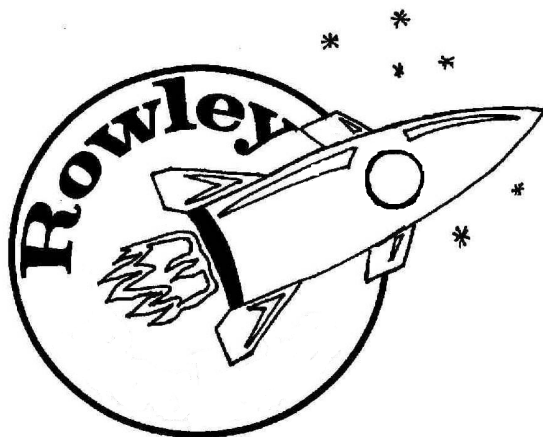


**C. F. Rowley
Alternative School**

Student/Parent Handbook

2024 – 2025



**49 Madison Avenue
Chalmette, LA 70043
Phone: (504) 301-4001
Fax: (504) 301-4010**

www.stbernard.k12.la.us

C. F. ROWLEY STAFF

ADMINISTRATION:

Mrs. Tanesha Sanchez-Irvin, Principal
Mr. Stephen Holzenthal, Assistant Principal

SOCIAL WORKERS:

Mrs. Dale Pierre, MHSF Clinician
Ms. Rachel Penn, LCSW, SPED
Ms. Maureen Richard, MSW, LMSW
Mrs. Mel Selby, LSU Clinician
Mr. Brett Siddell, MHSF
Mrs. Jamesalina Tyus, MHSF Clinician

FRONT OFFICE:

Ms. Miranda Rogers, Secretary

MIDDLE SCHOOL TEACHERS:

Ms. Jawyan Banks, Social Studies
Ms. Tammy Boudreaux, Math
Ms. Michelle Foland, ELA
Ms. Tammy Lightell, Social Studies
Ms. Erika Lowe, Science
Ms. Michelle Mckay, ELA
Ms. Shelley St. Romain, ELA
Mr. John Trevino, Math & Science

HIGH SCHOOL TEACHERS:

Ms. Latonya Bell, SpEd
Ms. Alania Comeaux, Social Studies
Ms. Andree Larroquette, Math
Mr. Nicholas Piazza, Science
Ms. Miriam Martinez, ELA
Mr. Jani Wells-Johnson, ELA

Instructional Coach and Credentials:

Mr. Robert Borrello

PARAEDUCATORS:

Mrs. Pearl Howard Mrs. Lois Major Ms. Shelby Meritt

SCHOOL RESOURCE OFFICERS:

Dep. Jamie Penton Dep. Henry Senez

CUSTODIAL STAFF:

Ms. Constance Morgan Ms. Maureen Sino

SCHOOL NURSES:

Ms. Roshelle Alfonso

Ms. Laurie McInnis

Cafeteria Staff:

Lacori East

Brittney Fayard

C.F. Rowley Alternative School

Mission Statement

C. F. Rowley Alternative School will empower students to be academically, socially, and emotionally prepared to achieve their highest potential in a safe environment.

Vision

We, the staff of C. F. Rowley Alternative School, believe that every student has the potential to develop and maintain the academic, behavioral, and social skills required to reason, communicate, and live with dignity in a literate society. We seek to provide an educational and instructional environment that allows all students to reach their full potential. We will assist students in gaining the skills and knowledge required to realize success as they enter the world of work or pursue higher education.

Philosophy

It is our goal to provide a variety of opportunities to ensure that students achieve academically while discovering their own future possibilities. It is our vocation to help our students become successful, happy, life-long learners. We will continue to strive to connect to our students; to each other; to parents; to our past; and, most importantly, connect to a Student's heart and mind. We believe that to capture students' minds, we must first capture their hearts.

**2024 – 2025 ST. BERNARD PARISH PUBLIC
SCHOOLS**

DISTRICT MOTTO:

Legacy

Student and Parent Information

Enrollment:

C.F. Rowley Alternative School provides an educational program aimed at helping students in grades six through twelve meet their academic and behavior goals. Rowley serves students who come to the school for a discipline placement, for dropout prevention, and for those assigned through an IEP decision.

Academic Program:

Students will be responsible for academic work as well as exhibiting appropriate behavior. Classes in the core areas of English Language Arts, Math, Science, and Social Studies will be offered along with the teaching of social skills. Middle school students will be promoted to the next grade level based on passing grades in all core areas. High school students will be able to earn credits in core and elective subject areas either by instruction or through online classes scheduled on Edgenuity, an online course program. High school students who do have coursework on Edgenuity will be assisted and guided by a teacher in person at the school site.

Grading Scale:

The parish grading scale is as follows:

100 – 90 = A 89 - 80 = B 79 - 70 = C 69 - 60 = D 59 and below = F

Grades will be given at the end of each 9 week grading period. St. Bernard Parish operates on a letter grade system; therefore, all grades will be recorded and averaged as letter grades. Quality points are assigned to letter grades as follows:

Letter Grade	Quality Points	Description
A	4	Outstanding Progress
B	3	Above Average Progress
C	2	Satisfactory Progress
D	1	Below Average Progress

High School Credit Requirements:

9 th grade: 0 – 5 credits	10 th grade: 6 – 12 credits
11 th grade: 13 – 17 credits	12 th grade: 18 – 24+

Attendance:

Attendance follows the state mandated regulations:

Middle School	6 th - 8 th	14 absences per school year
High School	9 th – 12 th	7 absences per semester

Class Tardiness:

It is very important that students arrive to school on time every day. Follow the District *Guide to Student Conduct*'s section on Student Attendance in order to be familiar with this policy.

Positive Behavior Intervention Support (PBIS):

Our school is utilizing a strategy called Positive Behavior Intervention Support (PBIS) which states behavioral expectations for the whole school and utilizes a built-in incentive system to encourage students to make good choices.

Social Emotional Learning:

The Second Step Program will be used for the Social Skills curriculum that will be implemented this year. The Social Emotional Learning curriculum will serve as a means for students to grow behaviorally and emotionally as well as to attain their goals on the behavior tracker. C.F. Rowley is in partnership with the LSU Health Science Center to provide additional training for the faculty and staff in Social Emotional Learning.

School Supplies:

A specific list is provided in the summer mailing as well as in the packet of forms given to students on the first day of school. In general, binders, loose leaf paper, folders, notebooks, pens, and pencils are required for each student and are provided by the school. Parents are asked to provide 3 rolls of paper towels, 3 boxes of Kleenex and 2 bottles of hand sanitizer.

Activity and Monetary Guidelines:

Rowley students are not allowed to attend extracurricular or school-sponsored events at any of the district schools. Violation of this policy may result in serious consequences. In addition, they are not allowed to bring school bags or purses and may only bring money to school if they have to pay a debt or to purchase concessions. Each student is allowed to bring up to \$5.00 per day for concessions.

Concessions:

Students will be allowed to purchase snack items cash during school lunch. A daily maximum of \$5 per student will be allowed for purchase of concessions.

Replacement Book Fees:

Students are expected to bring their Iready Math and SpringBoard ELA books with them when assigned to Rowley.

Student Discipline:

Please refer to the St. Bernard Parish Guide to Student Conduct booklet for detailed information.

***Rowley administration emphasizes consistent parent contact when assessing student behavior and reserves the right to mandate parent conferences prior to a student's return to school following a discipline removal.

Valuable Items/Electronics:

In accordance with a state law passed by the Louisiana Legislature in 2009, cell phones are not allowed to be used under any circumstances by students once they arrive on campus. Students are not allowed to have their phone with them at Rowley. Any item which is not allowed in school, including cell phones, will be confiscated. A parent or guardian must come to the school between 2:45 – 3:30 for a confiscated item to be returned.

The school cannot assume responsibility for expensive items or cash brought to campus. Damage to or theft of a cell phone, electronic devices or any other article that is brought to school is the sole responsibility of the student.

Student Dress Code:

Rowley students are to follow the uniform guidelines as outlined in the *District Guide to Student Conduct*.

- (1) **Uniform Shirt**: Students must wear white or yellow collared shirts. School color collared shirts must have been approved by the school and have a school-designated logo. Students may wear official school spirit shirts on Mondays.
- (2) **Uniform Pants/Skirts** – Students must wear navy blue or khaki pants or skirts.
- (3) **School jackets, Sweatshirts, uniform sweaters** – Jackets must be authorized by

principal/designee and approved school colors. **No hoods are allowed.** Only school issued or school authorized jackets may be worn in class. School sanctioned uniform sweaters, sweatshirts, and jackets may be worn in school at any time (yellow, red, navy, or white v-neck, vest, crew or cardigan styles).

- (4) **Shoes:** Closed-toed tennis, casual, or dress shoes of any color. Sandals, backless shoes, platform shoes, slippers/house shoes, heelys, light up shoes, crocs and boots (above ankles) are not considered uniform wear.

Student Identification Card: Student I.D. cards must be worn at all times while on campus and/or while riding the school bus.

Further rules and regulations concerning dress may be specified for special events (ball games, dances, graduation, etc.), activities (spirit days, field days, etc.) or field trips. **The principal of the school will make that determination.**

IN ALL CIRCUMSTANCES, THE PRINCIPAL WILL MAKE THE FINAL DECISION AS TO WHETHER A STUDENT'S DRESS OR APPEARANCE IS ACCEPTABLE. This determination shall be based on the educational and disciplinary philosophy and rationale of the St. Bernard School Board.

Student IDs:

Students will be given a picture ID with a pouch and a clip. It is to be worn every day. The first ID, pouch, and clip are free. Lost IDs will be replaced at a cost of \$1. If a student forgets his/her ID, he/she will not earn Uniform points on the Daily Tracker.

Student Medication:

Students are not allowed to bring any type of medication to school for any reason. This includes over the counter medication, inhalers, and prescription drugs. Parents may come to the school to administer medication to their child. No employee of the school may administer medication to students unless the required medical forms have been completed and approved by the Health Services Office at 301-2000 or by the school nurse. These forms are to be updated annually at the beginning of each school year.

Substance Abuse Program:

Students who were referred to Rowley for violating the substance abuse policy of the St. Bernard Parish School Board's Guide to Student Conduct will be encouraged to participate in the Substance Abuse Program. The program includes weekly group therapy sessions, and random drug screens multiple times per month. The chosen program is monitored by the Rowley administration. These students must pass three consecutive months of drug screens in order to be eligible for consideration to return to the district school before their scheduled exit date which is dictated by state law. Students who do not participate in the Substance Abuse Program will be eligible to return to the district school upon their exit date.

Chromebooks:

Each classroom teacher is assigned a Chromebook cart. Each student will have a specific number chromebook assigned to him or her. Students are not to use any chromebook other than the one assigned to him or her. Inappropriate or unacceptable use of chromebooks or going to unapproved sites while online will result in a loss of computer privileges for a time span befitting the offense. Students and families assume responsibility for intentionally damaged chromebooks.

Bus:

Parents or students who need information concerning buses should call the bus garage at 301-3941. There should never be any unbecoming language or misconduct by a student on school buses. A report by any adult of misconduct by a student on a school bus can result in the student being denied bus transportation as well as other consequences.

Title IX: Sexual Harassment Policy

The St. Bernard Parish School Board desires to provide a safe school environment that allows all students equal access and opportunities in the School District's academic, extracurricular, and other educational support programs, services, and activities. The School Board does not discriminate on the basis of sex in the education program or activity that it operates. The School Board is required by Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations not to discriminate on the basis of sex in the education program or activity that it operates, including admission and employment. The School Board recognizes that sexual harassment is a form of

discrimination on the basis of sex and the School Board prohibits sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by electronic mail to the School Board's Title IX Coordinator at any time, including during non-business hours.

**Title IX Coordinator
St. Bernard Parish Public Schools
504-301-2000 | TitleIX@sbpsb.org
200 East St. Bernard Hwy., Chalmette, LA**

Any School Board employee who has actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator.

Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481. The School Board's Title IX Coordinator shall be authorized to coordinate the School Board's Title IX obligations.

Further information regarding the definition of sexual harassment and all processes and procedures can be found in the district's Student and Family Handbook/Guide to Student Conduct which is available on our website.

Family Engagement and Communications

Rowley recognizes that parent and family involvement is essential as we partner to educate our students and prepare them for life-long learning. Together, families working alongside our school educators, we can support student learning and growth.

In accordance with the St. Bernard Parish School Board's Parent and Family Engagement Policy, Rowley provides families with various programs and opportunities to enhance the involvement of parents and other caregivers that reflect the needs of our students.

These programs include:

- **Report Card Conference Night:** Report Card Conference night at Rowley will be on October 16th from 3:00 pm to 6:30 pm. At this event, parents and caregivers have the opportunity to meet with their student's teachers to learn more about his/her academic and behavioral progress and goals.
- **End of Year Meeting:** At the end of each school year, parents will be invited to share their feedback with school leaders and have the opportunity to offer suggestions for the upcoming school year. Information about the date and time of this event will be shared with families in the spring on our website.

It is our intention to cultivate and support active family involvement through a number of different ways:

Communications:

SchoolStatus: An Easier Way to Connect With Us

Starting with the 2020-2021 school year, our educators will begin using a new platform called SchoolStatus to connect with parents. This means that all teachers, counselors, and administrators throughout our district will be reaching out using this new communications tool. This will replace individual teachers' need to create separate RemindApp or ClassDojo accounts. Here are a few answers to some common questions:

- **Do I need to download an app?** No. Calls and texts may come from a number you don't recognize, but that is your direct line to the educator contacting you.
- If I respond to a text, who gets the message? The educator who contacted you! You're not responding to an entire group. It's a 1:1 message.
- **If I miss a call, can I call the number back?** Yes! You may leave a message for the educator who called, or text that same number and know you'll reach the educator who called you.
- **How does the system know my phone number or email?** SchoolStatus will utilize the contact information in the school's student system. **It is critical that your phone number and email address are accurate and up-to-date.** Please contact your school secretary if your contact information has changed.

School and District Websites

Our school and district websites provide families the most up-to-date information regarding school operations, school and district policies, upcoming events, and announcements. You can find our school website by visiting <https://www.sbpsb.org/rowley>

Teachers will also be posting important information regarding assignments, tests, class resources, and other helpful reminders and announcements to their Teacher Web Pages. You can find your child's teacher web page by visiting the "Teachers" channel on our school website.

Educational Links

CLEVER

Clever is an easy way for children to log in and learn with all of the online programs they use at school. With their own personal portals, students can learn with resources selected by their teacher and district. Rowley uses Clever so our students can have all of their digital resources in one place. Clever also eliminates the need to remember multiple usernames and passwords.

The link for our Clever site can be found by visiting the Quick Links on our school website. Your student's username and password can be found in their welcome packet.

Progress Monitoring

Home Access Center: Quick Access to Student Grades, Attendance and Schedules

Parents may utilize the Home Access Center by visiting www.sbpsb.org/grades or visiting our school or district websites. The Home Access Center (HAC) will give parents access to current information regarding your child's schedule, attendance, class work, interim progress report, report card grades, test scores and registration information.

Parent Involvement

Parent Advisory Council

We will have a Parent Advisory Council where parents can work with the school leadership team to generate ideas and partner on initiatives that are aligned with the goals of the school and the district. If you are interested in becoming involved, please contact the school.

Emergency Closing of Schools:

In the event that school will be closed, the Superintendent will announce the closure and information will be shared on our school and district websites, social media accounts, and with local news outlets.

If schools are closed during the school day, buses will transport all bus riders to their usual stops. Please make arrangements for someone to be home to meet your child. Students who are normally picked up by parents will not be released until a parent has been contacted and that parent informs the school whether a family member or friend will pick up the child.

In the event of an emergency school closure, parents/guardians will be contacted using our Emergency Call System. In order for families to be contacted, they must have a current and accurate telephone number in our system. **It is critical that parents notify our front office of any changes to phone numbers.**

Food Service Program

Our school participates in the Community Eligibility Provision (CEP) program. This program provides one breakfast and one lunch each school day to all students enrolled in the schools listed. "Adults and

employees will be charged for meals. Please note that there is a cost for “extra milk and/or juice. These items CAN NOT be charged to an account.

Important Notes:

- Canned and/or bottled beverages are not allowed in the cafeteria.
- Commercially prepared food is not allowed (McDonald’s, Burger King, etc.)

Fees and Fines

Rowley may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any curricular instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee pursuant to state law.

A full copy of our Student Fees, Fines and Charges policy can be found on the school and district website by visiting www.sbpsb.org/fees.

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. **Completed waivers and the corresponding documentation must be submitted to your student’s school principal.** For families with students in multiple schools, separate waivers and documentation must be provided at each school. Families with multiple students at the same school can complete one waiver. The form must be completed yearly during enrollment, registration, or orientation.

Please note that the waiver will be applied to fees associated with curricular activities only. Fees associated with extracurricular activities are not covered by the waiver.

CONTACT INFORMATION

School:	(504) 301 – 4001
Fax:	(504) 301 – 4010
Administration:	(504) 301 – 4001
Principal:	tanisha.sanchez@sbpsb.org
Asst. Prin:	stpehan.holzethal@sbpsb.org
Secretary:	miranda.rogers@sbpsb.org
Social Worker:	
Teachers:	firstinitiallastname@sbpsb.org
Central Office:	(504) 301 – 2000
Office of Child Welfare & Attendance	
Supervisor:	Mrs. Andrea Licciardi (504) 301 – 2000

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