, Math, Social Studies, Science, World Language, PLTW) will be placed on extracurricular probation for the next half of the quarter. Their parents, teachers, coaches, advisors and counselors will be notified. During the probationary period (half of the following quarter), students on probation will be strongly encouraged to seek extra help (office hours, tutoring, etc). A guide for students on probation will be provided with the probationary notification. Being placed on probation will not exclude students from participating in extracurricular activities and/or interscholastic sports.

⇨ **Extracurricular Ineligibility**

At the end of the following ½ quarter probationary period, students who have been placed on probation and who continue to have a Core Grade Point Average below 2.0 will be declared ineligible for all extracurricular activities and interscholastic sports for the remainder of the quarter. Grades for all students on probation will be pulled at the midpoint of the quarter for review. Parents, teachers, coaches, advisors and counselors will be notified. Extracurriculars include practices, rehearsals, games, performances, and school trips.

⇨ **Extracurricular Reinstatement**

- At the end of the next ½ quarter period, if the student's core GPA is at or above 2.0, the student will be taken off the ineligible list and permitted to participate in extracurricular activities and interscholastic sports. If his or her average remains below 2.0, the ineligible period would be extended another ½ quarter. (Note: It would be possible, however, for a student to be taken off the ineligible list and be placed back on probation, depending on the student's body of work and the decision of the probationary committee.)
- A student will be allowed to appeal his/her ineligibility status to the Appeals Committee if the student feels he/she has had serious extenuating circumstances which warrant a review.

⇨ **Following School Year**

- The grades students receive at the end of the school year will determine their probationary/eligibility status at the start of the following school year. A student's eligibility will be determined by their 4th quarter grades. If applicable, summer school grades will be used to determine eligibility for the first five weeks of school.
- If you are on academic probation at the beginning of a school year, then you begin the school year on extracurricular probation.
- The academic eligibility policy will continue to be reviewed and modified as deemed necessary.

SUPPORT SERVICES

The Willow School offers the following services in order to support all students in their academic, social, and emotional needs.

Guidance Counseling

The main focus of the guidance counseling staff is to promote and improve student achievement. Willow guidance counselors use student data and standards in academic, career and personal/social development to promote and enhance the learning process for all students. By collaboration with teachers, administrators and parents, guidance counselors strive to ensure equitable access to opportunities and a rigorous curriculum to its students, so that all may participate fully in the educational process.

College Counseling

The College Counseling staff works carefully with students and families in developing individualized plans for pursuing acceptances and scholarships for post-secondary education. In addition to facilitating the logistics of college and financial aid applications, the counseling staff helps students in planning their high school experience around their post-high school goals. This process begins in 9th and 10th grades through interest surveys, informal conferences, and sharing of general information. Formal counseling begins the junior year through group guidance in classrooms on the specifics of the college admission process, including standardized testing, college representative school visits,

SCOIR orientation, and off-grounds campus visits. The College Guidance link on the school website has a wealth of information for students and parents on topics such as current standardized testing schedules, writing college essays, student and parent questionnaires, and scholarship and financial aid opportunities.

College counseling efforts focus on identifying appropriate and realistic college choices, and counselors work to find school options that provide a "good fit and match" for each student based on their aspirations, academic successes, and extra-curricular engagement. Attendance at a good college preparatory school alone does not guarantee college admission; rather, admission is based on how successfully students have used their secondary school experience. Major factors in candidate selection include a student's overall secondary school record, SAT or ACT and SAT Subject Test scores, the school's recommendation, intellectual interests, artistic talent, extracurricular participation, evidence of leadership, personal interview, character and personality.

⇨ **College Visits**
Students are encouraged to begin visiting colleges early in their high school years, using vacation periods and family trips as good opportunities. By the beginning of the junior year, students should be giving serious thought to college selection and should be planning college visitations for Mardi Gras, Spring Break, or for the summer before the senior year. College visits are absolutely critical to the success of the student's search and are, without question, one of the most important components of the college admission process. The Willow School grants two excused absence days each semester for college visits for second-semester juniors and seniors. A written note, signed by parents, must be on file with the attendance clerk at least a week in advance of the scheduled visit in order for the absence to be considered excused. Notes submitted after the visit will not be excused.

⇨ **College Admissions Representative Visits**
Each fall, colleges send admission representatives to high schools across the country as a way of sharing information and recruiting future students. Willow welcomes dozens of school representatives each year. Juniors and seniors are encouraged to visit with these representatives and in order to do so must complete an excused absence form available in the College Counseling office at least a day in advance of a scheduled visit. Teacher-signed permission slips must be presented to the College Counseling staff at the time of the visit. Teachers are the gatekeepers and have the right to refuse permission to be absent from their classes.

⇨ **Transcripts and Supporting Documentation for College and Scholarship Applications**
In accordance with the Privacy Act, transcripts and student records can only be released at the written request of a student or graduate, or the parent or guardian of a student or graduate. Transcript Release Forms, which are available in the Freret Street campus main office, must be completed before The Willow School will send out any official records or transcripts. Requests for records or transcripts will not be accepted via phone, fax or email. Requests for transcripts should be made at least three weeks in advance of a school or scholarship program's printed deadline.

The College Counseling office will prepare free of charge up to ten packets of transcripts, senior year mid-term grades, The Willow School Profile, and when appropriate, letters of recommendation for submission to colleges, universities and scholarship programs. All requests for additional packets to colleges and universities beyond the limit of ten will incur a $25.00 processing fee. Graduates may request official transcripts to be sent at a charge of $5.00 each. At no time are official records or transcripts given directly to students, graduates, parents or guardians. Unofficial transcripts may be requested at no charge through the College Counseling office.

⇨ Submitting Standardized Test Scores to Colleges

It is the student's responsibility to submit all official SAT and/or ACT scores to the colleges, universities, and scholarship programs to which they've submitted applications. When taking these tests throughout the academic year, students have the option to include their scores sent to up to four schools and/or scholarship programs as part of the test registration fee. If this option is not chosen, students must request additional scores sent by visiting www.collegeboard.com or www.act.org, and clicking "additional scores". Students should be prepared to pay an additional fee when choosing this option for the submission of score reports.

⇨ Disclosure of Conduct Records

As a member of the National Association of College Admission Counselors, NACAC, The Willow School will, when requested on the institution's application, report student conduct records – including, but not limited to, serious disciplinary violations, probation, off-campus suspensions, and dismissals, both before and after a student submits an application for admission.

Support for Learning Differences

⇨ Support and Appraisal Services

The support and appraisal resource personnel work with parents, classroom teachers and resource teachers in the evaluation procedure for special education referrals. Willow's academic program is designed to address the needs of those students who have been evaluated and identified as either academically gifted, talented, or students in need of additional help. A list of criteria for eligibility and an explanation of the evaluation process are available at the school.

⇨ Resource Program

Willow's academic program is designed to address the needs of those students who have been evaluated and identified as either academically gifted or students in need of additional help. A list of criteria for eligibility and an explanation of the evaluation process are available at the school.

⇨ English as a Second Language

Students from many foreign countries are enrolled at The Willow School. Those that are not fluent in English are eligible for special instruction and emotional support to help them adjust to a new language and culture. The ESL teacher works with these children in a resource setting. Willow's Limited English Proficient Parents Communication and English Language Learners policy can be found on the school's website and here.

⇨ Speech Therapist

Students in need of speech therapy can be referred for evaluation. Each student in the program meets with a therapist on a regular basis.

⇨ Response to Intervention (RTI)

RTI is a method of intervention which contributes to more meaningful identification of learning and behavioral problems, improves instructional quality, provides all students with the best opportunities to succeed in school, and assists with the identification of learning disabilities and other disabilities.

Positive Behavior Interventions and Supports (PBIS) is a framework/approach for assisting the school in adopting and organizing evidence-based behavioral interventions that enhance academic and social behavior outcomes for all students. The PBIS system is a part of our RTI process. PBIS supports the success of all students. The high school has implemented steps that promote school success, teach skills to make good choices, and prevent risky behaviors.

The Willow School's Behavioral Health Services policy may be found here.

Support for Social-Emotional Well-Being

⇨ **Social Worker**
The school, parent, or student can request the services of the social worker when needed. The social worker promotes and enhances the overall academic mission by providing services that strengthen home/school/community partnerships and alleviate barriers to learning. The social worker implements needed interventions and provides appropriate referrals.

⇨ **School Nurse**
The school nurse is available on a limited basis to address student health concerns. Immunization records are monitored regularly. Any chronic health problems should be reported to the nurse through the school office. The Willow School's Student Health Services Policy can be found on the school's website or here.

⇨ **Child Abuse Reporting**
All teachers, counselors, coaches, aides, and administrators who know or suspect that a child under the age of 18 is or has been the victim of child abuse must report this information to the child protective agency immediately in accordance with the Louisiana Child Abuse or Neglect Reporting Law (L.S.A., RS 14:403). Child abuse is not restricted to physical injuries. The following matters must be reported: physical injuries; an indication of child neglect such as failure to provide food, clothing, or shelter, even when there is no physical injury; and indication of sexual abuse, sexual assault, or child molestation. If you are concerned that someone under the age of 18 is being abused, call the Child Protection Hotline,
855-4LA-KIDS (855-452-5437) toll-free 24 hours a day, 365 days a year.

Library
The Willow School has a full-time librarian to help students maximize student use of the library and to assist students and teachers with curriculum-oriented activities. The library is open from 7:50 a.m. – 4:00 p.m. (Monday - Thursday) and from 9:00 a.m. – 4:00 p.m. (Friday). Individual students may visit the library before school, or after school, or during the day with a pass from a teacher. The librarian maintains a flexible schedule to maximize use of the library. Parents are invited to visit and/or use materials from the library. The librarian collaborates with all teachers to ensure that research assignments may be successfully completed in the library. Students may check out books for two weeks. Books may be renewed. Students may not take out more books until overdue books are returned. Reference books such as encyclopedias and magazines are available for use in the library but may not be checked out. Any student damaging or losing a book will be required to pay for the book. The librarian will provide logins and passwords for the school e-reference book collection, as well as for several online databases. These may be accessed from school or home computers.

FAMILY ENGAGEMENT

Parent and guardian involvement in the education of their children is an essential factor in their success. We encourage families to stay informed and to get involved. Below are the main access points for information available to families.

Willow Website (willowschoolnola.org)
The school website is a central location for general school information that parents and students should review regularly. The website also provides direct access through links to school calendars, contact information, forms, teacher websites, Powerschool, the High School Newsletter, the school newspaper, and other useful information.

Announcements
Daily announcements regarding school events, student accomplishments, and other aspects of life at The Willow School are announced over the intercom during advisory; slideshows with announcements are also shown concurrently during advisory . The High School Newsletter is shared with families weekly. Students can make school-related announcements through the daily announcements, pending approval by the leadership team. Requests for announcements should be placed in the box in the front office.

Telephone Procedure
Parents are asked to leave messages for students only in cases of emergency and to make after-school arrangements in advance whenever possible. Students cannot use the office telephones except in cases of emergency with a pass from a teacher and permission of the office personnel.

Powerschool
Powerschool is an important communication tool. Parents and students are expected to log on to Powerschool to access student information. Usernames will be distributed at the beginning of the school year.

Teachers will update grades and classroom information every other week. Parents and students are expected to review this information regularly. Formal progress reports are shared in the same way through Powerschool halfway through each quarter. Parents will be prompted to check for the bi-weekly updates and quarterly progress reports through our announcements.

Report Cards
Report cards are issued electronically each quarter.

Visitor Policy
Persons visiting campus during school hours must first go to the security desk to sign in and obtain a visitor's pass. Upon leaving the school, the visitor must return to the security desk to sign out and return the pass. All conferences with teachers should be pre-arranged; an appointment is required.

Progress Report Conferences
Formal opportunities for parent-teacher conferences occur two times each year midway through 1st and 2nd Quarter. Families are contacted for 3rd and 4th quarter conferences as needed. Please see the school calendar for these dates. At other times during the year, parents may request a conference with their child's teacher during his/her teacher's planning period by emailing the teacher or calling the office (504-304-3960) and leaving a message along with a return phone number.

Requests for Records
Current students are not charged for the first official record issued and mailed; all subsequent official records and transcript requests will be prepared and mailed at a cost of $1.00 per page. Checks or money orders should be made out to The Willow School. Cash will not be accepted.

Privacy and Confidentiality Laws
Willow policies regarding the privacy and confidentiality of information about children, including educational records, comply with state and federal law. The major federal laws are FERPA (Family Educational Rights and Privacy Act) and, for students with disabilities, IDEA (Individuals with Disabilities Education Act). The FERPA law is posted on the school's website http://willowschoolnola.org/forms-downloads/.

Louisiana Act 837 declares that all personally identifiable information of students is protected under state and federal privacy laws. Personally identifiable information is defined as "(a) Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date and place of birth, mother's maiden name, or biometric records; (b) Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information; and (c) Two or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person. The privacy policy can be found on the school's website and here.

Examples of the types of services that require the use of personally identifiable information include, but are not limited to:

- publication of annual yearbooks
- photography services for school pictures or school publications
- publications in periodicals of the honor roll or other student achievements
- publication of graduation programs
- information for the purchase of class rings
- creation of sports programs
- bus routing and transportation services
- Internet and Wi-Fi access

In order to comply with these laws, The Willow School and its faculty are not permitted to share information about students and include students in the above-mentioned communications and programs unless their parents sign and submit the following permission documents to The Willow School:

- FERPA Form (submitted at registration)
- STS Consent Form (for TOPS)(submitted at registration)

These forms can be found on the school website.
This permission remains intact throughout students' enrollment in The Willow School. Parents reserve the right to withdraw their permission at any time by re-submitting these forms to the front office.

Parent Teacher Student Association (PTSA)

Parents are one of The Willow School's great strengths and are involved throughout the school on a daily basis. Some parents volunteer their time, others donate money, and many contribute both. The PTSA helps create a vibrant community beyond academics and the classroom. Through volunteering, community building, and fundraising, the PTSA enhances and supports the Willow program. Fundraising is a vital function of the PTSA, but it is not all that we do. We assist the school in many ways: parent work days, help in the classroom/tutoring, office help, room parents, tech support, etc.

- **Who is a member of the PTSA?** Every current parent and teacher affiliated with The Willow School is automatically a member.
- **How do I get involved?** Attend PTSA meetings; sign up to work on various fundraising activities such as the annual Crawfish Boil, or volunteer in the classroom.
- **Where does my donation go?** Money raised by the PTSA built the playground and the Goldring Performing Arts Center at Willow St. and supported the renovation of the Freret Street Black Box Theatre and Joseph Street lunch terrace.

Because of our diverse community, we have many families who bring energy and creativity to our school. With help from our parents, new fundraising and volunteering ideas are brainstormed and old ideas refined to constantly improve success. Stay tuned for ways to get involved - We look forward to 100% participation.

State law requires schools to have background checks on file (renewed every year) as well as documentation of completed training on Mandated Reporting (completed every year) for all volunteers.

Please note: these requirements must be renewed each school year.

Adults may not attend field trips, help out in the classroom or at events such as Block Party, work booths at the Crawfish Boil or the concession stand, etc., until they have fulfilled these requirements. Click here for more info.

Parental Complaints, Concerns and Appeals Procedures

The Willow School's faculty, staff, and governance board share a commitment to the same accountability that we ask of our parents and students. We will address concerns promptly and fairly. A parent may present a complaint, concern, or appeal to a decision through the process outlined below. Please be aware that the school has special procedures for presenting complaints in areas such as discipline and special education.

- If a concern arises from a school situation, parents/guardians should first discuss it with the teacher or staff member(s) most directly involved.

- If the parents/guardians believe that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with an Assistant Principal. The Assistant Principal will review all supporting documents and attempt to reach a resolution.

- If the parents/guardians believe that the situation has not been resolved, concerns should be taken to the Principal who will review all supporting documents and work with all parties involved to come to a resolution.

- If the parents/guardians believe that the situation still has not been resolved, a written request for an appeal must be brought to the CEO or Designee as the final arbiter of the matter. The CEO or Designee will ensure that the previous steps have been completed and, if so, proceed to investigate the matter. The CEO or Designee will record the complaint and/or appeal and will address any concerns regarding any action or inaction taken by the school administration as soon as administratively feasible.

- After receiving written notice from the CEO after the conclusion of the CEO's investigation, if the parents/ guardians believe that their matter has still not been properly addressed, they may submit a written appeal to the President of The Willow School's Board of Directors. The President of The Willow School Board will appoint a hearing committee, which shall include the Board President or Designee, the CEO or Designee, and a member of the Accountability Committee to investigate the complaint and resolve it as soon as administratively feasible. Following the completion of the committee's review, the parents/guardians will be notified of the committee's decision.

EXPECTATIONS

Student Conduct

It is important to remember that though we are each a valued individual, we are individuals within a community and our actions and non-actions affect others. Appropriate school decorum is behavior that allows others to work towards being a scholar, artist, athlete, and leader in a safe environment without causing harm to another community member.

This means it is never appropriate to:

- Physically or verbally assault, bully (including cyberbullying), threaten or harass a member of the Willow community
- Vandalize, steal or misuse community property
- Undermine the value of community-wide events and gatherings
- Litter

Students are expected to exercise appropriate decorum at all times, particularly during the school day, during school-sponsored events, and on the way to and from school and school events. While on campus, at school-related events, and traveling to and from school, students shall at all times be respectful and cooperative to all others in the school community. While off-campus, a student shall conduct himself/herself in a manner consistent with his/her status as a member of The Willow School community. Participation in extracurricular activities will be contingent on behavior inside and outside of school. Those decisions will be made by the school leadership team.

Restroom Occupancy

To ensure student safety, privacy, and appropriate restroom use, only one individual may occupy a restroom stall at any time. Students may not share stalls, congregate within stalls, or permit others to enter an occupied stall for any reason. If a student is in distress or in the need of medical assistance that is in a restroom

immediately notify the office or any member of the WCC. All instances will be investigated and reviewed by the Administration.

Faculty Restrooms

Faculty restrooms located in the building are designated for adult use only. The only exceptions will be for students with written administrative permission. The faculty restrooms are located on the first floor outside of the cafeteria, and on the second, third, and fourth floor next to the elevator.

Microwave Usage During Lunch

Students are allotted 45 minutes for lunch each day, and The Willow School recognizes that many students bring lunch from home. To better accommodate this, we have ordered additional microwaves to help speed up the heating process. Please note that microwaves are only available for student use during the designated lunch period. In the event that a student has office hours or a scheduled meeting with guidance, it is the responsibility of the student first to nourish the body, not doing so may hinder academic focus. Keeping an open line of communication with the teacher or counselor will ensure that students have time to eat and attend office hours/meetings.

Elevator Pass Guidelines

To obtain an elevator pass on campus, students are required to provide appropriate documentation. This may include a doctor's note or other official paperwork verifying the need for elevator access due to a medical condition or mobility issue. The documentation helps ensure that passes are issued fairly and to those who genuinely need them.

In cases where a student's medical documentation indicates a need for assistance due to limited mobility, one additional person may be permitted to accompany them when using the elevator. This ensures the student receives the necessary support while maintaining proper use of elevator access on campus. When students receive an elevator pass, they need to review safety procedures on how to vacate the building during a drill and/or during an emergency.

Etiquette During School Performances

The Willow School encourages students to follow our Project Pride core values at all whether or not they take place within the school. We ask the community to support our performers in a positive and respectful manner.

At performances students are expected to:

- Give their full attention to the performance.
- Show their appreciation and encouragement.
- Respect both performers and the audience.
- Enjoy the show.

Etiquette During Athletic Events

The Willow School encourages and promotes good sporting conduct by student-athletes, coaches and spectators. We request your cooperation by supporting all participants and officials in a positive, fan-friendly manner. Improper behavior undermines the work of others in our community. The following guidelines are designed to provide members of the community with guidance on how they can both enjoy and support athletics. The following guidelines apply to all Willow scrimmages and games on our campus and elsewhere when we are the visiting team.

At sporting events students are expected to:

- Respect officials' decisions.
- Support teams in every manner possible, including cheers and signs.
- Respect other fans, coaches and participants.
- Use no profanity at games.
- Are gracious in victory and demonstrate dignity in defeat.
- Have fun.

The Willow School students scream, shout, jump, laugh and cry with and for our teams at appropriate times. At the same time, we keep in mind that there is a fine line between having a good time and ruining the good time of those around us. Failure to show good sporting conduct may result in disciplinary action, including exclusion from future events.

Dress Code

Rationale: The dress code below is written to be in compliance with federal and state regulations. The dress code acknowledges that students are at school to learn, preserves students' right to individuality and freedom of expression, and will be enforced in an equitable manner that maintains a safe learning environment.

Students Must Wear:

- A **top**, such as a shirt, blouse, sweatshirt, or tank top, that covers the front, back, and sides of the torso with opaque material. Any top that exposes the shoulders must have straps.
- A **bottom**, such as pants, skirt, or shorts, that covers with opaque material to mid-thigh.
- The **top** and **bottom** must together provide continuous coverage of the torso, including midriffs, when standing upright with arms at the side.
- **Shoes** with backs.[1]
- Current school-issued **Willow ID** with Willow lanyard.[2]

Students May Wear:

- Sweatpants, leggings, or other athletic clothing that meets the above coverage requirements.
- Head coverings & accessories that do not obstruct the face.
- PPE (such as face masks) for personal health reasons.
- Willow gym shorts & gym shirt or other school-issued athletic clothing during gym, on game days, or during athletic events.
- Dance leotard & tights as needed during dance instruction or other arts instruction.

Students May Not Wear:

[1] Shoes without backs are a safety concern for students of all ages.

[2] Students must wear IDs at all times to maintain building security and safety.

- Clothing that depicts any of the following: violent language or images; images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same; hate speech[3], profanity, pornography; or images and/or language that create a hostile or intimidating environment.
- Pajamas or slippers.
- Shoes with heels or platforms higher than 2".[4]
- Clothing that exposes undergarments.
- Brimmed hats, raised hoods, or sunglasses inside the school building.[5]
- Clothing that drags on the ground.
- Clothing with rips or tears that disrupts the continuous coverage expectation laid out in the **must wear** section.

Prohibition of Racial Slurs

The use of racial slurs, ethnic slurs, discriminatory language, or derogatory comments is prohibited. Such conduct may constitute discrimination, harassment, bullying, intimidation, hostile-environment behavior, or substantial disruption of the educational process and shall result in disciplinary intervention.

⇨**Explicit Prohibition**

The use of the N-word, whether spoken, written, sung, texted, posted online, quoted, or directed towards another person, is prohibited.

Dating Violence Policy

Click here for policy.

Discipline

Willow's discipline program encourages cooperation between home and school. Parents are responsible for their child's behavior. Parents are strongly encouraged to make sure their children know and understand the school rules. Parent-teacher cooperation results in the best possible learning environment for all children.

All staff members shall enforce these expectations consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

⇨ **General Procedures**

Class I behaviors will be handled at the classroom and team levels, with support from the office. These offenses may result in a teacher-student conference, time-out from class, before-school detention, lunch detention and/or after-school detention. Repeated Class I behaviors may result in a suspension. Class II & III behaviors will be handled by the office. These serious offenses may result

[3] Hate speech is defined as any form of expression, including but not limited to words, images, and symbols, through which speakers intend to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin

[4] Shoes higher than 2" are a safety concern for students as they move throughout the building.

[5] Students may not obstruct their faces, eyes, or ears with hats or other coverings, unless for health concerns as laid out in the "May Wear" section.

in suspension or expulsion. Severe and/or repeated behavioral issues may result in a referral to the school social worker and/or to the Student Assistance Team. These categories are outlined below.

⇨ **Class I Behaviors**

- Distraction of other students in class
- Minor disruptions in class
- Unexcused absences/tardiness
- Inappropriate public display of affection
- Repeated failure to bring classroom materials or other required materials to class
- Violating the dress code
- Teasing/being unkind
- Consuming food or drink without teacher approval
- Gum chewing
- Disrespect/disobedience (Extreme cases are referred to the office)
- Misuse of locker privilege
- Inappropriate behavior in the cafeteria, at morning meeting, special performances/assemblies, or fire drills and any emergencies
- Not following cell phone policy

⇨ **Class II Behaviors**

- Repeated violations of Class I behaviors
- Cheating/plagiarism
- Skipping class
- Harassment, intimidation and bullying
- Leaving the school campus without permission
- Intentional disrespect for authority/willful disobedience/persistent disobedience
- Use of profane/obscene language
- Inappropriate touching or advances with sexual overtones
- Fighting
- Theft (stealing) or extortion of an amount of money less than $100, or an object valued at less than $100.00
- Possession of stolen property
- Occupation of restroom stall with another student(s)
- Use of faculty restroom without explicit permission
- Using or possessing tobacco products, vaping paraphernalia, matches or lighters
- Trespassing
- Vandalism
- Battery (without bodily injury) on another student
- Assault (verbal threats) to any employee
- Any other offenses which are similar to Class II behaviors

⇨ **Class III Behaviors**

- Fourth suspension
- Third fight
- Battery with bodily injury
- Possession, use, concealment, or transmittal of illegal drugs or alcohol or drug/alcohol paraphernalia at school or school-related activities
- Arson
- Theft (stealing) or extortion of property valued at $100.00 or more

- Burglary of school property (unauthorized entering of any building with the intent to commit theft or damages)
- Possession, use, transmittal, or concealment of firearms/guns (whether operable or inoperable, loaded or unloaded)
- Possession, use, transmittal, or concealment of a knife (or similar object) or the use of any object or substance to harm, frighten or intimidate others
- Bomb threats/setting off fire alarm
- Sexual harassment, rape or sexual intercourse on school grounds or at school-related activities
- Any other offenses which are similar to Class III behaviors

⇨ **Student Hearing Office**

The Student Hearing Office (SHO) is a part of the Enrollment Transitions team within EnrollNOLA. The Student Hearing Office is a city-wide unified student discipline system comprehensively serving nearly 40,000 New Orleans students. The Student Hearing Office:

- Conducts all student disciplinary conferences and expulsion hearings
- Oversees the student disciplinary conferences and expulsion hearings for students receiving special education services and 504 accommodations. This includes reviewing Manifestation Determination Reviews (MDRs) to ensure the disciplinary request is compliant with federal and state law.
- Coordinates appeal requests
- Screens and places students who seek to enroll in an Orleans Parish public school as a result of an expulsion from a school located in another parish or from a private school
- Screens all safety-based Hardship Transfers and transfer requests related to bullying and fighting; Provides conflict resolution meetings, training opportunities, resources and other support to students, parents/guardians, schools, and community partners
- In collaboration with the Youth Opportunity Center (YOC), coordinates the enrollment screening and placement of students returning to education post-incarceration in out of parish facilities and the Orleans Parish Justice Center (formerly Orleans Parish Prison)
- Conducts accountability protocol to address enrollment violations related to Student Hearing Office policy.

For more information related to Student Hearing Office procedures, please see the following link: **Student Hearing Office Manual**

ISS Procedures

1. Notification and Assignment
    - A student is assigned ISS by the Safety & Culture Coordinator following a behavioral infraction. The assignment to ISS is under the discretion of Safety & Culture Coordinator in conjunction with the administration pending the totality of circumstances.
    - Parents/guardians are notified of the ISS assignment, including the reason and duration.
2. Arrival and Check-In
    - On the day(s) of ISS, the student reports directly to the WCC to check in with the Safety & Culture Coordinator.

    - Attendance is taken, and personal electronics must be turned off and turned per school policy.
3. Expectations Overview
    - The ISS supervisor reviews behavior expectations, the daily schedule, and consequences for non-compliance.
    - Students are reminded that ISS is a structured, silent, and work-focused environment. The student will remain separate from the general student population for the duration of the ISS.
4. Academic Work Collection and Completion
    - Teachers are notified and provide assignments for the student to complete during ISS.
    - The student works independently on these assignments with support available as needed from the ISS supervisor.
5. Breaks and Lunch
    - Scheduled restroom breaks and a supervised lunch period are provided.
    - Students eat lunch in the ISS room and are not allowed to interact with peers during the day.
6. Monitoring and Behavior Tracking
    - The ISS supervisor monitors student behavior and work completion throughout the day.
    - A behavior log may be kept and submitted to administration at the end of the day.
7. End-of-Day Review and Dismissal
    - Before dismissal, the supervisor reviews the student's behavior and academic progress.
    - Completed work is returned to teachers for grading.
8. Reintegration
    - The student meets briefly with an administrator or counselor (as needed) before returning to regular classes.
    - A reflection form or follow-up conversation may be required to support behavior improvement.

Prohibition Against Bullying

The Willow School believes that all students have a right to a safe and healthy school environment and that we have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. Willow's Bullying and Hazing Policy can be found on the school's website.

Prohibiting bullying is also included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.

- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the Chief Executive Officer.
- The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

⇨ **Procedures for Intervening in Bullying**

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

- All staff, students, and their parents will have access to the policy prohibiting bullying at the beginning of the school year.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses or experiences bullying is encouraged to report the incident to a school official.
- Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff members orally or in writing.

⇨ **Steps in Response to Reported Bullying**

1. **Investigation**

Upon receipt of any report of bullying, the school will direct a timely investigation of the incident. 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. **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.

⇨ **Consequences for Bullying**

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action 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

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.

Drug Policy

The Willow School considers alcohol/drug use a serious threat to the well-being of the individual student and to the entire school community. In addition, there is a deep concern for the health of each individual student. The Willow School seeks to achieve a balance between non-disciplinary and disciplinary response for the ultimate good of the entire student body.

At school, clear expectations and rules that apply to both alcohol and substance use are communicated through the discipline policy in the section above and through a school climate that encourages non-use. Abuse of these rules results in a strong, appropriate disciplinary response. The Willow School also recognizes that alcohol and drug use/abuse is a treatable health problem. Therefore, an appropriate intervention system is in place to address the needs of the student.

Possession, use, concealment, or transmission of illegal drugs or alcohol or being under the influence of drugs or alcohol at school or at school-related activities will result in a recommendation for suspension and possibly expulsion, according to OPSB policy. Engaging in activities at school that lead to possession, transmittal or use outside of school may result in a recommendation for expulsion (examples include, but are not limited to: conversations, text messages, notes). Any reference to drug or alcohol activities posted online that refer to possession, transmittal or use at school or school-related events may result in a recommendation for expulsion. Failure to cooperate with the principal or the Wellness Culture Center (WCC) in the investigation concerning possible possession, use, transmittal of alcohol or drugs or any illegal substance may result in a recommendation for expulsion (this includes but is not limited to searches of book bags, personal possessions, lockers, and automobiles). The police will be contacted. A hearing with the hearing officer will be held within 10 school days of the recommendation for expulsion. Students may not attend school between the recommendation for expulsion and the hearing. If the expulsion is upheld at the Hearing, the hearing officer may elect to offer to place the student on a probationary plan that mandates compliance with all school rules and participation in a substance education/treatment program through school-approved community agencies. The program entails drug and alcohol testing. Parents will sign consent for release of information and the School Social Worker will facilitate referrals and will monitor participation and attendance. Parents may appeal the decision from the hearing to the

Advocates for Arts-Based Education Board. The appeal must be submitted in writing within five calendar days after the expulsion hearing. The parent or legal guardian may further appeal the Board's decision to the Civil District Court.

If there is evidence of alcohol/drug use/abuse, the school may begin a health intervention. The student will be recommended to a school-approved community agency for assessment and a treatment program. The student will be expected to cooperate with the agency and complete the treatment program.

If the school receives a report of drug/alcohol use outside of school, the situation will be referred to the School Social Worker. Both the parent and student will be contacted. If necessary, the student will be referred to a school-approved agency for a health intervention. There will be no disciplinary action taken if the suspected activity occurred outside of school hours and off school grounds/activity.

Personal and School Property

⇨ **Expensive Items**
Students are cautioned not to bring large amounts of money or expensive items, such as jewelry, cameras, watches, electronics, etc. to school. Students, not the school, are responsible for their personal items. Inappropriate items will be confiscated.

⇨ **Forgotten Items**
Items for students are accepted in the office for students to pick up at the end of the day.The office assumes no responsibility for items. Parents are not allowed to bring items to a classroom or homeroom.

⇨ **Lost and Found**
Lost and found items will be placed in the lost and found box in the cafeteria. Students are required to have their names in all of their clothing, books, and personal items. Items not claimed will, periodically throughout the school year and at the end of the school year, be donated to charity. Due to large amounts of unclaimed property in the gym/PE area, items not claimed within two weeks will be donated to charity.

⇨ **Lockers**
All lockers provided for student use by the school are school property. The use of lockers is gratuitously provided for the convenience of students. Each student is responsible for the contents, orderliness and care of this assigned locker. The school will not be liable for any losses that the student may incur. Students may use their assigned lockers at the beginning and end of dance classes, at the beginning and end of P.E. classes and during after-school sports practices. The school reserves the right to enter by any means and to inspect any or all lockers at any time. Students may only use locks purchased through The Willow School. The Willow School is not responsible for items lost or stolen due to the failure of the student to properly secure his/her possessions.

⇨ **Textbooks**
Students are responsible for taking care of their textbooks Students will be required to cover the cost for replacing any lost or damaged textbook. The cost for replacing any lost or damaged textbooks is communicated in course syllabi.

Technology - Electronic Devices
Students will be held accountable for the responsible use of all electronic equipment in accordance with school rules and expectations. Students must sign and adhere to the Internet Acceptable Use Policy. The use of the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action including possible cancellation of those privileges and other disciplinary consequences (one example of inappropriate use - cyberbullying).
All staff members shall enforce these expectations consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

⇨ **Note: Cyberbullying** is the transmission of any electronic textual, visual, written, or oral communication with the intent to coerce, abuse, torment, intimidate, harass, embarrass, or cause emotional distress to a person; or harassment, intimidation, or bullying of a student on school property by another student or harassment, intimidation, or bullying of a student while off school property by another student using such means when the action(s) are intended to have an effect on the student when the student is on school property in that it creates an intimidating, threatening, or abusive educational environment. The Willow School's policy on anti-cyberbullying can be found on the school's website and here.

Cell phones and Other Electronic Devices
In June of 2024, Louisiana revised statute 17:239 (A) was amended to include Act 313 below:

> Effective beginning with the 2024-2025 school year and thereafter, no student shall possess, on his person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day…A violation of the provisions of Subsection A of this Section may be grounds for disciplinary action by the school system, including but not limited to suspension from school.

In compliance with Louisiana law and in the interest of supporting a focused learning environment, the use of cell phones, smart watches and headphones/earbuds by students is not allowed during instructional time.
Instructional time includes classroom time, all advisory periods, library time, study hall and support classes. Electronic devices are also prohibited on ALL class field trips. Students must place their devices in the designated pockets at the beginning of each class, and the devices must remain there until the class is dismissed. Placing a fake or 'burner' device in the storage pocket is considered a policy violation. Headphones/earbuds should be removed when entering the building and not worn during transition times, as this presents a safety concern. Headphones/earbuds may only be used during class time with the teacher's approval. If headphones/earbuds are approved for use by the teacher, they may NOT be connected to phones or other prohibited devices in the storage pockets. This would also be considered a policy violation.

iPads, tablets and smart glasses
Beginning in August of 2026, tablet computers, iPads and smart glasses (and other wearable technology) are not allowed on campus. Students with these devices in their possession (1st offense)

will receive detention and the device will be confiscated. Additional details on consequences are presented below:

Consequences for non-compliance on use of cell phones and other electronic devices:

- 1st offense
    - Detention assigned
    - Device confiscated for the remainder of the day

- 2nd Offense
    - Detention assigned
    - Loss of device privileges for the remainder of the year (the student must turn in their phone at the beginning of each day and pick it up after dismissal).

- Additional offenses
    - Multiple detentions, suspension and/or other disciplinary consequences as determined by administration.

Confiscated devices may be picked up from the Wellness & Culture center after 3:35 on the designated release date.

Acceptable Use Policy for Technology

The Willow School provides its students the privilege of accessing the Internet over the school's computer network. The computer network is intended to promote educational excellence and to locally and globally share educational resources. Students will access and transmit information over the Internet or network for educational purposes. It is the intent of The Willow School to:

a) prevent the transmission of or access to inappropriate material by means of the Internet, electronic mail, or other forms of electronic communications;
b) prevent unauthorized and malicious attempts to access valuable network resources;
c) prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
d) abide by the rules established in the Children's Internet Protection Act.

⇨ **I. Access to Inappropriate Material**

The Willow School shall use technology protection measures (or "Internet filters") to prevent access to inappropriate material. The technology protection measures shall be applied to avoid visual depictions of material deemed obscene or pornographic, or any material deemed harmful to minors.

Authorized personnel may disable or minimize technology protection measures for bona fide research or other lawful purposes.

⇨ **II. Student Behavior**

While using the computer network, students:

1. Should not give out names, phone numbers, addresses or any personal information about themselves or others.
2. Should not engage in activities that initiate or participate in any activities that are prohibited

by local, state or federal laws.
3. Should not use the Internet to send or receive messages that discriminate against others.
4. Should not use abusive language or profanity over the Internet.
5. Should always be polite and respectful of others.
6. Should communicate with caution and keep in mind the following: privacy cannot be guaranteed in a network environment.
    - you cannot see the person with whom you are communicating.
    - you cannot tell the age or the sex of the person with whom you are communicating.
    - you cannot always be sure you are being told the truth
    - you should think carefully about what you say and how you say it.
7. Should report any problems to their teacher.

⇨ **III. Inappropriate Network Usage**

Accessing the Internet through The Willow School's network is a privilege, not a right, and inappropriate network usage will result in disciplinary actions. The Willow School shall take action to uphold the safety and security of users on the school's network. Any student can be found in violation of acceptable network usage if he or she:

1. uses the Internet or network for illegal, inappropriate, or obscene purposes, or supports such activities. Illegal activities shall be defined as those which violate local, state, and/or federal laws.
2. violates copyrights, license agreements or other contracts.
3. intentionally disrupts information network traffic or crashes the network and connected systems.
4. uses The Willow School's Internet or network for commercial or financial gain, fraud, political campaigning or solicitation.
5. steals or damages data, equipment, or intellectual property.
6. gains or seeks to gain unauthorized access to the network system.
7. forges electronic mail messages or posts anonymous messages.
8. uses an account owned by another user or invades the privacy of individuals.
9. changes or deletes another user's account information.
10. discloses personal information about anyone.

Students shall be made aware that any use of the network or of personal digital devices while on school property or at school events, regardless of whether the device is owned by the school or by the individual user, is subject to all the provisions of the Acceptable Use Policy of The Willow School. At no time within any property of the school or off-premises but engaged in activities connected to the educational efforts of the school, is any student to violate the provisions of the Acceptable Use Policy.

Consequences of network use violations include but are not limited to:

1. Suspension or revocation of network privileges;
    a. First offense
        i. Counseling with teacher and parent

ii. Three-day loss of network privilege

b. Second offense

i. Counseling with teacher, parent, and site leadership

ii. Loss of network privileges for balance of school year

2. Suspension or revocation of computer access;
3. School suspension or expulsion;
4. Legal action and prosecution by the authorities.

⇨ **IV. Legal Issues**

- Copyright/Trademark - According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on the network as long as you do so only for scholarly purposes.
- Plagiarism - Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit should always be given to the person who created the article or the idea. The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism.

The Law – Students are advised that they are subject to all federal, state, and local laws if they access the computer network for inappropriate or illegal purposes. (See section III of this policy for inappropriate network usage violations).

⇨ **V. Recourses**

Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

Video/Image Sharing

Students shall not photograph, record, livestream, or otherwise capture images, audio, or video of students, employees, or school activities without prior administrative approval. Teacher assigned filming projects must receive administrative authorization before recording occurs.

Unauthorized recording that disrupts the educational environment, invades privacy, contributes to harassment, bullying, or discrimination, or is distributed electronically may result in disciplinary action.

Students are strictly prohibited from sharing videos or images of other students or staff members on campus, as doing so may violate The Willow School’s media release agreement and privacy policy. Respecting the privacy and consent of our community helps us follow Project Pride.

Academic Honesty and Responsibility Code of Conduct

The purpose of this code of conduct is to foster an academic community based on shared values of respect, responsibility, and hard work. The Willow School’s intent is to support academic integrity and develop responsible student learners who produce and share authentic work.

In particular, the faculty seeks to guide students through clarity, monitoring, and, where appropriate, consequences toward habits of personal academic integrity and honesty.
All staff members shall enforce these expectations consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

An honor code is a set of principles governing a community based on a set of rules or ideals that define what constitutes honorable behavior within that community. Students are expected to adhere to The Willow School's Project Pride and Core Values, as expressed above. Honesty, integrity, and mutual respect are necessary for true learning. The Willow School's mission is to foster a community of trust that will enhance student achievement. Students who accept responsibility for creating a climate of academic integrity reap lifelong benefits. The Willow School's Honor code is as follows:

1. On my honor, I have neither given nor received any unauthorized aid on this assignment/assessment.
2. I will not lie, cheat, plagiarize, or steal in my academic endeavors, nor will I accept the actions of those who do.
3. I will conduct myself responsibly and honorably in all my activities as a member of The Willow School community.

⇨ **Student responsibilities**
The Willow School community recognizes that the following factors are frequently cited by students as the instigating causes for their academic dishonesty:

1. Lack of clarity
2. Lack of preparation
3. Stress

As mentioned above, this code of conduct, combined with clear expectations from teachers, provides the necessary clarity for students to avoid academic dishonesty. Students are responsible for reading, understanding, and complying with this code of conduct. They are also required to understand and follow expectations outlined by teachers for specific assessments. When in doubt, students are also responsible for asking the teachers for clarification on points relating to all aspects of assignment expectations including, but not limited to, acceptability of collaboration and source citation format.

⇨ **Teacher responsibilities**
As stated above, the overall purpose of this code of conduct is to support the development of students toward habits of academic integrity and honesty. To this end, teachers will:

1. Ensure that students have multiple opportunities to develop the skills and habits necessary for academic success.
2. Provide students with clarity on expectations for assessments and acceptable approaches for completing work.
3. Include the honor code on assessments and require students to sign it.

4. Consistently follow through with school policies regarding monitoring student work, issuing consequences consistent with the definitions and procedures outlined below, and communicating about incidents with parents and the Wellness Culture Center (WCC).

⇨ **Definitions**

1. **Academic dishonesty**

   Academic dishonesty is defined as the use of unauthorized aid or an attempt to pass off borrowed or uncited ideas as one's own on any kind of assessment (formative or summative), regardless of intention. Specific forms of academic dishonesty are outlined below:

   Cheating is defined as the supply or use of unauthorized aid for an assessment. Specifically, cheating includes

   1. The taking or sharing copies of assessments and/or another student's work. Students should avoid taking pictures as part of collaboration.[6]
   2. The use of any unauthorized study resource, including but not limited to shared answers, the work of peers, assessments from past years, and commercially produced resources (ie. Cliff Notes).
   3. The invention, distortion, or misrepresentation of information, evidence, or data.
   4. The use of false excuses for absence in order to avoid or postpone the completion of an assessment.

   Plagiarism is the use of complete thoughts, ideas, paraphrases, or word-for-word language taken from another person or resource without proper citation, as defined by the subject-area teacher.

   Complicity is the knowledge of inappropriate use of one's own material or receipt of illicit materials (the kinds of materials described in this document) without alerting a teacher or staff member.

   Collaboration

   This Code of Conduct also distinguishes between academic dishonesty and appropriate collaboration.

   Collaboration is an essential part of the learning community. Across the curriculum, teachers use peer-editing to improve clarity, student seminars to refine ideas, or small-group discussions to deepen understanding. It is the role of the instructor to define the terms of **acceptable and encouraged collaboration** in a particular course and for particular assignments. In the absence of guidance from the teacher, students should assume that any consultation with a peer on a graded assignment is forbidden.

   Collusion, in contrast to collaboration, is defined as the unauthorized sharing of work and resources in the completion of an assignment. Although collaboration is often encouraged, in many cases students are expected to complete their work independently and without outside support of others (peers, parents). As mentioned above, teachers are responsible for clarifying the nature of the course and specific assignments in regard to expectations for collaboration.

[6] An exception is made for study materials that are not to be collected by a teacher and are not created for illicit use on a test.

As a useful guideline, students should avoid working directly with peers on a graded assessment unless granted explicit permission to do so by the teacher (ie. group projects, peer editing, study groups).

2. **Intentions**

   In addition to the kinds of academic dishonesty identified above, this code of conduct distinguishes two categories based on intentions:

   Negligence is any instance of academic irresponsibility committed as a result of ignorance of this code of conduct, the acceptable means of completing the specific assessment, and without intent to circumvent the purpose of the assessment. For example, the absence of required citations in student writing is still considered negligent plagiarism, despite the innocence of student intentions in these cases. Students are still negligent in that they should have taken responsibility for knowledge of Willow's code and of their teachers' expectations for assessments.

   Deliberate deception is any instance of academic dishonesty in which the student is aware of this code of conduct and of their teachers' expectations for assessments. These instances of academic dishonesty are premeditated and/or intentional attempts to circumvent the purpose of the assessment, without regard for the impacts on peers and faculty.

3. **Evidence of dishonesty**

   The following list of evidence provides some, but not all, examples of useful evidence to be submitted to the Wellness Culture Center (WCC). Since few pieces of evidence are sufficient by themselves, teachers should document multiple examples when possible.

   a. Use of a cell phone during a test (when not permitted)
   b. Word for word matches with documents found online or another student's work
   c. An inability to perform on a repeat of the same or similar assessment (ie. a student fails a repeat quiz after receiving an A on the first suspected attempt)
   d. Photos of teacher test materials found on a cell phone
   e. Testimony of other student
   f. Inability to answer clarification questions about uncited evidence in a paper
   g. Examples of teacher communication (emails, handouts, rubrics) regarding the expectations for assessments

⇨ **Procedures**

Teachers reserve the right to take any suspicion of academic irresponsibility or dishonesty to the Wellness Culture Center (WCC). In cases in which the teacher is confident that the incident is student negligence (see above), teachers may choose to handle the incident within their classrooms following the procedure outlined below. In all cases where the teacher suspects deliberate deception, teachers are asked to refer the incident to the Wellness Culture Center (WCC) through a behavioral referral for documentation and a meeting with the Safety & Culture Coordinator. Although in some cases, a teacher may choose to work with a student on a first-time infraction, it is advisable to notify the Wellness Culture Center (WCC) who will monitor for a pattern of behavior of academic dishonesty across disciplines.

⇨ **First Offense**

1. Behavioral referral given to the Wellness Culture Center (WCC).
2. Student receives a zero or grade reduction at the discretion of the teacher for the assignment.
3. Student meeting with the Safety & Culture Coordinator and parent contact.
4. Detention(s)
5. Plan and discuss procedures to avoid future infractions of academic dishonesty.

⇨ **Second Offense**

1. Student is given an in-school suspension.
2. A meeting with the Safety & Culture Coordinator, parent, student, principal, and teacher is held.
3. Student receives a zero on the assignment or grade reduction at the discretion of the teacher.
4. Student academic honesty contracts are signed by students and parents.
5. Re-entry conference is held with the Safety & Culture Coordinator, parent, teacher, and student.

⇨ **Third offense**

1. A zero is given for the assignment.
2. In-school or out-of-school suspension is given at the discretion of the principal.
3. If all 3 occurrences of academic dishonesty are for the same course, the principal and support team may recommend a failure for the class.
4. Re-entry conference is held with the Principal, Safety & Culture Coordinator, parent, and student.

⇨ **Restorative Process**

For instances of academic dishonesty, all affected parties may encourage a restorative process for the student through which he/she attempts to address the harm done to the individual as well as the school community. Participants should not view the restorative process as a chance to avoid consequences, but rather as an opportunity to right the harm done.

⇨ **High-Stakes Assessments**

Academic dishonesty involving high-stakes assessments, including AP Examinations, LEAP Assessments, Quarterly Examinations, district benchmark assessments, and other state or nationally administered assessments, shall be considered serious violations of testing security procedures which will result in the consequence of out of school suspension.

Artificial Intelligence

While generative Artificial Intelligence (AI) may be used to support students' learning,The Willow School requires ethical, responsible, and intentional use. There are spaces where AI may be appropriate as part of learning; however, student use of AI should reflect our core values:

⇨**Kindness:** AI may not be used to generate or distribute harmful, violent, inappropriate, deepfake, or otherwise offensive content.

⇨**Respect:** Photos, personally identifiable information, or private information may not be collected by, shared with, or uploaded into AI.

⇨**Responsibility**: Students should not use AI to commit academic dishonesty. If AI is used for an assignment (with the permission of the teacher), it needs to be cited. To prove that the work is generated by the student, teachers may ask for evidence of the process as the student has the burden of proof. For instance, a teacher may ask for students to show a thesis, research sources, paragraphs, and other parts of the writing process as regular checkpoints. Alternatively, a teacher may ask for a student to write the paper in a specific document or other format to be turned in. If the above requirements are not met, it is cause to investigate a violation of academic dishonesty.

⇨**Do Your Best Work:** AI may not be used to circumvent the learning or creative process. **Unless otherwise indicated by the teacher, students are expected to complete their work without the assistance of AI.**

Securly Pass Student Safety Protocol

Securly Pass is a student safety kiosk located in every classroom on campus and is a mandatory part of our student accountability system. All students are required to sign out using Securly Pass before exiting the classroom for any reason. When signing out, students must clearly indicate the specific location inside the building. It is the student's responsibility to proceed directly to their stated destination without taking any alternative routes. Failure to follow these guidelines is considered a violation of the Securly Pass Student Safety Protocol and may result in disciplinary action.

Verbal Warning (First Violation)

- The student receives a verbal reminder about proper Securly Pass procedures and the importance of campus safety.
- The incident is documented for tracking purposes.

Parent/Guardian Notification (Second Violation)

- The student's parent or guardian is contacted regarding the repeated violation.
- A written warning is issued and logged by the Safety & Culture Coordinator..

Loss of Pass Privileges (Third Violation)

- The student may lose the privilege of leaving the classroom without adult supervision for a specified period.
- Teachers and staff are informed to ensure enforcement.

Administrative Referral (Fourth Violation)

- The student is referred to an administrator for further disciplinary action, which may include detention, in-school suspension (ISS), or a behavioral contract.
- A parent/guardian meeting may be scheduled to discuss ongoing concerns.

Behavioral Intervention Plan (Continued Violations)

- A personalized intervention plan may be developed with input from counselors, teachers, and family to address persistent issues.
- Continued disregard for safety guidelines may result in more serious consequences as outlined in the student code of conduct.

OTHER POLICIES

Notice of Non-Discrimination

The Willow School School is committed to creating equal education opportunities for all individuals. The school recognizes its obligation to ensure an environment free from harassment and discrimination. As such, The Willow School does not discriminate on the basis of an individual's race, color, ethnic group, religion, sex, gender, gender identity, gender expression, age, national origin, disability, or any other legally protected basis with participation of its programs and activities and provides equal access to youth groups. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Gina Dupart, Title IX Coordinator
5624 Freret Street
New Orleans, LA 70115
gina_dupart@willowschoolnola.org

Jeffrey S. Chenier, Ph.D., 504/ADA Title II Grievance Coordinator
Director of Student Support Services
5624 Freret Street
New Orleans, LA 70115
jeffrey_chenier@lusherschool.org

Medication
The guidelines regarding students taking medications at school are as follows: All medication in the school setting must be ordered by an MD or dentist licensed in Louisiana. Medication must be in a container acceptable by pharmacy standards. Clear instructions for the administration of medication must be provided. All medication which is to be administered routinely at school must be brought to the school office by a parent. Forms must be filled out by both the parent and the doctor each year and a medication plan must be developed with the school nurse. Students may not carry their own medication unless the doctor's orders specify that the student has been instructed in self-administration due to the emergency nature of that medication (applicable for inhalers and EpiPens ONLY). Please note that these requirements apply to all out-of-town field trips. Any questions on these policies should be directed to the school nurse. Antibiotics, cough medicines, aspirin, etc., are not permitted. However, parents or designees may come to administer such medicines. Students will be called out of class to the office for a parent to administer the medicine. The Willow School's Administration of Medication Policy can be found here.

NOTE:
In accordance with statutory provisions, *sunscreen* means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or authorization of a physician.

Although school employees may volunteer to apply sunscreen to students with parental written permission, there are currently no staff identified as volunteers. Neither Advocates for Arts-Based Education nor the school employee shall be held liable for any adverse reaction relating to the application of sunscreen.

Security
All students are strongly urged to take a common-sense approach regarding their personal security. Students are urged to immediately report any strangers or suspicious persons or activities on or near school property to the principal, a teacher, or the school office. No one should prop open doors or

gates. All visitors should be directed to enter through the front entrance and check in at the security gate.

Safety Drills
The school will hold regular announced and unannounced drills. A student should follow the directions posted in each classroom concerning the proper method of exiting the buildings. Students must always follow the direction of their teachers and leave the buildings in an orderly manner, with no talking or running. Cell phones are to remain in the classroom and student IDs are required to be visible at all times.

Food Service- Breakfast and Lunch
NOLA Public Schools is our food service vendor. Use the online payment system to make payments to and monitor your child's cafeteria account. To make payments to a student's account as well as apply for free or reduced meals at www.schoolcafe.com. The school district is NOLA Public Schools.

Signing up for lunch/breakfast:
1)Go to www.schoolcafe.com
2)District: NOLA Public Schools
3)Choose The Willow School
4)Enter Student ID# plus WS, (ex. 2222WS)

Breakfast is served in the cafeteria from 7:35 to 7:50 each morning. Students may bring a sack lunch and purchase milk. No carbonated beverages or commercial fast foods are allowed in the cafeteria. **Students are prohibited from ordering food for delivery or having food delivered to school. Parents are discouraged from delivering commercial fast food to students as these items are not allowed in the school cafeteria.**

Meal Prices UPDATED

- Breakfast: Full price: $3.00 / Adult: $3.50 / Visitor: $3.75
- Lunch Full price: $4.75 / Adult: $5.00 / Visitor: $5.25
- Extra Milk: $.55

High School Fees
The Willow School provides a high-quality program that far exceeds the basic program that state funds provide. This program includes extensive arts and athletic programs, enriched and extended curriculum, technology, biomedical science, engineering, and more. School fees support the mission of The Willow School and help teachers provide outstanding educational experiences for all students. While the enrichment fund portion is voluntary, it provides direct funds to our teachers so that they can purchase materials for their classrooms. The yearbook fee is also optional. If a parent is experiencing economic hardship, he/she should contact the business office by emailing studentbilling_highschool@willowschoolnola.org to discuss a payment plan.

The Willow School accepts checks, money orders, debit cards, and all major credit cards. We are unable to accept cash. Payments for school fees should be made directly to the Business Office if not made on Schedule Day. Please make checks/money orders payable to The Willow School. We are requesting that all fees be paid online if possible. If this presents a problem, checks may be mailed to

school or sent with your child(ren).

Additional fees for specific courses may be assessed. Please see athletics in the activities section above for details regarding athletic fees. Additionally, all students are assessed an $18.00 insurance fee for coverage against accidents or injury at school or at school-sponsored activities (private insurance does not exempt students from this required coverage). This year, the school is covering the cost of insurance.

In addition to the high school fees, the PTSA requests an annual PTSA (parent group) assessment fee for each student at the beginning of each school year. This money is used to pay for basic school needs such as non-consumable instructional supplies for an enriched curriculum, capital improvements, and other needs that are identified by The Willow School community.

Study Hall Policy
Students are expected to use their time productively during study hall. To this end, the following behaviors are not permitted:

- Sleeping.
- Watching movies (unless assigned by teacher).
- Talking.

Students must ask permission to use electronic devices during study hall. It is understood that electronic devices are being used solely for school-related assignments. Students are expected to work quietly and independently.

Special Education Rights
The Willow School is a Type 3 charter school that is authorized by the Orleans Parish School Board (OPSB). Beginning with the 2017-18 school year, The Willow School is its own local education authority (LEA).
Willow recognizes the important role parents play in the education process. The success of any student's program depends on the participation and commitment of all persons responsible for the student. A strong partnership between The Willow School and the parents is essential. These links provide information in regard to a parent's rights and resources for students with special needs and those with 504 plans.
For specific questions regarding student support services or if you have questions or concerns about the services your child is currently receiving, contact:

Jeffrey S. Chenier, Ph.D.
Executive Director of School Quality
Jeffrey_Chenier@willowschoolnola.org
504.304.3960

A printed copy is available in the school offices or you may obtain a copy from the school 504 designee:

Jeff Chenier, Ph.D. - grades 9-12, Jeffrey_Chenier@willowschoolnola.org

For more general information about student support services and about disability complaint procedures, please visit the following links:

Special Education Program Description

Parent FAQ – Special Education in Charter Schools

Louisiana's Educational Rights of Students with Disabilities

Louisiana's Educational Rights of Gifted and Talented Students

Information from the State Department Regarding Section 504

Grievance Procedures under Section 504

IDEA Complaint Procedures

Student Discipline Policies, Procedures and Safeguards for Students with Disabilities

Manual Restraint and Seclusion

The Willow School has adopted a Restraint and Seclusion policy for students with disabilities. The policy is located on the school's website and here. Following the issuance of regulations by the Board of Elementary and Secondary Education (BESE), Louisiana Department of Education (LDE), this document provides procedures/guidance for the use, reporting, documentation and oversight of seclusion and restraint at The Willow School.

Electronic Communication Between Employees and Students

This policy directs AABE administration to: provide notification of the provisions of this policy and any related procedures or practices regarding communications between employees and students, notifications must go out at the beginning of each school year to employees, students and parents, notification to parents should also include their right to request that their child not be contacted through electronic communication unless the communication is directly related to the child's educational services and is sent to more than one student at the school.

We recognize the effectiveness and convenience associated with utilizing electronic communication for our staff to communicate with students and parents. Our policy permits this mode of communication; however, all communication must be professional, acceptable in content to any reasonable person and limited to information that is school-related. Parents have the right to request that their child not receive electronic communication from any staff of The Willow School with the exception if the communication is both related to the student's educational services and is a group message to more than one student at the school.

Administration of Medication

This policy provides the guidelines and conditions under which school staff can administer medication to students during the school day. It also directs administration to include the auto-injectable epinephrine section of this policy to the school's handbook and website. The policy can be found on the school's website and here.

The school recognizes that there are times when students attend school with complex health conditions which may require administration of medication to students during the school day. The school adheres to strict regulations regarding medicine. Please see the nurse for a Medication Administration Packet if your child requires medication or medical treatment during the school day,

during aftercare or during overnight school-sponsored activities. Before any medication can be administered by the nurse or a trained staff member, parents and school staff must adhere to all guidelines in the Medication Administration Packet.

⇨ Auto-Injectable Epinephrine

Each school campus may maintain a supply of auto-injectable epinephrine for the administration to students who the school nurse or trained school employee, in good faith, professionally believes is having an anaphylactic reaction, whether or not the student has a prescription. For the health and safety of each student, the school strongly encourages parents who are aware of their child's need for auto-injectable epinephrine to please make an appointment with our school nurse and to seek medical advice and/or a prescription from a physician.

Special Dietary Needs

The school adheres to the guidelines for accommodating students with special dietary concerns when certified by the student's physician. In order to supply a student with a special diet or provide substitutions, a Diet Prescription for Meals at School form must be completed and submitted to the school nurse.

Limited English Proficiency Communication

This policy directs administration to take reasonable steps to provide Language Assistance Services (translation and interpretation) at no cost to parents/guardians and students. The policy can be found on the school's website and here.

The Willow School is committed to providing quality and professional translation (written) and interpretation (oral) services to families so that they can take an active role in their children's education. To ensure effective communication with our parents and guardians who have limited English proficiency, interpretation and translation services are available at no cost to parents and guardians. Please contact your child's teacher or principal; or see the school's website to request these services.

Bullying and Hazing / Equal Opportunities / Expectant and Parenting Students / Student Sexual Harassment Policies

These policies comply with Title IX and 504/Title II. The policies can be found on the school's website and in the links below.

Bullying and Hazing Policy

Equal Opportunities Policy

Expectant and Parenting Students Policy

Student Sexual Harassment Policy

Homeless Children and Youth

This policy outlines job duties of the homeless liaison and rights of students who are homeless. It can be found on the school's website and here.

Families in Transition
If your family lives in any of the following conditions:

- In a shelter
- In a motel, campground due to a lack of alternative adequate accommodations
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. If you believe your children may be eligible, contact Gina Dupart, the local liaison at 504-304-3960, 504-862-5110 or FamiliesInTransition@willowschoolnola.org to find out what services and supports may be available.

The Willow School Communicable Disease Policy

Illness/Condition/Symptoms	**Exclude Until/When They Can Return to School**
Fever above 100 F and some behavioral signs of illness	Fever free for 24 hours (without the help of fever-reducing medicine)
Sudden onset of vomiting or vomiting more than two times in 24 hours	No vomiting for 24 hours
Diarrhea (two or more loose stools or more than what is normal for the child)	Symptoms subside Parents will be notified of ongoing diarrhea. If the child soils their clothing and there is no change of clothing available, the child will need to be picked up immediately
Conjunctivitis (Pinkeye) can be viral or bacterial	On medication for 24 hours (if indicated) eye(s) are drainage (pus) free
Pediculosis (head lice)	Can return the next day after hair has been treated and is free of live insects and their eggs (nits) The child's hair will need to be privately inspected upon arrival when they return to school
Impetigo	On medication for at least 24 hours
Ringworm	Requires proof of medical treatment and area(s) that are being treated should be covered
Strep Throat	24 hours after the start of medication
Scabies	24 hours after the start of treatment and will need a doctor's note to return to school
Varicella (Chickenpox)	Skin lesions (blisters) are dry and scabbed over

Rash of unknown origin/not being medically treated	Children with rashes will be sent home due to the rash's potentially contagious nature A doctor's note is needed to return to school