Laureate Academy Charter School Board of Directors

Board Meeting

Published on September 19, 2023 at 12:18 PM CDT
Amended on September 20, 2023 at 5:38 PM CDT

Date and Time

Wednesday September 20, 2023 at 5:30 PM CDT

Location

Laureate Academy Charter School

The matters listed are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may, in fact, be discussed. Other items not listed may be brought up for discussion to the extent permitted by law. All agenda items are informational unless otherwise denoted, though all committee reports require a vote for acceptance. Unless otherwise stated due to COVID-19 precautions, the meeting will be held on the campus of the school (2115 Oakmere Drive Harvey, LA 70058)

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
A.	Record Attendance		Nicholas Aucoin	1 m
B.	Call the Meeting to Order		Nicholas Aucoin	
C.	Approve Minutes	Approve Minutes	Nicholas Aucoin	2 m

		Purpose	Presenter	Time
	Approve minutes for Board Meeting on August 23, 2023			
II.	**Board Specific Items**			**5:33 PM**
A.	Recruiting New Board Members	Discuss	Nicholas Aucoin	5 m
B.	VOTE: Interim Board Secretary	Vote	Nicholas Aucoin	5 m
	Vote to approve Caitlyn Scales as interim Board Secretary until the next regularly scheduled board leadership election			
III.	**Finance Update**			**5:43 PM**
A.	Finalized Year End Numbers & Audit Updates	Discuss	Jonathan Tebeleff	10 m
B.	VOTE: Cash and Investment Policy	Vote	Jake Krupa	5 m
C.	VOTE: Differentiated Compensation Policy	Vote	Claire Heckerman-Whitehead	5 m
D.	VOTE: Certificated and Support Staff Stipends Allocation	Vote	Claire Heckerman-Whitehead	5 m
E.	Review: Compliance Questionnaire for Audit	Discuss	Jake Krupa	2 m
F.	Review: Governance Communication	FYI	Jake Krupa	1 m
	https://drive.google.com/file/d/10BvxJWp9E5wOjacnY-4LLcR8yh3NxK45/view?usp=sharing			
IV.	**Head of School Update**			**6:11 PM**
A.	VOTE: 2023-2024 Scholar and Family Handbook	Vote	Claire Heckerman-Whitehead	10 m
V.	**Closing Items**			**6:21 PM**
A.	Other comments	Discuss		
B.	Adjourn Meeting	Vote		

College Starts in Kindergarten

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on August 23, 2023

APPROVED

Laureate Academy Charter School Board of Directors

Minutes

Board Meeting

Date and Time
Wednesday August 23, 2023 at 5:30 PM

Location
Laureate Academy Charter School

The matters listed are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may, in fact, be discussed. Other items not listed may be brought up for discussion to the extent permitted by law. All agenda items are informational unless otherwise denoted, though all committee reports require a vote for acceptance. Unless otherwise stated due to COVID-19 precautions, the meeting will be held on the campus of the school (2115 Oakmere Drive Harvey, LA 70058)

Directors Present
Caitlyn Scales (remote), Dr. Jahquille Ross, Jake Krupa, Jordan Whittenburg, Toyane Faulkner

Directors Absent
Jaime Behen, Nicholas Aucoin

Guests Present
Jonathan Tebeleff (remote), rpitts@4thsectorsolutions.com (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Jordan Whittenburg called a meeting of the board of directors of Laureate Academy Charter School Board of Directors to order on Wednesday Aug 23, 2023 at 5:39 PM.

C. Approve Minutes

Toyane Faulkner made a motion to approve the minutes from Board Meeting on 07-19-23.
Dr. Jahquille Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes

Jordan Whittenburg made a motion to approve the minutes from Board Retreat (Annual Meeting) on 01-21-23.
Dr. Jahquille Ross seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Board Specific Items

A. Recruiting New Board Members

B. VOTE: Interim Board Secretary

Jake Krupa made a motion to Table the vote until the September board meeting.
Jordan Whittenburg seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Finance Update

A. Year-End (June) and Audit Updates

- Jonathan presented a summary of the attached PDF
- Audit update:
  - Progressing with weekly check ins
  - Finalizing trial balance and GL pending JP approval of grants

B. Use of LAMP - Cash and Investment Policy

- Reviewed attached example policy
- Will be updated for September Board meeting for vote on

IV. Signage Update

A. Discussion of new Signage Preview Package

• Caitlin gave an update on two potential signage packages

V. Compass Evaluation for HoS

A. VOTE: to move into Executive Session to discuss Compass Evaluation

Jake Krupa made a motion to to move into Executive Session to discuss Compass Evaluation.
Jordan Whittenburg seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:48 PM.

Respectfully Submitted,
Jordan Whittenburg

College Starts in Kindergarten

Coversheet

Finalized Year End Numbers & Audit Updates

Section: III. Finance Update
Item: A. Finalized Year End Numbers & Audit Updates
Purpose: Discuss
Submitted by:
Related Material: Laureate 9-20-23 Financial Packet.pdf

Laureate Academy
Forecast vs. Budget **Board Meeting**
June 2023 Financial Report **9/20/2023**

	Annual Forecast	Board Approved Budget	Difference (Bud v Forecast)
Revenue			
Base Funding	6,194,935	6,174,000	20,935
Federal Funding	1,243,253	1,243,253	-
State & Local Funding	19,404	-	19,404
Philanthropy & Other Income	12,000	12,000	-
Food Service Revenue	-	-	-
Total Revenue	**7,469,593**	**7,429,253**	**40,339**
Expenses			
Salaries & Benefits			
Leadership	310,000	310,000	-
General Education Teachers	950,339	1,082,245	131,906
SPED Teachers	248,695	249,500	805
Academic Interventionists	266,000	271,000	5,000
Paraprofessionals	229,114	237,000	7,886
Instructional Coaches	322,000	322,000	-
Behavioral Interventionists	74,114	78,500	4,386
Enrichment Teachers	185,339	205,000	19,661
Student Support	508,885	377,385	(131,500)
Operations	273,041	329,000	55,959
Benefits	743,722	740,252	(3,470)
Total Salaries & Benefits	**4,111,249**	**4,201,882**	**90,633**
Other than Personnel			
Academic			
Curriculum	6,000	6,000	-
Educational Supplies	109,100	109,100	-
Software & Assessment	-	-	-
Transportation	513,240	513,240	-
Educational Consultants	239,159	239,159	-
SPED Curriculum & Supplies	4,925	4,925	-
SPED Consultants	125,000	125,000	-
SPED Transportation	-	-	-
Other Instruction	60,320	60,320	-
Professional Development	148,000	148,000	-
Culture			
Student & Family Activities	57,600	57,600	-
Teacher & Staff Recruiting	19,800	19,800	-
Health Consultants	80,000	80,000	-
Extracurricular Expenses	23,000	23,000	-
Operations			
Equipment & Furniture (Non-Capital)	-	-	-
Rent & Rentals	187,754	187,754	-
Utilities	81,000	81,000	-
Security	5,000	5,000	-
Custodial & Maintenance	232,400	232,400	-
Telecommunications	60,000	60,000	-
Insurance	56,000	56,000	-
Legal	12,000	12,000	-
Business Dues, Fees & Licenses	139,080	139,080	-
Office Supplies	10,000	10,000	-
Finance, HR & Ops Support	169,000	169,000	-
Technology Consultants & Supplies	157,458	157,458	-
Food Service	3,000	3,000	-
Other Administration	122,000	122,000	-
Total Other than Personnel	**2,620,836**	**2,620,836**	**-**
Non-Operating Expenses			
Depreciation	189,204	189,204	-
Interest	-	-	-
Contingency	-	-	-
Total Non-Operating Expenses	**189,204**	**189,204**	**-**
Total Expenses	**6,921,289**	**7,011,922**	**90,633**
NET SURPLUS (DEFICIT)	**548,303**	**417,331**	**130,972**

Laureate Academy
FY24 Forecast vs. FY23 Actual

	FY24 Forecast	FY23 Actual	Delta $	Delta %
Revenue				
Base Funding	6,194,935	5,704,619	490,316	8%
Federal Funding	1,243,253	877,522	365,731	29%
State & Local Funding	19,404	111,294	(91,889)	-474%
Philanthropy & Other Income	12,000	15,463	(3,463)	-29%
Food Service Revenue	-	-	-	0%
Total Revenue	**7,469,593**	**6,708,897**	**760,695**	10%
Expenses				
Salaries & Benefits				
Leadership	310,000	238,964	71,036	23%
General Education Teachers	950,339	1,364,551	(414,212)	-44%
SPED Teachers	248,695	248,941	(245)	0%
Academic Interventionists	266,000	403,752	(137,752)	-52%
Paraprofessionals	229,114	16,605	212,509	93%
Instructional Coaches	322,000	-	322,000	100%
Behavioral Interventionists	74,114	-	74,114	100%
Enrichment Teachers	185,339	176,993	8,346	5%
Student Support	508,885	146,030	362,855	71%
Operations	273,041	375,953	(102,913)	-38%
Benefits	743,722	535,236	208,486	28%
Total Salaries & Benefits	**4,111,249**	**3,507,025**	**604,224**	15%
Other than Personnel				
Academic				
Curriculum	6,000	-	6,000	100%
Educational Supplies	109,100	128,267	(19,167)	-18%
Software & Assessment	-	-	-	0%
Transportation	513,240	402,348	110,892	22%
Educational Consultants	239,159	99,511	139,648	58%
SPED Curriculum & Supplies	4,925	374	4,551	92%
SPED Consultants	125,000	67,571	57,429	46%
SPED Transportation	-	-	-	0%
Other Instruction	60,320	9,665	50,655	84%
Professional Development	148,000	78,001	69,999	47%
Culture				
Student & Family Activities	57,600	134,012	(76,412)	-133%
Teacher & Staff Recruiting	19,800	3,289	16,511	83%
Health Consultants	80,000	50,635	29,365	37%
Extracurricular Expenses	23,000	6,768	16,232	71%
Operations				
Equipment & Furniture (Non-Capi	-	-	-	0%
Rent & Rentals	187,754	170,416	17,338	9%
Utilities	81,000	72,537	8,463	10%
Security	5,000	10,802	(5,802)	-116%
Custodial & Maintenance	232,400	239,506	(7,106)	-3%
Telecommunications	60,000	61,009	(1,009)	-2%
Insurance	56,000	75,851	(19,851)	-35%
Legal	12,000	11,601	399	3%
Business Dues, Fees & Licenses	139,080	133,680	5,400	4%
Office Supplies	10,000	26,396	(16,396)	-164%
Finance, HR & Ops Support	169,000	160,791	8,209	5%
Technology Consultants & Supplie	157,458	166,260	(8,802)	-6%
Food Service	3,000	-	3,000	100%
Other Administration	122,000	146,685	(24,685)	-20%
Total Other than Personnel	**2,620,836**	**2,255,975**	**364,861**	14%
Non-Operating Expenses				
Depreciation	189,204	191,465	(2,261)	-1%
Interest	-	-	-	0%
Contingency	-	-	-	0%
Total Non-Operating Expenses	**189,204**	**191,465**	**(2,261)**	**-1%**
Total Expenses	**6,921,289**	**5,954,466**	**966,824**	14%
NET SURPLUS (DEFICIT)	**548,303**	**754,432**	**(206,129)**	

Laureate Academy
Balance Sheet
June 2023 Financial Report **9/20/2023**

	June 30, 2022	June 30, 2023
Assets		
Current Assets		
Cash & Equivalents	1,695,483	2,573,176
Federal Accounts Receivable	360,415	393,096
State & Local Gov't Accounts Receivable	-	48,817
Other Accounts Receivable	-	-
Prepaid Expenses	3,809	88,217
Other Short-Term Assets	26,115	26,115
Total Current Assets	**2,085,821**	**3,129,421**
Non-Current Assets		
Fixed Assets, net of depreciation	1,448,389	1,336,124
Construction in Progress	-	-
Other Long-Term Assets	-	-
Total Non-Current Assets	**1,448,389**	**1,336,124**
Total Assets	**3,534,210**	**4,465,545**
Liabilities & Equity		
Liabilities		
Current Liabilities		
Accounts Payable	79,084	284,101
Accrued Expenses	2,430	-
Accrued Payroll	36,187	773
Deferred Revenue	-	-
Other Short-Term Liabilities	658	10,388
Total Current Liabilities	**118,360**	**295,262**
Non-Current Liabilities		
Long-Term Debt	-	-
Total Non-Current Liabilities	**-**	**-**
Total Liabilities	**118,360**	**295,262**
Equity		
Net Assets	-	-
Net Assets Unrestricted	2,666,482	3,415,851
Net Surplus/(Deficit)	749,369	754,432
Total Equity	**3,415,851**	**4,170,283**
Total Liabilities & Equity	**3,534,210**	**4,465,545**

Coversheet

VOTE: Cash and Investment Policy

Section: III. Finance Update
Item: B. VOTE: Cash and Investment Policy
Purpose: Vote
Submitted by:
Related Material:
Laureate Academy Charter School Cash Management and Investment Policy.pdf

CASH MANAGEMENT AND INVESTMENTS

The Laureate Academy Charter School, in accordance with BESE Bulletin 126, may deposit and invest any funds that belong to the Charter School in any bank or credit union that is insured by the Federal Deposit Insurance Corporation (FDIC) or by the National Credit Union Administration (NCUA).

Adherence to the adopted policy shall be reviewed and measured as part of the annual independent audit of the financial statements. The audit shall note if the charter operator holds any unsecured cash as of the end of the fiscal year, as well as the amount.

OBJECTIVES

The primary investment objective of the Laureate Academy Charter School shall be to ensure that the current and future expenditure obligations are adequately funded in a cost-effective manner. The goal of this cash management and investment policy is to protect public funds by minimizing the amount of unsecured funds to the extent practical.

Preservation of capital and the realization of sufficient total return to ensure the ongoing financial integrity of the funds are essential. Preservation of capital encompasses two goals: (1) Managing the risk of loss of principal for the fund, and (2) Managing the erosion of principal value through inflation.

DEPOSITORY BANK

Selection of the depository bank with which funds are deposited shall be a stock-owned federally insured depository institution organized under the laws of this state or of any other state of the United States, or under the laws of the United States, as may be selected by the depositing authority.

The Charter School CEO shall obtain Board approval of the depository bank subject to the following conditions:

1. A financial institution that is domiciled or having a branch office located in the parish where our charter school is located,

2. A financial institution that secures deposits up the amounts insured by the Federal Deposit Insurance Corporation (FDIC) or by the National Credit Union Administration (NCUA).

3. A financial institution that has a “High Capital Ratio” that meets or exceeds the current minimum standards set by the United States Federal Reserve.

4. The most recent quarterly Federal Institutions Examination Council's (FFEIC) "Uniform Bank Performance Report" of the financial institution being considered.

5. A review and approval from the Board's external auditor or attorney of the financial institution being considered.

DAILY DEPOSIT

Deposits shall be made in the name of the depositing authority as authorized by the Board of Elementary and Secondary Education (BESE) that has custody and control over all the charter school's disbursements. Deposits should also be deposited daily whenever possible.

INVESTMENT OPTIONS

The Laureate Academy Charter School is authorized to invest such monies, which it determines to be available, in only those investments identified in La. Rev. Stat. Ann. §33:2955 some of which are identified below:

1. Direct U.S. Treasury obligations, the principal and interest of which are fully guaranteed by the U.S. Government.

2. Bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by federal agencies and provided such obligations are backed by the full faith and credit of the U.S., including U.S. Export Import Bank, Farmers Home Administration, Federal Financing Bank, Federal Housing Administration Debentures, General Services Administration, Government National Mortgage Association (guaranteed mortgage-backed bonds and guaranteed pass-through obligations), U.S. Maritime Administration (guaranteed Title XI financing), and U.S. Department of Housing and Urban Development.

3. Bonds, debentures, notes, or other evidence of indebtedness issued or guaranteed by U.S. Government instrumentalities which are federally sponsored, including Federal Home Loan Bank System, Federal Home Loan Mortgage Corporation, Federal National Mortgage Association, Student Loan Marketing Association, and Resolution Funding Corporation.

4. Direct security repurchase agreements of any federal bank entry only securities enumerated in paragraphs (1) through (3) above. *Direct security repurchase agreement* means an agreement under which the political subdivision buys, holds for a specified time, and then sells back those

securities and obligations enumerated in paragraphs (1) through (3).

5. Time certificates of deposit of state banks organized under the laws of Louisiana, or national banks having their principal offices in the State of Louisiana, savings accounts or shares of savings and loan associations and savings banks, or share accounts and share certificates accounts of federally or state chartered credit unions issuing time certificate of deposit; provided that the rate of interest paid for time certificates of deposit shall be not less than fifty basis points below the prevailing market rate on direct obligations of the U.S. Treasury with a similar length of maturity.

6. Mutual or trust fund institutions which are registered with the Securities and Exchange Commission under the Securities Act of 1933 and the Investment Act of 1940, and which have underlying investments consisting solely of and limited to securities of the U.S. government or its agencies. Investment of funds in each mutual or trust fund institutions shall be limited to 25% of the monies considered available for investment as provided by La. Rev. Stat. Ann. §33:2955.

7. *Guaranteed Investment Contracts* as described in La. Rev. Stat. Ann. §33:2955.

8. The *Louisiana Asset Management Pool* (LAMP).

ADDITIONAL RESTRICTIONS FOR NON-COLLATERALIZED DEPOSITS

If it is not possible to collateralized 100% of the funds on deposit in excess of the Federal Deposit Insurance Corporation (FDIC) or by the National Credit Union Administration (NCUA), the Charter School CEO is permitted to

- Deposit funds with additional FDIC/NCUA insured banks
- Purchasing Certificate of Deposit with other banking institutions.
- Certificate of Deposits laddering.

INTEREST EARNINGS

The interest earned on any such investment shall be credited to the fund from which the investment was acquired, or it may be applied to the payment of the principal and interest of the outstanding bonded indebtedness of that fund.

PROHIBITED TRANSACTIONS

The following arrangements are expressly prohibited:

1. Any transactions not specifically authorized by this policy.

2. The purchase of securities on margin.

3. Direct purchases of single family or commercial mortgages.

4. Purchases of foreign bonds.

5. Collateralized mortgage obligations that have been stripped into interest only or principal only obligations.

6. Inverse floaters, or structured notes. For purposes of this section, *structured notes* shall mean securities of U.S. Government agencies, instrumentalities, or government-sponsored enterprises which have been restructured, modified, and/or reissued by private entities.

Ref: La. Rev. Stat. Ann. §§17:99, 33:2955, 39:1211-1235; Board minutes, 1-5-89, 9-7-00.

Coversheet

VOTE: Differentiated Compensation Policy

Section: III. Finance Update
Item: C. VOTE: Differentiated Compensation Policy
Purpose: Vote
Submitted by:
Related Material:
Laureate Academy Charter School Board Adopted Policy Differentiated Compensation.pdf
differentiated-compensation-allocation-and-guidance-fy-2023-24 (1).pdf

Laureate Academy Charter School
Board Adopted Policy
Differentiated Compensation

BESE Guidelines

Laureate Academy has adopted the BESE guidelines for the Certificated and Support Staff Stipends Allocation and will disperse the funds on the June 1, 2024 paycheck to all eligible staff.

Total Allocation: $19,404.36

Stipends will be allocated for teachers in critical shortage areas of:

- Secondary Mathematics(Grades 6-12)
- Secondary Science (Grades 6-12)
- Special Education (Grades K-12)

The following stipend amounts will be allocated to staff filling teaching roles in the areas identified above:

- 6th Grade Math & STEM ($2,000)
- 7th Grade Math & STEM ($2,000)
- 8th Grade Math & STEM ($2,000)
- Special Education Teacher (Self-Contained) ($3,000)
- Special Education Teacher (Not Self-Contained) ($2,000)

Differentiated Compensation Allocation and Guidance

Louisiana Department of Education ***July 2023***

This document provides answers to questions regarding the Differentiated Compensation Allocation and Guidance in FY2023-24. This document may be viewed under STATE ALLOCATIONS in the Business Manager Support Library

For further information on this guidance, send inquiries to ldoeschoolfinancehelpdesk@la.gov or call the Office of School System Financial Services at 225.342.3617.

What is Differentiated Compensation?
Differentiated compensation refers to a policy that provides different pay for different jobs.

What is the purpose of the Differentiated Compensation Allocation?
This allocation is intended to provide funding to assist with addressing unique market needs in the recruitment and retention of teachers.

Which entities are eligible for these funds?
The entities eligible for these funds includes city/parish school systems, Legacy Type 2 charter schools, New Type 2 charter schools, Lab schools, state schools, and RSD operated and Type 5 charter schools. These same entities are eligible to receive MFP funds in Level 4 of the formula.

How much is the appropriation for Differentiated Compensation?
The Louisiana Legislature appropriated a total of $25 million for this purpose during the 2023 Regular Session.

What data is used to calculate the allocation?
The calculation is based on the number of teachers reported in the fall 2022 MFP staffing count. The definition of teacher is only those staff reported as a teacher (Object 112, Function 1000 – 2200) in the staffing data collection. The teacher count does not include any other certificated positions.

How will the funds be allocated?
The number of teachers by entity is multiplied by $409.00 to generate the allocation.

Were these funds included in the Minimum Foundation Program (MFP) formula?
No, this funding is a separate appropriation in the Legislative budget. The funds for the Differentiated Compensation are not included in the MFP Formula for FY 2023-24.

How are these Differentiated Compensation funds to be used?
These funds may be used in any proportion appropriate to address recruitment and retention needs, in any of the following four categories:

- Stipends for teachers in critical shortage areas as determined by the Board of Elementary and Secondary Education (BESE);
- Stipends for highly effective teachers;
- Stipends for teachers working in high need schools defined as those with an Economically Disadvantaged rate of 85% or higher; and
- Stipends for teacher leadership positions.

What are the critical shortage areas?

The designated critical shortage areas to be used for the MFP differentiated compensation are:

- Secondary Mathematics (Grades 6-12)
- Secondary Science (Grades 6-12)
- Special Education (Grades K-12)

What is the definition of a Highly Effective Teacher?
Differentiated compensation allocations may be used to fund stipends for highly effective teachers as defined in R.S. 17:381 through 3095 and Bulletin 130 – Regulations for the Evaluation and Assessment of School Personnel.

What is the definition of a High Need School?
Stipends may be given to teachers working in High Need schools, defined as those with an Economically Disadvantaged (ED) rate of 85% or greater. This Ed data by school for February 1, 2023 is located within the Feb 2023 Multi Stats file located on the Student Attributes webpage.

What is an example of a Teacher Leadership position?
Stipends may be given to classroom teachers who are appointed to lead weekly teacher collaborations or those who serve as academic/instructional coaches or mentors. More information about mentor teachers can be found in the Mentor Teacher Library on the LDOE website.

Must the stipends be awarded to the same teacher positions on which the funds were allocated?
No, these funds are intended to provide stipends to those staff that qualify in one of the four eligible categories. The allocation may be used across the four eligible categories in any manner deemed appropriate by the local school board. The teacher counts were used only in the calculation methodology to determine the allocation amounts.

How will these funds be released to the eligible entities?
The entire allocation will be paid to the eligible entities in one payment.

What is the expected release date of the funds?
The expected release date is *on or about August 10th.*

How will these funds be distributed?
Funds will be released to recipients (city/parish school systems, charter schools, lab schools or state schools) in the same manner as payments are currently received by each recipient. This payment method may be by electronic or paper check depending on the recipient.

Is there a date by which these funds must be utilized?
These funds are intended to assist with recruitment efforts during FY 2023-24. It is strongly encouraged to utilize these funds as quickly as feasible to ensure classrooms are staffed adequately for students in this school year.

May these funds be carried over into FY 24-25 if they are not utilized in FY 23-24?
Yes, if funding remains at the end of FY 2023-24, then those funds may be carried over into the new fiscal year.

How should these funds be accounted for in the accounting records?
It is recommended that these funds be accounted for in a special account/fund within the General Fund for appropriate tracking.

What are the account codes/KPCs in the Annual Financial Report (AFR) in which these funds must be reported?
The account codes in which these funds should be reported in the AFR are: Revenue from State Sources, State Restricted Grants-in-Aid, Other Restricted Revenues, Keypunch code 6250 and Acct code 3290

Must the Louisiana Department of Education give approval to the compensation plans adopted by the school boards?
No, this is a local decision. The department does not need to approve the plan on the proposed use of these funds.

What documents should be presented to the local school board detailing the proposed compensation plan?
The compensation plan should be included in the salary schedule document annually presented to the local school board for approval.

If the local school board has already approved the salary schedule for this year, is a separate vote and approval needed to amend the plan with this new compensation plan?
Yes, if the salary schedule has already been approved, an amendment to the plan is necessary in order to implement this new compensation plan.

Must the school board approve these funds prior to the distribution of the stipends to employees?
Yes, prior to implementation of the compensation plan, the school board must adopt the plan.

What documentation must be in place to substantiate approval of the distribution plan by the school board?
Minutes from the school board meeting must be available to substantiate the approval by the local school board.

Will the independent CPAs be required to perform audit procedures to verify that this new compensation plan did receive appropriate approval by local school boards?
Yes, State Agreed Upon Procedures as published by the Legislative Auditor's Office will require that independent CPAs review the documentation to substantiate appropriate approval of the compensation plan and inclusion in the salary schedule documents.

What documentation must be retained by the recipients to substantiate the distribution of funds to employees?
Payroll records detailing the amount and date of the release of the stipend payments to employees must be maintained to substantiate the appropriate use of these funds**.**

Will recipients of these funds be required to submit documentation on the approved plan along with dates and amounts of the distributions to the Department?
Yes, the department will require that recipients provide data on the use of these funds. This data request will come in early spring 2024.

Coversheet

VOTE: Certificated and Support Staff Stipends Allocation

Section: III. Finance Update
Item: D. VOTE: Certificated and Support Staff Stipends Allocation
Purpose: Vote
Submitted by:
Related Material:
certificated-support-staff-stipends-guidance-and-allocation-for-fy2023-24.pdf
Laureate Academy Charter School Board Adopted Policy Certificated and Support Staff Stipends Allocation.pdf

Certificated and Support Staff Stipends
Guidance and Allocation

Louisiana Department of Education ***July 2023***

This document provides answers to questions regarding the special appropriation for certificated and support staff stipends in FY2023-24.

For further information on the pay raises, send inquiries to schoolfinancehelpdesk@la.gov or call the Office of School System Financial Services at 225.342.3617.

What is the Certificated and Support Staff Stipend Allocation?
This allocation provides funding for certificated and support staff stipends from funds appropriated during the 2023 Regular Session of the Legislature.

Were these funds included in the Minimum Foundation Program (MFP) formula?
No, this funding is a separate Legislative appropriation. The funds for the certificated and support staff stipends are NOT included in the FY 2023-24 MFP Formula Resolution.

What is a stipend?
A one-time nonrecurring payment to employees.

What stipend amounts are included in the allocation?
The allocation provides stipends in the amount of $2,000 for Certificated staff and $1,000 for Support staff.

Will the employer share of the contribution rate for these stipends be included in the allocation?
Yes, the associated employer retirement costs for the stipends are funded at 24.1% for certificated and 27.6% for support staff.

Which systems and schools are eligible to receive an allocation?
City and parish school systems, Legacy Type 2 charter schools, New Type 2 charter schools, Lab schools, state schools, and RSD operated and Type 5 charter schools are eligible for the allocation.

Will charter schools receive the portion of the stipend allocation for the employer share of the retirement contribution?
Yes, in order to address the associated costs of the retirement obligations of their particular retirement plans, charter schools will receive the allocation for the employer share of the retirement contribution for both certificated and support personnel pay raises.

What is the calculation methodology for the stipend allocation?
The number of eligible full-time equivalent positions multiplied by the certificated and support stipend amount determines the allocation.

What is the data source for the full time equivalent (FTE) position count data?
The full-time equivalent staff counts was reported by school systems and schools across the state to the EdLink 360 staffing data collection system in the annual Fall 2022 reporting period.

What specific information determines if a position is a certificated or support staff position?
The object and function code combinations reported in the annual Fall staffing data collection for each position are the determining factors for identifying positions as either certificated or support staff. The staffing collection submission guidance provides information on the different object/function combinations available and can be viewed at EdLink 360 support page.

What is an object code?
An object code is used to describe the service or commodity obtained as the result of a specific expenditure. In the case of staffing, the object code indicates that the expense is for salaries and then further defines the type of salaries.

What is a function code?
The function code describes the activity for which a service is acquired. In the case of staffing data, the function code identifies the activity in which a staff member participates.

In what document is the object and function codes defined?
Certificated and support staff are defined in the LDOE's accounting framework found within *Bulletin 1929, Louisiana Accounting and Uniform Governmental Handbook (LAUGH).*

Which positions are eligible to be included in the certificated staff count?
Positions that traditionally require a teaching or school leadership certificate, are known as certificated personnel and are counted in the data used in the certificated stipend allocation. The eligible position titles and associated object/function codes include:

Certificated Staff Stipend

- Teachers (function codes 1000-2200s, object code 112)
- Therapists/Specialists/Counselors (function codes 1000- 2200s, object code 113)
- School Site-based Principals, Assistant Principals, and Other School Administrators (function code 2400s, object code 111)
- Central Office Certificated Administrators (function codes 1000-2200s & 2324, 2831, and 2832 (excluding 2130s), object code 111)
- School Nurses (function code 2134, object code 118)
- Sabbaticals (function codes 1000-2200s, and 2400s, object code 140)

Which positions are eligible for the support staff stipends?
School-level positions that do not require a teaching or school leadership certificate are eligible to be counted in the data used in the support stipend allocation. The eligible position titles and associated object/function codes include:

Support/Non-Certificated Staff Stipends

- Aides (function codes 1000-4900s, object code 115)
- Support Supervisors (function codes 2130s, 2300s (excluding 2311, 2321, and 2324) and 2500-4900s (excluding 2831 and 2832), object code 111)
- Clerical/Secretarial (function codes 1000-4900s, object code 114)
- Service Workers (function codes 1000-4900s, object code 116)
- Skilled Craftsmen (function codes 1000-4900s, object code 117)
- Degreed Professionals (function codes 1000-4900s, (excluding 2134s) object code 118)
- Other Personnel (function codes 1000-4900s, object codes 100, 110 and 119)

What positions are ineligible to be included in the staffing data?
Positions *ineligible* for inclusion in the staffing data utilized in the stipend allocation include those that are associated with Pre-K programs. The ineligible positions include:

Certificated Regular Pre-K Personnel

- Teachers (function codes 1530 and 1531, object code 112)
- Therapists/Specialists/Counselors (function codes 1530 and 1531, object code 113)
- Central Office Certificated Administrators (function codes 1530 and 1531, object code 111)
- Sabbaticals (function codes 1530 and 1531, object code 140)

Support/Non-Certificated Regular Pre-K Personnel

- Aides (function codes 1530 and 1531, object code 115)
- Clerical/Secretarial (function codes 1530 and 1531, object code 114)
- Service Workers (function codes 1530 and 1531, object code 116)
- Skilled Craftsmen (function codes 1530 and 1531, object code 117)
- Degreed Professionals (function codes 1530 and 1531, object code 118)
- Other Personnel (function codes 1530 and 1531, object codes 100, 110 and 119)

Are Resident Teachers included in this staff count?
No, Resident Teachers are not included in this staff count and not included in this allocation.

Are charter school positions eligible to be included in the position count that qualifies for the stipend allocation?
Yes, charter school positions are included in the staff count used in the stipend allocation.

Are part-time certificated and support staff eligible to be included in the staff data utilized for the stipend allocation?
Yes, since the basis for the stipend allocation is full-time equivalents, the part-time staff are counted commensurate to the time worked.

How will support staff positions in which certificated staff are employed be treated in the stipend allocation?
An individual with a teaching certificate who is employed in a support staff position that does not require a teaching certificate does not change the status of the classification of the position. The stipend for such a support position is funded at the support staff stipend amount.

Do uncertified teachers in certificated positions generate the same amount of the allocation as the certified teachers?
Yes, the position is funded at the certificated stipend amount.

Are only employees paid with State General Fund included in the staffing data utilized for the allocation?
No, all positions, regardless of fund source, are included in the position count and funding for the stipends.

Are ROTC Instructors included in the staff data utilized for the allocation?
Yes. BESE has adopted a policy requiring that individuals teaching Junior ROTC have an ancillary certificate. These instructors previously fell within the object/function code combination for teachers. With the BESE policy regarding ancillary certificates for ROTC instructors, these instructors now meet the dual requirement qualifying them to be included in the staff data for the stipend allocation.

Is each individual certificated or support staff person eligible for the stipend?
No, the allocation is based on the positions, not the individual staff members.

Does the Department of Education determine the specific staff members that will receive a stipend?
No, systems and schools have the authority to identify the staff members that will receive the stipend. The legislative intent is that staff receive the stipend amount in alignment with the positions utilized to allocate the funds.

Will the stipend allocation be released to school systems and schools monthly?
No, the entire allocation will be paid to school systems and schools in one payment.

What is the expected release date of the funds to school systems and schools?
The expected release date is *on or about August 28th.*

How will these funds be distributed to school systems and schools?
Allocation recipients will receive funds in the same manner as other payments are currently received to include electronic or paper check.

Must the certificated and support staff stipends be provided to system and school staff members in the $2000/$1,000 amounts?
Yes, certificated and support staff should be provided the stipends in the exact amount of $2,000 for certificated and $1,000 for support staff.

Are the school systems and schools required to pass along the stipends to their staff?
Yes, school systems and schools are required to pay these funds to staff.

What are the required timelines for distribution of the stipends?
The distribution schedule for the stipends is a local decision as long as the total stipend amount is paid to staff prior to May 1, 2024. Examples of distribution schedules include: Distribution of the funds in one payment in Fall 2023, distribution in two payments such as one in Fall 2023 and one in Spring 2024, or one payment in Spring 2024.

Must the school board approve these funds prior to the distribution of the stipends to employees?
Yes, prior to distribution of the stipends, the school board must adopt the stipend distribution plan.

What documents should be presented to the local school board for approval of the stipend distribution plan?
The stipend payment plan should be included in the salary schedule document annually presented to the local school board for approval.

If the local school board has already approved the salary schedule for this year, is a separate vote and approval needed to amend the plan for the stipends?
Yes, if the salary schedule has already been approved, an amendment to the plan is necessary in order to implement the distribution plan for the stipends.

What documentation must be in place to substantiate approval of the distribution plan by the school board?
Minutes from the school board meeting must be available to substantiate the approval by the local school board.

Will the independent CPAs be required to perform audit procedures to verify that the distribution plan for these stipends received appropriate approval by the school boards?
Yes, State Agreed Upon Procedures as published by the Legislative Auditor's Office will require that independent CPAs review the documentation to substantiate appropriate approval of the stipend distribution plan and inclusion in the salary schedule documents.

What documentation must the recipients retain to substantiate the distribution of funds to employees?
Payroll records detailing the amount and date of the release of the stipend payments to employees must be maintained to substantiate the appropriate use of these funds**.**

Will recipients of these funds be required to submit documentation on the approved plan along with dates and amounts of the distributions to the Department?
Yes, the department will require that recipients provide data on the use of these funds. This data request will come in early spring 2024.

How should these funds be accounted for in the accounting records?
It is recommended that these funds be accounted for in a special account/fund within the General Fund for appropriate tracking.

What are the account codes/KPCs in the Annual Financial Report (AFR) in which these funds must be reported?
The account codes in which these funds should be reported in the AFR are: Revenue from State Sources, State Restricted Grants-in-Aid, Other Restricted Revenues, Keypunch code 6250 and Acct code 3290

Stipend Allocations

	School Systems and Schools	Certificated Stipend Allocation			
		Certificated Staff FTE Count	Pay Raise Amount	Retirement Allocation FY23-24 Rate	Total Cost
		Oct. 2022	$2,000	24.1%	
	FY2023-24	6	7	8	9
		Oct Certificated FTE - Residents	C6 x $	C7 x %	C7 + C8
1	Acadia	720.58	$1,441,157	$347,319	$1,788,476
2	Allen	380.00	$760,000	$183,160	$943,160
3	Ascension	2,168.00	$4,336,000	$1,044,976	$5,380,976
4	Assumption	232.71	$465,410	$112,164	$577,574
5	Avoyelles	323.81	$647,627	$156,078	$803,705
6	Beauregard	486.17	$972,335	$234,333	$1,206,668
7	Bienville	219.78	$439,559	$105,934	$545,493
8	Bossier	1,957.57	$3,915,150	$943,551	$4,858,701
9	Caddo	2,739.06	$5,478,118	$1,320,226	$6,798,344
10	Calcasieu	3,035.78	$6,071,569	$1,463,248	$7,534,817
11	Caldwell	151.79	$303,587	$73,164	$376,751
12	Cameron	157.38	$314,752	$75,855	$390,607
13	Catahoula	96.19	$192,382	$46,364	$238,746
14	Claiborne	138.69	$277,385	$66,850	$344,235
15	Concordia	311.91	$623,820	$150,341	$774,161
16	DeSoto	407.95	$815,892	$196,630	$1,012,522
17	East Baton Rouge	3,983.63	$7,967,262	$1,920,110	$9,887,372
18	East Carroll	71.99	$143,980	$34,699	$178,679
19	East Feliciana	160.40	$320,800	$77,313	$398,113
20	Evangeline	512.95	$1,025,892	$247,240	$1,273,132
21	Franklin	256.53	$513,061	$123,648	$636,709
22	Grant	236.24	$472,479	$113,867	$586,346
23	Iberia	1,033.22	$2,066,442	$498,013	$2,564,455
24	Iberville	498.78	$997,553	$240,410	$1,237,963
25	Jackson	168.60	$337,197	$81,264	$418,461
26	Jefferson	3,997.48	$7,994,954	$1,926,784	$9,921,738
27	Jefferson Davis	453.39	$906,776	$218,533	$1,125,309
28	Lafayette	2,509.72	$5,019,435	$1,209,684	$6,229,119
29	Lafourche	1,096.71	$2,193,412	$528,612	$2,722,024
30	LaSalle	201.24	$402,473	$96,996	$499,469
31	Lincoln	537.01	$1,074,023	$258,840	$1,332,863
32	Livingston	2,159.95	$4,319,909	$1,041,098	$5,361,007
33	Madison	119.36	$238,724	$57,532	$296,256
34	Morehouse	273.89	$547,784	$132,016	$679,800
35	Natchitoches	438.98	$877,958	$211,588	$1,089,546
36	Orleans	$4,230	$8,459,744	$2,038,799	$10,498,543
37	Ouachita	1,432.95	$2,865,908	$690,684	$3,556,592
38	Plaquemines	366.83	$733,653	$176,810	$910,463
39	Pointe Coupee	201.53	$403,069	$97,140	$500,209
40	Rapides	1,854.03	$3,708,064	$893,643	$4,601,707
41	Red River	122.27	$244,542	$58,935	$303,477
42	Richland	198.63	$397,250	$95,737	$492,987
43	Sabine	357.50	$715,000	$172,315	$887,315
44	St. Bernard	604.00	$1,208,000	$291,128	$1,499,128
45	St. Charles	1,008.69	$2,017,379	$486,188	$2,503,567
46	St. Helena	80.99	$161,982	$39,038	$201,020
47	St. James	349.00	$698,000	$168,218	$866,218
48	St. John the Baptist	487.82	$975,650	$235,132	$1,210,782
49	St. Landry	1,031.74	$2,063,487	$497,300	$2,560,787
50	St. Martin	547.36	$1,094,716	$263,827	$1,358,543
51	St. Mary	677.94	$1,355,875	$326,766	$1,682,641
52	St. Tammany	3,449.51	$6,899,011	$1,662,662	$8,561,673
53	Tangipahoa	1,625.12	$3,250,237	$783,307	$4,033,544
54	Tensas	36.51	$73,019	$17,598	$90,617
55	Terrebonne	1,227.09	$2,454,189	$591,460	$3,045,649
56	Union	145.48	$290,966	$70,123	$361,089
57	Vermilion	774.20	$1,548,400	$373,164	$1,921,564
58	Vernon	616.66	$1,233,313	$297,228	$1,530,541
59	Washington	407.97	$815,946	$196,643	$1,012,589
60	Webster	417.91	$835,819	$201,432	$1,037,251
61	West Baton Rouge	365.00	$730,000	$175,930	$905,930
62	West Carroll	116.00	$232,000	$55,912	$287,912
63	West Feliciana	231.95	$463,896	$111,799	$575,695
64	Winn	159.08	$318,164	$76,678	$394,842
65	City of Monroe	739.26	$1,478,519	$356,323	$1,834,842
66	City of Bogalusa	171.31	$342,629	$82,574	$425,203
67	Zachary Community	411.48	$822,963	$198,334	$1,021,297
68	City of Baker	87.90	$175,792	$42,366	$218,158
69	Central Community	354.73	$709,463	$170,981	$880,444
	Total City/Parish	**57,125.75**	**$114,251,502**	**$27,534,614**	**$141,786,116**

Stipend Allocations

School Systems and Schools		Certificated Stipend Allocation			
		Certificated Staff FTE Count	Pay Raise Amount	Retirement Allocation FY23-24 Rate	Total Cost
		Oct. 2022	$2,000	24.1%	
	FY2023-24	6	7	8	9
		Oct Certificated FTE - Residents	C6 x $	C7 x %	C7 + C8
318	LSU Lab School	125.49	$250,973	$60,484	$311,457
319	Southern Lab School	31.50	$63,000	$15,183	$78,183
302006	LA School for Math, Science and the Arts	48.74	$97,475	$23,491	$120,966
334001	New Orleans Center for Creative Arts	69.68	$139,365	$33,587	$172,952
3C1001	Thrive	30.13	$60,252	$14,521	$74,773
101001	Special School District	96.77	$193,539	$46,643	$240,182
A02	Office of Juvenile Justice	35.00	$70,000	$16,870	$86,870
	Total Lab & State Approved Schools	**437.30**	**$874,604**	**$210,779**	**$1,085,383**
321001	New Vision Learning	16.42	$32,831	$7,912	$40,743
329001	Glencoe Charter School	34.21	$68,413	$16,488	$84,901
331001	International School of LA	113.00	$226,000	$54,466	$280,466
333001	Avoyelles Public Charter School	40.90	$81,800	$19,714	$101,514
336001	Delhi Charter School	48.84	$97,671	$23,539	$121,210
337001	Belle Chasse Academy	81.50	$163,000	$39,283	$202,283
340001	The MAX Charter School	13.77	$27,540	$6,637	$34,177
	Total Legacy Type 2 Charter Schools	**348.63**	**$697,255**	**$168,039**	**$865,294**
341001	D'Arbonne Woods	69.12	$138,236	$33,315	$171,551
343001	Madison Prep	44.78	$89,569	$21,586	$111,155
344001	Int'l High School of N. O.	37.00	$74,000	$17,834	$91,834
345001	University View Academy	244.69	$489,371	$117,938	$607,309
346001	Lake Charles Charter Academy	84.74	$169,481	$40,845	$210,326
347001	Lycee Francois de la Nouvelle Orleans	115.58	$231,167	$55,711	$286,878
348001	New Orleans Military/Maritime Acdmy	83.07	$166,130	$40,037	$206,167
3C5001	St Landry Charter School	20.00	$40,000	$9,640	$49,640
W18001	Noble Minds Institute	12.07	$24,139	$5,817	$29,956
W1A001	JCFA - East	22.98	$45,960	$11,076	$57,036
W1B001	Advantage Charter Academy	39.10	$78,204	$18,847	$97,051
W1D001	JCFA - Lafayette	7.69	$15,379	$3,706	$19,085
W2B001	Willow Charter Academy	52.87	$105,735	$25,482	$131,217
W33001	Lincoln Prep School	82.05	$164,090	$39,546	$203,636
W3B001	Iberville Charter Academy	35.96	$71,925	$17,334	$89,259
W4A001	Delta Charter School	42.59	$85,175	$20,527	$105,702
W4B001	Lake Charles College Prep	46.10	$92,200	$22,220	$114,420
W5B001	Northeast Claiborne Charter	6.00	$12,000	$2,892	$14,892
W6B001	Acadiana Renaissance	124.26	$248,512	$59,891	$308,403
W7A001	Louisiana Key Academy	60.00	$120,000	$28,920	$148,920
W7B001	Lafayette Renaissance	100.05	$200,098	$48,224	$248,322
W8A001	Impact Charter	38.00	$76,000	$18,316	$94,316
WAG001	Louisiana Virtual Charter Academy	95.36	$190,717	$45,963	$236,680
WAK001	Southwest LA Charter School	65.82	$131,632	$31,723	$163,355
WAL001	J. S. Clark Leadership Academy	31.00	$62,000	$14,942	$76,942
WAU001	GEO Prep Academy	77.18	$154,362	$37,201	$191,563
WBQ001	New Harmony High School	34.00	$68,000	$16,388	$84,388
WBR001	Athlos Academy	94.00	$188,000	$45,308	$233,308
WBX001	GEO Next Generation HS	28.71	$57,412	$13,836	$71,248
WBY001	Red River Charter Academy	14.00	$28,000	$6,748	$34,748
WJ5001	Collegiate Academy (EBR)	52.00	$104,000	$25,064	$129,064
WZ8001	GEO Prep Mid-City of Greater B. R.	60.00	$120,000	$28,920	$148,920
WZN001	GEO Prep Baker	7.00	$14,000	$3,374	$17,374
WZO001	Louisiana Key Academy Northshore	14.00	$28,000	$6,748	$34,748
WZP001	Discovery Ochsner BR (NEW)*				
WZQ001	Kenilworth Middle (NEW)*				
WZT001	LaKey Caddo (NEW)*				
	Total New Type 2 Charter Schools	**1,941.75**	**$3,883,494**	**$935,919**	**$4,819,413**
396211	Linwood Public Charter (RSD Operated)	83.00	$166,000	$40,006	$206,006
WZV001	Prescott Academy (NEW)*				
WAO001	Redesign Dalton Charter School	23.00	$46,000	$11,086	$57,086
WAP001	Redesign Lanier Charter School	29.00	$58,000	$13,978	$71,978
WYA001	Redesign Glen Oaks	15.00	$30,000	$7,230	$37,230
	Total RSD/Type 5 Charters	**150.00**	**$300,000**	**$72,300**	**$372,300**
	Total Statewide	**60,003.43**	**$120,006,855**	**$28,921,651**	**$148,928,506**

*Allocations to be calculated on Fall 2023 staffing data.

Stipend Allocations

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36	Orleans Direct Run	251.46	$502,911	$121,202	$624,113
W31001	Dr. Martin Luther King Jr Charter	81.02	$162,036	$39,051	$201,087
W62001	LB Landry-OP Walker	68.86	$137,725	$33,192	$170,917
W66001	Martin Behrman	63.79	$127,578	$30,746	$158,324
W71001	Sophie B. Wright Learning Acdmy	1.00	$2,000	$482	$2,482
W81001	KIPP McDonogh 15 Sch. for Creative Arts	104.00	$208,000	$50,128	$258,128
W82001	KIPP Believe College Prep	89.00	$178,000	$42,898	$220,898
W84001	KIPP Renaissance High	76.00	$152,000	$36,632	$188,632
W85001	KIPP N.O. Leadership Acdmy	95.00	$190,000	$45,790	$235,790
W86001	KIPP East	103.00	$206,000	$49,646	$255,646
W87001	KIPP Booker T. Washington High School	81.00	$162,000	$39,042	$201,042
W91001	Samuel J_Green Charter School	49.00	$98,000	$23,618	$121,618
W92001	Arthur Ashe Charter School	59.00	$118,000	$28,438	$146,438
W94001	Phillis Wheatley Community School	66.74	$133,475	$32,167	$165,642
W95001	Langston Hughes Charter Academy	65.00	$130,000	$31,330	$161,330
WAA001	Morris Jeff Community School	154.00	$308,000	$74,228	$382,228
WAE001	Fannie C. Williams Charter School	36.00	$72,000	$17,352	$89,352
WAF001	Harriet Tubman Charter School	105.26	$210,525	$50,737	$261,262
WAH001	The NET Charter School	0.00	$0	$0	$0
WAM001	Paul Habans Elem	89.63	$179,256	$43,201	$222,457
WAZ001	Audubon Charter School	82.02	$164,041	$39,534	$203,575
WBA001	Einstein Charter @ Village De L'Est	35.79	$71,583	$17,252	$88,835
WBB001	Benjamin Franklin High School	82.30	$164,603	$39,669	$204,272
WBC001	Alice M. Harte Elementary Charter	69.99	$139,981	$33,735	$173,716
WBD001	Edna Karr High School	74.00	$148,000	$35,668	$183,668
WBE001	Lusher Charter School	162.64	$325,286	$78,394	$403,680
WBF001	Eleanor McMain Secondary School	70.00	$140,000	$33,740	$173,740
WBG001	Robert Russa Moton Charter School	0.00	$0	$0	$0
WBH001	Lake Forest Elementary Charter School	56.00	$112,000	$26,992	$138,992
WBI001	New Orleans Charter Sci. & Math HS	55.34	$110,678	$26,673	$137,351
WBK001	Bricolage Academy	1.37	$2,742	$661	$3,403
WBL001	Wilson Charter School	53.00	$106,000	$25,546	$131,546
WBM001	Sarah Towles Reed High	39.49	$78,983	$19,035	$98,018
WBN001	Einstein Middle @ Sarah Towles Reed	28.43	$56,854	$13,702	$70,556
WBO001	Einstein Charter @ Sherwood Forest	36.10	$72,194	$17,399	$89,593
WBP001	McDonogh 42 Charter School	34.00	$68,000	$16,388	$84,388
WBT001	Audubon Gentilly	39.00	$78,000	$18,798	$96,798
WBU001	Collegiate Rosenwald	43.00	$86,000	$20,726	$106,726
WBV001	Dwight D. Eisenhower	46.00	$92,000	$22,172	$114,172
WBW001	Living School	33.00	$66,000	$15,906	$81,906
WBZ001	McDonogh 35 Senior H. S.	72.00	$144,000	$34,704	$178,704
WC2001	Opportunities Academy	14.00	$28,000	$6,748	$34,748
WJ1001	Sci Academy	112.00	$224,000	$53,984	$277,984
WJ2001	G.W. Carver Collegiate Acdmy	73.00	$146,000	$35,186	$181,186
WJ4001	Livingston Collegiate Academy	63.00	$126,000	$30,366	$156,366
WL1001	KIPP Central City Primary	100.00	$200,000	$48,200	$248,200
WU1001	Success Preparatory Academy	63.00	$126,000	$30,366	$156,366
WZ2001	ReNEW SciTech Acdmy.	99.00	$198,000	$47,718	$245,718
WZ3001	ReNEW Delores T. Aaron Elem	78.00	$156,000	$37,596	$193,596
WZ6001	ReNEW Schaumburg Elem	74.00	$148,000	$35,668	$183,668
WZ9001	The NET 2 Charter School	0.00	$0	$0	$0
WZA001	Accelerated High, City Park	0.00	$0	$0	$0
WZB001	Warren Easton Charter High School	86.87	$173,743	$41,872	$215,615
WZC001	Edward Hynes Charter School - Lakeview	58.64	$117,279	$28,264	$145,543
WZD001	Edward Hynes Charter School - UNO	31.68	$63,361	$15,270	$78,631
WZE001	John F. Kennedy High School	76.00	$152,000	$36,632	$188,632
WZG001	Foundation Preparatory Academy	30.34	$60,672	$14,622	$75,294
WZH001	Lafayette Academy	45.33	$90,656	$21,848	$112,504
WZI001	Esperanza Charter School	34.96	$69,922	$16,851	$86,773
WZJ001	Hynes Parkview	40.23	$80,467	$19,393	$99,860
WZK001	Homer Plessy Community School	92.20	$184,393	$44,439	$228,832
WZL001	YACS at Lawrence D. Crocker	47.90	$95,806	$23,089	$118,895
WZM001	Rooted School	19.65	$39,291	$9,469	$48,760
	Placeholder for closed schools	237.85	$475,703	$114,644	$590,347
	Total Orleans Parish	**4,229.87**	**8,459,744**	**2,038,799**	**10,498,543**

Stipend Allocations

	School Systems and Schools	Non-Certificated Stipend Allocation			
		Non-Certificated Staff FTE Count	Pay Raise Amount	Retirement Allocation FY23-24 Rate	Total Cost
		Oct. 2022	$1,000	27.6%	
	FY2023-24	10	11	12	13
		Oct Non-Certificated FTE	C10 x $	C11 x %	C11 + C12
1	Acadia	488.28	$488,280	$134,765	$623,045
2	Allen	236.50	$236,500	$65,274	$301,774
3	Ascension	1,332.00	$1,332,000	$367,632	$1,699,632
4	Assumption	177.48	$177,481	$48,985	$226,466
5	Avoyelles	285.90	$285,900	$78,908	$364,808
6	Beauregard	347.52	$347,522	$95,916	$443,438
7	Bienville	172.06	$172,061	$47,489	$219,550
8	Bossier	1,242.63	$1,242,633	$342,967	$1,585,600
9	Caddo	2,030.78	$2,030,782	$560,496	$2,591,278
10	Calcasieu	1,613.76	$1,613,762	$445,398	$2,059,160
11	Caldwell	102.28	$102,276	$28,228	$130,504
12	Cameron	102.93	$102,926	$28,408	$131,334
13	Catahoula	93.55	$93,545	$25,818	$119,363
14	Claiborne	148.03	$148,031	$40,857	$188,888
15	Concordia	216.79	$216,790	$59,834	$276,624
16	DeSoto	305.00	$304,998	$84,179	$389,177
17	East Baton Rouge	2,185.45	$2,185,450	$603,184	$2,788,634
18	East Carroll	70.73	$70,729	$19,521	$90,250
19	East Feliciana	116.49	$116,494	$32,152	$148,646
20	Evangeline	287.00	$287,000	$79,212	$366,212
21	Franklin	220.80	$220,804	$60,942	$281,746
22	Grant	155.00	$155,000	$42,780	$197,780
23	Iberia	568.54	$568,542	$156,918	$725,460
24	Iberville	342.56	$342,558	$94,546	$437,104
25	Jackson	128.18	$128,184	$35,379	$163,563
26	Jefferson	2,155.86	$2,155,859	$595,017	$2,750,876
27	Jefferson Davis	326.66	$326,662	$90,159	$416,821
28	Lafayette	1,827.74	$1,827,743	$504,457	$2,332,200
29	Lafourche	717.17	$717,167	$197,938	$915,105
30	LaSalle	160.67	$160,667	$44,344	$205,011
31	Lincoln	316.83	$316,827	$87,444	$404,271
32	Livingston	1,542.75	$1,542,749	$425,799	$1,968,548
33	Madison	136.59	$136,588	$37,698	$174,286
34	Morehouse	196.83	$196,833	$54,326	$251,159
35	Natchitoches	218.41	$218,411	$60,281	$278,692
36	Orleans	1,948.42	$1,948,426	$537,766	$2,486,192
37	Ouachita	1,145.66	$1,145,655	$316,201	$1,461,856
38	Plaquemines	301.00	$301,000	$83,076	$384,076
39	Pointe Coupee	111.16	$111,156	$30,679	$141,835
40	Rapides	1,108.89	$1,108,889	$306,053	$1,414,942
41	Red River	106.93	$106,925	$29,511	$136,436
42	Richland	176.78	$176,777	$48,790	$225,567
43	Sabine	294.50	$294,500	$81,282	$375,782
44	St. Bernard	288.00	$288,000	$79,488	$367,488
45	St. Charles	766.00	$766,000	$211,416	$977,416
46	St. Helena	69.00	$69,000	$19,044	$88,044
47	St. James	148.00	$148,000	$40,848	$188,848
48	St. John the Baptist	300.66	$300,657	$82,981	$383,638
49	St. Landry	711.57	$711,571	$196,394	$907,965
50	St. Martin	388.42	$388,416	$107,203	$495,619
51	St. Mary	499.21	$499,214	$137,783	$636,997
52	St. Tammany	2,497.15	$2,497,147	$689,213	$3,186,360
53	Tangipahoa	1,166.63	$1,166,635	$321,991	$1,488,626
54	Tensas	46.17	$46,173	$12,744	$58,917
55	Terrebonne	761.65	$761,652	$210,216	$971,868
56	Union	114.57	$114,571	$31,622	$146,193
57	Vermilion	376.58	$376,582	$103,937	$480,519
58	Vernon	450.17	$450,166	$124,246	$574,412
59	Washington	304.17	$304,175	$83,952	$388,127
60	Webster	328.83	$328,833	$90,758	$419,591
61	West Baton Rouge	196.00	$196,000	$54,096	$250,096
62	West Carroll	83.08	$83,082	$22,931	$106,013
63	West Feliciana	142.49	$142,492	$39,328	$181,820
64	Winn	155.47	$155,474	$42,911	$198,385
65	City of Monroe	564.67	$564,666	$155,848	$720,514
66	City of Bogalusa	143.00	$142,997	$39,467	$182,464
67	Zachary Community	183.24	$183,239	$50,574	$233,813
68	City of Baker	54.28	$54,282	$14,982	$69,264
69	Central Community	119.91	$119,910	$33,095	$153,005
	Total City/Parish	**36,622.01**	**$36,622,016**	**$10,107,677**	**$46,729,693**

Stipend Allocations

School Systems and Schools		Non-Certificated Stipend Allocation			
		Non-Certificated Staff FTE Count	Pay Raise Amount	Retirement Allocation FY23-24 Rate	Total Cost
		Oct. 2022	$1,000	27.6%	
	FY2023-24	10	11	12	13
		Oct Non-Certificated FTE	C10 x $	C11 x %	C11 + C12
318	LSU Lab School	15.00	$15,000	$4,140	$19,140
319	Southern Lab School	4.00	$4,000	$1,104	$5,104
302006	LA School for Math, Science and the Arts	33.97	$33,971	$9,376	$43,347
334001	New Orleans Center for Creative Arts	7.75	$7,750	$2,139	$9,889
3C1001	Thrive	85.82	$85,824	$23,687	$109,511
101001	Special School District	61.93	$61,934	$17,094	$79,028
A02	Office of Juvenile Justice	10.99	$10,994	$3,034	$14,028
	Total Lab & State Approved Schools	**219.47**	**$219,473**	**$60,574**	**$280,047**
321001	New Vision Learning	9.16	$9,162	$2,529	$11,691
329001	Glencoe Charter School	19.21	$19,210	$5,302	$24,512
331001	International School of LA	80.00	$80,000	$22,080	$102,080
333001	Avoyelles Public Charter School	27.00	$27,000	$7,452	$34,452
336001	Delhi Charter School	54.51	$54,511	$15,045	$69,556
337001	Belle Chasse Academy	106.50	$106,500	$29,394	$135,894
340001	The MAX Charter School	8.91	$8,907	$2,458	$11,365
	Total Legacy Type 2 Charter Schools	**305.29**	**$305,290**	**$84,260**	**$389,550**
341001	D'Arbonne Woods	43.52	$43,519	$12,011	$55,530
343001	Madison Prep	12.24	$12,242	$3,379	$15,621
344001	Int'l High School of N. O.	15.00	$15,000	$4,140	$19,140
345001	University View Academy	57.00	$57,000	$15,732	$72,732
346001	Lake Charles Charter Academy	23.00	$23,000	$6,348	$29,348
347001	Lycee Francois de la Nouvelle Orleans	42.86	$42,861	$11,830	$54,691
348001	New Orleans Military/Maritime Acdmy	21.00	$21,000	$5,796	$26,796
3C5001	St Landry Charter School	19.00	$19,000	$5,244	$24,244
W18001	Noble Minds Institute	7.60	$7,604	$2,099	$9,703
W1A001	JCFA - East	11.31	$11,307	$3,121	$14,428
W1B001	Advantage Charter Academy	26.92	$26,920	$7,430	$34,350
W1D001	JCFA - Lafayette	5.23	$5,230	$1,443	$6,673
W2B001	Willow Charter Academy	19.00	$19,000	$5,244	$24,244
W33001	Lincoln Prep School	38.00	$38,000	$10,488	$48,488
W3B001	Iberville Charter Academy	11.92	$11,920	$3,290	$15,210
W4A001	Delta Charter School	13.25	$13,246	$3,656	$16,902
W4B001	Lake Charles College Prep	8.00	$8,000	$2,208	$10,208
W5B001	Northeast Claiborne Charter	8.00	$8,000	$2,208	$10,208
W6B001	Acadiana Renaissance	41.00	$41,000	$11,316	$52,316
W7A001	Louisiana Key Academy	11.00	$11,000	$3,036	$14,036
W7B001	Lafayette Renaissance	34.00	$34,000	$9,384	$43,384
W8A001	Impact Charter	27.04	$27,040	$7,463	$34,503
WAG001	Louisiana Virtual Charter Academy	28.19	$28,194	$7,782	$35,976
WAK001	Southwest LA Charter School	11.00	$11,000	$3,036	$14,036
WAL001	J. S. Clark Leadership Academy	24.00	$24,000	$6,624	$30,624
WAU001	GEO Prep Academy	48.00	$48,000	$13,248	$61,248
WBQ001	New Harmony High School	3.00	$3,000	$828	$3,828
WBR001	Athlos Academy	43.97	$43,965	$12,134	$56,099
WBX001	GEO Next Generation HS	12.71	$12,712	$3,509	$16,221
WBY001	Red River Charter Academy	9.83	$9,829	$2,713	$12,542
WJ5001	Collegiate Academy (EBR)	14.00	$14,000	$3,864	$17,864
WZ8001	GEO Prep Mid-City of Greater B. R.	34.00	$34,000	$9,384	$43,384
WZN001	GEO Prep Baker	3.00	$3,000	$828	$3,828
WZO001	Louisiana Key Academy Northshore	1.00	$1,000	$276	$1,276
WZP001	Discovery Ochsner BR (NEW)*				
WZQ001	Kenilworth Middle (NEW)*				
WZT001	LaKey Caddo (NEW)*				
	Total New Type 2 Charter Schools	**728.59**	**$728,589**	**$201,092**	**$929,681**
396211	Linwood Public Charter (RSD Operated)	72.00	$72,000	$19,872	$91,872
WZV001	Prescott Academy (NEW)*				
WAO001	Redesign Dalton Charter School	7.00	$7,000	$1,932	$8,932
WAP001	Redesign Lanier Charter School	8.00	$8,000	$2,208	$10,208
WYA001	Redesign Glen Oaks	5.00	$5,000	$1,380	$6,380
	Total RSD/Type 5 Charters	**92.00**	**$92,000**	**$25,392**	**$117,392**
	Total Statewide	**37,967.37**	**$37,967,368**	**$10,478,995**	**$48,446,363**

*Allocations to be calculated on Fall 2023 staffing data.

Stipend Allocations

School Systems and Schools		Non-Certificated Stipend Allocation			
		Non-Certificated Staff FTE Count	Pay Raise Amount	Retirement Allocation FY23-24 Rate	Total Cost
		Oct. 2022	$1,000	27.6%	
	FY2023-24	10	11	12	13
		Oct Non-Certificated FTE	C10 x $	C11 x %	C11 + C12
36	Orleans Direct Run	242.87	$242,867	$67,031	$309,898
W31001	Dr. Martin Luther King Jr Charter	72.93	$72,928	$20,128	$93,056
W62001	LB Landry-OP Walker	19.93	$19,930	$5,501	$25,431
W66001	Martin Behrman	26.95	$26,952	$7,439	$34,391
W71001	Sophie B. Wright Learning Acdmy	1.00	$1,000	$276	$1,276
W81001	KIPP McDonogh 15 Sch. for Creative Arts	34.00	$34,000	$9,384	$43,384
W82001	KIPP Believe College Prep	34.00	$34,000	$9,384	$43,384
W84001	KIPP Renaissance High	19.00	$19,000	$5,244	$24,244
W85001	KIPP N.O. Leadership Acdmy	35.00	$35,000	$9,660	$44,660
W86001	KIPP East	33.00	$33,000	$9,108	$42,108
W87001	KIPP Booker T. Washington High School	22.00	$22,000	$6,072	$28,072
W91001	Samuel J_Green Charter School	34.00	$34,000	$9,384	$43,384
W92001	Arthur Ashe Charter School	42.00	$42,000	$11,592	$53,592
W94001	Phillis Wheatley Community School	55.00	$55,000	$15,180	$70,180
W95001	Langston Hughes Charter Academy	42.00	$42,000	$11,592	$53,592
WAA001	Morris Jeff Community School	47.00	$47,000	$12,972	$59,972
WAE001	Fannie C. Williams Charter School	20.00	$20,000	$5,520	$25,520
WAF001	Harriet Tubman Charter School	49.15	$49,145	$13,564	$62,709
WAH001	The NET Charter School	0.00	$0	$0	$0
WAM001	Paul Habans Elem	41.45	$41,447	$11,439	$52,886
WAZ001	Audubon Charter School	44.00	$44,000	$12,144	$56,144
WBA001	Einstein Charter @ Village De L'Est	17.16	$17,158	$4,736	$21,894
WBB001	Benjamin Franklin High School	18.00	$18,000	$4,968	$22,968
WBC001	Alice M. Harte Elementary Charter	52.00	$52,000	$14,352	$66,352
WBD001	Edna Karr High School	20.00	$20,000	$5,520	$25,520
WBE001	Lusher Charter School	47.07	$47,069	$12,991	$60,060
WBF001	Eleanor McMain Secondary School	19.00	$19,000	$5,244	$24,244
WBG001	Robert Russa Moton Charter School	0.00	$0	$0	$0
WBH001	Lake Forest Elementary Charter School	53.00	$53,000	$14,628	$67,628
WBI001	New Orleans Charter Sci. & Math HS	23.00	$23,000	$6,348	$29,348
WBK001	Bricolage Academy	0.72	$717	$198	$915
WBL001	Wilson Charter School	18.00	$18,000	$4,968	$22,968
WBM001	Sarah Towles Reed High	13.66	$13,658	$3,770	$17,428
WBN001	Einstein Middle @ Sarah Towles Reed	12.58	$12,580	$3,472	$16,052
WBO001	Einstein Charter @ Sherwood Forest	21.16	$21,158	$5,840	$26,998
WBP001	McDonogh 42 Charter School	11.00	$11,000	$3,036	$14,036
WBT001	Audubon Gentilly	21.00	$21,000	$5,796	$26,796
WBU001	Collegiate Rosenwald	16.00	$16,000	$4,416	$20,416
WBV001	Dwight D. Eisenhower	21.00	$21,000	$5,796	$26,796
WBW001	Living School	2.00	$2,000	$552	$2,552
WBZ001	McDonogh 35 Senior H. S.	15.00	$15,000	$4,140	$19,140
WC2001	Opportunities Academy	33.00	$33,000	$9,108	$42,108
WJ1001	Sci Academy	46.00	$46,000	$12,696	$58,696
WJ2001	G.W. Carver Collegiate Acdmy	28.00	$28,000	$7,728	$35,728
WJ4001	Livingston Collegiate Academy	15.00	$15,000	$4,140	$19,140
WL1001	KIPP Central City Primary	29.00	$29,000	$8,004	$37,004
WU1001	Success Preparatory Academy	18.00	$18,000	$4,968	$22,968
WZ2001	ReNEW SciTech Acdmy.	33.00	$33,000	$9,108	$42,108
WZ3001	ReNEW Delores T. Aaron Elem	30.00	$30,000	$8,280	$38,280
WZ6001	ReNEW Schaumburg Elem	36.00	$36,000	$9,936	$45,936
WZ9001	The NET 2 Charter School	0.00	$0	$0	$0
WZA001	Accelerated High, City Park	0.00	$0	$0	$0
WZB001	Warren Easton Charter High School	38.00	$38,000	$10,488	$48,488
WZC001	Edward Hynes Charter School - Lakeview	30.73	$30,726	$8,480	$39,206
WZD001	Edward Hynes Charter School - UNO	19.86	$19,856	$5,480	$25,336
WZE001	John F. Kennedy High School	18.00	$18,000	$4,968	$22,968
WZG001	Foundation Preparatory Academy	24.00	$24,000	$6,624	$30,624
WZH001	Lafayette Academy	26.00	$26,000	$7,176	$33,176
WZI001	Esperanza Charter School	14.21	$14,208	$3,921	$18,129
WZJ001	Hynes Parkview	18.89	$18,894	$5,215	$24,109
WZK001	Homer Plessy Community School	17.00	$17,000	$4,692	$21,692
WZL001	YACS at Lawrence D. Crocker	16.50	$16,500	$4,554	$21,054
WZM001	Rooted School	2.99	$2,988	$825	$3,813
	Placeholder for closed schools	137.64	$137,645	$37,990	$175,635
	Total Orleans Parish	**1,948.42**	**1,948,426**	**537,766**	**2,486,192**

Stipend Allocations

	School Systems and Schools	Certificated and Non-Certificated Stipend Allocation Summary			
		Total Staff FTE Count	Total Pay Raise Cost	Total Retirement Cost	Grand Total
		Oct. 2022			
	FY2023-24	14	15	16	17
		C6 + C10	C7 + C11	C8 + C12	C9 + C13
1	Acadia	1,208.86	$1,929,437	$482,084	$2,411,521
2	Allen	616.50	$996,500	$248,434	$1,244,934
3	Ascension	3,500.00	$5,668,000	$1,412,608	$7,080,608
4	Assumption	410.19	$642,891	$161,149	$804,040
5	Avoyelles	609.71	$933,527	$234,986	$1,168,513
6	Beauregard	833.69	$1,319,857	$330,249	$1,650,106
7	Bienville	391.84	$611,620	$153,423	$765,043
8	Bossier	3,200.21	$5,157,783	$1,286,518	$6,444,301
9	Caddo	4,769.84	$7,508,900	$1,880,722	$9,389,622
10	Calcasieu	4,649.55	$7,685,331	$1,908,646	$9,593,977
11	Caldwell	254.07	$405,863	$101,392	$507,255
12	Cameron	260.30	$417,678	$104,263	$521,941
13	Catahoula	189.74	$285,927	$72,182	$358,109
14	Claiborne	286.72	$425,416	$107,707	$533,123
15	Concordia	528.70	$840,610	$210,175	$1,050,785
16	DeSoto	712.94	$1,120,890	$280,809	$1,401,699
17	East Baton Rouge	6,169.08	$10,152,712	$2,523,294	$12,676,006
18	East Carroll	142.72	$214,709	$54,220	$268,929
19	East Feliciana	276.89	$437,294	$109,465	$546,759
20	Evangeline	799.95	$1,312,892	$326,452	$1,639,344
21	Franklin	477.33	$733,865	$184,590	$918,455
22	Grant	391.24	$627,479	$156,647	$784,126
23	Iberia	1,601.76	$2,634,984	$654,931	$3,289,915
24	Iberville	841.33	$1,340,111	$334,956	$1,675,067
25	Jackson	296.78	$465,381	$116,643	$582,024
26	Jefferson	6,153.34	$10,150,813	$2,521,801	$12,672,614
27	Jefferson Davis	780.05	$1,233,438	$308,692	$1,542,130
28	Lafayette	4,337.46	$6,847,178	$1,714,141	$8,561,319
29	Lafourche	1,813.87	$2,910,579	$726,550	$3,637,129
30	LaSalle	361.90	$563,140	$141,340	$704,480
31	Lincoln	853.84	$1,390,850	$346,284	$1,737,134
32	Livingston	3,702.70	$5,862,658	$1,466,897	$7,329,555
33	Madison	255.95	$375,312	$95,230	$470,542
34	Morehouse	470.73	$744,617	$186,342	$930,959
35	Natchitoches	657.39	$1,096,369	$271,869	$1,368,238
36	Orleans	6,178.30	$10,408,170	$2,576,565	$12,984,735
37	Ouachita	2,578.61	$4,011,563	$1,006,885	$5,018,448
38	Plaquemines	667.83	$1,034,653	$259,886	$1,294,539
39	Pointe Coupee	312.69	$514,225	$127,819	$642,044
40	Rapides	2,962.92	$4,816,953	$1,199,696	$6,016,649
41	Red River	229.20	$351,467	$88,446	$439,913
42	Richland	375.40	$574,027	$144,527	$718,554
43	Sabine	652.00	$1,009,500	$253,597	$1,263,097
44	St. Bernard	892.00	$1,496,000	$370,616	$1,866,616
45	St. Charles	1,774.69	$2,783,379	$697,604	$3,480,983
46	St. Helena	149.99	$230,982	$58,082	$289,064
47	St. James	497.00	$846,000	$209,066	$1,055,066
48	St. John the Baptist	788.48	$1,276,307	$318,113	$1,594,420
49	St. Landry	1,743.31	$2,775,058	$693,694	$3,468,752
50	St. Martin	935.77	$1,483,132	$371,030	$1,854,162
51	St. Mary	1,177.15	$1,855,089	$464,549	$2,319,638
52	St. Tammany	5,946.65	$9,396,158	$2,351,875	$11,748,033
53	Tangipahoa	2,791.75	$4,416,872	$1,105,298	$5,522,170
54	Tensas	82.68	$119,192	$30,342	$149,534
55	Terrebonne	1,988.75	$3,215,841	$801,676	$4,017,517
56	Union	260.05	$405,537	$101,745	$507,282
57	Vermilion	1,150.78	$1,924,982	$477,101	$2,402,083
58	Vernon	1,066.82	$1,683,479	$421,474	$2,104,953
59	Washington	712.15	$1,120,121	$280,595	$1,400,716
60	Webster	746.74	$1,164,652	$292,190	$1,456,842
61	West Baton Rouge	561.00	$926,000	$230,026	$1,156,026
62	West Carroll	199.08	$315,082	$78,843	$393,925
63	West Feliciana	374.44	$606,388	$151,127	$757,515
64	Winn	314.56	$473,638	$119,589	$593,227
65	City of Monroe	1,303.93	$2,043,185	$512,171	$2,555,356
66	City of Bogalusa	314.31	$485,626	$122,041	$607,667
67	Zachary Community	594.72	$1,006,202	$248,908	$1,255,110
68	City of Baker	142.18	$230,074	$57,348	$287,422
69	Central Community	474.64	$829,373	$204,076	$1,033,449
	Total City/Parish	**93,747.76**	**$150,873,518**	**$37,642,291**	**$188,515,809**

Stipend Allocations

School Systems and Schools		Certificated and Non-Certificated Stipend Allocation Summary			
		Total Staff FTE Count	Total Pay Raise Cost	Total Retirement Cost	Grand Total
		Oct. 2022			
	FY2023-24	14	15	16	17
		C6 + C10	C7 + C11	C8 + C12	C9 + C13
318	LSU Lab School	140.49	$265,973	$64,624	$330,597
319	Southern Lab School	35.50	$67,000	$16,287	$83,287
302006	LA School for Math, Science and the Arts	82.71	$131,446	$32,867	$164,313
334001	New Orleans Center for Creative Arts	77.43	$147,115	$35,726	$182,841
3C1001	Thrive	115.95	$146,076	$38,208	$184,284
101001	Special School District	158.70	$255,473	$63,737	$319,210
A02	Office of Juvenile Justice	45.99	$80,994	$19,904	$100,898
	Total Lab & State Approved Schools	**656.78**	**$1,094,077**	**$271,353**	**$1,365,430**
321001	New Vision Learning	25.58	$41,993	$10,441	$52,434
329001	Glencoe Charter School	53.42	$87,623	$21,790	$109,413
331001	International School of LA	193.00	$306,000	$76,546	$382,546
333001	Avoyelles Public Charter School	67.90	$108,800	$27,166	$135,966
336001	Delhi Charter School	103.35	$152,182	$38,584	$190,766
337001	Belle Chasse Academy	188.00	$269,500	$68,677	$338,177
340001	The MAX Charter School	22.68	$36,447	$9,095	$45,542
	Total Legacy Type 2 Charter Schools	**653.92**	**$1,002,545**	**$252,299**	**$1,254,844**
341001	D'Arbonne Woods	112.64	$181,755	$45,326	$227,081
343001	Madison Prep	57.03	$101,811	$24,965	$126,776
344001	Int'l High School of N. O.	52.00	$89,000	$21,974	$110,974
345001	University View Academy	301.69	$546,371	$133,670	$680,041
346001	Lake Charles Charter Academy	107.74	$192,481	$47,193	$239,674
347001	Lycee Francois de la Nouvelle Orleans	158.44	$274,028	$67,541	$341,569
348001	New Orleans Military/Maritime Acdmy	104.07	$187,130	$45,833	$232,963
3C5001	St Landry Charter School	39.00	$59,000	$14,884	$73,884
W18001	Noble Minds Institute	19.67	$31,743	$7,916	$39,659
W1A001	JCFA - East	34.29	$57,267	$14,197	$71,464
W1B001	Advantage Charter Academy	66.02	$105,124	$26,277	$131,401
W1D001	JCFA - Lafayette	12.92	$20,609	$5,149	$25,758
W2B001	Willow Charter Academy	71.87	$124,735	$30,726	$155,461
W33001	Lincoln Prep School	120.05	$202,090	$50,034	$252,124
W3B001	Iberville Charter Academy	47.88	$83,845	$20,624	$104,469
W4A001	Delta Charter School	55.83	$98,421	$24,183	$122,604
W4B001	Lake Charles College Prep	54.10	$100,200	$24,428	$124,628
W5B001	Northeast Claiborne Charter	14.00	$20,000	$5,100	$25,100
W6B001	Acadiana Renaissance	165.26	$289,512	$71,207	$360,719
W7A001	Louisiana Key Academy	71.00	$131,000	$31,956	$162,956
W7B001	Lafayette Renaissance	134.05	$234,098	$57,608	$291,706
W8A001	Impact Charter	65.04	$103,040	$25,779	$128,819
WAG001	Louisiana Virtual Charter Academy	123.55	$218,911	$53,745	$272,656
WAK001	Southwest LA Charter School	76.82	$142,632	$34,759	$177,391
WAL001	J. S. Clark Leadership Academy	55.00	$86,000	$21,566	$107,566
WAU001	GEO Prep Academy	125.18	$202,362	$50,449	$252,811
WBQ001	New Harmony High School	37.00	$71,000	$17,216	$88,216
WBR001	Athlos Academy	137.97	$231,965	$57,442	$289,407
WBX001	GEO Next Generation HS	41.42	$70,124	$17,345	$87,469
WBY001	Red River Charter Academy	23.83	$37,829	$9,461	$47,290
WJ5001	Collegiate Academy (EBR)	66.00	$118,000	$28,928	$146,928
WZ8001	GEO Prep Mid-City of Greater B. R.	94.00	$154,000	$38,304	$192,304
WZN001	GEO Prep Baker	10.00	$17,000	$4,202	$21,202
WZO001	Louisiana Key Academy Northshore	15.00	$29,000	$7,024	$36,024
WZP001	Discovery Ochsner BR (NEW)*				
WZQ001	Kenilworth Middle (NEW)*				
WZT001	LaKey Caddo (NEW)*				
	Total New Type 2 Charter Schools	**2,670.34**	**$4,612,083**	**$1,137,011**	**$5,749,094**
396211	Linwood Public Charter (RSD Operated)	155.00	$238,000	$59,878	$297,878
WZV001	Prescott Academy (NEW)*				
WAO001	Redesign Dalton Charter School	30.00	$53,000	$13,018	$66,018
WAP001	Redesign Lanier Charter School	37.00	$66,000	$16,186	$82,186
WYA001	Redesign Glen Oaks	20.00	$35,000	$8,610	$43,610
	Total RSD/Type 5 Charters	**242.00**	**$392,000**	**$97,692**	**$489,692**
	Total Statewide	**97,970.80**	**$157,974,223**	**$39,400,646**	**$197,374,869**

*Allocations to be calculated on Fall 2023 staffing data.

Stipend Allocations

School Systems and Schools		Certificated and Non-Certificated Stipend Allocation Summary			
		Total Staff FTE Count	Total Pay Raise Cost	Total Retirement Cost	Grand Total
		Oct. 2022			
	FY2023-24	14	15	16	17
		C6 + C10	C7 + C11	C8 + C12	C9 + C13
36	Orleans Direct Run	494.32	$745,778	$188,233	$934,011
W31001	Dr. Martin Luther King Jr Charter	153.95	$234,964	$59,179	$294,143
W62001	LB Landry-OP Walker	88.79	$157,655	$38,693	$196,348
W66001	Martin Behrman	90.74	$154,530	$38,185	$192,715
W71001	Sophie B. Wright Learning Acdmy	2.00	$3,000	$758	$3,758
W81001	KIPP McDonogh 15 Sch. for Creative Arts	138.00	$242,000	$59,512	$301,512
W82001	KIPP Believe College Prep	123.00	$212,000	$52,282	$264,282
W84001	KIPP Renaissance High	95.00	$171,000	$41,876	$212,876
W85001	KIPP N.O. Leadership Acdmy	130.00	$225,000	$55,450	$280,450
W86001	KIPP East	136.00	$239,000	$58,754	$297,754
W87001	KIPP Booker T. Washington High School	103.00	$184,000	$45,114	$229,114
W91001	Samuel J_Green Charter School	83.00	$132,000	$33,002	$165,002
W92001	Arthur Ashe Charter School	101.00	$160,000	$40,030	$200,030
W94001	Phillis Wheatley Community School	121.74	$188,475	$47,347	$235,822
W95001	Langston Hughes Charter Academy	107.00	$172,000	$42,922	$214,922
WAA001	Morris Jeff Community School	201.00	$355,000	$87,200	$442,200
WAE001	Fannie C. Williams Charter School	56.00	$92,000	$22,872	$114,872
WAF001	Harriet Tubman Charter School	154.41	$259,670	$64,301	$323,971
WAH001	The NET Charter School	0.00	$0	$0	$0
WAM001	Paul Habans Elem	131.07	$220,703	$54,640	$275,343
WAZ001	Audubon Charter School	126.02	$208,041	$51,678	$259,719
WBA001	Einstein Charter @ Village De L'Est	52.95	$88,741	$21,988	$110,729
WBB001	Benjamin Franklin High School	100.30	$182,603	$44,637	$227,240
WBC001	Alice M. Harte Elementary Charter	121.99	$191,981	$48,087	$240,068
WBD001	Edna Karr High School	94.00	$168,000	$41,188	$209,188
WBE001	Lusher Charter School	209.71	$372,355	$91,385	$463,740
WBF001	Eleanor McMain Secondary School	89.00	$159,000	$38,984	$197,984
WBG001	Robert Russa Moton Charter School	0.00	$0	$0	$0
WBH001	Lake Forest Elementary Charter School	109.00	$165,000	$41,620	$206,620
WBI001	New Orleans Charter Sci. & Math HS	78.34	$133,678	$33,021	$166,699
WBK001	Bricolage Academy	2.09	$3,459	$859	$4,318
WBL001	Wilson Charter School	71.00	$124,000	$30,514	$154,514
WBM001	Sarah Towles Reed High	53.15	$92,641	$22,805	$115,446
WBN001	Einstein Middle @ Sarah Towles Reed	41.01	$69,434	$17,174	$86,608
WBO001	Einstein Charter @ Sherwood Forest	57.26	$93,352	$23,239	$116,591
WBP001	McDonogh 42 Charter School	45.00	$79,000	$19,424	$98,424
WBT001	Audubon Gentilly	60.00	$99,000	$24,594	$123,594
WBU001	Collegiate Rosenwald	59.00	$102,000	$25,142	$127,142
WBV001	Dwight D. Eisenhower	67.00	$113,000	$27,968	$140,968
WBW001	Living School	35.00	$68,000	$16,458	$84,458
WBZ001	McDonogh 35 Senior H. S.	87.00	$159,000	$38,844	$197,844
WC2001	Opportunities Academy	47.00	$61,000	$15,856	$76,856
WJ1001	Sci Academy	158.00	$270,000	$66,680	$336,680
WJ2001	G.W. Carver Collegiate Acdmy	101.00	$174,000	$42,914	$216,914
WJ4001	Livingston Collegiate Academy	78.00	$141,000	$34,506	$175,506
WL1001	KIPP Central City Primary	129.00	$229,000	$56,204	$285,204
WU1001	Success Preparatory Academy	81.00	$144,000	$35,334	$179,334
WZ2001	ReNEW SciTech Acdmy.	132.00	$231,000	$56,826	$287,826
WZ3001	ReNEW Delores T. Aaron Elem	108.00	$186,000	$45,876	$231,876
WZ6001	ReNEW Schaumburg Elem	110.00	$184,000	$45,604	$229,604
WZ9001	The NET 2 Charter School	0.00	$0	$0	$0
WZA001	Accelerated High, City Park	0.00	$0	$0	$0
WZB001	Warren Easton Charter High School	124.87	$211,743	$52,360	$264,103
WZC001	Edward Hynes Charter School - Lakeview	89.37	$148,005	$36,744	$184,749
WZD001	Edward Hynes Charter School - UNO	51.54	$83,217	$20,750	$103,967
WZE001	John F. Kennedy High School	94.00	$170,000	$41,600	$211,600
WZG001	Foundation Preparatory Academy	54.34	$84,672	$21,246	$105,918
WZH001	Lafayette Academy	71.33	$116,656	$29,024	$145,680
WZI001	Esperanza Charter School	49.17	$84,130	$20,772	$104,902
WZJ001	Hynes Parkview	59.13	$99,361	$24,608	$123,969
WZK001	Homer Plessy Community School	109.20	$201,393	$49,131	$250,524
WZL001	YACS at Lawrence D. Crocker	64.40	$112,306	$27,643	$139,949
WZM001	Rooted School	22.63	$42,279	$10,294	$52,573
	Placeholder for closed schools	375.50	$613,348	$152,634	$765,982
	Total Orleans Parish	**6,178.30**	**10,408,170**	**2,576,565**	**12,984,735**

Laureate Academy Charter School
Board Adopted Policy
Certificated and Support Staff Stipends Allocation

BESE Guidelines

Laureate Academy has adopted the BESE guidelines for the Certificated and Support Staff Stipends Allocation and will disperse the funds on the June1, 2024 pay check to all eligible staff.

Coversheet

VOTE: 2023-2024 Scholar and Family Handbook

Section: IV. Head of School Update
Item: A. VOTE: 2023-2024 Scholar and Family Handbook
Purpose: Vote
Submitted by:
Related Material: 2023-2024 Laureate Academy Scholar and Family Handbook .pdf

LAUREATE ACADEMY
CHARTER SCHOOL

2023-2024
Scholar and Family Handbook

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, the legal parent/guardian should complete this form by October 1st.** *(https://forms.gle/UfqVnQuqur66j7fM9)*

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-Whitehead,
Head of School

LAUREATE ACADEMY CHARTER 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.

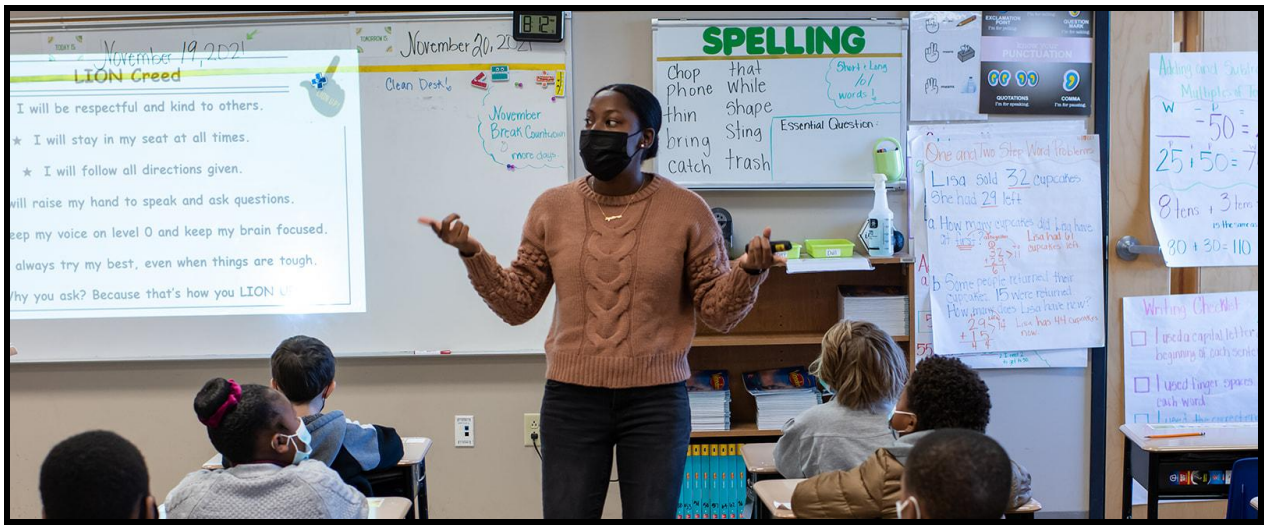
Leadership: We are unwaveringly focused on achieving our mission - setting every Laureate Academy scholar on the path to college. Every action aligns with and contributes to our shared goals.

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.

LAUREATE ACADEMY CHARTER SCHOOL

2023-2024
Scholar and Family Handbook



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.

SCHOOL- FAMILY NORMS

- Communication should occur between 7:15AM - 5:00PM. Teachers and staff are not expected to respond beyond those hours.
- All communication must maintain a professional tone. *If communication is not professional, we reserve the right to minimize communication with the family member. This includes restricting a family member's access to campus if deemed necessary.*
- Email will be the main form of communication. *A response is expected within 2 business days.*
- Clothing must be appropriate for the environment. (A good rule of thumb is if scholars aren't permitted to wear it, it should not be worn.) *It is inappropriate to come to campus or school events in pajamas, robes, short shorts, etc.*
- If the scholar's teacher is not responsive, please email their supervisor directly.
    - Direct supervisors are listed below
        - Kindergarten & 1st Grade = Jenneka Davis
        - 2nd and 3rd Grade = Real Washington
        - 4th and 5th Grade = Erin Parham
        - 6th-8th Grade = Tess Proctor and Tiffany Moll
        - Special Education = Mary Ellen Costello
- If in doubt on who to contact, email info@laureatecharter.org
- It is required that all families update their contact information if it changes by emailing info@laureatecharter.org
- It is every Laureate parent/guardian's responsibility to ensure they have access to all online platforms and to check the platforms at least once a week.

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. *This responsibility falls on each family and must be taken seriously for the scholar to be successful at Laureate.*

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. All official documentation can be emailed to info@laureatecharter.org, turned into the front desk, or given to the scholar's teacher. Emailing will be the most effective way to ensure your scholar's documentation is received.*

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 Quarter	Number of Absences in a Year	Action Step
4	5	Written notification will be sent to the family via email. The family must complete the survey with an outlined plan for improvement.
6	7	The parent/guardian must meet with the Behavioral Interventionist (or designee) to create an attendance plan.
8	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	10	A written report will be submitted to the **Family In Need of Services** (FINS)department.
11+	11+	A written report will be submitted to the **Family In Need of Services** (FINS)department & a meeting with the Assistant Head of School.

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 Individualized Education Plans (IEPs), Section 504 Accommodation Plans and Individualized Healthcare Plans (IHPs) 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 (excused or unexcused). Work may or may not be provided in advance of absences. Parents are responsible for communicating directly **via email** with their scholar's teacher(s) to obtain the makeup work.



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.

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.

CONSEQUENCES FOR TARDINESS

Number of Tardies in a Year	Consequence
5	Written notification will be sent to the family. The family must complete the survey with an outlined plan for improvement.
8	Written notification will be sent to the family. The family must complete the survey with an outlined plan for improvement.
10	Written notification will be sent to the family. The family must complete the survey with an outlined plan for improvement.
15	The parent/guardian must meet with the Behavioral Interventionist to create an attendance plan
20	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 7:30am every day. Students are welcome to arrive as early as 7:30am to eat breakfast, complete their "Brightwork", and read independently.

The order of our arrival procedure is:

- Busses are unloaded
- Carpool will begin after busses are unloaded (generally starting by 7:32AM)
- Walkers may enter the black side gates (by the cafeteria) starting at 7:30AM.
- 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 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 starting at 3:15PM and will be dropped off according to the assigned route
- Carpool will begin after buses are fully loaded (generally around 3:30PM) 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. Unpaid charges may result in your scholar not being able to participate in school events and report cards not being released.
- 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. It is not appropriate to show up in person demanding to speak to a staff member in person unless there is an emergency.
- 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.

- No scholar will be dismissed between 2:00PM-dismissal time.
- Early dismissals are very disruptive to learning and should be avoided unless absolutely necessary.
- **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 dismissal is not appropriate to take scholars on vacations, reward outings, or other non-essential activities.

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. *To sign up for the OneCall system email info@laureatecharter.org with your name, child's name and grade level, phone number, and email address.*

SCHOLAR SUPPLIES

Scholars are responsible for bringing supplies. Supplies will be collected and used communcally. Laureate will purchase any extra supplies that are needed.
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 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 or MESH backpack. 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.

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.

Promotion recommendations are made by classroom teachers. If a scholar is being considered for retention the family will always be included in the conversation and their opinion will be taken into consideration. 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*.

Important Notes:

- **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.
- **STEP is a 1:1 reading assessment utilized in Kindergarten - 3rd grade.**
    - Scholars are counted as proficient in May of Kindergarten if they pass a STEP 3
    - Scholars are counted as proficient in May of 1st grade if they pass a STEP 6
    - Scholars are counted as proficient in May of 2nd grade if they pass a STEP 9
    - Scholars are counted as proficient in May of 3rd grade if they pass a STEP 12
- **NWEA MAP is a nationally normed assessment utilized for Kindergarten - 8th grade to assess proficiency in reading and math.**
    - Scholars scoring in the 50th percentile or above in achievement are considered “on grade level”
    - Scholars scoring below the 25th percentile in either math or reading may be considered for retention.
- **Students who accumulate more than 12 absences during the school year will be at risk for retention in their current grade-level.**
- **A scholar’s IEP or 504 status will be taken into consideration within all promotion decisions.**

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. A variety of reward opportunities will be utilized throughout the year, including, but not limited to the following:

- **DAILY PRAISE/STICKERS/NOTES** Teachers will recognize students who follow the code of conduct by giving praise and 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:** At the end of each week scholars in grade K-5 earn a prize based on their conduct during the week.
- **MONTHLY CELEBRATION:** Scholars will earn access to Monthly Celebration based on their conduct throughout the month.
- **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.

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.

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, but are not limited to: loss of enrichment time, loss of club time, loss of monthly celebration, loss of computer time, loss of participation in field trips, coming to school early or staying late, loss of access to participate in after school activities, and loss of socializing with classmates during snack time, breakfast, or lunch. *Laureate reserves the right to give out whole class rewards and consequences based on class-wide decisions.*

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.

ZERO TOLERANCE FOR FIGHTING

There is zero tolerance for fighting. Fighting includes, but is not limited to: slapping, punching, kicking, premeditated and impulsive, and play 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 focused on using words to solve conflict vs. physical aggression. Students are expected to use the techniques of conflict-resolution to settle all disputes in a non-violent manner. Staff will work to spot problems as quickly as possible, but it is not reasonable to expect staff to prevent altercations between students. Students are expected to report conflicts before they escalate through telling an adult via face to face communication, email or a written note.

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 **“the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power**. This behavior can be in many forms including written, verbal or physical act, or any use of electronic or wireless communication (including telephone, cell phone, computer, or other devices). Laureate reserves the right to discipline students who are participating in this behavior on school grounds/property, at any school-sponsored function, the bus or any other school-sponsored transportation and any behaviors that occur outside of school that are brought on campus.

Laureate reserves the right to discipline any student who is involved in harassment, intimidation, and/or bullying based on the following:

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 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 disciplined 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 part 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 disciplined 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, or designee. 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 (in person or via phone) and the school will follow the appropriate procedures, fully complying with all applicable laws including La.R.S. 17:223.1. Special education services will be provided to the extent possible when a scholar is suspended.

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.

Causes for student suspension, both in-school and out-of-school suspension, include, but are not limited to the behaviors listed below. This is not an all-inclusive list and Laureate reserves the right to suspend students for behaviors beyond this list.

- 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 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.

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.

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.

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.

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.

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.

EMERGENCIES AND EMERGENCY DRILLS

Any time an emergency, or an emergency drill occurs, students must follow the procedures listed below:

- Listen to directions from adults
- Follow the practiced routines
- Wait for direction from adults

CELL PHONE & ELECTRONICS POLICY

We believe it is vital for all students to be able to focus at school. It is Laureate's policy to eliminate electronic distractions as much as possible in order to support learning. The use of cell phones and all other electronic devices, such as smartwatches, airpods, tablets, personal computers, and other electronic devices are not permitted. Laureate will strictly enforce the policy outlined below.

- **See our website for full policy.** *Subject to change.*

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.** *Subject to change.*

TOYS

Students are not permitted to bring toys to school unless they are instructed to do so by their teacher. This includes, but is not limited to dolls, fidget spinners, pop-its, rubix cubes, stuffed animals, slime, squishes and any other toys. The toys will be confiscated and thrown in the trash cans.

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.

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 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 and sign the family handbook.
- Reinforce Laureate's Code of Conduct at home.
- Attend 2 after-school events
- **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 1 school-wide fundraiser
- Effectively communicate with your child's teacher by responding to texts, emails or phone calls within 48 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.

Anyone, including parents, who wish to visit our school, must email info@laureatecharter.org 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 may not 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 school-issued email address and cell phone.

- Email communication is highly preferred and will be prioritized to phone calls.
- Text messages may not be answered moving forward to ensure professional communication is occurring at all times.
- Phone calls can be scheduled from 7:15AM-5:00PM Monday - Friday. Teachers are not available beyond these hours.

MEETING WITH A TEACHER

If a parent needs to meet with a teacher, they can make an appointment at least 24 hours in advance. An appointment can be made by calling or emailing the teacher directly. Parents should not expect to meet with a teacher without a prior appointment. Whenever possible, appointments should not take place during the instructional day. Only legal guardians will be granted formal meetings with staff. If a non-legal guardian would like a meeting, Laureate must have written permission from the legal guardian.

MEETING WITH A SCHOOL LEADER

If a parent needs to meet with a school leader, they can make an appointment at least 24 hours in advance. An appointment can be made by calling or emailing the leader directly. Parents should not expect to meet with a leader without a prior appointment. Whenever possible, appointments should not take place during the instructional day. Only legal guardians will be granted formal meetings with staff. If a non-legal guardian would like a meeting, Laureate must have written permission from the legal guardian.

CHAIN OF COMMAND: In order to get problems solved as quickly as possible it is vital for parents to utilize the “chain of command” listed below:

- For all operational questions: Email info@laureatecharter.org
- For all student-specific questions: Email the scholar’s teacher directly
- If the scholar’s teacher is not responsive: Email the scholar’s Instructional Coach
- If the scholar’s instructional coach is not responsive: Email the Assistant Head of School
- If the Assistant Head of School is not responsive: Email the Head of School
- **All email addresses and contact information can be found on the website at www.laureatecharter.org**

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.
- The electronics policy and uniform policy apply on the bus.
- **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 after 4:00PM. 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.

- As a reminder, the following consequences are in place at Laureate Academy for bus infractions:

Number of Bus Infractions	***Consequence***
1 infraction	Loss of bus privileges for 1 day (2 rides)
2nd infraction	Loss of bus privileges for 1 week (10 rides)
3rd infraction	Loss of bus privileges for 1 month
4th infraction	Loss of bus privileges for the remainder of the 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 Operations Team of the situation by emailing info@laureatecharter.org or calling 504-503-0170. The Operations 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

CARPOOL

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.

STUDENT PICK-UP

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

FOOD SERVICES

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: coffee, candy, soda, energy drinks, donuts, cupcakes, chips, hot chips, Takis, 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.

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

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. All notifications and documentation must be emailed to info@laureatecharter.org

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.

Laureate is a nut-free environment due to severe allergic reactions to nuts. Nuts, nut butters and other products with nuts in them are prohibited.

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.

GENERAL SCHOOL INFORMATION & OTHER IMPORTANT POLICIES

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 8:00AM due to arrival and starting at 3:00PM due to dismissal.

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.

STUDENT RECORDS

Email info@laureatecharter.org

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 l
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. Seek to resolve the problem by communicating with the teacher directly.
III. If you believe the problem is not resolved, meet with a school administrator.
IV. 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 protected status.

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.