Dear Families of Laureate Academy,

We are honored to welcome you to Laureate Academy Charter School. This is history in the making! Laureate Academy holds a high standard for excellence, providing an academically challenging, disciplined, and joyful school for the children of Jefferson Parish, LA. We are thrilled that you have made Laureate your school of choice, and we welcome you to our school community. We know that our success as a school depends on the support of our families, and we look forward to forming positive partnerships with you. We expect a lot from the members of the Laureate community, and in turn, you can expect a lot from us.

As a family, please take the time to read through our entire handbook. Please note that we revise and improve the handbook annually, so re-reading is important for returning families as well. The following pages clarify many of the essential details for families to participate fully in our community and will help you become familiar with the school procedures, policies, and practices. When you have finished reading the handbook, both parents and the student should complete and detach the mandatory signature page, located at the end of this handbook. Please return this page to your scholar's homeroom teacher within 1 week of receiving it.

While this handbook is very detailed, we know that it will not address all of the questions that you may have about Laureate Academy. If you do have any additional questions, please contact the school for any clarification.

We look forward to embarking on this journey with you, as we set your child on the path to college starting in kindergarten.

With focus,

Claire Heckerman,
Head of School

INTRODUCTION

OVERVIEW

Laureate Academy Charter School was authorized by the Jefferson Parish School Board in May 2015, and we currently educate students in Kindergarten through 8th grade. Laureate Academy is committed to being one of the best public schools in our nation. We will achieve our mission by preparing each student with the academic skills and strength of character necessary for school and life success.

MISSION

Preparing each student with the academic skills and strength of character necessary for school and life success, Laureate Academy educates K-8 students in Jefferson Parish for rigorous high schools, competitive colleges, and professional careers

VISION

Laureate Academy Charter School provides an academically challenging, disciplined, and joyful elementary school in which all members of the school community – board members, leaders, teachers, families and scholars – understand and are driven by the mission of college & life success. That mission requires an impeccable academic foundation, most particularly within literacy, that is measurable at each grade level. Therefore, we devote the majority of our financial, temporal, and curricular resources towards that goal within our core academic program. Comprehensively, our programs support state and national standards. for language acquisition and drive strong productive language, oral and written, for all scholars.

Rigorous Curriculum. For scholars to be competitive with their peers nationwide, we use Common Core State Standards as our base. We assemble and construct curricula that will support and grow our scholars to perform on national assessments at the 75th percentile and higher. We use assessments to frame the level of mastery we expect scholars to acquire, and we plan our curricular sequence, including daily lessons, weekly assessments, and intervention supports, to advance scholars along a rigorous, college preparatory trajectory, and we measure scholars' academic progress on growth, comparative, and absolute terms.

High Quality Instruction. Effective teaching "completely changes the academic trajectory of low-achieving students - vaulting them from the lowest to the highest quartile." [1] We recruit, hire, develop, and retain educators of the highest caliber. Our teachers promote a culture of achievement and use research-based, practice-proven instructional strategies. Teachers are observed weekly and are provided immediate written and verbal feedback to continuously increase their instructional effectiveness and maximize scholar achievement results.

Positive Character Development. Scholars learn to behave well and work hard because our school is structured, disciplined, and joyful.. Celebrations - daily morning motivation sessions, weekly Friday celebrations, and Achievement Assemblies every quarter - provide the forum for scholars to receive praise and recognition for working hard, mastering academic skills and content, and representing our SCHOLAR values.

CORE VALUES

Laureate Academy is characterized by rigorous academics and positive character. School and life success depend on the internal character and hard skills an individual develops in their formative years. We strategically develop in scholars the school's **SCHOLAR values – Self determination, Community, Honesty, Optimism, Leadership, Achievement, and Resilience.** Our SCHOLAR values are:

Self-Determination: We do whatever it takes to achieve our goals, exuding steadfast commitment and positivity in the face of challenges. We value the process, no matter how demanding, just as much as the outcome.

Community: We value and appreciate each other, as demonstrated through our words and actions. We treat others the way we want to be treated.

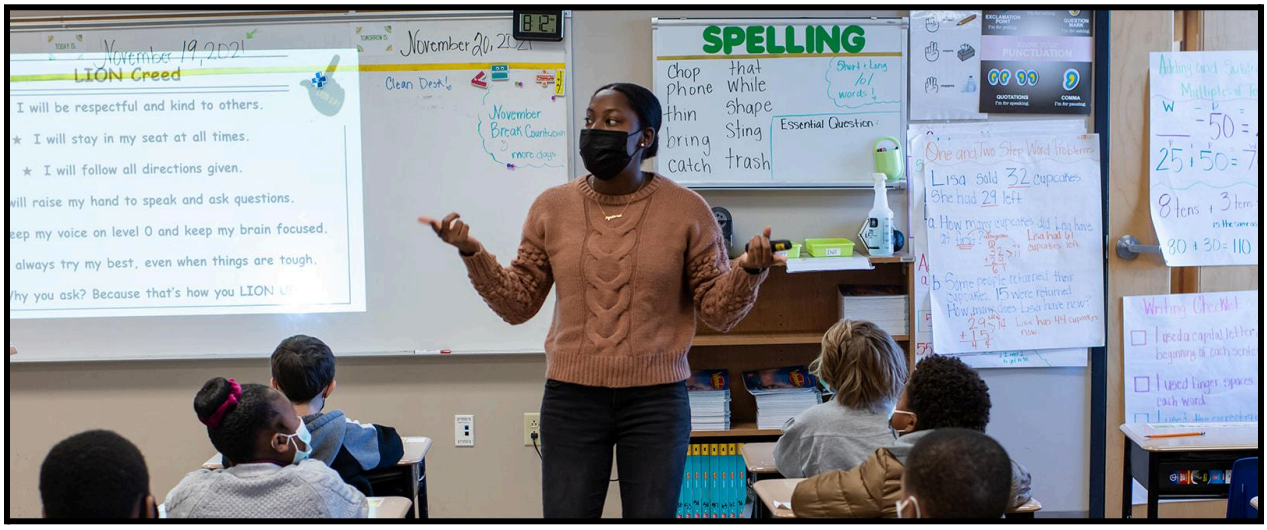
Honesty: Our actions are congruent with our beliefs and words. We always follow through on what we say we are going to do.

Optimism: We are always looking forward with a positive attitude. We appreciate hard work and know with a focused mind and kind heart that good things will come to us.

Leadership: We are unwaveringly focused on achieving our mission - setting every Laureate Academy scholar on the path to college. Every action aligns with and contributes to our shared goals.

Achievement: We understand that we are what we repeatedly do - Excellence is not an act, but a habit. We distinguish ourselves by the way we consistently execute on the details.

Resilience: We embrace the challenge of teaching and learning. When we fail, we learn from our mistakes and get back up to try again, no matter how difficult.



RESPECT: The most important value at Laureate Academy is respect.
Helping students develop the art of respect is a school-wide goal and will be modeled by the adults at Laureate Academy. The code serves as the operational glue that holds the community together. The students are expected to demonstrate the following elements of respect:

- **SELF-RESPECT** - by their manner and in their school uniform dress, students are to carry themselves with a sense of dignity.
- **RESPECT TO PEERS** - by showing support and encouragement; by refraining from insulting, bullying, or humiliating others; and by refraining from physically, emotionally or sexually harassing other students.
- **RESPECT FOR ALL ADULTS** - by listening and following instructions; by using appropriate tone of voice; by honoring a teacher's need to present a lesson to the entire class; by demonstrating an awareness of the appropriate time and place to disagree with a teacher's decision; and by accepting feedback.
- **RESPECT FOR DIFFERENCES** - by demonstrating sensitivity to physical, cultural, religious, gender, and sexual orientation differences, and by refraining from the use of stereotypes.
- **RESPECT FOR PROPERTY** - by respecting their personal property and the property of other students; by maintaining their textbooks and other school materials; and by caring for the school grounds and property, especially by pitching in to keep them clean and neat. (Items that could be used to deface property are forbidden in school.)

SCHOOL, FAMILY, STUDENT ACCOUNTABILITY
Laureate Academy expects a great deal from our staff, our families, and our students. An excellent education requires nothing less than the commitment and dedication of everyone involved. It is only by expecting more that we can achieve more. We fulfill our mission every day by remaining unwaveringly diligent and focused on the needs of our students, the work that must be done, and the community of stakeholders that supports our efforts.

Laureate Academy knows that the positive impact that we have on the lives of our scholars is only possible when the school and home community are working together to reflect the same values. We believe in having high expectations, both academic and behavioral, of our students, and we will work our hardest to ensure that students meet these standards. We know that you have selected Laureate because you hold these same high standards for your child and are eager to work with us to maximize your child's school success.

ATTENDANCE

To succeed at Laureate Academy, scholars must be present. Scholars are learning a great deal of content everyday and being at school supports their success. So much learning goes on each day that cannot be sent home and made up. Students who consistently miss school do not perform as well as those who attend every day. Therefore, we expect scholars to be at school every day unless they are legitimately sick and unable to function.

ATTENDANCE POLICY

Parents and guardians are expected to email their scholar's teacher(s) as early as possible but no later than 8:00am if their child will not be attending school for any reason. Earlier, written permission is welcomed and appreciated. Communication should be made as far in advance as possible. Always indicate your child's name, your relationship to the child, and the reason for and date(s) of the child's absence.

EXCUSED AND UNEXCUSED ABSENCES

Although absences may be considered "excused" they still count toward the total absences for the year.

In order for an absence to be considered excused, scholars must return to school with a doctor's note, explaining the nature of the illness, or a clear explanation from the parent explaining specifically why the scholar was absent. *Please note: all routine doctor and dentist appointments should be conducted outside of school hours.*

Students will not be excused for family vacations or any other engagement. If a student is absent from school due to suspensions, these days will be treated the same as absences.

CONSEQUENCES FOR FREQUENT ABSENCES

Number of Absences in a Year	Consequence
4	Written notification will be sent to the family. The family must complete the survey with an outlined plan for improvement.
6	The parent/guardian must meet with the Dean of Culture (or designee) to create an attendance plan
9	The parent/guardian must meet with a representative from the Instructional Leadership Team to create an attendance plan & discuss how the scholar will make up missed class time
10	A written report will be submitted to the FINS department.

SPECIAL NOTES ON ATTENDANCE

Please be aware of the following specific policies pertaining to excessive absences:

- Excused absences are defined only as those that are accompanied by a doctor's note verifying the dates of absence, which were due to illness, those that are due to religious observation, or those which are due to a death in the immediate family. Laureate Academy will also consider student's IEPs, accommodation plans and individualized healthcare plans in determining when an absence is "excused."
- Excessive total absences (including excused absences and tardies) are a factor in retention at all grade levels. It will be at the school's discretion to determine if retention is appropriate for the current grade.
- If a student is absent the first five (5) days of school, or ten (10) consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that student may lose his or her seat at Laureate Academy and may be considered un-enrolled from the school.
- According to Louisiana Revised Statute 17:221, all students under 18 are expected to be in school. All students under the age of 18 will be expected to comply with these laws and the school will follow procedures set out in La.R.S. 17:233 if the student does not comply with the law. In cases of truancy, the Head of School (or her/his designee) will investigate the situation. Laureate Academy operates in compliance with La.R.S. 17:233 requirements, which can include mandated reporting of truancy to appropriate state agencies.

MAKE UP WORK

Students will be held accountable for work missed due to absences. Work may or may not be provided in advance of absences. Parents are responsible for communicating directly with their scholar's teacher(s) to obtain the makeup work. Email is the best form of communication for our teachers.

All questions regarding student attendance and attendance records should be directed to info@laureatecharter.org

Students who are absent from school cannot attend or participate in any other school-sponsored activities occurring on the day of the absence, unless the school has given advance permission.



PUNCTUALITY AND TARDINESS

Laureate Academy values punctuality. It is an important life skill and a show of respect to others. Just as we expect staff to be punctual for their students, families need to ensure that students arrive at school on time. This is even more important because Laureate students begin their learning from the moment a student enters the building. Students are provided morning duties and work before and after breakfast. If a student is late to school, they miss morning assignments, disrupt the learning of other students, and risk falling behind.

Laureate Academy's doors open at 7:30am. Students must arrive at school between 7:30am – 7:50am, to be served breakfast. Students arriving between 7:51-7:59 will be considered on time, but will not be served breakfast. *Students arriving (in the front door) at 8:00am or later are considered tardy.*

Please Note: Students who arrive close to 7:50am may not have enough time to finish their breakfast, since breakfast clean-up starts promptly at 7:50am. Therefore, if parents and guardians want their child to receive breakfast, the student must arrive at school no later than 7:40am to have enough time to eat without feeling rushed. We suggest signing up for the morning bus in order to guarantee your scholar is on-time.

Parents or Guardians must escort late students to the Main Office to sign in, before proceeding to their classroom. Late arrivals after 7:55am disrupt class for all students in the class and therefore should be avoided if possible. **Three late arrivals will count as the equivalent of an absence for the purposes of our attendance policy.**

CONSEQUENCES FOR TARDINESS

Number of Absences in a Quarter	Equivalent to this many absences	Consequence
3	**1**	Written notification will be sent to the family. The family must complete the survey with an outlined plan for improvement.
6	**2**	Written notification will be sent to the family. The family must complete the survey with an outlined plan for improvement.
9	**3**	Written notification will be sent to the family. The family must complete the survey with an outlined plan for improvement.
12	**4**	The parent/guardian must meet with the Dean of Culture (or designee) to create an attendance plan
15	**6**	The parent/guardian must meet with a representative from the Instructional Leadership Team to create an attendance plan & discuss how the scholar will make up missed class time

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL

Laureate Academy opens its doors at 7:25am every day. Students are welcome to arrive as early as 7:30am to eat breakfast, complete their brightwork, and read independently. Students may not enter the building before 7:25am.

- Busses are unloaded before carpool starts
- Carpool will begin after busses are unloaded (generally starting by 7:32AM)
- Walkers may enter the black side gates (by the cafeteria) starting at 7:25AM.
- Walkers who are 10 years or younger must be accompanied by an adult.
- Walkers may not be dropped off by a car.

DISMISSAL

Students will be dismissed from school at 3:15pm daily. Parents and guardians who arrive before the dismissal time must wait outside the school building until students are dismissed.

- Walkers may be picked up at the black gate by the cafeteria starting at 3:15PM and must be picked up no later than 3:45PM
- Busses are loaded from 3:15-3:25PM and will be dropped off according to the assigned route
- Carpool will begin after busses are fully loaded (generally around 3:25PM) and will generally be completed by 3:45PM.
- By 4:00pm daily, all students must be picked up. Failure to do so will result in a late charge of $1.00 per minute.
- If parents or guardians need to speak to a teacher or conduct any other classroom business they must communicate via email or telephone to set up a meeting.
- Laureate Academy does NOT provide after school child-care services.

EARLY CHECK-OUT POLICY

Parents and guardians will not be allowed to pick up students early except for in pre planned extenuating circumstances. Parents should complete the form on the school's website at least 24 hours in advance and provide a signed note to the school explaining the situation surrounding an early dismissal. Unless the school has granted permission, no student will be dismissed early from school. In addition, the parent or guardian must sign the student out with the Main Office before removing the student from school grounds.

- **Doctor and dentist appointments should be limited to non-school hours to avoid students missing class time.**
- The school will record dismissals as absences when the child has been at school for less than four hours. In general, students must be present for at least four hours of the allotted instructional time on a given day in order to be considered present.
- Early dismissals are very disruptive to learning and should be avoided unless absolutely necessary.

INCLEMENT WEATHER

In the event of poor weather conditions such as heavy rain, please listen and stay connected via social media, OneCall, and our website for relevant information regarding school cancellation. Laureate Academy follows the exact same cancellation policies as Jefferson Parish Public Schools, **so if Jefferson Parish Public Schools are closed, so is Laureate Academy**. Laureate will send a notification via our OneCall system if we have a closure.

SCHOLAR SUPPLIES

Scholars are responsible for bringing their own supplies.
A supply list can be found on our website at www.laureatecharter.org.

- Laureate acknowledges that some families will need support with supplies due to financial hardship.Laureate will provide communal supplies for scholars in this position.

- Laureate accepts supply donations from families to support other scholars who are in need.

- Teachers will communicate directly with families regarding any special supplies they need (ex: for an upcoming STEM project)

- **Notes on Backpacks:** Scholars are required to use a backpack that is large enough to hold pocket folders. It must have two straps and be a typical backpack (no purses, messenger bags, rolling bags, etc. are allowed). **Scholars will be required to have a CLEAR backpack starting in the 2022-2023 school year. No exceptions.**

ACADEMICS

Laureate Academy is committed to supporting the academic achievement and personal growth of each and every scholar by implementing a strong, rigorous academic program that sets them on the path to college.

RIGOROUS CURRICULUM

Laureate Academy's curricula are aligned to the Common Core National Standards and LA Core Curriculum Content Standards, Laureate Academy Standards, Laureate Academy Assessments, and the NWEA MAP Assessment. In all of these ways, we are getting your child ready to succeed in a college-preparatory environment.

HIGH QUALITY INSTRUCTION

Laureate Academy classes have top notch, caring teachers in every classroom. Teachers design exciting, innovative, and challenging lessons in the classroom, while working longer hours than their peers in traditional schools. Laureate Academy teachers know that students learn material much better when it applies to their lives and therefore their lessons are relevant to the student's lives. They also foster a climate of success through a positive disposition, well maintained classrooms, honest feedback, positive reinforcement, recognition of success, and strong classroom management skills.

Laureate teachers are trained to move at a fast pace so that every minute of instruction is utilized for instruction. Teachers ask many critical thinking questions throughout the course of the day as well as pack each class with a number of activities designed to keep students motivated and on task.

Below is a high level overview of the curriculum used at Laureate. A detailed version can be found on our website. *This list is not all inclusive and is subject to change.*

<table>
<tr><th>Grade Level</th><th>English Language Arts</th><th>Math</th><th>STEM</th><th>Social Studies</th></tr>
<tr><td>K-2</td><td>Guided Reading & Wonders</td><td rowspan="4">Eureka Math</td><td rowspan="3">CKLA</td><td rowspan="3">Social Studies Weekly</td></tr>
<tr><td>3</td><td>Novel Study (school-created)</td></tr>
<tr><td>4-5</td><td rowspan="2">Teach Like a Champion Novel Study</td></tr>
<tr><td>6-8</td><td>Open Sci-Ed</td><td>School-Created</td></tr>
</table>

HOMEWORK

Homework is an essential component of Laureate Academy's educational program. Homework reinforces the concepts and skills that are taught in class, support students to develop a deeper understanding of academic concepts, and promote the habits that we recognize will be important in college and in life. **Homework may be assigned every night at Laureate Academy, including on weekends and vacations.** It is critical that families review their child's homework and monitor progress every night.

Homework includes 30 minutes of required reading every night, including weekends, holidays, and vacations. Parents and guardians will be required to complete and sign their child's reading log every night in grade K-1. Homework must be completed in full and meet the high standards that Laureate Academy sets for effort and presentation.

- All students will be given a Laureate Academy folder that includes the work that needs to be completed as well as a nightly Reading Log.
- Homework folders & Agenda books are designed to teach students essential organizational skills.
- **Reading Logs must be filled out properly and completely and signed by a guardian**
- **All homework must be completed neatly and thoroughly and returned with the child in the folder.**
- Homework folders will be turned in to teachers every morning as soon as the student arrives at school.
- Students are expected to complete their homework assignments each day it is assigned.
- If homework is consistently late, missing, incomplete, or of poor quality, the parent or guardian will be notified.
- Homework will be counted as homework within each content. (example: math homework will count within the math grade for the scholar)

PROMOTION POLICY

In order to be promoted to the next grade, three factors are considered: attendance, overall reading and math proficiency as cited in the NWEA MAP assessment, STEP reading assessment, and internal assessments, and grade-level standard mastery, as cited on the report card.

Students who accumulate more than 12 absences during the school year will be at risk for retention in their current grade-level.

Students who are not reading on grade level by the end of the academic year are eligible for retention. Parents of students who are in jeopardy of being retained will receive notice of this possibility in writing at the end of the third quarter.

Promotion recommendations are made by classroom teachers, and final promotion decisions will be made by the Head of School. *The school reserves the right to make exceptions to this policy given special circumstances*

SCHOOL DISCIPLINE

A disciplined, achievement-oriented classroom establishes a platform for academic success. Orderly and structured classrooms are necessary to create learning environments in which time is used efficiently. An important component of discipline is structure. Structure provides a framework for learning to take place. **The structure that Laureate Academy provides will ensure that school is a safe place where students are free of the stress that unstructured, undisciplined settings create.**

Laureate Academy students are expected to conduct themselves as young professionals at all times. This means that students are to be kind and courteous in all situations. Students are expected to use good manners and say "Please" and "Thank you" as well as to excuse themselves when they need to speak to people who are already engaged in conversation. This culture of professionalism will prepare our scholars for life outside of the Laureate Academy community.

POSITIVE CHARACTER DEVELOPMENT

Students will learn to live up to the core values each and every day in order to be a SCHOLAR by showing – self-determination, community, honesty, optimism, leadership, achievement, and resilience. We ensure that students create good habits of behavior by sweating the small stuff.

SCHOOL REWARD OPPORTUNITIES At Laureate Academy students have the opportunity to earn rewards for demonstrating excellent behavior, academic growth, and good citizenship.

- **DAILY PRAISE/STICKERS/NOTES** Teachers will recognize students who follow the code of conduct by giving praise and sometimes providing students with stickers or notes.
- **COMMUNITY SHOUT OUTS!** Teachers will recognize students who have shown growth or improvement, done well on an activity, project, or assignment.
- **WEEKLY TREASURE CHEST & SCHOOL STORE** At the end of the week scholars in grade K-3 earn a prize based on the number of greens/oranges they have earned throughout the week. If they have earned green or orange at least 4 of 5 days they may pick from the treasure box. Grade 4th-8th grade earn points toward the school store and are able to visit the school store to buy items every 2 weeks.

CONSEQUENCES

When students break the code of conduct, the teacher will correct them, review the correct behavior and practice behavior with them. However, if the behavior continues the students will face a series of consequences agreed upon and supported by all the teachers and parents. These consequences progress in a hierarchy designed to deter a student from poor choices. In administering consequences school personnel will take into account such factors as the severity of the offense, the age of the student offenders, students' histories or inappropriate behaviors, and any other factors deemed relevant.

BEHAVIOR INTERVENTION AND REMEDIATION

When deemed appropriate by the Leadership Team, a student may be placed on a behavior intervention plan (BIP) to support behavior improvements and closely monitor progress toward specific behavior goals. When necessary, students with disabilities will be provided with behavior plans as per specifications outlined in their IEP or 504 plans. Students not meeting the goals in their behavior plan face consequences as outlined below. Supportive intervention and referral devices are available for all students with demonstrated need.

DISCIPLINE PENALTIES

Level of Offense	**Consequence examples** *This list is not all inclusive*
Level 1 (Minimally disruptive to self or others)	• Oral warning • Cool off time or Time Out • Seat change within the classroom • Written warning • Written notification to parent(s)/guardian(s)
Level 2 (Disruptive to self or others) or not responsive to Level 1 consequences	• Removal from class • Conference with parent(s)/guardian(s)
Level 3(Very disruptive to self or others) or not responsive to Level 2 consequences	• Removal from class • Conference with parent(s)/guardian(s) • Temporary confiscation of items that are disruptive • Exclusion and/or removal from a particular class or event
Dangerous	• Exclusion and/or removal from a particular class or event • Temporary confiscation of items that are disruptive • Removal from class • In-school suspension • Short term suspension (less than five days) from school • Long term suspension (more than five days) from school • Expulsion from school

LOSS OF PRIVILEGES

Laureate Academy offers students many privileges that can be taken away as a consequence for poor behavior. Privileges that can be lost include: enrichment, computer time, participation in field trips, coming to school early or staying late, participating in after school activities, and socializing with classmates during snack time, breakfast, or lunch.

FIELD TRIPS

Field trips are a part of the Laureate Academy educational program. We use field trips to enhance learning that is taking place in the classroom. However, attending these programs is a privilege and not a right. If a scholar does not uphold Laureate Academy core values, he/she may not be permitted to attend a field trip. If a field trip is scheduled while school is in session, the scholar will still be required to be in school. Failure to come to school will result in loss of the privilege to attend the next field trip and a mandatory parent conference.

IN-SCHOOL SUSPENSION

Laureate Academy may require students to serve an in-school suspension during which they are not allowed to be in their classes but must spend the school day supervised in one of the school offices while doing their schoolwork. These in-school suspensions may be given for students who demonstrate disruptive behavior or consistently violate the Code of Conduct. In-school suspensions may also be given in cases where a student needs to be sent home, but school leadership is unable to reach a parent.

ZERO TOLERANCE FOR FIGHTING

There is zero tolerance for fighting. In almost every case, both students will be suspended. Parents will be required to come to school and to pick up the student involved in the fight on the day of the incident. The school encourages non-violent conflict resolution. Students are expected to use the techniques of conflict-resolution to settle all disputes in a non-violent manner. Faculty will work to spot problems and students are expected to report conflicts before they escalate.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

The Board of Laureate Academy prohibits acts of harassment, intimidation or bullying by or toward any students or school community members. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act, or any use of electronic or wireless communication (including telephone, cell phone, computer, or pager) that takes place on school grounds/property, at any school-sponsored function or on a school bus and that:

a. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
b. by any other distinguishing characteristic; and

c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
d. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Laureate Academy expects students to conduct themselves in keeping with the Core Values of Self-Determination, Community, Honesty, Optimism, Leadership, Achievement, and Resilience. In addition, Laureate Academy strongly believes that passive action can be as significant as active action— witnessing a wrongdoing can implicate the observer. Students are expected to do what they reasonably and safely can do to divert a situation and must also inform a Laureate staff member.

Consequences and/or remedial action for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded based on a variety of factors, including the developmental age and maturity levels of the parties involved, the levels of harm, the nature of the behaviors, past incidences or past or continuing patterns of behavior and performance, and the relationships between the parties involved. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on the facts and surrounding circumstances. Consequences for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Remedial actions for individual students who commit such acts may include a behavioral assessment or evaluation and/or supportive interventions and referral services. Consequences and/or remedial actions for a staff member who commits an act of harassment, intimidation, or bullying shall be discipline in accordance with school policies, procedures, and agreements.

School leadership is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to school leadership. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from school leadership to submit a written or electronic report. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. School leadership, including the Head of School or the Head of School's designee, is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, school leadership shall conduct a prompt, thorough and complete investigation of the alleged incident for any report of policy violations and complaints.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern or systematic problem of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials. Parents shall be promptly notified in situations where students are to be or have been interviewed by law enforcement officials.

Remedial measures at both the individual and the institutional level shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for document systemic problems related to harassment, intimidation, and bullying. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to social skills training for students, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers. In addition, resources (e.g., counseling) will be made available to support individual victims of harassment, intimidation and bullying and such support will be provided in a manner that does not stigmatize victim(s).

Laureate Academy prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying, be they student, school employee, volunteer, or visitor. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by school leadership after consideration of the nature and circumstances of the act. Students, school employees, volunteers, and visitors may not falsely accuse another as a means of retaliation or as a means of harassment, intimidation, or bullying.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be discipline in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by school leadership after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

This policy, as part of the Laureate Academy Code of Student Conduct, applies to all school grounds including school-sponsored functions and school buses. It is publicized on the Laureate Academy website and is distributed annually to all school staff, students, parents and guardians.

SUSPENSION

To create and maintain a safe, supportive, fair and reliable school community and culture, Laureate Academy will suspend students from school when there are serious breaches of the Core Values or of the discipline code. A student may be suspended for one to ten days by the Head of School. In certain circumstances, the board may determine that a suspension of a greater length is appropriate. In all cases, parents or guardians will be informed of a suspension and will be required to attend a conference and the school will follow the appropriate procedures, fully complying with all applicable laws including La.R.S. 17:223.1. Causes for student suspension, both in-school and out-of-school suspension, include, but are not limited to:

- Physical harm, fighting or physical assault of another student
- Physical harm or assault of a teacher, staff member, or other adult at school
- Taking or attempting to take money or property from another student, faculty member, or school
- Constant disruptive behavior or continued and willful disobedience
- Violation of Internet Use and Technology Policy
- Excessive disrespect of teachers or peers
- Harassment or violent threats, including cyber bullying
- Open defiance of authority
- Willfully causing or attempting to cause defacement or substantial damage to school property
- Possessing, using, or dispensing illegal substances such as drugs, alcohol, cigarettes or firecrackers (Any illegal substances will also be reported to the police, as required by law.)
- Using a cell phone in school
- Engaging in sexual activity or inappropriate touching
- Other actions deemed suspendable offenses by a School Leader

EXPULSION

Expulsion will be reserved for students whose conduct is of such character as to constitute a continuing danger to the physical or emotional well-being of themselves, other students and/or the staff.

There will be zero tolerance for bringing a gun, knife, or other deadly weapon to school or for any assault on school employees or students.

A student may also be liable for expulsion for possession, use of, or selling of alcohol or controlled dangerous substances while on school property; for sexual misconduct; and/or when a student is so repeatedly disruptive that a teacher and classroom cannot function, due to repeated suspensions, continued and willful disobedience, open defiance of authority and/or any of the causes included in the Code of Conduct as suspendable offenses. In some, but not all, cases, the student up for expulsion would have not responded to other forms of discipline and support, such as behavior modification plans, detention, suspension, advisor support, parental involvement and counseling. In addition, if a parent is physically or consistently verbally abusive to school personnel, the child may be liable for expulsion to ensure the safety of school staff. For a student to be expelled, a

due process must be initiated by the Head of School and must include discussion with the faculty and a formal hearing with the student's parents before the Board, a committee of the Board, a school administrator or an impartial hearing officer where a Head of School and the dean of students and/or family service coordinator are present. The decision must be finalized with board approval, but students – with their families – may appeal the decision to the Board.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

The School recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. The School also recognizes that students with disabilities have rights to certain procedural protections whenever school authorities intend to impose discipline upon them. The School is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

SCHOOL SEARCHES

Laureate Academy authorizes the Head of School and the Head of School's designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or any of Laureate Academy's rules. In authorizing searches, Laureate Academy acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than Laureate Academy's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. Laureate Academy employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Students may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search. Reasonable individualized suspicion to conduct a search of a student or a student's possessions and the scope of the particular search shall be based upon, among other things, the student's age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. Laureate Academy exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials.

Laureate Academy will provide notification to parents/families if a search has taken place as soon as is practicably reasonable.

SCHOOL SAFETY

There are a number of basic procedures the school has in order to ensure the safety and security of its students and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

CLOSED CAMPUS

Under no circumstances are students allowed to leave the school building without permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult. Students need to be aware that the school has several neighbors, and should be respectful and courteous of their needs. Once students have entered the school in the morning, they may not leave the building unless they are escorted by a school staff member or other authorized adult.

VISITOR POLICY

All visitors are required to report to the Main Office upon entering the building. Any visitor, including parents and guardians, who do not report to the office or are found in the building without authorization will be asked to leave immediately. Visitors should wear visitor badges at all times to indicate that they have checked-in at the main office.

FIRE ALARM

Any time the fire alarm goes off, including during regularly scheduled fire drills, students must be the following procedures:

- Listen for the fire alarm.
- Line up immediately and silently.
- Follow their teacher to the designated exit and line up outside.
- Once outside they must remain silent and listen to instructions from their teacher.

SCHOOL UNIFORMS

We show respect for our appearance and our cohesion as a community through our uniforms. Students in our community are expected to follow the school dress code in order to be allowed in class. *Reminder: If a student comes to school without the correct uniform, a phone call will be made home requesting the correct uniform be brought to the school immediately. If a Laureate uniform is available in the scholar's size, they will be asked to change into it. The child will be permitted to go to class until the correct uniform has arrived.*

See our website for full uniform policy.

FAMILY INVOLVEMENT

Laureate Academy is an academically challenging, disciplined, and joyful elementary school in which all members of the school community – board members, leaders, teachers, families and scholars – understand and are driven by the mission of college. We believe in the importance of working together to make a positive impact in the academic and character growth and development of every child. Although the responsibility of making decisions of school policy belongs to the Board of Directors and Head of School, **family involvement is not only welcomed, but absolutely critical to the success of the school.** Families are involved on an individual level and through organized parent groups. We recognize that an effective partnership between school and home sets each scholar up for success by garnering family support of our school and reinforcement in the home for the school's activities and expectations.

FAMILY COMMUNICATION

It is vitally important that the school has methods of contacting parents or other family members at all times. This is of critical importance in case of emergency, illness, or behavior requiring immediate family contact. Parents are advised to notify the office of moves, changes of home or emergency telephone numbers, and/or places of employment.

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.

FAMILY INVOLVEMENT

Family involvement in a child's educational life is critical to a child's success. We encourage families to develop strong positive partnerships with the school.

Laureate Families Are Required To:

- Attend an in-person orientation session annually
- Review the family handbook.
- Reinforce Laureate's Code of Conduct at home.
- Attend 2 after-school workshops that will focus on developing scholar skills
- Read to/with your child for at least 30 minutes every day, including weekends, and sign the reading log.
- Make sure your child completes the nightly homework
- Attend all requested Report Card Conferences
- Actively participate in at least 2 school-wide fundraisers.
- Effectively communicate with your child's teacher by responding to texts, emails or phone calls within 24 hours of receiving a text, email, or phone call.

Laureate Academy Families Are Asked To:

- Establish a daily routine for your child.
- Provide a quiet space for your child to study.
- Provide positive reinforcement of student progress and success.
- Provide a library of books or frequent trips to the library and/or bookstores.
- Discuss academics and student work among family members.
- Help your child take responsibility for his/her actions.
- Stress the importance of telling the truth. Remind your child that no one is perfect and everyone makes mistakes.
- Check with your child's teacher for actual facts regarding a problem. A student may alter a situation to appear more innocent.
- Support other Laureate families.

VISITING CLASSES

The school is able to accommodate visitors given prior approval from school leaders. Our school has an open door policy that allows family members to sit in on class during any time AFTER the first six weeks of school. After the initial four weeks of school, we encourage families to come into the classroom and see our dedicated teachers and students at work.

Anyone, including parents, who wish to visit our school, must first complete a visitor's form online and wait for approval. It is up to the school leaders to grant or refuse a school visit. Visitors need to sign in at the office before visiting a classroom and wear a visitor lanyard while in the school.

When observing in the classroom, families are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. *Family members who are disruptive to the educational process will be asked to leave.*

TEACHER MESSAGES

Parents are encouraged to communicate with their child's teacher. Each teacher is provided with a cell phone, but does not access it during the time they are in front of scholars. If you call during the day, please anticipate leaving a voicemail. Please leave your name and your child's name, a phone number and time you may be reached, and a brief message regarding the reason for the call. Please remember that messages may not be received until after the instructional day ends. Please do not call teachers after 5:00pm.

MEETING WITH A TEACHER

If you need to meet with a teacher, then you need to make an appointment at least 24 hours in advance. An appointment can be made by calling or emailing the teacher directly. You should not expect to meet with a teacher without a prior appointment. Whenever possible, appointments should not take place during the instructional day.

MEETING WITH A SCHOOL LEADER

If you need to meet with a member of the leadership team please email or call the leadership team member directly. An email outlining your concerns is helpful to allow the leader time to prepare thoughtfully for the meeting.

CONSTANT COMMUNICATION

Scholar achievement data and behavior progress are communicated with families throughout the school year. Families receive reports that outline: (1) their child's academic proficiency regarding prioritized standards in every subject, (2) the targeted intervention the school will provide in the coming weeks to maximize academic progress, and (3) tangible support to be provided by the family at home.

FAMILY ACHIEVEMENT CONFERENCES

Family Achievement Conferences are a crucial component of our educational program. A parent or guardian must attend every conference where the report card is distributed and student progress is discussed with the classroom teachers. Parents should plan on attending a 30-minute conference during the designated conference day or at a pre-arranged time before or after school during that week. Parents will be notified ahead of time if they do not need to attend a conference.

TRANSPORTATION

The school incorporates a combination of transportation methods that transport students to and from the school.

BUSES

Participation in bus transportation is a privilege. All students are expected to uphold the same behavior expectations on the bus as they do at Laureate Academy, acting responsibly and respectfully at all times. Certain additional rules will apply to the bus.

- Students will be given assigned seats. Students are expected to sit in and stay in these seats unless given permission by the driver or school administrator to move.
- A staff member will meet the bus every day. No child will exit the bus before the staff member checks with the driver regarding behavior.
- Failing to be in the assigned seat, putting hands out of the bus, throwing objects, using inappropriate language, not obeying the bus driver, are all infractions, as well as those listed in this Code of Conduct.
- More serious behavior (i.e. fighting) will be investigated, and students will be treated exactly as if the incident happened on school grounds.

Any student who poses a behavior problem may lose their privileges to be provided bus service.

Please note that bus drivers will NOT drop off students at the bus stop when the designated pick-up guardian is not there. Families will be notified of the location where their child will be transported to if a guardian is not there for pick up and monitored until transportation is arranged. **Families will incur a charge of $1.00 per minute. If the scholar is not picked up three times during the year, the child may also lose their school bus service privilege.**

WHAT HAPPENS IF...

- **You move during the school year?** Please contact the main office and ask to speak to the school's Operations Manager. We will update your new address in order for your child to receive a new transportation assignment.
- **The bus is late?** Students are not marked "tardy" if their school bus arrives at school late.

Transportation Accommodations: Special transportation service for students with disabilities is stated in their Individualized Education Plan (IEP) or Section 504 Plan. Some students receive door-to-door bus service. Other students with disabilities are picked up and dropped off at a corner near home, or walk to school. Some students with medical or physical conditions may receive door-to-door service by submitting a letter from the doctor to the Head of School. The school nurse will contact the doctor to discuss the appropriate transportation services for these students pursuant to each individual's IEP or 504 plan, and the time limits of those services.

Loss of Transportation Privilege: We consider the school bus to be an extension of the classroom. That means that we have the same standards of behavior on the school bus. Students who violate the discipline code while on the bus may be disciplined and may be denied transportation, either for the remainder of the year or for a temporary suspension. The student is expected to come to school on the days when he or she is not allowed on the bus, unless the student has also been suspended from school.

- **1st offense: Scholar is suspended from the bus for 1 day**
- **2nd offense: Scholar is suspended from the bus for 1 week**
- **3rd offense: Scholar is suspended from the bus for 1month**
- **4th offense: Scholar is suspended from the bus for remainder of the academic school year**

Please note that parents or guardians are not allowed to get on the school bus or van to confront the driver, monitor, or any student. If there is a problem with the school bus driver, monitor, or a student, inform the Leadership Team of the situation by completing a bus complaint form. The Leadership Team will then conduct an investigation into your complaint.

School buses will drop students off at the school between 7:25 and 7:30 in the morning, and will bring students home immediately after dismissal in the afternoon. The buses will drop off and pick up students in front of the school's main entrance doors.

If you have any questions, comments, or concerns, feel free to contact the school's Main Office at info@laureatecharter.org

STUDENT PICK-UP

Parents/Guardians or their designees may pick students up directly from school at dismissal time at the designated pick up spot.

STUDENT DROP-OFF

Families who drive students to school in the morning are expected to adhere to the Laureate Academy Drop-Off Procedure. A Laureate Academy staff member will be there to greet the car and escort the student safely into the building. Parents should not park or exit their vehicle.

GENERAL SCHOOL INFORMATION

Laureate Academy Charter School
2115 Oakmere Drive
Harvey, LA 70058
Tel: 504-503-0170
www.laureatecharter.org

SCHOOL DAY

The regular school day runs from 7:30pm– 3:15pm on Monday –Friday.

The school building is closed at 4:00pm. Voicemail will be on automated attendant before 7:30am and after 4:00pm

MEDIA

All media for Laureate Academy will be handled by the Head of School. A release form will be sent home at the start of the school year for guardians to sign to either authorize or deny the use of pictures or videos that contain their child.

LOST AND STOLEN PROPERTY

We strongly encourage families to ensure that children do not bring valuable objects to school. Any items that students bring to school that may cause disruption will be confiscated at the school. We make every reasonable effort to return all personal property to the appropriate parent; however, the school is not responsible for replacing lost or stolen property or compensating the family for the value of that property.

STUDENT INTERNET AND COMPUTER USE

The Laureate Academy computer network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required! Access is a privilege—not a right. Access entails responsibility.

Students are responsible for good behavior using any and all technology, just as they are in a classroom or school hallway. Computer network storage (hard drives and personal folders) may be treated like school lockers. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

The following misuses of the computer system are not permitted:

- Sending and/or displaying hateful or pornographic messages or pictures
- Using abusive, threatening or inappropriate language
- Harassing, insulting or attacking others
- Engaging in or promoting violence
- Engaging in racial, gender, or other slurs
- Receiving or transmitting information pertaining to weapons, such as bombs, automatic weapons, illicit firearms or explosive devices
- Damaging technology equipment (computer systems, computer networks, TVs, VCRs, digital cameras, scanners, etc.)

- Violating copyright laws (copying internet or other materials without permission) • Using others' passwords
- Trespassing in other students and/or teachers' folders, work, or files
- Intentionally wasting limited resources
- Employing the computer network for commercial purposes
- Transmitting personal information without written parental consent
- Accessing areas considered borderline without written parental consent
- Hacking (attempt to gain unauthorized access to files, folders, and/or other systems)

All student internet usage is monitored and managed with our electronic monitoring systems. Violations will result in loss of computer use as well as other disciplinary or legal action

WEAPONS

Weapons (firearms, knives, etc.) are not permitted on Laureate Academy premises nor at off site school sanctioned events.

ELECTRONIC DEVICES

Possession and Use of Personal Telecommunication Devices and Other Electronic Devices

Laureate permits students to possess personal cell phones for safety purposes; however, these devices must remain **turned off** and stored in the scholar's bag (not on the scholar or in the scholar's desk) during the instructional day, including during all testing, unless the device is used for approved instructional purposes.

A student must also have permission from the Head of School to possess other personal telecommunication devices (such as a notebook computer, laptop, tablet, or other portable computing device) at school.

Students may also be permitted to possess other electronic devices (for example, MP3 players, iPods, video or audio recorders, or similar electronic devices). Such devices must be turned off between the hours of 7:25 a.m. and 3:30 p.m, or when on the bus. Such devices may not be visible in the pocket of a jacket or pants; items must be completely put away and out of sight.

If a student possesses a personal telecommunication device or other electronic device without permission, school staff will collect the item and turn it in to the Head of School's office. The Head of School will determine whether to return items to students at the end of the day or contact a parent to pick up the item.

The use of mobile telephones or any other device capable of capturing images is strictly prohibited in restroom areas or other sensitive areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunication device or other electronic device without authorization during the school day, the device will be confiscated. If the student and parent have executed a waiver permitting the student to possess an electronic communication device at school, Laureate officials may power on and search the device if there is reasonable cause to believe that the device

has been used in the transmission or reception of communications prohibited by law, policy, or regulation. Any disciplinary action will be determined by the Head of School. This disciplinary action may apply even if the item in use is not the property of the student found in violation of the policy.

A confiscated device may be picked up from the Head of School's office. Confiscated telecommunication devices that are not retrieved by the student or parent will be disposed of at the end of the academic year.

Laureate will not be responsible for damage to or loss or theft of confiscated items.

Instructional Use of Personal Telecommunication and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval in writing from the Head of School before using personal telecommunications or other personal electronic devices for instructional use. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations may result in withdrawal of privileges and other disciplinary action.

Laureate is not responsible for any damaged, lost, or stolen personal device.

MANDATED REPORTER POLICY

According to La.Ch.C.Art. 603, school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have reason to believe that harm has come to a child that "reasonably appears to have been caused by brutality, abuse or neglect." Under this law, failure to report such abuse is a felony.

Once any staff member becomes aware that a student may be the victim of abuse or neglect, they must:

- Call the DCFS central intake hotline at (855) 452-5437.
- Notify the Head of School
- Complete an incident report.

When calling the hotline, the staff member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred,
and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.

While these steps are taking place, Head of School will assist both the faculty member and student in understanding the ramifications of the call. The Head of School will debrief the student and, when appropriate, will contact the parent(s)/guardian.

TOYS

Students are not permitted to bring toys to school unless they are instructed to do so by their teacher.

SCHOOL BREAKFAST & LUNCH

Laureate's child nutrition program provides free breakfast and lunch to all elementary aged students.

Families may send lunch or breakfast from home for their child(ren) to eat at no cost. Students are welcome to bring lunch from home. They will **not** have access to a microwave to heat any lunches. Soda and candy are never permitted at school, even in lunches brought from home.

FOOD

All Laureate Academy students who qualify for Free or Reduced Price Lunch are provided with breakfast (if they arrive on time), snack, and lunch. At the start of each month a lunch menu will be posted on the school's website at www.laureatecharter.org. If a student does not like a particular meal, they may bring in their own lunch. **However, they are not permitted to bring in foods that are unhealthy or high in sugar. Foods that are not permitted include: candy, soda, juices that are not 100% juice, Gatorade, energy drinks, donuts, cupcakes, chips, candy bars, etc. Laureate Academy does not provide food substitutions for students.** If a student does not like a particular item, please check the menu and send a bag lunch on the corresponding days.

Laureate Academy serves milk at breakfast and lunch. It is very important for all children to drink milk to grow healthy teeth and bones. Any parents wishing to substitute milk with a different beverage must provide a note to the school indicating the reason for the milk substitution. Parents must provide the substitute beverage, which can be kept refrigerated in the cafeteria and served to the child at lunch.

Parents are required to notify the school of any food allergies and provide documentation from a doctor for the student's health file. Parents should also notify the school of any other food restrictions due to religion or custom.

Please note that Laureate Academy has a no gum policy. Students are not permitted to bring in or chew gum at any time while they are on the premises.

FOOD ALLERGIES

The school will make all reasonable efforts to accommodate students with food allergies. Parents are required to inform the school of all food allergies and their severity. Once parents have informed the school, school officials will meet with the family in order to develop an Individual Health Care Plan. A parent of a child with food allergies is responsible for providing classroom snacks and lunch for his or her own child. These snacks can be kept in the classroom in a separate snack closet. Sharing or trading of food is prohibited for all students.

HEALTH POLICIES

Health and safety are a top priority at Laureate Academy. Before a student can enroll in the school, the school must have on file the following forms:

- **Medical Requirements Checklist**. This form contains records showing that the student has: 1) up-to-date immunizations; and 2) permission to receive screening for vision, hearing, and scoliosis.
- **Health Information Form**. This form provides important information about a student's emergency contacts, health care providers, and insurance. Most importantly, it gives the school permission to initiate emergency medical treatment in the event that a parent or guardian cannot be reached.
- **Authorization To Dispense Medication Form**. If a student requires medication while in school, the school must have on file an Authorization to Dispense Medication form, filled out by the student's physician. No student is allowed to bring medication to the school without the school's full knowledge. Students who have provided the school with medication dispensation authorization forms should bring the medication (other than Tylenol and ibuprofen, which the school will stock in the main office) to the school on the first day, or contact to the school to make other arrangements. All medication must be presented in its original container from the pharmacy and must be brought in by a parent or accompanied by a note from the parent.

The medication dispensation authorization form requirement applies to all medication, including Tylenol and ibuprofen. If a student needs to take Tylenol or ibuprofen during the school day, the student must have on file the authorization signed by his or her physician and a parent or guardian, giving the school permission to administer the medication during the school year. The medication dispensation authorization form requirement also applies to asthma inhalers, which students should keep in their backpacks. If a student needs to use his/her asthma inhaler during the school day, he/she should go to the main office to self
administer the inhaler.

HEALTH AND ILLNESS

If school staff believe that a child needs to see a doctor, is contagious, increases the risk of illness to other children, or requires prolonged individual staff attention that interferes with the safety and regular functioning of the classroom, the school will contact families and ask them to pick up and take their child home.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Laureate Academy receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school Head of School [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write to the school Head of School [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member
(including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Laureate Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPAare:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

ACCESS TO RECORDS WITHOUT PARENT CONSENT

Teachers of record, the Head of School and registrar, and Laureate employees designated by the Head of School shall have access as needed for professional purposes to both the student's permanent and temporary records. School officials shall release student records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials. However, the school officials shall notify the parents in writing regarding the judicial order and the information so provided.

Student records may be made available to researchers for statistical purposes, provided that: a) Permission has been received from the State Superintendent of Education; and b) No student or parent shall be personally identified from the information released.

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

If a student is 18 years of age and the student is financially independent of parents, the student may request the parents be denied access to his or her records. A student who desires to declare himself or herself financially independent of his or her parents shall submit a request in writing to the school's records custodian.

MAINTENANCE OF STUDENT RECORDS

Student permanent records and the information contained therein shall be maintained for a period of seven (7) years after the student has transferred, graduated or permanently withdrawn from school. Student temporary records shall be maintained until August 1st of the year the student transfers, graduates or permanently withdraws from school. The records of special education students shall be maintained for a period of three (3) years. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information no later than the student's transfer, graduation or permanent withdrawal from the school. The Head of School shall be responsible for having all student records verified and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information on all students' files. Student transcripts shall be maintained on a permanent basis.

GRIEVANCE PROCEDURE

If a student and/or parent/guardian feel they have a grievance or complaint they should do the following:

I. Carefully analyze the problem and be sure you have all of the facts.
II. Ascertain that you have a rational attitude about the problem.
III. Seek to resolve the problem by meeting with the teacher.
IV. If you believe the problem is not resolved, meet with a school administrator.
V. If left unresolved, you can contact the school's board president. Please call the school for contact information.

POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

VI. Policy Against Discrimination

A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.

B. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.

C. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

VII. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited byLaw

A. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.

B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.

VIII. Definition of Sexual Harassment

A. Prohibited sexual harassment includes, but is not limited to requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.

B. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:

1. Graphic verbal comments about an individual's body or appearance.
2. Sexual jokes, notes, stories, drawings, pictures or gestures.
3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
7. Cornering or blocking normal movements.
8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

IV. Definition

A. Illegal strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
2. Has the purpose or effect of interfering with an individual's work or academic performance; or
3. Otherwise, adversely affects an individual's employment or academic performance.

B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

1. Epithets, slurs or negative stereotyping;
2. Threatening, intimidating or hostile acts, such as stalking; or
3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

A. Any act of retaliation against an individual who files a complaint alleging a violation of the School's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.

B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the school should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.

2. The complaint should be filed with the school's Head of School. Complaints filed with the Principal must be forwarded to the Equity Officer within five (5) days of the filing of the complaint. If the complaint is against the Principal, the complaint may be filed directly with the Equity Officer.

3. If the complaint is against the Equity Officer, the VP of Education, or other member of the School's Board, the complaint may be filed with the School Attorney.

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the VP of Education or member of the School's Board:

a. Upon receipt of the written complaint by the Equity Officer, the Equity Officer shall investigate or appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the Equity Officer as to whether there is reasonable cause to believe a violation of the School's anti-discrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the

investigation must be sent to the Equity Officer along with the summary and recommendation.

b. If the complaint is against the Equity Officer, the School Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a. (above).

c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the Equity Officer within thirty (30) days or to the School Attorney within thirty (30) days, if the complaint is against the Equity Officer. The Equity Officer, or School Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.

d. If the Equity Officer or School Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The Equity Officer or School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the VP of Education.

e. If the Equity Officer or School Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days' notice of the finding of no reasonable cause to the complainant and accused.

f. The complainant may request a no reasonable cause finding by the Equity Officer or School Attorney be reviewed by the VP of Education within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the VP of Education and Equity Officer/School Attorney to present his or her position. The VP of Education and Equity Officer/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The VP of Education shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.

g. If review by the VP of Education is not timely requested, the Equity Officer or School Attorney's determination of no reasonable cause shall be final.

h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the VP of Education. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the VP of Education and the Equity Officer/School Attorney to present his or her position. The VP of Education and Equity Officer/School Attorney must withinten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.

i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (above), the VP of Education shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant and the Chairman of the School's Board, and a copy of will be filed with and maintained with the office of Charter Schools USA Senior Director of Human Resources.

2. Complaints against School Board Members.

a. Complaints against the School's Board Members shall be filed with the School Attorney. The School Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protectedstatus.

b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.

3. Penalties for confirmed Discrimination or Harassment

a. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

b. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.

4. Limited Exemption from Public Records Act and Notification of Parents of Minors a. To the extent possible, complaints will be treated as confidential and in accordance with Louisiana Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The School's obligation to investigation and take corrective action may supersede an individual's right to privacy.

b. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint. Laureate Academy shall conspicuously post its Notice of Non-Discrimination and Non Harassment and the name and telephone number of the employee responsible for compliance with such policies at its facilities subject to its discretion regarding placement.

FAMILY HANDBOOK SIGNATURE

I have received and read a copy of Laureate Academy's Family Handbook for the 2022-2023 school year and understand the rules, regulations, and procedures of the school. I understand that if I ever have any questions regarding school policies, I can always ask a member of the school community for further explanation.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____