Laureate Academy Charter School Board of Directors

Board Meeting

Published on July 12, 2026 at 1:14 PM CDT
Amended on July 13, 2026 at 5:33 PM CDT

Date and Time

Monday July 13, 2026 at 5:30 PM CDT

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, the meeting will be held on the campus of the school (2115 Oakmere Drive Harvey, LA 70058).

Virtual Link:
https://meet.google.com/eoy-tmeb-qer?hs=224

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
	A. Record Attendance		Caitlyn Scales	1 m
	B. Call the Meeting to Order		Caitlyn Scales	1 m

		Purpose	Presenter	Time
C.	Approve the Minutes from Previous Meeting	Approve Minutes	Caitlyn Scales	2 m

Approve minutes for Board Meeting on April 20, 2026

II. PUBLIC COMMENT — 5:34 PM

Board Chair opens the floor for public comment based on today's agenda

A.	Public Comment	FYI	Caitlyn Scales	5 m

Board Chair calls for public comment based on today's agenda

III. CONSENT AGENDA — 5:39 PM

A.	Consent Agenda Items	Vote	Caitlyn Scales	2 m

Routine items approved in one vote: prior meeting minutes, routine financial acceptances, standard personnel actions, contract ratifications under a set threshold. Any member can pull an item out for separate discussion.

Items on this consent agenda:
n/a

IV. CEO Report — 5:41 PM

- Strategic update
- Progress against the year's priorities
- risks/issues needing board awareness
- enrollment
- anything requiring board direction.

A.	Employee Handbook	Vote	Claire Heckerman-Whitehead	10 m

Review & possible approval of the 7/6/26 draft of 2026-27 Employee Handbook

B.	Family Scholar Handbook	Vote	Claire Heckerman-Whitehead	10 m

Review & possible approval of the 7/6/26 draft of 2026-27 Family Scholar Handbook

C.	Calendar 2026-2027 School Year	Vote	Claire Heckerman-Whitehead	10 m

		Purpose	Presenter	Time
	Review & possible approvalof the of the 2026-27 calendar			

V. GOVERNANCE — 6:11 PM

The Governance Committee shall present matters considered since the previous Board meeting.

A.	Committee Report	FYI	Caitlyn Scales	10 m
B.	Board Recruitment	FYI	Caitlyn Scales	5 m

VI. FINANCE — 6:26 PM

The Finance Committee shall present on any updates.

A.	Finance Committee Report	FYI	Toyane Faulkner	10 m
B.	Compensation & Benefits Packet	Vote	Claire Heckerman-Whitehead	10 m
	Review & possible approval of the 7/6/26 draft of 2026-27 Compensation & Benefits Packet			
C.	Final Budget	Vote	Arianne Carson	15 m
	Presentation of the final 2026-27 Budget			

VII. ACADEMIC EXCELLENCE — 7:01 PM

The Academic Excellence Committee shall present on any new or pending considerations since the previous Board meeting.

A.	Academic Achievement Report	FYI	Dr. Jahquille Ross	10 m
B.	Pupil Progression Plan	Discuss	Claire Heckerman-Whitehead	10 m
	Review & possible approval of the 7/6/26 draft of 2026-27 Pupil Progression Plan			

VIII. Closing Items — 7:21 PM

A.	Action Items for Next Board Meeting	Discuss	Bria Joshua	5 m
	The Board shall confirm any action items that should be included on the next meeting's agenda.			

		Purpose	Presenter	Time
B.	Adjourn Meeting	Discuss	Caitlyn Scales	1 m

Prove What's Possible!

Coversheet

Approve the Minutes from Previous Meeting

Section: I. Opening Items
Item: C. Approve the Minutes from Previous Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on April 20, 2026
2026_04_20_board_meeting_minutes.pdf

APPROVED

Laureate Academy Charter School Board of Directors

Minutes

Board Meeting

Date and Time
Monday April 20, 2026 at 5:30 PM

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, the meeting will be held on the campus of the school (2115 Oakmere Drive Harvey, LA 70058).

Laureate Board Meeting
Google Meet joining info
Video call link: https://meet.google.com/vdd-cjwq-eze
Or dial: (US) +1 252-346-6437 PIN: 876 470 153#

Directors Present
Bria Joshua, Caitlyn Scales, Dr. Jahquille Ross, Toyane Faulkner

Directors Absent
Janel Green, Jordan Whittenburg, Monique Handy

Guests Present
Anita Cyprian

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Caitlyn Scales called a meeting of the board of directors of Laureate Academy Charter School Board of Directors to order on Monday Apr 20, 2026 at 5:35 PM.

C. Approve the Minutes from Annual Board Meeting

Toyane Faulkner made a motion to approve the minutes from March Board Meeting on 03-16-26.
Bria Joshua seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Prove What's Possible

II. GOVERNANCE

A. Board Recruitment

- Idea: more presence of board members on campus; suggested that Board firmly calendars visits to ensure availability & alignment with students' calendars
- Introduction of prospective new board member-- Anita Cyprian.

Bria Joshua made a motion to appoint Anita Cyprian as board member.
Toyane Faulkner seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Review Board Calendar Draft for 2026-2027

- Members agreed Mondays at 5:30p
- Currently, Finance and Governance Committees are hosted on the same date. Members agreed this schedule works and should continue. @Claire reminded Board that certain people need to be made aware of the committee meeting schedules (i.e. Eron (Finance) & Semaj (Academic)).
- Board will consider whether the committee meetings will be held sooner to allow time for delivery of committee meeting minutes before timely submission of agenda for the monthly general board meeting.

III. FINANCE

A. Updates re Current Financials (through March 2026) + Budget Timeline

- Projected financial surplus, following the 2025-2026 school year.
- Financials still look positive in light of the recent property purchase.

B.

Review of ethics/financial disclosure

- Reminder: Members must complete the state ethics training and forward the certificate of completion to Claire. Same for Financial Disclosure forms, which are due no later than May 15th!

C. Additional Role at Laureate

- Anticipated Kindergarten Expansion: From two sections to three sections, Laureate's kindergarten classes will expand to about 25 students per classes. More space is needed to accommodate kindergarteners (Yurts?). Along with additional space, a new hire is necessary.
    - Members are charged with additional Yurt research. Pros and cons? Federal grant opportunities to pay for new construction? Yurt specifically used for art classes? Mobility of Yurts? -- Deferred to 5/12/26.
- Prospective Instructional Coach: Expansion of the specialized instructors who will mentor K-4th grade teachers full-time. As a solely supportive role, the Instructional Coach will only start with a certain number of teachers and will assist more on a rolling basis.
    - Collectively agreed that the Instructional Coach also floats in the absence of teachers to assist with lesson plans for substitute teachers.
    - Claire's suggested candidate is particularly skilled in teaching reading and has over 10 years of K-4th grade experience. She has been with Laureate particularly for seven of those years.
- Certification: @Dr. Ross suggested that 5th-8th grade teachers receive AIM certification (to assist with reading and decoding strategy).

Dr. Jahquille Ross made a motion to amend the current 2026-27 Compensation Package to include an Instructional Coach (1.1) for the upcoming school year.
Toyane Faulkner seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. ACADEMIC EXCELLENCE

A. CEO Board Update

- Students start LEAP tomorrow, 4/21/26. :D
- 8th graders start PreACT in May. Dr. Ross suggested that the first day be used to complete preliminary forms.
- NOTABLE DATES:
    - Teacher Appreciation Week - 5/4/26
    - Invite-Only Athletic Ceremony - 5/8/26 (Church & Yard BBQ-styled event)
    - Invite-Only Principal's List Breakfast - 5/19/26
- End-of-Year Stipend ($850) instead of COLA. The averages of COLA used to share eligibility.

- DIBELS 52% to 67% increase; namely, kindergarten increased to 85%!
- Sponsorship: Use of LAMP fund (private funds) to sponsor certain students in need.
- After discussion, Board collectively decided Laureate should do flag football for another school year.

V. Closing Items

A. Action Items for Next Board Meeting

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:45 PM.

Respectfully Submitted,
Bria Joshua

Prove What's Possible!

DRAFT

Laureate Academy Charter School Board of Directors

Minutes

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Date and Time
Monday April 20, 2026 at 5:30 PM

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Laureate Board Meeting
Monday, March 16 · 5:30 – 6:30pm
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Respectfully Submitted,
Caitlyn Scales

Prove What's Possible!

Coversheet

Employee Handbook

Section: IV. CEO Report
Item: A. Employee Handbook
Purpose: Vote
Submitted by:
Related Material:
2026-2027_Laureate_Academy_Employee_Handbook_- DRAFT AS OF 7_6_2026 for Board Approval on 7_13_.docx

Employee Handbook

Commented [1]: What is different in the document from last year? That would help guide me where to go and provide support.

Our Mission

Laureate Academy prepares each K-8 student for academic and life success.

Revision 06/2026

INTRODUCTION

For the benefit of all employees, both new and experienced, we would like to acquaint you with the policies governing employment with Laureate Academy Charter School ("the School"). This handbook sets out and explains the School's basic employment policies and supersedes all previous handbooks and written or implied policies.

Occasionally, it may become necessary to modify, change, update, revoke, replace or even terminate the policies outlined in this handbook, and the School reserves the right to make changes at any time at its discretion. Generally, you will be informed about the change, but changes may also be made without notice. The language in this handbook is provided for informational purposes only. It contains some of the policies and practices of the School but is not intended to be a statement of all policies and practices. They are not intended to, and do not, create or constitute a contract of employment or promise of any kind between the School and its employees. No agent or other representative of the School, except the Chief Executive Officer (CEO), has the authority to make any promises, representations, or statements concerning employment for a specified period of time or contrary to the policies outlined in this handbook.

This handbook applies to all employees of the School, unless otherwise stated. Managerial and supervisory employees, however, will at all times be held to the highest duty of loyalty to the School and the highest standards of behavior. At all times, the School remains solely responsible for the interpretation of this handbook's provisions and their applications. In applying its policies, procedures and benefits, the School retains the right to make decisions based on the Administration's assessment of its needs and consideration of the specific facts and circumstances presented by each situation. If you have any questions, please do not hesitate to contact the Human Resources department through our Chief of Finance & Talent Management, Eron Jenkins.

CONTACT INFORMATION

Name	Position	Email
Human Resources	General Information and Matters	hr@laureatecharter.org
4th Sector Solutions	Payroll Specialist	payroll@laureatecharter.org
Arianne Carson	Contracted Chief Finance Officer through 4th Sector Solutions	acarson@4thsectorsolutions.com
Claire Heckerman-Whitehead	Chief Executive Officer	checkerman@laureatecharter.org
Eron Jenkins	Chief of Finance & Talent Management	ejenkins@laureatecharter.org
Semaj Allen-Raymond	Chief of Staff	sallenraymond@laureatecharter.org
Leslie Johnson	Principal	ycolin@laureatecharter.org
Dr. Caitlyn Scales	Chairperson, Board of Directors	boardofdirectors@laureatecharter.org

Commented [2]: Why not operations? It is more broad.

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SECTION 1: MISSION & VISION

A. 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.

Commented [4]: Update

B. Values & School Culture

If we want different results for students, we, as the Laureate Academy staff, must commit to creating a different school. As a staff we are committed to ensuring every child has the skills, habits, and mindset to be successful in college and future endeavors. We must work collaboratively and relentlessly to ensure every child, regardless of socioeconomic class, race, ability, or English proficiency has the tangible and intangible skills to choose to pursue their dream college and career.

Your commitment to the Laureate Academy culture is critical in ensuring every child has the ability to choose what they want their life to be.

Laureate Academy Charter School is built around our **SCHOLAR values: Self-determination, Community, Honesty, Optimism, Leadership, Achievement, and Resilience and our Staff Values.** It is essential that all Laureate Academy stakeholders, specifically students, staff, and families, live out these values on a daily basis to realize our vision of every child having access to a four-year college or university.

Our core values require every stakeholder (students, staff, and families) to demonstrate respect toward each other and the Laureate Academy community. We expect every student to actively participate in class daily, complete homework nightly, help their classmates, and to uphold our values every day. We expect every staff member to thoughtfully prepare for every lesson, hold each other accountable to the values, and work together to help every Laureate Academy student. We expect parents and families to communicate regularly with the school staff, uphold the values, and to hold their children accountable for their behavior and school/homework. Lastly, we expect all members of our community to push themselves to grow every day, to ensure we meet our ambitious goals together.

SECTION 2: EMPLOYMENT POLICIES

A. Equal Opportunity Employment

Laureate Academy is an Equal Employment Opportunity (EEO) employer, and makes all employment decisions based on qualifications to perform the work without regard to race, color, age, sex, religion, national origin, disability, veteran status, marital status, gender identity, sexual orientation, or any other characteristic protected by law. All employment decisions at Laureate Academy are made in a non-discriminatory manner, and are based on the needs and requirements of the School and qualifications, abilities, and merits of each individual applicant. We encourage all employees to take note of this policy and report any breach of law or any actual or perceived occurrence of discrimination to their manager or the Human Resources department.

B. Non-Discrimination Policy

Laureate Academy works relentlessly to empower students of all racial and ethnic backgrounds to achieve their full potential. The adult community of the School will model the best practices and professional behavior of a diverse team.

Any grievance regarding discrimination shall be handled through the Human Resources Department and in consultation with the Board of Directors when appropriate. The complainant should contact Human Resources at hr@laureatecharter.org, and they will provide information and assistance on filing and pursuing the complaint.

Specifically, no person within Laureate Academy shall intentionally commit any of the following acts:

- Discriminate in the recruitment, hiring, training, compensation, benefits, promotion, transfer termination, lay-off, reduction in workforce, or any other terms or conditions of employment or volunteer based on race, color, age, sex, religion, national origin, disability, veteran status, marital status, gender identity, sexual orientation, or any other characteristic protected by law.
- Make any comments, display or distribute any materials that constitute unlawful harassment based on an individual's membership in a legally protected class.
- Deny a person any service or other program benefits based on the individual's legally protected classification.
- A Laureate Academy employee who has become aware of violations of this Section (Section 2B) has the affirmative obligation to report the conduct to their immediate

supervisor, or if the supervisor is involved in the conduct, to another member of the administrative team.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act (ADEA) of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

C. Accommodations of Individuals with Disabilities

Laureate is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and its subsequent amendments. It is the Laureate policy not to discriminate against any qualified employee or applicant regarding any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without reasonable accommodations. Consistent with this policy of nondiscrimination, Laureate will provide reasonable accommodations to a qualified individual with a disability who has made management aware of their disability, provided that such accommodation does not constitute an undue hardship on Laureate Academy, and the employee is able to continue performing the essential functions of their role.

Qualified individuals with a disability may make a request for reasonable accommodation to the Human Resources Department at hr@laureatecharter.org. On receipt of an accommodation request, the Chief of Finance & Talent Management (CFTM) and/or their designee will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the possible reasonable accommodation(s) that Laureate Academy might make to help overcome those limitations. Laureate Academy may request medical certification from the individual's doctor in order to verify the disability and the precise nature of the limitations.

The School reasonably accommodates qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the School.

D. Pregnancy Accommodations

As required by the federal Pregnant Workers Fairness Act (PWFA), Laureate will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause undue hardship to the School's operations.

An employee or applicant may request an accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to Human Resources. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, Human Resources will contact the employee or applicant to engage in a timely, good-faith, and meaningful exchange to determine whether effective reasonable accommodations can be provided without significant difficulty or expense, i.e., undue hardship.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Laureate Academy will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Laureate prohibits any retaliation, harassment, or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

Nursing Mothers / Lactation Accommodation (PUMP Act). Consistent with the federal PUMP Act (Providing Urgent Maternal Protections for Nursing Mothers Act) and Louisiana law, Laureate Academy provides reasonable break time for an employee to express breast milk for their nursing child for up to one (1) year after the child's birth, each time the employee has a need to do so. The School will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, for this purpose. This accommodation is available to both non-exempt and exempt employees. Employees who need this accommodation should notify Human Resources, and the School will work with the employee to identify a suitable time and private space.

Commented [5]: This section was added

E. Harassment Policy

Laureate Academy expressly prohibits any form of unlawful harassment based on race, color, age, sex, religion, national origin, disability, veteran status, marital status, gender identity, sexual orientation, or any other characteristic protected by law. Harassment occurs as a result of behavior that has the effect of creating a hostile, offensive, or intimidating work environment. Harassment may include, but is not limited to, derogatory, vulgar or offensive comments or jokes, and distribution of written or graphic material containing such comments or jokes.

Sexual harassment is considered to be:

1) Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where
    a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
    b) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
    c) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2) Offensive comments, jokes, innuendoes, and other sexually oriented statements.
3) Sexually explicit or offensive pictures, voicemail, email, text messages, greeting cards, articles, books, magazines, photos, cartoons or other written, pictorial, or electronic communications.

Laureate Academy does not tolerate any form of employee harassment. This conduct is prohibited in any form at the workplace, work-related functions, or outside of work if it affects the workplace. This policy applies to all employees, guests, vendors, and persons doing business with the school. Employees who experience any job-related harassment based on their race, color, age, sex, religion, national origin, disability, veteran status, marital status, gender identity, sexual orientation, or any other characteristic protected by law, or believe that they have been treated in an unlawful, discriminatory manner, should report the incident to their supervisor or to the Human Resources Department.

If one experiences or witnesses an act of harassment, tell the harasser to stop and promptly report the incident to their supervisor or member of the Human Resources Department.

All complaints and investigations of alleged discrimination and harassment are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved in the investigation, and HR will take adequate steps to ensure that the complainant is protected

from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

If the School determines that an employee has engaged in inappropriate, harassing, unlawful, or otherwise prohibited discriminatory conduct, disciplinary action may be taken against the offending employee, up to and including termination of employment. If there is sound proof that an employee provided false information after an investigation is completed, disciplinary action is taken, up to and including termination. Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Laureate Academy prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in any investigation following and relating to a complaint.

F. Employment Checks

Pursuant to La R.S. 17:16 and 17:587.1, to help ensure that all staff members at Laureate Academy are of the highest quality, we will conduct extensive checks of employment references, educational verification and Criminal Offender Record Information (CORI) on all applicants prior to extending an offer of employment. Your employment with Laureate Academy is contingent on your timely cooperation in and satisfactory results from criminal, child abuse, and other background checks (both at the time of hire and from time to time during employment).

Where required by Louisiana law or by applicable state or Jefferson Parish health regulations, new employees may also be required to complete a tuberculosis (TB) risk assessment and/or screening as a condition of employment, and at intervals thereafter as required.

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G. Immigration and Nationality Act

In compliance with the Immigration Reform and Control Act of 1986 each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9, and present documentation establishing identity and employment eligibility as requested on the Employment Eligibility Verification Form I-9 within three (3) business days of starting employment. Where indicated, employees will be required to submit documentation establishing continued eligibility for employment.

Any employee with an expiring work authorization must renew the authorization, or the employee will be considered to have voluntarily resigned. All offers of employment are

subject to the receipt of satisfactory evidence of an employee's authorization to work in the United States.

All individuals employed by Laureate Academy Charter School are employees of the non-profit organization that operates the School. In accordance with Louisiana law (La. R.S. 23:992), the School verifies the employment eligibility of new hires either by participating in the federal E-Verify program or by retaining a copy of the documentation authorized under that statute. Human Resources will confirm the method applicable to each new hire.

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H. Criminal Proceedings Involving Employees

An employee shall report their arrest for any felony, Driving While Intoxicated, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Article 615 of the Children's Code.

The report required by this Section shall be made by the school employee to their immediate supervisor. The supervisor of the employee will notify the Human Resources department who will notify the Chief Executive Officer (CEO). Such a report shall be made within twenty-four hours of the arrest.

However, if the school employee is arrested on a Saturday, Sunday, or a legally declared school holiday, such report shall be made prior to the school employee next reporting for his work assignment at a school. Such a report shall be made by the school employee regardless of whether they were performing an official duty or responsibility as a school employee at the time of the offense.

In addition, the school employee shall report the disposition of any legal proceedings related to any such arrest, which shall also be made a part of any related files or records.

An employee who fails to comply with the provisions of this Section shall be subject to disciplinary action, up to and including termination.

Written and signed charges alleging such failure shall be brought against the employee.

Unless criminal charges are instituted pursuant to an arrest which is required to be reported by this Section, all information, records, hearing materials, and final recommendations of the school pertaining to such reported arrest shall remain confidential and shall not be subject to a public records request.

I. Employment at Will

An employee's relationship with Laureate Academy is an employment "at will." Accordingly, either the employee or the School may terminate the employment relationship at any time

with or without cause. However, no person other than the Chief Executive Officer (CEO) has authority to enter into or terminate any agreement for employment for any specified period of time and any such agreement must be in writing. The Chief Executive Officer (CEO) may give permission to another Leadership Team member to hire/fire in their absence. This permission will always be given in writing.

J. Performance Review

In order to constantly improve as a School, staff members of Laureate Academy must continuously reflect upon and work to progress their craft. Performance reviews and evaluations, both informal and formal, are an integral part of every staff member's professional development. Throughout their employment with the School, employees will receive formal and informal oral and written feedback on their performance.

Each employee will be afforded regular one-on-one meetings with their direct supervisor to receive feedback on their performance and ensure continuous development. Employees should expect to be regularly observed, with and without notice, by their direct supervisor, member of the Leadership team or others wishing to improve their practice.

Performance reviews may take place any number of times during the year, and may be in the form of a scheduled meeting or more informal talks during the school day. Performance reviews may be utilized as tools to improve employee performance with regard to management expectations.

Staff can find an overview of the progressive feedback process here.

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K. Performance Improvement Plans (PIPs)

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We believe that staff growth and reflection are essential to our mission of preparing every scholar for academic and life success. When concerns arise regarding performance, attendance, or conduct, we use a tiered support process designed to offer clarity, support, and opportunities for improvement. The goal of this process is professional growth aligned to our SCHOLAR and staff values.

This policy identifies the proactive and progressive actions a supervisor may take when an employee's performance, attendance, or behavior is unsatisfactory (e.g., does not meet the performance or competency expectations of the position). This policy is not intended to create a contract of employment or to change the employment-at-will relationship that exists between Laureate Academy and the employee. As an at-will employer, Laureate Academy reserves the right to discipline and terminate employees at any time with or

without cause and to modify, at any time, the terms and conditions of employment (without limitation to salaries, work schedules, work duties, etc.).

When an employee's performance, attendance, or behavior is unsatisfactory, the direct supervisor will advise the employee of the issue(s), and give them an appropriate opportunity to improve to an acceptable level through the Performance Improvement Plan process. When a supervisor determines there is an unacceptable performance, attendance, or behavior issue with the employee, the direct supervisor generally will document the issue and required change in a Performance Improvement Plan (PIP) and may share the plan in a face-to-face meeting. Should the employee's performance, attendance, or behavior fail to improve as specified by the PIP, the employee will be subject to further action, up to and including termination.

The School encourages supervisors to use proactive and progressive action whenever possible to improve performance (e.g., to apply the actions outlined in the Performance Improvement Process progressively and sequentially); however depending on the nature, frequency, and severity of the issues, and an employee's work history, a supervisor has the freedom to determine what progressive actions are necessary and to take the action deemed to be appropriate under the circumstances. However, no person other than the Chief Executive Officer (CEO) has authority to enter into or terminate any agreement for employment for any specified period of time and any such agreement must be in writing. The Chief Executive Officer (CEO) may give permission to another Leadership Team member in writing to hire/fire in their absence.

The steps in this process are guidelines only. Consistent with its at-will employment relationship, the School may, in its discretion, skip, repeat, shorten, or modify any step, or proceed directly to termination, based on the facts and circumstances of each situation.

The School reserves the right to determine what actions are appropriate and in what order such actions are to be taken depending on the facts and circumstances of the situation. In order to identify the appropriate action to take in the process, the supervisor should take into account:

- The number, variety, and frequency of performance, attendance, or behavior issues involved.
- The seriousness of the issue
- The impact on students, families, staff or other stakeholders of the School
- The employee's work history
- The employee's response to prior PIPs

Notwithstanding anything to the contrary stated in this policy, nothing herein is intended to alter the at-will status of any employee. Laureate Academy at all times retains the right to terminate any employee at any time for any lawful reason, or for no reason at all. Similarly, the employee retains the right to terminate their employment at any time, for any lawful reason, or for no reason at all.

L. Performance Improvement Process

The Performance Improvement Process has three (3) formal actions:

1. Initial PIP
2. Probationary PIP
3. Termination

Each action will correspond to a face-to-face meeting in which the employee, direct supervisor and member of the HR Team attend. Each action should be followed by at least a two (2) week period before additional action is taken, with case-by-case exceptions made in the event of extreme action taken by the employee.

The direct supervisor will provide a PIP to document all actions taken in the Performance Improvement Process. The PIP is to be filled out completely and signed by both the employee and direct supervisor. If the employee refuses to sign the PIP, the supervisor will note this refusal above the employee's signature line.

Initial PIP

Prior to the Initial PIP meeting, the immediate supervisor will complete a PIP.

During the Initial PIP meeting, the immediate supervisor should:

- Provide the employee with a copy of the PIP.
- Clearly and concisely explain the performance issue(s) that need to be improved, providing examples as necessary for clarity.
- Communicate expectations for change, including the timeframe.
- Answer the employee's question and address their concerns.
- Offer the employee the opportunity to write comments on the PIP.

At the conclusion of the meeting:

- The supervisor and employee should agree upon a date and time to meet to review progress.

- If the employee disagrees with the action taken, the supervisor should advise the employee that they may contact the Chief Executive Officer (CEO).
- The HR Team member will place a copy of the PIP in the employee's personnel file.

After the meeting, and while the PIP is in effect:

- The supervisor and employee should meet to assess the employee's progress towards identified goals, following the agreed upon timeline.
- The supervisor must document follow-up meetings and progress on the PIP.

If the employee's performance has not improved or shown sustained improvement, or if new problems have developed during the timeframe established in the PIP, the supervisor will consult with the Chief Executive Officer (CEO) to decide whether to take action in the Performance Improvement Process.

Probationary PIPs

Prior to having a Probationary PIP Meeting, the supervisor should:

- Consult with the Chief Executive Officer (CEO). The Chief Executive Officer (CEO) may also attend the Probationary PIP meeting.
- Document the specific performance, attendance, or behavior goal(s) not met in the initial PIP
- Document specific actions the supervisor took to support the employee, including but not limited to: additional observations and coaching; practice sessions; or referral to other Team Members for mentorship
- Complete a Probationary PIP

During the PIP Implementation meeting, the immediate supervisor should:

- Provide the employee with a copy of the PIP.
- Clearly and concisely explain the performance issue(s) that need to be improved, providing examples as necessary for clarity.
- Clearly and concisely explain performance goal(s) not met, and the actions needed to remedy the situation.
- Communicate expectations for change, including the timeframe.

- Answer the employee's question and address their concerns.
- Offer the employee the opportunity to write comments on the PIP.

At the conclusion of the meeting:

- The supervisor and employee should agree upon a date and time to meet to review progress.
- If the employee disagrees with the action taken, the supervisor should advise the employee that they may set up a meeting with the Chief Executive Officer (CEO).
- The HR Team member will place a copy of the PIP in the employee's personnel file.

After the meeting, and while the PIP is in effect:

- The supervisor and employee should meet to assess the employee's progress towards identified goals, along the timeline agreed upon
- The supervisor must document follow-up meetings and progress on the PIP.

If the employee's performance has not improved or shown sustained improvement, or if new problems have developed during the timeframe established in the PIP, the supervisor will consult with the Chief Executive Officer (CEO) to decide whether to take action in the Performance Improvement Process.

Termination due to Performance Improvement Plan

If termination of employment appears to be warranted, as described in the Probationary PIP, the supervisor should consult with the Chief Executive Officer (CEO) and a member of the HR department to review the circumstances and related documentation.

Once approved by the Chief Executive Officer (CEO), the HR department will prepare a termination letter. The letter will include the general reason(s) for the termination of employment, the effective date of termination and applicable information regarding final pay, continuation of benefits, and any other matters deemed appropriate.

The direct supervisor and Chief Executive Officer (CEO) (and/or their designee) will meet with the employee privately to inform them of their termination, and provide them the termination letter. At this meeting, the supervisor will inform the employee of the termination decision and answer any immediate questions the employee may have.

M. Gross Misconduct or Serious Negligence

Gross Misconduct or Serious Negligence is defined as any behavior(s), action(s) or lack of action by an employee, that warrant(s) serious disciplinary action or acceleration of the PIP including, but not limited to:

- theft, damage or unauthorized removal or possession of Laureate Academy property
- falsification of timekeeping records
- any discriminatory act. sexual or other unlawful or unwelcome harassment
- possession, distribution, sale, transfer or use of alcohol or illegal drugs while on duty, including operating vehicles or equipment
- any disruptive behavior, including fighting or threatening violence in the workplace
- insubordination or other disrespectful conduct
- gambling on the premise
- safety violations including lack of supervision of student
- possession of dangerous or unauthorized materials, such as explosives or firearms
- excessive absenteeism or tardiness, in accordance to the policy listed below
- any absence without communication (“no call, no show”); Laureate may immediately terminate an employee if they are a “no call, no show”
- misappropriation of Laureate Academy’s property

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The preceding are examples of infractions of rules of conduct that may result in disciplinary action, up to and including immediate termination. While this non-exhaustive list enumerates grounds for termination, this list in no way should be read to limit the “at will” status of employees at Laureate Academy. All Laureate Academy employees are employed “at-will,” and may be terminated with or without cause or notice and are not guaranteed employment for any length of time. Laureate Academy also reserves the right to change the organizational structure of the school and eliminate jobs or job classifications when necessary.

N. Notice of Termination

Termination of employment is an inevitable part of personnel activity within any company, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation: Employment termination initiated by the employee who chooses to leave the School voluntarily. Although advance notice is not required, Laureate Academy respectfully requests at least two weeks' written resignation notice from all employees.

Involuntary Termination: Employment termination initiated by the School.

Layoff: Involuntary employment termination initiated by the School for non-disciplinary reasons.

Medical Termination: Employment termination initiated by the employee or by the School when an employee is unable, for health reasons, to continue to work.

Retirement: Voluntary retirement from an active employment status initiated by the employee.

Since employment with Laureate Academy is based on mutual consent, both the employee and the Organization have the right to terminate employment, at will, with or without cause, at any time. The employee will be notified in writing of the benefits that may be continued and the terms, conditions, and limitations of such continuance.

Once Laureate Academy has decided to terminate an employee, it must give the employee a written notice of termination. If the terminated employee wishes to discuss the reason for termination, they must contact the Human Resources department in writing via email at hr@laureatecharter.org. If the terminated employee does not feel that the HR Team has adequately addressed their issue, they should submit a written complaint to the Chief Executive Officer (CEO) at checkerman@laureatecharter.org. If the employee feels the complaint has not been addressed, they should submit a written complaint to the Chairperson of the Board of Directors at boardofdirectors@laureatecharter.org.

O. Other Termination Related Policies

Employees who leave the service of Laureate Academy for any reason will be entitled to all pay that may be due to them with the following qualifications:

1. Any employee who is terminated or who resigns must return all School-issued technology devices, office property, materials and supplies in the employee's possession to their direct supervisor.
2. Employees will be advised of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) of their right to continue health care coverage for themselves and their dependents at group rates, but at their own expense, for up to 18 months.

3. No information or copies of information, including, but not limited to files, memos, computer-stored items, lists or other similar information may be taken by such employee with the express permission of their direct supervisor or HR department.
4. The final date of employment is the final date on which the employee serves their duties at Laureate Academy. It should not be construed as the date upon which the employee receives their final pay.
5. Terminated employees may be eligible for unemployment compensation benefits under the Louisiana Employment Security Law. At-will employees and employees provided with a notice of reasonable assurance of returning to service are not eligible for unemployment benefits during regularly scheduled breaks in the school year or summer months.

Final Pay & Retirement Withdrawal

Employees exiting the organization at the conclusion of the school year or fiscal year will receive their final paycheck through direct deposit if actively enrolled. All other final paychecks will be issued in the paper form. Additionally, requests for retirement withdrawals will be honored 90 days after the employee's last contribution. Retirement withdrawals may have tax implications.

In accordance with Louisiana law (La. R.S. 23:631), an employee's final wages — including all earned but unpaid wages — will be paid on or before the next regular payday or within fifteen (15) days of the date of separation, whichever occurs first. Wages an employee has already earned (including earned summer pay for academic-year employees, as described in the Summer Pay section) will be paid out at separation and will not be forfeited.

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Post-Employment Inquiries

Laureate Academy does not respond to oral requests for references. In the event that an employee's employment with Laureate Academy is terminated, either voluntarily or involuntarily, Laureate Academy may be able to provide a reference to potential employers only if the employee has completed and signed a release form. Employees of Laureate Academy should not under any circumstances respond to any requests for information regarding another employee unless it is part of their assigned job responsibilities. An employee who receives a request for information regarding other employees should forward the request to their manager, who should then contact Human Resources.

P. Resignation & Retirement

An employee who works directly with students who wishes to resign or retire is requested to give two (2) months' written notice to the Human Resources Department, the Principal, the

CEO and their direct supervisor. In the case of Leadership Team members, they are requested to do the same with the Chief Executive Officer (CEO). In the case of the Chief Executive Officer (CEO), they are requested to do the same with the Board of Directors. An employee who does not work directly with students is requested to give four weeks' written notice to their direct supervisor.

Q. Staff Preference for Scholar Enrollment

Laureate Academy's charter mandates Staff Child preference for matters of scholar enrollment. The following procedures will be used during the lottery process for determining enrollment needs:

- All applicants who are the children of staff who live in Jefferson Parish currently employed at Laureate Academy will automatically receive a space in the following year's Kindergarten class.
- If an employee is hired once the Kindergarten class is filled, the scholar will be placed at the top of the waiting list in the order they apply.
- 1st – 8th grade applicants who are children of staff who live in Jefferson Parish currently employed at Laureate Academy will be granted a space in their grade if available. If spots are not available in their grade level, they will be placed at the top of the waiting list in the order they apply.

SECTION 3: SCHEDULES and COMPENSATION

A. Employment Classifications

All employees of Laureate Academy will be classified as either full-time or part- time, and either exempt or non-exempt. The School may also hire consultants and/or temporary employees.

- Full-time employees: Full-time employees are those who are scheduled to work the full-academic or calendar year and who work no fewer than 30 hours per week. All full-time employees are eligible to participate in the School's benefits program subject to the terms, conditions, and limitations of each benefit program.
- Part-Time Employees: Part-time employees are those who work fewer than 30 hours per week. Part-time employees are not eligible to participate in the School's benefits program(s).
- Exempt Employees: Laureate Academy will abide by the Fair Labor Standards Act (FLSA), which establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Exempt employees include, but are not limited to, Lead Teachers.
- Non-Exempt Employees: Laureate Academy will abide by the Fair Labor Standards Act (FLSA) in determining whether an employee is exempt or non-exempt. Employees classified as non-exempt are eligible to receive overtime pay.
- Consultant: Consultants are independent contractors who work under a consultancy agreement. Consultants have no employee status and are not eligible for benefits.
- Temporary Employee: Temporary employees are those employees whose employment with the School is for a limited period, generally not exceeding one academic semester, or approximately five to six months, whichever is greater. Temporary employees are entitled to receive all compensation and benefits as mandated by law.

B. School Calendar

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The job of an educator is never finished. To that end, all Laureate Academy exempt employees are expected to work as many hours each day as needed to contribute fully to the fulfillment of the School's mission. This calendar is subject to change, and any changes will be communicated by the Chief Executive Officer (CEO), or their designee.

C. Work Week Schedules

The schedule will be sent to all employees via email. This schedule is subject to change based on the school's needs. There may be events scheduled during the evening or the weekend, in which case staff may need to arrive early or stay later. Per individual offer letters, some employees may have varying daily start and end times.

During the 2026-2027 school year, staff are expected to be at "pump up" in the cafeteria by 7:30AM daily and should expect to leave by 4:00PM daily.

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D. Timekeeping

Accurately recording time worked is the responsibility of every employee and contractor. Federal and state laws require Laureate Academy to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

All employees and contractors should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

E. Use of Building

Leadership Team and the Operations Team members will be given access to the building via a master key. All teachers will be given a key to their classroom, but not to the building. The building will be open every morning Monday-Friday by 7:15AM and will close at 5:00PM daily. If teachers want to access the building before/after hours, they must work with their direct supervisor to arrange the times. All permissions must be in writing and included on the google calendar with an invitation to the facilities manager and operations manager.

F. Pay Schedule

All salaried employees are paid on a 12-month schedule. Pay periods are semi-monthly in length. Employees will be paid on the 15th and last day of each month. In the event that the 15th or last day of the month falls on a weekend or holiday, the pay date will be the previous business day.

All employees are required to use direct deposit. Direct deposit enrollment forms will be given to employees along with their hiring materials once they accept employment. Payment will not be processed until the direct deposit form is turned in.

If an employee is given a paper paycheck and loses that check, they must submit a written request for a new check to be issued to payroll@laureatecharter.org. The request must have the date on the check, the pay period it covered, and the amount. The employee must also certify that they believe the check to be lost and if they find the check will return it to Laureate Academy's Chief of Finance & Talent Management. A new paycheck will be given to the employee no sooner than ten (10) days after the request is submitted, but no longer than fourteen (14) days after the request is submitted.

2026-2027 PAY SCHEDULE

15th Official Payday	End of Month Official Payday
7/15/2026 Only 12 month employees paid due to working year round.	7/31/2026
8/15/2026	8/31/2026
9/15/2026	9/30/2026
10/15/2026	10/31/2026
11/15/2026	11/30/2026
12/15/2026	12/31/2026
1/15/2027	1/31/2027
2/15/2027	2/28/2027
3/15/2027	3/31/2027
4/15/2027	4/30/2027
5/15/2027	5/31/2027
6/15/2027	6/30/2027
Paper Check 3 Days into PD	7/31/2027

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Summer Pay

Employees of Laureate Academy are paid on a 12-month basis. However, Academic Calendar Year employees do not work for the entirety of the calendar year (July 1 - June 30). Thus, they earn their summer pay throughout the school year. If an employee is terminated

or resigns before the completion of the school year, they may be eligible for a payout of the earned income, dependent on the percentage of days worked in the year and the role.

G. Payroll Deductions & Garnishments

Laureate Academy is required by law to withhold certain federal and state taxes from wages to paid employees. Laureate Academy will make other payroll deductions such as those relating to benefits plans, retirement plan contributions, or other amounts upon authorization by the employee. If the School receives an order to garnish an employee's wages, it must comply with that order and reduce take-home pay by the amount ordered. A wage garnishment can be released only at the direction of the federal, state, or local agency ordering the garnishment.

H. Overtime

Overtime pay applies only to non-exempt employees. When operating requirements or other organizational needs cannot be met during regular working hours, non-exempt employees may be required to work overtime. Whenever possible, employees will be given the opportunity to volunteer for overtime work assignments and every effort will be made to distribute it as equitably as possible to all employees qualified to perform the required work.

Overtime pay is given to nonexempt employees in accordance with federal and state wage and hour laws that require time-and-one-half pay for any hours worked beyond 40 hours in a workweek. Overtime pay is based on actual hours worked.

All overtime work must have the supervisor's prior authorization. The employee should email their direct supervisor and hr@laureatecharter.org to request overtime. The supervisor must then email both the employee and hr@laureatecharter.org with the final approval. Employees who work overtime without prior authorization from their supervisor may be subject to disciplinary action, up to and including termination. **Employees who work overtime without prior authorization in writing from their supervisor may not be paid for the overtime hours worked.** *It is the responsibility of the employee to get the authorization in writing prior to working the overtime hours.*

I. School Closings

In the event of poor weather conditions please listen to local TV or radio stations for relevant information regarding School cancellations or delays. **Laureate Academy follows the delay and cancellation policies of Jefferson Parish Public School System (JPPSS).** The School reserves the right to make decisions regarding school closures in the event that the JPPSS calendar does not match the Laureate Academy calendar. Employees who can not make it

to school due to poor weather conditions may use allotted time off in the event they can not make it to the School.

Official communication regarding school closings will be made via the School's OneCall system, which alerts all families and staff of important school-wide information via text message and email.

There may be a difference in the academic expectations/assignments during the closure. For academic assignments, check our website at www.laureatecharter.org

Instructional time that is lost as a result may be made up by adding an equal number of days to the end of the school year and/or increasing the minutes of the school day throughout the year. This decision will be made and communicated by the Chief Executive Officer (CEO).

J. Working from Home

Work from home requests will be handled on a case-by-case basis and must be approved in writing by the Chief of Finance & Talent Management. While not all positions will be eligible, all requests for temporary telecommuting should be submitted via email to the Human Resources department for consideration.

K. Benefits Program

Employees are eligible to participate in the benefits programs available to all employees (and their eligible dependents) working 30 or more hours per week, including health, dental, life, and disability insurance benefits, subject to the terms and conditions of the benefit plans. If the Employee chooses to participate in the health, dental, life, and disability insurance benefits Plans, they will be responsible for payment of the employee's share of the premiums. The School reserves the right to modify the portion it pays of the group medical plan during each renewal. For a detailed description of benefit plans, please refer to the Benefits Overview.

L. Reimbursements

Laureate aims to provide teachers with all of the necessary curriculum, supplies and equipment to best advance the academic achievement of all students. Teachers and staff are provided with many opportunities to request that the School purchase new materials to support that mission.

However, there may be times when employees need to be reimbursed for purchases made. Staff must submit their receipt and a purchase request form to laureatecharter@bill.com

SECTION 4: TIME OFF & LEAVE

Our goal is for employees to always be in our building when scholars are here. We have approximately 180 days of school and less than 8 instructional hours per day. All policies exist in service of our scholars and protecting their instructional time.

Definition of Terms Used in Leave Policies

"Immediate Family" refers to a child, parent or spouse of the employee. "Child" means biological, adopted, foster or stepchild, or legal ward of the employee. "Parent" refers to a biological, adopted, foster or stepparent, or parent-in-law of the employee. "Spouse" means the person to whom the employee is married or the domestic partner of the employee.

"Serious Health Condition" is defined as an illness, injury, impairment, or physical or mental health condition that involves either inpatient care in a medical facility or continuing treatment by a healthcare provider that includes a period of incapacity, subject to certain other limitations. "Serious Health Condition" does not include short-term conditions for which treatment and recovery are brief.

"TO" is defined as Time Off, or days that the employee is on leave without loss of pay.

"Half Day time off " is defined as time off taken for up to 5 hours during the school day.

"Black Out Days" are defined as days it is imperative all staff are present, and days in which time off will not be pre-approved.

A. School Vacations and Holidays: Academic Year Employees

Full-time academic year employees are not expected to work on days on which the School closes for School vacations and holidays; however, teachers will continue to receive their salary during School vacations and holidays. Academic Year Employees are granted Time Off as a Teacher or Support Staff and in accordance with their years worked at Laureate Academy.

B. School Vacations and Holidays: Calendar Year Employees

Full-time calendar year employees are employed year-round, including during days when the School closes for vacations. These roles usually include those on the Leadership Team or Operations Team. In accordance with the decrease in vacation time, Calendar Year employees are granted additional Time Off days to be used throughout the school year.

C. School Vacations and Holidays: All Employees

All employees are granted paid vacation time for the following holidays in which Laureate Academy is closed.

- Labor Day
- Fall Break
- Thanksgiving Break
- Winter Break
- MLK Day
- Mardi Gras Day
- Spring Break
- Memorial Day
- Juneteenth
- 4th of July

D. Religious Holiday Exemptions

In addition to regular School holidays, an employee may take time off to observe a special or religious holiday. Employees are responsible for completing the time off request form at least two weeks in advance of the proposed absence. The time will not count as Time Off, but will be processed through our Time Off request system.

Religious Accommodation. Consistent with Title VII of the Civil Rights Act of 1964 and applicable Louisiana law, Laureate Academy will reasonably accommodate an employee's sincerely held religious beliefs and practices unless doing so would impose an undue hardship on the operation of the School. Following the U.S. Supreme Court's decision in Groff v. DeJoy (2023), undue hardship means a burden that would result in substantial increased costs in relation to the conduct of the School's particular business. Employees who need a religious accommodation should submit a written request to Human Resources, which will engage in a good-faith, interactive process to identify a reasonable accommodation. Laureate Academy prohibits retaliation against any employee for requesting a religious accommodation.

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E. Time Off (TO)

Laureate Academy grants full-time employees time off as listed in the benefits overview. Employees are entitled to using time off over the duration of the school year, with certain conditions, as listed below.

Employees hired after August 1 in any given year are granted a pro rata portion of time off as listed in the chart below:

Employee hire date	Amount of eligible time off
August 1 - October 15	90% of the eligible days
October 16 - December 16	75% of the eligible days
January 4 - March 18	50% of the eligible days
March 21 - May 27	25% of the eligible days

The School does not discriminate between different types of leave. Time off may include: personal days, sick leave, vacation time, time needed for appointments or emergencies, or other reasons at the discretion of the employee. There are some exceptions to the type of Time Off without loss of pay an employee may take, which are outlined below.

It is possible that a staff member may need to take only part of a day, which we term "Half Day time off." Laureate employees can take up to 5 hours of time off on Half Days. Half Day time off will be counted within an employee's allotted time off. The process to request Half Day time off must follow the same requirements listed below.

Employees who have not exhausted their allotted time off days can roll up to five (5) days into the next school year. Once an employee has exhausted all of their allotted time off days, they will be uncompensated for time missed thereafter, unless otherwise stated by a policy in the Employee Handbook. Unused time off at the end of the year will not be compensated. If an employee is terminated, resigns, or is no longer employed at Laureate during the school year, the Time Off will not be compensated.

Employees should exhaust all their time off before other types can be used, unless otherwise stated. Case-by-case exceptions may be made by the Chief Executive Officer (CEO) and/or their designee.

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Commented [16]: @ejenkins@laureatecharter.org This needs to be updated to be clearer regarding our policy

F. Emergency Appointments and Days

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We understand that unforeseen events and personal matters can occasionally affect attendance. Employees are expected to notify their direct supervisor as soon as possible if they will be absent or late. This ensures we maintain consistent, quality service for students and a supportive environment for colleagues. Repeated or uncommunicated absences may be addressed through our progressive performance process to promote professional responsibility and ensure team reliability.

ALL THE STEPS LISTED IN THE PROTOCOL below:

EMPLOYEE MUST COMPLETE ALL 3 STEPS:

1. Call or leave a message to direct supervisor before 6:30 with reason to absence and any specific instructions for their class
2. Send email to unplannedabsence@laureatecharter.org by 6:30AM
3. Complete a time off request in Paylocity by 3:00PM the same day.

Employees are entitled to use their time off for any emergency purposes; however, the employee **must** note a reason when requesting time off. Employees may be required to submit documentation, such as a doctor's note, for any emergency time off taken.

If emergency time off is being requested consistently, it may be denied and a meeting with Human Resources may be required.

G. Excessive Absenteeism

Consistent punctuality is vital to school operations and the learning environment we strive to provide. Occasional lateness may occur and should be communicated proactively. Chronic tardiness, however, disrupts team collaboration and student learning, and will be addressed through reflective dialogue and, if necessary, our performance improvement process.

H. Excessive Tardiness

Staff are expected to be at work in accordance with the schedule above. It is imperative that all staff are punctual and report to work on time.

Failure to adhere to the policies and protocols listed above may result in the School utilizing the progressive disciplinary feedback process as appropriate.

I. Black Out Days

There are certain days of the year in which it is imperative for all staff to be present. These days are termed "Black Out Days." Black Out Days for the 2026-2027 calendar are:

- Full Day Professional Development Days
- Days in which there are Family Partnership Events, such as Orientations, Open Houses, Family Nights, Report Card Conferences or Festivals
- Days adjacent a holiday (ex: the day before or after Thanksgiving, Winter or Fall Break)
- Testing days (as assigned by the Chief Executive Officer (CEO) or designee)

No time off request made for a Black Out Day will be pre-approved. It is expected that staff make prior arrangements for these days off and are in attendance on these days.

All Black Out Days will be communicated by the second week of each semester.

If a staff member does not attend school during a Black Out Day, for any reason other than a documented life event, the day will be deducted from Time Off and the staff member will receive a "write up" from their supervisor or the HR department and **DOUBLE time off days will be deducted** from the staff member's balance. If Time Off has been exhausted, any resulting reduction in pay will be applied consistent with the Uncompensated Leave policy above — for non-exempt employees, based on the actual time missed, and for salaried-exempt employees, in full-day increments only as permitted by the FLSA.

J. Restrictions on taking time off

The School encourages employees to take time off throughout the year to ensure a strong work-life balance. However, time off may be denied for any of the reasons listed below. Exceptions may be made on a case-by-case basis, and determined by the Chief Executive Officer (CEO), or their designee.

- The request is being made for a Black Out Day.
- The request is being made less than fourteen (14) calendar days in advance, without documentation of need.
- The request is being made for a day in which more team members are out than is functional for Laureate to function safely and at a high quality.
- For employees in their first 12 months of employment, up to three (3) days can be requested and taken consecutively.

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- For all other employees, including all Leadership Team and Operations Team members, up to five (5) time off days can be requested and taken consecutively. *Exceptions may be made upon request.*

K. Requesting time off in advance

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Time off for any reason should be requested at least 5 business days in advance following the procedure outlined below. **Final approval of time off will only be communicated via approval in Paylocity. Until that point, it should be assumed the time off has not been granted.**

Procedure:

1. Employee completes a time off request in Paylocity.
2. The Principal or Direct Supervisor manages the requests and will approve or deny the request within 2 business days of the request being submitted. .
3. If a time off request is approved, the employee will see the approval in Paylocity
    a. The employee must prepare substitute plans with clear directions and submit via email at least 24 hours prior to being absent. Additionally, all materials must be printed out and left in the classroom in a marked spot by the absent teacher. *If these steps are not completed the employee will receive an automatic written warning or the next steps in the progressive discipline process will be followed.*
4. If a time off request is denied, the employee can appeal the decision to the Chief of Finance & Talent Management via hr@laureatecharter.org within 48 hours of the denial. The CFO will then meet with the employee to discuss the time needed and make a final decision regarding approval or denial.
5. If an employee has not received communication regarding approval or denial of time off within 5 business days, they should email hr@laureatecharter.org and checkerman@laureatecharter.org and their direct supervisor.
6. When an employee is taking Time Off for a job-related certification exam (such as ParaPro Praxis) or other similar approved professional development credential testing, the employee is NOT required to use time from their granted TO. There will be separate PD TO available to use throughout the school year. Employees wishing to use PD TO under this policy must submit their leave request through Paylocity at least 2 weeks in advance.

7. **Under no circumstances should an employee assume their time off request has been approved until their requests have been approved in Paylocity. *If an employee does not show up to work due to the assumption of an approved time off request, it will be considered a "no call, no show" and the progressive discipline policy will be implemented.***
8. Employees requesting more than three (3) consecutive days of planned time off must first schedule a meeting with their direct supervisor to discuss the impact on school operations and continuity of service. Approval for extended absences will require appropriate personal or medical documentation

L. Uncompensated Leave

Once an employee exhausts all of their allotted Time Off for the year, they will be uncompensated for time they miss, subject to the rules below. For non-exempt (hourly) employees, pay is reduced only for the actual hours not worked. For salaried-exempt employees, and consistent with the Fair Labor Standards Act (FLSA) salary-basis requirements, any deduction from pay is made only in full-day increments and only in the limited circumstances permitted by the FLSA (for example, a full day of absence for personal reasons after paid Time Off has been exhausted); the School will not dock exempt employees on an hourly or partial-day basis.

Commented [22]: @ejenkins@laureatecharter.org Update - please review ane ensure accuracy

Case by case exceptions may be made by the Chief Executive Officer (CEO) or their designee.

M. Jury Duty and Voting Leave

The School shall grant a leave of absence to any employee who has been called to serve jury duty, or subpoenaed to serve as a witness in a court proceeding, including depositions, on school business. Such leave shall be granted for the period of time required to serve such jury duty without loss of pay, time off or any other benefit. Employees shall be required to return to Laureate Academy immediately upon release by the courts.

All legal matters requiring an employee's presence (i.e. deposition, hearing, etc.) not in connection with the employee's official duties shall be charged against the employee's time off.

Any employee who does not have two consecutive non-work hours while the polls are open on election day will be given up to two hours off with pay in order to vote, unless more time is required by state law. The employee should notify the appropriate supervisor before Election Day if time off is needed, so that the timing of the employee's absence can be pre-arranged.

N. Bereavement Policy

Full-time employees are entitled to take up to five (5) consecutive days off, with pay, to attend to an immediate family member's death. *Immediate **family members** are defined as an employee's spouse, domestic partner, child, stepchild, parent, stepparent, sibling, grandparent, grandchild, niece, nephew, parent-in-law, sibling-in-law, or child-in-law.*

Employees may be granted additional time without pay or may use unused personal leave days for additional bereavement leave. Employees who request bereavement leave for family members not listed above will be required to use their allocated time off. Employees may be asked to submit documentation, such as an obituary or other records. Employees should contact their direct supervisor AND the Human Resources Department via email (hr@laureatecharter.org) as soon as they believe they may need to take bereavement.

O. Discretionary Leave

Discretionary leave will be permitted on the authority of the Chief Executive Officer (CEO) and/or their designee. Any employee needing discretionary leave should see the Chief Executive Officer (CEO). The Chief Executive Officer (CEO) will have final authority on all decisions on discretionary leave.

P. Military Leave

The School shall grant military leave to employees upon proper submission of application for such leave. Leave with pay for military purposes shall be granted when leave is not to exceed fifteen (15) working days in one calendar year. Leave without pay shall be granted when leave is for more than fifteen (15) working days. Employees taking military leave shall provide proper notification of pending military service accompanied by documents attesting to call to duty.

An employee on extended military leave (longer than fifteen (15) working days) may be required to apply for reinstatement of their former position within thirty (30) days after end of leave; following the properly submitted application, the employee shall then be reinstated at the salary then in force in the salary schedule.

Laureate Academy shall follow all applicable State and Federal laws (USERRA, Uniformed Services Employment and Reemployment Rights Act) and regulations relative to their employees' military status.

Q. Parental Leave

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Laureate Academy provides parental leave to eligible employees following the birth of a child or the placement of a child for adoption or foster care. Parental leave runs concurrently with leave under the federal Family and Medical Leave Act (FMLA) and, where applicable, with any leave available under Louisiana law. Eligible employees may take up to twelve (12) weeks of job-protected leave within a rolling 12-month period, as described in the Family Medical Leave Act section of this handbook. Leave related to an employee's own serious health condition arising from pregnancy or childbirth is addressed under the FMLA and the School's Pregnancy Accommodations policy.

Paid coverage. Whether, and to what extent, parental leave is paid is determined by the School's benefits package, which describes individualized paid-leave, short-term disability, and related coverage. Employees should review the current benefits package for the specific paid-leave provisions that apply to them, available here: https://docs.google.com/document/d/1YmEyI25KIkq5Cep7INNOb1aUuI5P10fpTmtjxGGA3d0/edit

NOTE: If a Laureate Academy employee is married to or in a registered domestic partnership with another School employee, only one of those employees is eligible for paid Parental Leave during that event year.

Notice and certification. Employees are encouraged to provide Human Resources or the Chief Executive Officer (CEO) with as much notice as possible under the circumstances, and generally at least six (6) weeks in advance of a foreseeable leave. The request should state the employee's intention to return to work and include appropriate documentation (from a physician for childbirth, or from the appropriate entity for adoption or foster-care placement).

Use of Time Off and disability insurance. Employees may use earned, unused Time Off during parental leave in accordance with School policy, and employees enrolled in the School's disability insurance program may use that coverage as provided under the plan.

Reinstatement. Upon return from parental leave, the employee will be reinstated to their previous or a similar position with the same status and pay, wherever applicable, unless there has been a layoff or other change in operating conditions affecting employment during the leave, consistent with the FMLA.

R. Returns from Leave

If an employee returns to work at or before the scheduled expiration of a leave of absence and within twelve (12) weeks, they are entitled to return to the same or an equivalent job, if

available, with no reduction in annualized salary or benefits. If an employee requires more than one family care leave of absence in any rolling twelve (12) month period, then the employee's job will be held for a total of ninety (90) days. The ninety (90) day period will include all leave time used in connection with all family care leave taken during the previous twelve (12) months, not just the leave time used in connection with the current leave.

If an employee does not return to work at or before the scheduled expiration of the leave, the employee will be considered to have voluntarily resigned. The employee's resignation date is the date the twelve (12) week period has ended.

S. Genetic Testing / Cancer Screening Leave

In accordance with Louisiana state regulations, Laureate Academy provides all regular employees a one-day unpaid leave of absence from work per calendar year to obtain medically necessary genetic testing or for cancer screening. For this policy, "medically necessary" services being provided must be "reasonably necessary to diagnose, correct, cure, alleviate, or prevent the worsening of a condition or conditions that endanger life, cause suffering or pain, or have resulted or will result in a handicap, physical deformity, or malfunction, and those for which no equally effective and less costly course of treatment is available or suitable for the recipient." Services that are experimental and not approved by the Federal Drug Administration are not considered medically necessary, nor is an investigational or cosmetic surgery.

Employees should give at least 15 days' notice to their supervisor prior to the leave. Employees are also required to provide documentation confirming the performance of the genetic testing and/or cancer screening; however, employees are not required to disclose the results of the screening. Under the federal Genetic Information Nondiscrimination Act, Laureate will not and may not inquire about results of genetic or cancer testing.

T. Emergency Response Leave

Volunteer first responders to homeland security emergencies will be granted a leave of absence (up to 15 days) when called to duty pursuant to an operations plan of the Governor's Office of Homeland Security and Emergency Preparedness.

An employee must provide their supervisor with notice of their call to service as soon as practical. Such notice must include their day of departure as well as probable length or duration of service. Employees must provide the Organization with certification from proper authority to verify the employee's eligibility for leave.

A first responder means a volunteer engaged in activities involving the Governor's Office of Homeland Security and Emergency Preparedness and medical personnel, emergency and medical technicians, volunteer firefighters, auxiliary law enforcement officers and members of the Civil Air Patrol.

Following release from duty, or recovery from disease or injury resulting from emergency response activities, the employee must report to work within 72 hours. Upon expiration of the leave, an employee will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Emergency response leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

U. Bone Marrow Donation Leave

In accordance with La. Rev. Stat. § 40:1263.4, Laureate Academy employees may be eligible to take paid leave to undergo a medical procedure to donate bone marrow. The length of the leave of absence shall be determined by the employee, but may not exceed 40 hours, unless otherwise agreed to by the Organization. To be eligible, employees must work for Laureate Academy an average of 20 hours per week.

To the extent possible, employees must provide advance notice of their need for leave under this policy. Employees must submit verification by a physician for the purpose and length of each requested leave to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, any paid leave of absence granted to the employee prior to that medical determination will not be forfeited.

V. School Visitation Leave

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With prior notice and pursuant to state law (La. R.S. 23:1015.2), employees who have exhausted all granted TO may take up to sixteen (16) hours of unpaid leave during any school year to attend school conferences or classroom activities that cannot be scheduled during non-work hours. No more than four hours of school visitation leave may be taken on any given day. Employees utilizing school visitation leave are required to provide Laureate with documentation verifying their attendance.

W. Other Time Off Policies

Staff are permitted to take Time Off for assessments which are relevant to their role such as the Praxis exam. The following process must be followed:

1. No later than 14 business days prior to the Time Off request, email direct supervisor and hr@laureatecharter.org with:
    a. Official documentation of scheduled test
    b. Explanation of how the assessment is relevant to Laureate's mission and staff member's continuing education
2. Wait for approval via email and via Google Calendar

SECTION 5: FAMILY MEDICAL LEAVE ACT

Laureate Academy complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns or disputes with this policy, please contact the Human Resources department.

"Serious Health Condition" is defined as an illness, injury, impairment, or physical or mental health condition that involves either inpatient care in a medical facility or continuing treatment by a healthcare provider that includes a period of incapacity, subject to certain other limitations. "Serious Health Condition" does not include short-term conditions for which treatment and recovery are brief.

"Spouse" means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.

"Child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."

"Qualifying exigency" includes short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

"The next of kin of a covered service member" is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood

relative as their nearest blood relative for purposes of military caregiver leave under the FMLA.

"Covered service member" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

"Serious injury or illness" is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of their office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty

A. Eligibility

To be eligible for leave under this policy, employees must meet **all** of the following requirements:

- Have worked at least twelve (12) months for Laureate Academy.
- Have worked at least 1,250 hours for Laureate Academy over the twelve (12) months preceding the date the leave would commence.
- Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

B. Reasons for Leave

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of their job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.

- To care for a covered service member with a serious injury or illness.

C. Amount of Leave

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The School will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the School will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

A multiple birth or adoption (i.e., the birth of twins or adoption of siblings) does not increase the 12-week total amount of parental leave granted for that event. Furthermore, an employee will not receive more than 12 weeks of parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame. The only exception to this 12-week limitation is listed above regarding the certified approval of Short-Term Disability for extenuating circumstances.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for the School may only take a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

D. Intermittent Leave or a Reduced Work Schedule

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period. If you are taking intermittent FMLA leave that is unpaid (that is, you've exhausted all other available paid leaves), Laureate Academy will reduce your compensation based on the amount of time actually worked.

The School may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the School’s operations.

E. Employee Notice Requirement

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to their direct supervisor or HR department.

When the need for the leave is foreseeable, the employee must provide the School with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, the Chief of Finance & Talent Management will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

F. Designation of FMLA Leave

Within five business days after the employee has submitted the required certification or other documentation, the Chief of Finance & Talent Management will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

G. Employee Status and Benefits During Leave

Laureate Academy will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.
While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received to the Chief of Finance & Talent Management by the 5th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The School will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance

beyond the employee's control, the School will require the employee to reimburse the School the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to a life insurance or disability plan, the School will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums, or the School may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the School will discontinue coverage during the leave. If the School maintains coverage, the School may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

H. Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relation, you must contact Laureate Academy regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

I. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in the School's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms.

The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The School may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to School operations. Key employees will be given written notice at the time FMLA leave is requested of their status as a key employee.

J. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all time off prior to being eligible for unpaid leave. time off may run concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, when an employee takes six weeks of Laureate Academy pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee will then be required to substitute time off as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.

An employee who is taking leave for the adoption or foster care of a child must use all time off prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

K. Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

L. Reporting Workplace Injuries & Workers' Compensation

Laureate Academy is committed to the maintenance of a safe workplace and the prevention of work-related injuries or illness. The Organization complies with all state workers' compensation laws that govern work-related injuries and illnesses; for this policy, the term "injury" will be used to reference "injury and illness".

Workers' Compensation

Workers' compensation laws ensure that an employee injured by an accident on the job or who contracts a disease from performing their job will receive compensation and medical benefits. Laureate Academy pays the entire cost of workers' compensation insurance and abides by all applicable state and federal workers' compensation laws and regulations.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the Organization's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employees' salary as allowed by state law.

Reporting Workplace Injuries Promptly

Any employee who sustains a work-related injury or illness should inform your supervisor and Human Resources immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. A delay in reporting an injury may cause a forfeiture of any related benefits.

The Chief of Finance & Talent Management serves as the workers' compensation claims coordinator for Laureate Academy. Once notified of the workplace injury or illness, they will complete a First Report of Injury with input from the employee and submit it to Laureate Academy's insurance Organization. In cases of true medical emergencies, report to the nearest emergency room or urgent care facility.

Consistent with Louisiana workers' compensation law and the guidance of our workers' compensation provider, an employee who reports an on-the-job injury and seeks medical treatment may be asked to complete a post-accident drug and alcohol screening where permitted by law. Post-accident testing is used to support the workers' compensation claim process and will not be used to retaliate against, discourage, or penalize employees for reporting a workplace injury or illness. This screening provides vital data that helps process the claim promptly and provides the employee with substantiation by demonstrating a negative report of these factors. Time spent in the initial medical visit due to a compensable work-related injury is considered work time. Once seen by a medical professional, a determination will be made to send the employee home or release them to return to work.

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Neither the employer nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity arranged by the employer. Likewise, for any employees who are enrolled in the Short- or Long-Term Disability Insurance coverage offered or provided through Laureate Academy, please note that Disability insurance typically only covers off-the-job accidents and illnesses that Workers' Comp would not cover. So, in the event of a Workers' Comp claim following an on-the-job illness or injury, compensation benefits through Short- and Long-Term Disability would not apply.

Return-to-Work Program

Laureate Academy supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position within the Organization compatible with any physical restrictions they may have. Current positions can be modified to fit an injured employee's medical restrictions by modifying workstations, altering specific tasks, or reducing hours. If this is not possible, temporary transitional jobs may be made available

either within the employee's department or through a temporary assignment with another department.

Zero Tolerance for Fraud

Workers' compensation fraud is a punishable crime. Laureate Academy and our insurer have a "zero tolerance" policy for fraud. Offenders will be prosecuted. If you see fraud occurring, tell a supervisor or Human Resources right away. Your tip will be investigated and kept strictly confidential. To report suspected Workers' Compensation fraud, Laureate Academy employees may also contact the Louisiana Workforce Commission office directly at (800) 201-3362.

SECTION 6: PROFESSIONAL CONDUCT

A. Dress Code

Laureate Staff Dress Code can be found here

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Laureate Academy believes staff should model the behavior they expect from students. With this in mind, Laureate Academy staff are expected to dress professionally and conservatively any time they are in the school building, when students and/or parents are present, and at all school-related events.

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If clothing fails to meet professional standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. If you experience uncertainty about acceptable professional attire for work, please ask your supervisor.

Examples of attire that **fail** to meet professional standards include but are not limited to: Sweatpants, exercise pants, shorts, spandex bike shorts, short skirts/dresses, spaghetti-strap tops/dresses, halter tops, midriff tops, flip flops/slippers, baseball caps, excessive visible body piercings, or any article of clothing that is revealing, questionably tight, or contains offensive language, logos, pictures, cartoons, or slogans.

On certain days, the school's administration may relax the dress code to be more casual. Please confirm these times before assuming any change in the dress code.

If a staff member believes they need accommodation for their attire, including for religious or health purposes, they should contact the Human Resources department directly.

B. Tobacco-Free Workplace Policy

Employees may not use any tobacco products on School grounds, anywhere off School grounds that is visible from School grounds, or anywhere that it could be reasonably expected to encounter students during or outside of the School day. Any violation of this policy may result in disciplinary action.

C. Alcohol and Drug-Free Workplace Policy

In accordance with the Federal Drug-Free Workplace Act, which requires that Schools maintain a drug-free workplace as a condition of receiving federal grants and contracts,

Laureate Academy prohibits the possession, distribution or use of alcohol or any illegal narcotic, drug, or controlled substance on its premises or during any School activity. Employees who report to work under the influence of alcohol or of an illegal drug, narcotic, or controlled substance will be subject to disciplinary action, including immediate discharge. An employee taking prescription medicines as prescribed for that employee by a licensed medical doctor will not be in violation of this policy.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment: As required by the organization for all prospective employees who receive a conditional offer of employment.

For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

Random: As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

D. Staff Technology Policy

During any act where staff is responsible for monitoring students, **they are prohibited from using personal cell phones, wireless headphones, personal laptops, and any other personal technology** for any reason including, but not limited to phone Facetiming, social media, emails, calls, texting, or web access. This includes while staff are teaching, monitoring groups (e.g. lunch, breakfast, emergency drills, etc.) or while representing the School at official functions.

The School issues cell phones for the purpose of communicating with families and other Laureate staff members. From time to time while teaching, monitoring groups of students, or while representing the School at official functions, the employee may need to use a phone to text or call other Laureate staff members. This use of cell phones is not prohibited under this policy.

Laureate teachers and staff should not text or call families during the school day to discuss a student's behavior. Repeated violation of this policy will result in disciplinary action up to and including termination.

E. Mandated Reporter Policy

All School personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed —physically, sexually, or through neglect—and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

Once any employee becomes aware that a student may be a victim of abuse or neglect, they MUST take the following steps:

1) Report via online reporting at http://www.dcfs.louisiana.gov/page/556 or call 1-855-4LA-KIDS.
2) If appropriate, notify their direct supervisor and/or the Chief Executive Officer (CEO). However, if an employee suspects abuse, they are the mandated reporter.

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An administrator can assist the employee in understanding the ramifications of the call and, when appropriate, can contact the parent/guardian. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

Employees are prohibited from retaliating against students or teachers who either report or participate in the investigation of a claim of neglect or abuse. Substantiated retaliation claims will be subject to immediate disciplinary action including and up to termination.

F. Property and Workplace Searches

Teachers may bring their own property to School for use in their classroom or desk. The School is not responsible for any property lost or stolen during, or outside of school hours.

To safeguard the safety and property of our employees, students and the School, the School reserves the right to inspect any packages, parcels, purses, handbags, briefcases, or any other possession or articles carried to and from work areas. Therefore, there is no reasonable expectation of privacy with regard to items brought onto the School premises. It is considered to be part of each employee's job at Laureate Academy to cooperate fully with such searches. The School also reserves the right to inspect any Laureate-issued devices, and the communications they contain, including text messages, phone records, voicemails, emails,

documents, or messages marked as "private," but remain accessible by Laureate Academy. Refusal to cooperate may lead to disciplinary action, up to and including termination.

G. Weapon & Firearm Possession

La R.S. §14:95.2 prohibits the possession of firearms and dangerous weapons on the physical premises of our school, any grounds or building on which an activity sponsored by our school is being conducted, or school transportation vehicle. Any violation of this policy by a Laureate employee may result in immediate termination. To ensure the safety of all persons, employees who observe or suspect a violation of this prohibition should report it immediately to the Principal, Assistant Principal, Chief Executive Officer (CEO), or Human Resources,

Dangerous/Emergency Situations

Employees who encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact, and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.

H. Outside Employment and Activity Policy

Helping students achieve their full academic potential, and working to help the School realize its mission, will take a significant investment of time from every staff member. To that end, employment outside of the School is strongly discouraged. Any outside employment that an employee decides to pursue must not conflict in any way with staff responsibilities within the School. In the event of outside employment, employees must disclose the employment to their supervisor and must conduct employment outside work and must avoid use of school property, equipment or facilities in connection with outside work while on School time.

Employees are prohibited from receiving money or services from current students and/or families for any reason.

I. Childcare Policy

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Employees are expected to plan ahead for childcare of their children. Generally, children should not be present in the workplace due to distractions and the additional oversight required. In certain circumstances, supervisors have the discretion to grant an employee permission to bring a child to work until another arrangement can be made. Approval via email by the supervisor is necessary for each occurrence. The Chief Executive Officer (CEO) and Chief of Finance & Talent Management must be included on the approval via email.

J. Being Alone with Students

No staff member or other adult should be alone with any student, regardless of age or gender, behind a closed door or in any other isolated situation. When a situation arises that calls for a staff member to be alone with a student, it is the staff member's responsibility to move to an open location, or to seat him/herself and the student where they are accessible and visible to passersby.

Staff members are prohibited from transporting students to/from school or school-sponsored events. If a staff member decides to transport a student after school hours for off-campus and non-school-sponsored events, they are not acting as school employees. In other words, these activities can only occur outside of school hours and the staff member must communicate to the family that they are acting independently of Laureate Academy Charter School. This communication must be in writing (email or text message) and the staff member must be able to produce the written communication as needed.

The exception to this rule is for counseling service or disciplinary conversations that require privacy.

K. Employing Students

Staff may not employ any current students in their home or business in a paid or unpaid capacity.

L. Home Visits

Overnight stays by students in staff homes is strictly prohibited. Staff may never visit student homes and should never invite students into their own homes, with the exception of staff members who are related to the student and/or family. *There may be exceptions made due to truancy check-ins and any other legal obligations, such as home-bound services.*

SECTION 7: COMMUNICATION POLICIES

A. Telecommunications Policy

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Laureate Academy provides computer and communication systems to support Laureate Academy's business activities. These systems may include, but are not limited to: PC's, software, telephone, voicemail and electronic mail systems, all centralized computer equipment, networks, and access to the Internet. Each user is personally responsible for ensuring that these guidelines are followed. No employee of Laureate Academy should use any computers or communications systems for any non-school related business.

All data in Laureate Academy's computer and communication systems (including, but not limited to, documents and other electronic files, email, and recorded voicemail messages) is the property of Laureate Academy. Laureate Academy may inspect and monitor such data at any time. Laureate Academy may also monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual.

Laureate Academy's computer and communication systems may not be used to create, transmit, access, receive, print, download or solicit material that is illegal, unauthorized, inappropriate, derogatory, obscene, sexually explicit or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, citizenship, sex, sexual orientation, disability, age or religious or political beliefs. For example, the display or transmission of sexually explicit images, messages, jokes and cartoons is not allowed.

Similarly, Laureate Academy's systems may not be used to lobby, solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes. Likewise, employees should not download or disseminate copyrighted material, load or execute unlicensed software on Laureate Academy's computers or conduct any other activity in violation of applicable law or regulations. Employees are prohibited from intentionally disrupting the network, destroying or altering information, unauthorized interference with private information, and provision of access to unauthorized persons.

B. Email and Internet Usage Policy

The School's email and other computer applications are intended for use by employees engaged in administrative or educational work. Employees who use these systems for personal communications are subject to the terms of this policy. The School reserves the right to review all email messages and Internet transactions, and users of the School's systems have no right to privacy in messages either sent or received. Electronic media users

draft messages with the awareness that it is a permanent record. "Deleted" messages may exist on a hard drive, in a backup system, etc., and may be discovered in a lawsuit. For this reason, e-mail is treated as any other final work product that could be read in the future by a third party. The use of obscene or harassing language when sending email messages is strictly prohibited. Similarly, employees may not use the Internet to send, access, display, download or print pornographic or sexually explicit materials, derogatory, racial or religious messages, or other material, which a reasonable person would find offensive. Such conduct may be grounds for discipline, up to and including termination.

C. Privacy Policy

No individual should have any expectation of privacy for electronic communications or account information in Laureate Academy's system, including, but not limited to, text messages, voicemails, phone records, documents, emails or messages marked "private," which may be inaccessible to most users but remain available to Laureate Academy. The deletion of a document or message may not prevent Laureate Academy from having access to the item or completely eliminate the item from the system. Likewise, no individual should have any expectation of privacy in terms of their usage of the Internet. In addition, Laureate Academy may restrict access to certain sites that it deems are not necessary for business purposes.

Employees assume all risks associated with using the network, including indemnification of the school if it is sued for damage caused by the employee's actions on or through the network.

Employees should notify their immediate supervisor, or the Human Resources department upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. Failure to inform the employee of a change in the policy should not invalidate this policy.

D. Communications Expectations

Staff are expected to check email and voicemail a minimum of one time daily. All non-emergency emails and voicemails that require a reply should be responded to within 48 hours. Replies may let the party know that you will get back to them with further information at a specific, later time.

All emails and their content should be treated confidentially.

No papers, fliers, surveys or other information may be distributed in the School without written approval from the Principal or their designee.

E. Social Media Policy

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Laureate Academy employees are personally responsible for the content they publish online. Online behavior should reflect the same standards of honesty, respect and consideration that employees use in all other interactions. Inappropriate postings, including but not limited to discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful content will not be tolerated and may result in disciplinary action, up to and including termination.

Use of Laureate Academy images, videos, content, or data on the Internet and/or personal social media outlets is prohibited. Laureate Academy strictly prohibits individual employees from posting images, documents, or any data derived at the School or in connection with Laureate Academy employment on the Internet and/or any personal social media outlet. This prohibition includes but is not limited to images, pictures, or videos of students and/or school activities or incidents. Violation of this prohibition will subject the employee to discipline up to and including termination. If employees wish to share images of classroom or school activities, they can do so only through the School website and social media platform with approval from the Chief Executive Officer (CEO). To share through the Laureate Academy website/or other social media outlets, employees should contact the Chief of Finance & Talent Management.

The lines between public and private, personal and professional are blurred in the online world. By virtue of identifying themselves online as affiliated with Laureate Academy, employees become a de-facto representative of the School. Employees should ensure that the content associated with them is consistent with their work at the School and the School's mission. They should ensure that any posts made on sites where they identify themselves as an employee at Laureate Academy contain disclaimers that make it clear that the opinions they express are solely those of the author and do not represent the views of the School.

It is strongly recommended that employees use a restricted and secured profile setting to limit access to their personal information on social networking sites.

Employees are prohibited from interacting with students or family members of students on social media or other online platforms. Employees are not permitted to accept "friend requests", "follows" and the like, by current students or those students' family members on any social networking site. Staff will not communicate with students or families via social media of any sort. School employees may use only school-controlled or approved platforms to communicate directly with current students about school related matters.

Employees shall not knowingly allow students to access their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.

When a staff member becomes aware that a student, under the age of 13, has a social media account they are required to inform their direct supervisor via email within 24 hours.

Electronic communication with families and/or students, including phone calls and emails, should be restricted to school-related items only. Social media use that is unprofessional or disruptive to school operations or to an employee's ability to do their job can lead to discipline (up to and including termination), whether or not a policy specifically prohibits it.

Nothing in this Social Media Policy is intended to, and it will not be applied or interpreted to, restrict or interfere with employees' rights under Section 7 of the National Labor Relations Act, including the right to discuss wages, hours, working conditions, or other terms and conditions of employment. This policy does not limit legally protected concerted activity.

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F. Media Policy

We strive to build the reputation of this growing institution. At the same time, we need to speak to external constituents with a consistent voice. To ensure the quality and consistency of information disseminated to media sources, all media contacts are to be handled by the Chief Executive Officer (CEO), or their designee, regardless of who the media representative is, whom they represent, or how innocuous the request.

All press releases or other promotional materials are to be approved by the Chief Executive Officer (CEO) or their designee prior to dissemination.

G. Copyright Policy

It is the policy of Laureate Academy that the entire right, title, and interest of any and all writings and other creations that staff members prepare, create, write or initiate or otherwise develop as part of their own efforts while employed by Laureate Academy belongs to Laureate Academy. This includes, but is not limited to any development of curriculum. These works are Laureate Academy's sole and exclusive property.

H. Confidentiality

It is the policy of the School to ensure that the operations, activities and business affairs of the School are kept confidential to the greatest possible extent. If during the course of employment, the employee acquires confidential information or proprietary information

about the School and its students, such information is to be handled in strict confidence and is not to be discussed with persons outside the School. Such confidential information includes, but is not limited to, the following: personally identifiable information, student records, compensation, certain policies and procedures, FERPA and/or HIPAA protected student information, financial information, Laureate created or licensed curriculum, marketing strategies, and building and security-related information. Employees are responsible for the internal security of such information. Should the occasion arise in which employees are unsure of their obligations under this policy, it is the employee's responsibility to consult with their direct supervisor prior to the release of any information that might be deemed by the school to be confidential.

Please remember that keeping all of the School's proprietary information, defined as sensitive information that is owned by the School and which gives the School certain competitive advantages, confidential is part of your employment arrangement with the School. This obligation shall remain in effect during your employment at the School and at all times thereafter. For example, all information and documents stored on the shared Laureate Academy Shared Google Drive is considered proprietary information. This does not exclude information not found on the shared Google Drive.

This does not restrict an employee's right to discuss information regarding the terms and conditions of their employment as protected under the National Labor Relations Act.

SECTION 8: COMPLAINTS, GRIEVANCES AND WHISTLEBLOWER POLICIES

A. Purpose

Any employee of the Laureate Academy shall have the right to grieve the violation of a policy and/or procedure affecting them. Complaints or grievances about any job action taken against an employee are excluded from this policy. The person(s) filing the grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting their appeal with respect to a personal grievance. The primary purpose of this procedure is to secure, at the most immediate level possible, an equitable solution to the claim of the aggrieved employee(s).

This policy shall not apply to sexual harassment complaints made pursuant to Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations. If at any step of the procedure outlined below, the administration fails to comply with the timelines set forth therein, the complaint and/or grievance will immediately move to the next higher step in the process for review and decision.

Laureate Academy's Title IX Coordinator is Eron Jenkins, Chief of Finance & Talent Management (ejenkins@laureatecharter.org), who is responsible for coordinating the School's compliance with Title IX. Complaints of sexual harassment or sex discrimination covered by Title IX should be directed to the Title IX Coordinator, who will oversee the School's Title IX grievance process. This process is separate from the general complaint procedure described in this Section.

Commented [32]: Section updated FYI @ejenkins@laureatecharter.org

B. Procedure for Complaints

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Any complaint by a teacher, group of teachers, other school employees or group of employees about or involving the School shall be reviewed in accordance with the following procedure:

Step One:

1. An employee shall submit a written complaint to the Human Resources department via email to hr@laureatecharter.org, or to their immediate supervisor within ten (10) working days of the date of the alleged complaint. If the complaint is not submitted within the time prescribed, the employee has no further right with respect to the claim or grievance.

2. Within five (5) working days of the receipt of a complaint, a member of the Human Resources team and the employee(s) shall meet to attempt to resolve the complaint. The Human Resources team shall receive, investigate and consider information from all affected parties they feel necessary to resolve the complaint and to make a decision.
3. Within five (5) working days following the meeting between the member of the Human Resources team and the employee(s), the Human Resources department shall mail or deliver their decision in writing to the employee(s). The Human Resources department will include all materials regarding the complaint in the employee(s) personnel file.

Step Two

1. If the employee (or group of employees) is not satisfied with the disposition of the grievance by the Human Resources department, then within five (5) working days of receipt of the decision, the employee(s) or the employee's representative may submit to the Chief Executive Officer (CEO) or their designee a written request for a Step Two review together with a copy of the written decision rendered in Step One. If the employee fails to request the review within the time limit set out above, the employee shall have no right to proceed further with respect to said grievance.
2. The Chief Executive Officer (CEO) or designee shall within five (5) working days provide a written notice to the employee(s) of the disposition of the grievance based upon the file presented to the Chief Executive Officer (CEO) or designee. The date of receipt by the employee of the written notice of the disposition shall be documented in the file.

Step Three

1. If the employee is not satisfied with the written notice of disposition of the grievance by the Chief Executive Officer (CEO) or their designee, the employee(s) may, within five (5) working days of the date of receipt of the Chief Executive Officer (CEO)'s notice of disposition, request a full hearing, of the claim or grievance before the Chief Executive Officer (CEO) or their designee. If the employee fails to request a hearing within the time limit set out above, the employee shall have no right to proceed further with respect to said grievance.
2. The Chief Executive Officer (CEO) or their designee shall schedule the full hearing with the employee(s) within ten (10) working days of the request for a hearing.
3. The Chief Executive Officer (CEO) or their designee may receive at the hearing written statements of witnesses, other written materials and/or interview witnesses, if relevant to the claim or complaint.

4. The hearing shall be an informal meeting or hearing controlled by the Chief Executive Officer (CEO) or their designee. The Chief Executive Officer (CEO) or designee shall provide for the recording of the hearing and shall maintain a transcript of the proceedings.
5. Following the hearing, the Chief Executive Officer (CEO) or their designee shall make a written recommendation regarding the disposition of the grievance. The recommendation of the Chief Executive Officer (CEO) or their designee shall be provided to the employee not more than fifteen (15) working days following the hearing.

Step Four:

1. The Chief Executive Officer (CEO) or their designee's recommendation, together with a copy of the transcript of the hearing as well as the previous decisions, shall also be provided to the Board of Directors within the same time frame set out above for disposition of the grievance.
2. On the basis of written recommendation and transcript of the hearing before the Chief Executive Officer (CEO) or their designee provided to the Board of Directors, the Board shall dispose of the grievance.
3. An employee or their representative may comment on the Board's proposed disposition of the grievance. The Board may vote to affirm, reverse or modify the recommendation. Absent a motion and second to modify or reverse the recommendation, the Chief Executive Officer (CEO)'s recommendation shall stand.
4. Notice of the Board's decision shall be given to the employee(s) and to the individuals who rendered the Step One and Step Two decisions. The School Board's action is final.

General Matters

1. If the complaint is regarding the Chief Executive Officer (CEO), the Chief Executive Officer (CEO) may choose to make another member of the Laureate Executive Leadership Team their designee for all matters in Steps Two, Three, and Four.
2. An employee is entitled to representation of their choice at all levels of the grievance process after Step One. The employee who chooses to have a representative shall provide advance written notice of the name of the representative to the Chief Executive Officer (CEO) or their designee.
3. Working day is defined as any day the Laureate Academy is open for business.

4. Nothing in this grievance policy shall be applicable to any job action taken against an employee, including, but not limited to, a recommendation for termination of employment. Any recommendation for termination shall be handled in accordance with any applicable law, as well as in accordance with the School's policy and procedure for termination of employees.
5. The employee(s) or the administrative personnel responsible for handling any grievance may request an extension of time to comply with the mandates of this policy at any step. The maximum extension that can be granted is the applicable time limit for the step at which the grievance is in the process.

C. Whistleblower Policy

Laureate Academy requires its directors, officers and employees to observe high standards of business and personal ethics, as such personal ethics relate to the organization, in the conduct of their duties and responsibilities. As employees and representatives of Laureate Academy, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. All employees are subject to the Louisiana Code of Ethics to the extent required by law.

This policy is not a vehicle for reporting violations of Laureate Academy's applicable human resources policies, problems with co-workers or supervisors, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with Laureate Academy's Employee Handbook. The matters which should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of school assets or suspected regulatory, compliance, or ethics-related issues, concerns or violations.

D. Reporting Responsibility

It is the responsibility of all trustees, directors, officers and employees to report in good faith violations or suspected violations of high business and personal ethical standards, as such personal ethics relate to the organization, and/or applicable legal requirements ("Violations") in accordance with this Whistleblower Policy. Those wishing to make a formal fraud complaint may use the Louisiana Legislative Auditor website found at https://www.lla.la.gov/report-fraud/index.shtml.

E. No Retaliation

No trustee, director, officer or employee who in good faith reports a Violation shall suffer harassment, retaliation or adverse employment consequence because of such report. An

employee who retaliates against someone who has reported a Violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Notwithstanding anything contained herein to the contrary, this Whistleblower Policy is not an employment contract and does not modify the employment relationship between Laureate Academy and its employees, nor does it change the fact that employees of Laureate Academy are employees at will. Nothing contained herein provides any director, officer, or employee of Laureate Academy with any rights or causes of action.

F. Reporting Violations

Questions, concerns, suggestions or complaints regarding the ethical and legal standards noted above should be addressed directly to the Chairperson of Laureate Academy's Board of Directors, who may also serve as your Compliance Officer. To report a concern, please send an email to boardofdirectors@laureatecharter.org, which will automatically forward to the Compliance Officer. Upon receipt of a call or an email, an investigation will be conducted.

Laureate employees may also contact the Office of the Inspector General of New Orleans to report suspected violations of waste, fraud, or abuse under this policy, at (504) 681-3247, via the OIG complaint portal, or write to:

New Orleans Office of Inspector General
525 St. Charles Ave, Suite 300
New Orleans, LA 70130

In addition, Louisiana's general whistleblower statute (La. R.S. 23:967) prohibits an employer from taking reprisal against an employee who in good faith reports, or refuses to participate in, a workplace act or practice that is in violation of state law. Laureate Academy will not retaliate against any employee for engaging in activity protected under La. R.S. 23:967.

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G. Compliance Officer

The Compliance Officer is responsible for investigating and resolving all reported Violations and shall advise the Board of Directors and, if the Compliance Officer deems it appropriate, the Chief Executive Officer (CEO), of all reported complaints and allegations of Violations. The Compliance Officer is required to report to the full Board of Directors at each regularly scheduled board meeting if there is any compliance-related activity reported.

H. Accounting and Auditing Matters

The Finance Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved. Promptly upon receipt, the Finance Committee shall evaluate whether a complaint constitutes an accounting complaint and if so shall promptly determine what professional assistance, if any, it needs in order to conduct an investigation. The Finance Committee will be free in its sole discretion to engage outside auditors, counsel, or other experts to assist in the investigation and in the analysis of results.

I. Investigations

The Compliance Officer may delegate the responsibility to investigate a reported Violation, whether relating to accounting and auditing matters or otherwise, to one or more employees of Laureate Academy or to any other individual, including persons not employed by Laureate Academy, selected by the Compliance Officer; provided that the Compliance Officer may not delegate such responsibility to an employee or other individual who is the subject of the reported Violation or in a manner that would compromise either the identity of an employee who reported the Violation anonymously or the confidentiality of the complaint or resulting investigation. Notwithstanding anything herein to the contrary, the scope, manner and parameters of any investigation of a reported Violation shall be determined by the Compliance Officer and/or the Board of Directors in its sole discretion and Laureate Academy and its employees will cooperate as necessary in connection with any such investigation.

J. Acting in Good Faith

Anyone filing a complaint concerning a Violation must act in good faith and have reasonable grounds for believing the information disclosed may indicate a violation of such standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

K. Confidentiality

In making a complaint or submission, an employee of Laureate Academy may request that such a complaint be treated in a confidential manner (including that Laureate Academy take reasonable steps to ensure that the identity of the employee making the complaint remains anonymous). Laureate Academy takes seriously its responsibility to enforce this Whistleblower Policy and therefore encourages any employee reporting a Violation to identify themself so as to facilitate any resulting investigation. Employees may, however,

submit complaints on an anonymous basis. Reports of Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

L. Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days, but only to the extent the sender's identity is disclosed or a return address is provided. All reports will be promptly investigated, the scope of any such investigation being within the sole discretion of the Compliance Officer and/or the Board of Directors, and appropriate corrective action will be taken if warranted by the investigation.

M. Records

The Compliance Officer will retain on a strictly confidential basis for a period of seven (7) years (or otherwise as required under Laureate Academy record retention policies as amended from time to time) all records relating to any complaint and to the investigation and resolution thereof. All such records are confidential to Laureate Academy and such records will be considered privileged and confidential.

SECTION 9: OTHER HUMAN RESOURCES POLICIES

A. Personnel Inquiries

No one in this organization other than the Board of Directors, Chief Executive Officer (CEO), or their designee is authorized to respond either verbally or in writing to inquiries of any type about any employee of this organization. This policy does not affect, nor is it intended to, affect any protected activity under the National Labor Relations Act.

B. Employee Files and Employee Record Policy

The School will keep a confidential file on each employee that may include, but is not limited to, the following items: application materials and resume, letters of hire and acceptance, copies of certificates and licenses, performance evaluations, letters of commendation and/or warning letters regarding job performance, records of all disciplinary actions, a signed conflict of interest policy, and documentation required by state or other regulatory agencies.

Laureate Academy is committed to the laws and general principles of employee confidentiality regarding the dissemination of private information of school employees. To comply with all rules and regulations, including the ADA, Laureate Academy will keep all

medical records and all other necessary documents separate. If you have any questions about the school's privacy practices, please see the Chief of Finance & Talent Management (CFTM) for further information.

Employee files are the sole property of Laureate Academy. No employee has a right to access or review any personnel file, except where specifically allowed by Louisiana state law regarding viewing documentation related to positive drug tests, certifications/renewals, and exposure to potentially toxic materials. No personnel file is to be copied or removed from the office where it is kept unless expressly permitted by the supervisor.

Laureate Academy will only release information on school personnel as consistent with all applicable rules and regulations. When legally mandated to release information on school personnel, Laureate Academy will do so without employee notification. If an employee requests Laureate Academy to release information to an outside party, that request must be put in writing to the Human Resources department by emailing hr@laureatecharter.org. It is at the sole discretion of the Chief Executive Officer (CEO), unless mandated by applicable laws and regulations, if the information is released or not.

Personnel information will be kept in accordance with all applicable laws and regulations. Louisiana State requires that employee information be kept for five (5) years, FICA requires that wage and tax records by kept for four (4) years, OSHA requires records of occupational injury or illness to be kept for five (5) years after the incident documented, and ERISA (Employee Retirement Income Security Act of 1974) requires that retirement plan records be kept for six (6) years.

C. Change of Personnel Status

Employees are required to notify the Human Resources Department in writing via hr@laureatecharter.org, as soon as possible, of any change in name, family status, address, telephone number, emergency contact or other information affecting personnel data held or used by Laureate Academy within two weeks of any change. Any employee not notifying the Human Resources department of any change in the above information within the two-week reporting period could be subject to disciplinary action.

D. Conflict of Interest

Laureate Academy expects its employees to conduct themselves and organization business according to the highest ethical standards of conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest.

The Organization recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, employees must disclose any possible conflicts so that Laureate Academy may assess and prevent potential conflicts of interest from arising. Activities that appear to create a conflict between the interests of the organization and an employee are unacceptable.

A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse/significant other, children, parents, siblings) as a result of the Organization's operations or business dealings.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. The following list details some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- Simultaneous employment by another firm that is a competitor of or supplier to Laureate Academy.
- Misusing privileged information or revealing confidential data to outsiders.
- Participating in civic or professional organization activities in a manner that divulges confidential Laureate Academy information.
- Using one's position at Laureate Academy or knowledge of its affairs for personal gains.
- Conducting organization business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
- Holding a substantial interest in the management of, or participating in the management of, a firm from which Laureate Academy makes purchases.
- Accepting substantial gifts or excessive entertainment from an outside organization or agency.
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, campaign contribution laws, or other laws regulating the conduct of Organization business.

If you have questions about whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Chief of Finance & Talent Management for advice on the issue.

It is the policy of Laureate Academy to excuse any staff, Board Members, or other interested party from any part of the hiring process when the potential employee in question is a relative of the employee, Board Member, or interested party.

Employees must report any personal romantic relationship with another Laureate Academy staff member if either party falls within the management chain of the other party. Relationships must be reported to the Chief of Finance & Talent Management (CFTM) or their designee, who will work in conjunction with the direct supervisor to mitigate any potential conflicts of interest.

Laureate Academy also requires all employees to complete annual Ethics certification training and comply with the Conflicts of Interest guidelines set forth by the State of Louisiana Code of Governmental Ethics (LA R. S. 42:1170A). A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

E. Gifts and Gratuities

Commented [35]: @sallenraymond@laureatecharter.org We should pay attention to this section

No public employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public employee knows or reasonably should know that such person:

1. Conducts operations or activities that are regulated by the public employee's agency.
2. Has substantial economic interests that may be substantially affected by the performance or nonperformance of the public employee's official duty.

No employee shall accept or receive any benefit from any gift, gratuity, present, property, or service of any kind or nature regardless of value, which may be directly or indirectly offered as a result of, or in anticipation of, an employee's position or performance of duties for the School Board.

However, employees who work in schools may accept gifts from or on behalf of students or former students when the value of the gift does not exceed twenty-five dollars ($25.00) and the aggregate value of all gifts from or on behalf of any one person does not exceed seventy-five dollars ($75.00) in a calendar year.

Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy. This policy does not preclude acceptance of food or drinks of a social nature or participation in a social event.

F. Occupational Exposure Policy

Laureate Academy's policy on occupational exposure is consistent with the laws and regulations outlined by the United States Department of Labor's Occupational Safety and Health Administration.

Employees exposed to blood or other bodily fluids in the course of their jobs must exercise universal precautions. Universal precautions are intended to prevent the transmission of blood-borne disease when providing first aid or health care. Such precautions include the use of protective gear, washing hands and any contaminated areas with soap and water, and seeking medical attention for any significant exposure to the blood or bodily fluids of another person. Detailed information about universal precautions will be distributed under separate cover. Laureate Academy will take steps to limit employee exposure to blood and other potentially infectious bodily fluids pursuant to OSHA.

If Laureate Academy takes any steps to ascertain whether there are toxic substances in its workplace, employees have a right to access that information per Louisiana State Law.

G. Infectious Disease Policy

The School will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Laureate Academy during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Laureate Academy is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms of and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The School will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, communal meeting rooms, door handles and railings.

The School asks all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should

schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

H. Staying Home When Ill

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: (Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue). Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines. Employees will use their allocated time off balance; if an employee has exhausted their time off balance, the employee will be uncompensated unless otherwise indicated in these policies.

Employees must comply with all federal, state, city and/or Laureate Academy policies regarding public health directives. These include social distancing, wearing masks, and any other requirements set forth by these entities.

I. Requests for Medical Information and/or Documentation

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employee or their health care provider. In general, the School would request medical information to confirm the need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for the employee to return to work. As always, we expect and appreciate the cooperation of the employee if and when medical information is sought.

J. Confidentiality of Medical Information

The policy of Laureate Academy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

K. Crisis and Emergency Information

In the event of an emergency, please follow established school procedures.

Emergency Phone Numbers

Fire / Police / EMS (emergency)	911
Fire (non-emergency)	(504) 736-6202
Jefferson Parish Sheriff's Office	(504) 363-5500
State Police (non-emergency)	(800) 256-9822

General Fire and Fire Drill Procedures

In the event of a fire or fire drill, teachers, students, and staff should follow the following procedures:

Upon hearing the alarm, employees must immediately halt all activities and calmly and promptly direct students to line up and prepare for evacuation. Following the designated evacuation routes posted in each classroom and common areas, maintaining a calm and orderly atmosphere and ensuring that all students are accounted for throughout the evacuation. Lead students to the designated assembly area outside the building, then conduct an attendance check to confirm all students are present, reporting any missing students to the designated fire drill coordinator or first-responders immediately.

If evacuating for a drill, wait for the all-clear signal from the fire drill coordinator or administration before re-entering the building. Ensure that all students return to the classroom in an orderly manner. In the event of an actual fire evacuation, follow all first-responder instructions and wait for further instructions from administration before re-entering the building or releasing students to parents or guardians.

Employees are responsible for familiarizing themselves with the evacuation routes and assembly areas for their respective locations. They must ensure the classroom emergency bag is well-stocked and easily accessible, coordinate with support staff to provide necessary assistance to students with special needs during evacuations, and regularly update the class roster and emergency contact information. By adhering to these procedures, we can ensure the safety and preparedness of all staff, students, and visitors in the event of a fire or fire drill. For any questions or further clarification on these procedures, please contact administration.

Hurricane and Inclement Weather

In the event of severe weather, such as a tropical storm or hurricane warning, Laureate Academy will adhere to school closure decisions made by the Jefferson Parish School Board. However, if the JPSB decides to close schools after the school day has commenced, Laureate Academy will independently determine whether the School will remain open for the

remainder of the day. All Laureate Academy employees will be notified of school closures via email.

Full-time employees will receive their regular pay for up to ten (10) business days of time off due to hurricanes or inclement weather. If the time off exceeds ten days, Laureate Academy reserves the right to decide whether employees will continue to be paid, be required to use PTO, or potentially go unpaid for part of the time off. Part-time employees will be compensated only if they were scheduled to work on the day of the closure, and they will be paid for the hours they were scheduled to work, up to a maximum of 10 days.

Employees are also advised to monitor local news sources for updates in the event of severe weather.

Universal Precautions

Universal precautions refer to the standard steps all school employees must take to reduce the risk of infection from HIV, the virus that causes AIDS, as well as other blood-borne pathogens such as the Hepatitis B virus. These precautions are termed universal because they apply in all situations, not just when an individual is known to be infected with HIV. They are called precautions because they require foresight and planning and should be integrated into existing safety guidelines. Appropriate equipment (such as mops, buckets, germicide, hot water, hand soap, disposable towels, and gloves) will be readily available to employees responsible for cleaning up bodily fluids.

Employees must treat human blood or bodily fluid spills with caution and clean them up promptly. They should inspect the intactness of skin on all exposed body parts, especially hands, and cover any open cuts or broken skin. Gloves provide additional protection but are not essential if the skin is intact. Blood spills should be cleaned up with an appropriate germicide, applying the solution around the periphery of the spill, and mops, buckets, and other cleaning equipment should be disinfected with a fresh solution. Hands must always be washed after any contact with bodily fluids to avoid contaminating other surfaces or parts of the body. Other body fluid spills (urine, vomit, feces) should be cleaned up in the usual manner unless they are contaminated with blood.

CONCLUSION

This Employee Handbook is intended to give a broad summary of the information one should know about Laureate Academy. The information in this handbook is general in nature, so when additional details are needed, employees are encouraged to ask their direct supervisor or Chief of Finance & Talent Management (CFTM) for more information.

Please note that the content of this handbook is not a legal document or contract of employment and should not be deemed as such, nor does it subject Laureate Academy to any liability for any claim to comply with the rules, policies or goals in this handbook. At its sole discretion, Laureate Academy may revise this handbook without prior notice. This handbook supersedes all prior versions of any employee handbook or manual that Laureate Academy has issued and may eliminate or modify existing policies.

Laureate Academy will always strive for fairness, equity and equal opportunity for all employees. Please contact Human Resources with any inconsistencies, mistakes or ideas on how to improve the Laureate Academy workplace.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I have received my copy of the handbook, which outlines the personnel policies of the School. I will familiarize myself with the information in the handbook and agree to observe these policies in all aspects.

I recognize that the handbook does not constitute a contractual agreement and that either the School or I may terminate my employment at any time for any reason, with or without cause, and I understand that no manager or representative of the School, other than the Chief Executive Officer (CEO) has any authority to enter into any employment agreement for a specified period of time or to make any promises or commitments contrary to the foregoing. Further, any such agreement, if made, shall not be enforceable unless it is in writing and signed by both myself and the Chief Executive Officer (CEO).

I understand that the information contained in the handbook represents guidelines only, and that the School may change, rescind or add to any policies, benefits or practices described in this handbook at any time at its sole and absolute discretion with or without prior notice.

Employee's Name (Printed)	Date
Employee's Signature	

Coversheet

Family Scholar Handbook

Section: IV. CEO Report
Item: B. Family Scholar Handbook
Purpose: Vote
Submitted by:
Related Material:
Laureate_Family_Scholar_Handbook_2026-2027 (2)DRAFT AS OF 7_6_2026 for Board Approval on 7_13_.docx

LAUREATE ACADEMY

CHARTER SCHOOL

Family & Scholar Handbook

2026–2027 Edition

Prove What's Possible.

College Starts in Kindergarten.

2115 Oakmere Drive · Harvey, LA 70058
www.llaureatecharter.org

[LAUREATE DETAIL NEEDED: main phone number, front-office email, and school hours for the cover/contact block]

Commented [1]: @datamanager@laureatecharter.org Please add

WELCOME TO LAUREATE ACADEMY

Dear Laureate Families,

Welcome to the 2026–2027 school year. At Laureate Academy Charter School, our mission is to **Prove What's Possible** — preparing every scholar in kindergarten through eighth grade with the academic skills and strength of character necessary for success in rigorous high schools, competitive colleges, and professional careers.

This handbook explains how we keep that promise. It describes the expectations, procedures, and rights that shape daily life at Laureate — from arrival and attendance to health, safety, discipline, academics, and the partnership we share with you. Many of these policies are required by Louisiana law and apply to every public school in the state, including public charter schools. Others are specific to Laureate and reflect who we are: a college-preparatory community where every adult is expected to **see the potential** in every Owl.

Please read this handbook together as a family, keep it as a reference throughout the year, and sign the acknowledgment on the final page. When questions come up, we are here to help.

With gratitude for the trust you place in us,

Clair Heckerman-Whitehead

Chief Executive Officer & Founder, Laureate Academy Charter School

ADD MESSAGE FROM LJ

Commented [2]: @ljohnson@laureatecharter.org

OUR MISSION, BELIEFS & VALUES

Mission

> ***Prove What's Possible.***
>
> *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.*

Commented [3]: I think we need to shift back to this being our official mission

Our Core Beliefs

- **All children can learn at high levels.** Talent is universal; opportunity is not. We build the opportunity.
- **College preparation begins in kindergarten.** From a scholar's first day, we name the future we are preparing them for.
- **Character development is key to excellent academic results.** Strong character and strong academics grow together, not apart.

Our S.C.H.O.L.A.R. Values

Every Owl is a scholar, and our seven values spell the word. They are the shared language we use to teach, recognize, and celebrate character across every classroom and hallway.

S	**Self-Determination**	I set goals and work toward them, even when it is hard.
C	**Community**	I contribute to a school where everyone belongs.
H	**Honesty**	I tell the truth and act with integrity.
O	**Optimism**	I believe in what is possible for myself and others.
L	**Leadership**	I set an example and lift others up.
A	**Achievement**	I work hard to reach and exceed high expectations.
R	**Resilience**	I keep going, learn from setbacks, and finish strong.

Contents

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GENERAL INFORMATION

How This Handbook Works

This handbook combines two kinds of policies. Some are required by Louisiana law and the Louisiana Board of Elementary and Secondary Education (BESE) and apply to every public school, including public charter schools like Laureate. Others are Laureate's own policies, adopted by our Board of Directors, that reflect our college-preparatory mission. Where a policy is set by Laureate rather than by statute, we have written it in our own voice. Highlighted brackets throughout the document mark information that must be confirmed or added before publication.

Laureate Academy also publishes separate operational documents — including the school calendar, uniform guide, transportation plan, and program playbooks. Where those documents provide additional detail, this handbook points you to them. ***[LAUREATE DETAIL NEEDED: confirm the list of companion documents families receive (calendar, uniform guide, transportation/van plan, meal program letter, technology agreement)]***

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Notice of Non-Discrimination

Laureate Academy Charter School is committed to ensuring that all of its programs, services, and facilities are accessible to scholars, families, and any other persons who enter our building. Laureate does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or sexual orientation in its programs and activities, in compliance with:

- Titles VI and VII of the Civil Rights Act of 1964 (race, color, national origin)
- The Age Discrimination Act of 1975 and the Age Discrimination in Employment Act of 1967
- Title IX of the Education Amendments of 1972 (sex)
- Section 504 of the Rehabilitation Act of 1973 (disability)
- The Americans with Disabilities Act of 1990, as amended (disability)
- The Boy Scouts of America Equal Access Act

Inquiries or complaints regarding Title IX, Section 504, or other civil-rights matters may be directed to Laureate's designated coordinators. ***[LAUREATE DETAIL NEEDED: names, titles, phone numbers, and emails for Laureate's Title IX Coordinator and Section 504/ADA Coordinator — these must be published here and on the website]***

Commented [6]: @datamanager@laureatecharter.org Add Eron as Title IX, Semaj as Section 504 @sallenraymond@laureatecharter.org What others do we need to define?

Inquiries may also be directed to the Office for Civil Rights, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810; or online at ed.gov/about/offices/list/ocr.

Governance & Leadership

Laureate Academy Charter School is an independent, tuition-free public charter school authorized to operate in Jefferson Parish. Laureate is governed by its own Board of Directors, which sets policy and holds the school accountable to its charter and to the Louisiana Department of Education (LDOE). Day-to-day operations are led by the Chief Executive Officer and the Principal, supported by the school's leadership team.

Board of Directors. Laureate's Board is the school's local governing authority. Board meetings are open to the public, and families are welcome to attend. ***Information on board members and board meetings can be found at www.laureatecharter.org under "Governance"***

School Leadership. The leadership team includes the CEO/Founder, the Chief of Staff, the Chief of Finance & Talent Management, the Principal, and Chiefs and Assistant Principals overseeing academics, culture, operations, finance, and talent.

Resolving School-Based Questions & Concerns

We want every concern resolved quickly and at the level closest to your scholar. Please follow the steps below in order; each step gives the school the chance to help before a concern moves up.

A concern involving your scholar's classroom or teacher

1. Contact the **teacher** directly via ParentSquare to discuss and resolve the concern.
2. If unresolved, contact the **Principal** via email or phone.
3. If still unresolved, contact the **Chief of Staff** via email or phone.
4. If still unresolved**, contact the Chief Executive Officer** via email or phone.

A concern involving a school-based staff member (other than a teacher)

1. Contact the **Principal**
2. If still unresolved, contact the **Chief of Finance & Talent Management** via email or phone.
3. If still unresolved**, contact the Chief Executive Officer** via email or phone.

A concern involving school leadership or a policy matter

1. Contact the **Chief Executive Officer** via email or phone.
2. If the matter concerns the CEO or a governance issue, it may be brought to the **Board of Directors** through its published process.

Contact information can be found at www.laureatecharter.org or by calling 504-503-0170

Commented [7]: @sallenraymond@laureatecharter.org Check this chain of command please

GLOSSARY OF KEY TERMS

ABIT — Academic and Behavior Intervention Team — the school team that reviews scholar needs and recommends supports, interventions, or evaluation for a 504 Plan or IEP.

BSP — Behavior Support Plan — a plan listing supports and services provided to increase positive behavior and reduce the impact of negative behavior on learning.

Diverse Learners — Laureate's term for scholars who receive special-education services, 504 accommodations, or English-learner support.

EL / ELL — English Learner / English Language Learner — a scholar who is developing English proficiency and may receive specialized or modified instruction.

Expulsion — Removal from all regular school settings for not less than one school semester, with placement in an alternative educational setting.

FAPE — Free Appropriate Public Education — special education and related services designed for each eligible scholar at no cost to the family, guaranteed under the Individuals with Disabilities Education Act (IDEA).

FBA — Functional Behavioral Assessment — activities used to understand the cause of a scholar's behavior before deciding how to address it.

FERPA — Family Educational Rights and Privacy Act — the federal law protecting the privacy of scholar education records.

IAP — Individualized Accommodation Plan — the plan developed for a scholar who qualifies under Section 504, listing accommodations and services.

IEP — Individualized Education Program — the document developed by families and staff describing the special education and related services a scholar receives.

ISS — In-School Suspension — a scholar is removed from the regular classroom but supervised at school, receiving assigned work and behavior support.

MDR — Manifestation Determination Review — a meeting to determine whether a disciplinary behavior is related to a scholar's disability.

MUST — Make-Up Seat Time — recovery of missed instructional minutes so a scholar can receive credit for the year.

PBIS — Positive Behavioral Interventions and Supports — a proactive, multi-tiered framework for building positive school climate and teaching behavior.

S.C.H.O.L.A.R. — Laureate's seven scholar values: Self-Determination, Community, Honesty, Optimism, Leadership, Achievement, and Resilience.

Scholar — Every Laureate student. We use "scholar" throughout this handbook to name the future we are preparing each child for.

Suspension — Involuntary removal of a scholar from class or school for ten (10) days or fewer.

TOV — Threat of Violence — a communication (oral, visual, or written) that would reasonably cause sustained fear for safety, cause an evacuation, or seriously disrupt the school's operation.

SCHOLAR SUPPORT

Enrollment & Admission

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As a public charter school, Laureate Academy is open to all eligible students in grade K-8 who reside in Jefferson Parish. When more families apply than there are available seats, admission is determined by a random lottery. Laureate does not use academic performance, discipline history, or disability status as a condition of admission.

Age & Grade Eligibility

Laureate serves scholars in kindergarten through eighth grade. Under Louisiana law:

- A child must be five (5) years old on or before September 30 of the year the school year begins to enter kindergarten.
- As a prerequisite to first grade, a child must have completed a full year of kindergarten or passed an academic readiness screening, and be six (6) years old on or before September 30.
- Special education services are available to eligible children ages three (3) through twenty-one (21).

Required Enrollment Documents

Families must provide the following to complete enrollment:

- Birth certificate (Louisiana-born scholars have 15 days to submit; scholars born elsewhere have 30 days)
- A current Louisiana Universal Certificate of Immunization
- Court custody documentation, if applicable (note: Provisional Custody by Mandate and notarized letters are not accepted as custody documentation)
- Final report card from the previous year (except entering kindergartners)
- Two acceptable proofs of residence bearing the parent/guardian's name and current address (e.g., lease, current utility bill, act of sale, or other legal document listed in Louisiana guidance)

For Questions about Enrollment and Admissions: Email info@laureatecharter.org

Attendance

Commented [9]: @vbrownlewis@laureatecharter.org Please review this section in detail and comment with feedback

Regular attendance is one of the strongest predictors of scholar success, and it is central to how we **Prove What's Possible**. In compliance with Louisiana Revised Statute 17:221, every parent or legal guardian must ensure that a child between the ages of five and eighteen attends school and is present in regularly assigned classes during school hours.

> **Our goal:** an average daily attendance rate of 98%. Every day matters — arriving on time and staying all day keeps scholars on track for promotion and for the rigorous high schools and colleges we are preparing them for.

Types of Absences

Absences are recorded as excused, unexcused, or suspension/expulsion.

- **Exempted & Excused —** documented doctor appointments or extended illness (doctor's note), court, death in the immediate family, or recognized religious holidays with proper verification. Work may be made up and the absence is not counted against attendance requirements.
- **Non-Exempt & Excused —** personal illness documented by a parent note. Work may be made up, but missed instructional minutes still count toward the promotion-eligibility total and must be recovered for credit.
- **Unexcused —** absences that do not meet the excused definition (for example, skipping school). Missed instructional minutes must be recovered for credit.
- **Mental/Behavioral Health —** scholars may be absent up to three days per year for mental or behavioral health; these are excused, work may be made up, and the scholar is referred to school support staff after the second such day.

Reporting an Absence

A written excuse for any absence must be provided to the school within five (5) school days of the absence. Laureate will notify families with attendance letters by the 3rd, 5th, and 8th day of absence; families should contact the Principal or school counselor upon receiving a letter. ***[LAUREATE DETAIL NEEDED: front-office attendance line/email and the daily cutoff time for reporting an absence]***

Attendance & Promotion

Under Louisiana policy, elementary and middle-school scholars must attend a minimum of 60,120 instructional minutes to be eligible for promotion. Based on a standard instructional day, a scholar may miss no more than fourteen (14) days and remain eligible for promotion. ***[LAUREATE DETAIL NEEDED: confirm Laureate's daily instructional-minute count / bell schedule so the exact allowable-absence figure can be stated]***

Make-Up Seat Time (MUST)

Scholars who have not met the required instructional minutes may recover missed seat time outside the regular day (before or after school, weekends, holidays, or lunch — never during instructional time), completing additional coursework on an approved platform before the end of the year. Families should contact the school for details.

Extenuating Circumstances

A parent or guardian of a scholar in danger of not receiving credit due to excessive absences may appeal for an exception based on extenuating circumstances. Appeals, with supporting documentation, are reviewed by the school's hearing team; a scholar must still complete make-up work and pass the course to receive credit. ***[LAUREATE DETAIL NEEDED: Laureate's designated hearing officer / appeal contact for extenuating-absence appeals]***

Arrival, Dismissal & Tardiness

Being on time and ready to learn is a S.C.H.O.L.A.R. habit. Scholars should arrive within the arrival window and be picked up promptly at dismissal.

[LAUREATE DETAIL NEEDED: full arrival/dismissal procedures: school hours, arrival window, breakfast time, morning-drop-off flow, car-rider line, walker dismissal, aftercare, and late-pickup policy]

Tardiness

Excessive unexcused tardiness is addressed through progressive steps before any suspension:

- 1st–2nd tardy each semester: verbal warning; scholar signs the Late Arrival record.
- 3rd tardy: non-suspension conference with the parent/guardian and a referral to the counselor.
- 4th–5th tardy: after-school detention (one hour) or other disciplinary action.
- Continued unexcused tardiness may result in in-school suspension, other action, or a truancy referral.

Truancy

A child within compulsory-attendance age who is absent without a valid reason, is not enrolled, leaves campus without permission, or misses class during school hours without permission is considered truant under Louisiana law. Scholars reaching twelve (12) unexcused tardies or with unexcused, academically harmful absences may be referred to the Jefferson Parish Truancy Assessment & Service Center (TASC) or to Families in Need of Services (FINS).

Commented [10]: @vbrownlewis@laureatecharter.org Please review this section in detail and comment with feedback

Commented [11]: @vbrownlewis@laureatecharter.org Please review this section in detail and comment with feedback

When no valid reason is found for a scholar's absence, the family will be given notice requiring attendance within three (3) days. Progressive discipline and counseling conferences are used before a scholar is suspended for truancy. The school may make a FINS/TASC referral to Juvenile Court when a scholar is truant or has willfully and repeatedly violated lawful school rules. ***[LAUREATE DETAIL NEEDED: Laureate's designated hearing officer/attendance liaison who conducts truancy conferences and FINS/TASC referrals]***

Sign-Out / Check-Out Procedures

Every scholar must be signed out by an individual listed on the Emergency Card before leaving campus early. To protect instructional time and ensure safe dismissal, early sign-outs may be restricted during the last 30 minutes of the day.

An adult not listed on the Emergency Card may pick up a scholar only with a written or emailed request from the parent/guardian (with a copy of photo ID attached), which the school will verify by phone using the number on the Emergency Card. If verification cannot be made, the scholar will not be released.

[LAUREATE DETAIL NEEDED: Laureate's designated early-dismissal cutoff time and the ID/verification desk procedure]

Transportation

> **Laureate provides transportation through an alternative transportation model (vans).** The safety guidelines below apply to any Laureate-provided or contracted vehicle. ***[LAUREATE DETAIL NEEDED: Laureate's full transportation/van plan: provider name, hub-stop model, eligibility/enrollment for transportation, route-assignment process, RFID/check-in system, morning and afternoon procedures, and late-pickup/no-show rules]***

Families and scholars share responsibility for safe transportation. Scholars must:

- Be ready and waiting at the assigned stop at the scheduled time, standing back from the roadway.
- Board and exit only when the driver signals it is safe, and cross in front of the vehicle — never behind it.
- Remain seated with the aisle clear while the vehicle is in motion; keep arms and head inside.
- Speak quietly, use kind language, and follow the driver's directions at all times.
- Refrain from eating, drinking, vaping, or smoking; and never bring tobacco, alcohol, drugs, weapons, glass objects, or pets.

- Report any injury, damage, or a fellow scholar who is sick or asleep to the driver immediately.

Certain clothing (long drawstrings, loose straps, scarves) can create a hazard when boarding or exiting; families should check that clothing is safe. Damage caused by a scholar is the family's responsibility. Scholars with a temporary disability or other health condition affecting transportation must provide a physician's letter describing capabilities and limitations.

Book Bags

[LAUREATE DETAIL NEEDED: Laureate's book-bag policy — confirm whether clear-bag requirements apply and at which grades, and any "no book bag" days (testing, field days, end of semester)]

If a clear-bag policy is adopted, small non-clear cosmetic bags for personal-hygiene items are permitted inside a clear bag, and athletic/equipment bags are checked in with the coach or sponsor on arrival.

Student Supplies

Laureate uses a communal supply system. Families pay a supply fee, and all classroom supplies are shared so that every scholar has what they need each day and no scholar is singled out for a missing item. Scholars may bring their own additional supplies if they wish; however, personal items are brought at the family's own risk. Laureate is not responsible for lost, misplaced, or damaged personal supplies and will not conduct searches for them.

[LAUREATE DETAIL NEEDED: confirm the supply-fee amount, how it is paid, and the payment deadline]

Communication & Electronic Devices

No scholar may use a personal electronic communication device (cell phone, smartwatch, earbuds, etc.) during the instructional day. If a scholar brings a device, it must be powered off and stored away from the opening bell to the dismissal bell, including during school-sponsored events, field trips, and testing.

Scholars are solely responsible for the security of their devices; Laureate is not responsible for loss, theft, or damage. Phone communication during the day occurs through the school office. Possession of a device during testing will result in confiscation and may invalidate the assessment.

Consequences for device violations may include confiscation (returned to a parent/guardian), a reflective assignment, detention, or in-school suspension for repeated violations. This policy does not apply where a scholar's IEP, IAP, 504 Plan, or Individualized

Health Plan requires device use. ***[LAUREATE DETAIL NEEDED: Laureate's specific device policy, storage method, and consequence ladder if different from the above]***

Dress Code & Uniform

Laureate scholars wear a school uniform. Our dress code teaches professionalism and belonging, minimizes distraction, and keeps scholars safe. Good personal hygiene and appropriate grooming are expected of every scholar.

> **Laureate uniform:** ***[LAUREATE DETAIL NEEDED: the full uniform guide — required tops/bottoms, colors (crimson/gold/khaki), spirit-wear days, shoe requirements, outerwear, grooming/accessory rules, and any grade-level differences]***

General expectations that apply regardless of the specific uniform:

- Clothing may not create a safety or health hazard, disrupt the educational environment, or display violence, drugs, alcohol, tobacco, gang affiliation, or obscene/suggestive content.
- Scholars wear closed, safe shoes; appropriate undergarments; and clothing that is hemmed, properly fitted, and worn at an appropriate length.
- No see-through/fishnet clothing, clothing with holes, or clothing exposing the back, chest, or midriff.
- Ski masks are never permitted on campus.

Dress-code violations are addressed progressively (warning and parent notification, then detention, then in-school suspension for repeated violations). Scholars in grades PK–5 are not suspended from school for a uniform violation.

Spare clothing (K–2). Kindergarten through 2nd-grade scholars are required to keep a full change of clothing — shirt, bottoms, underwear, and socks — in a labeled Ziploc bag inside their book bag. Accidents can happen during a long school day, and a labeled spare set lets your scholar change quickly and comfortably. Please send a fresh set the next day whenever the spare is used.

HEALTH & WELLNESS

Health Conditions & Screenings

Families must inform the school nurse of any health condition (for example, asthma, diabetes, ADHD, seizures, heart conditions, sickle cell) by completing Laureate's Health Information Form annually. Scholars requiring specialized care during the day (blood-sugar checks, catheterization, g-tube feeding, etc.) must submit a Louisiana Physician's Authorization for Specialized Care. Families provide the equipment and supplies for procedures performed at school. ***[LAUREATE DETAIL NEEDED: school nurse name/contact and the health-office phone/email (Melinda Davis-Parker is listed as School Nurse in our staffing — confirm)]***

In accordance with LA R.S. 17:2112, scholars in grades PK, K, 1, 3, 5, and 7 are screened for vision and hearing during the first semester, except where a family objects. Families are notified of any identified concern.

Immunizations

Under Louisiana R.S. 17:170, every scholar entering school for the first time and every scholar entering sixth grade must present satisfactory evidence of required immunizations on a current Louisiana Universal Certificate of Immunization, or evidence of an immunization program in progress. Scholars who are eleven or entering sixth grade must show current meningococcal immunization.

A scholar who is not immunized, has no program in progress, and has no physician or parent exemption on file will be denied registration. Exemptions are available for a documented medical contraindication or a written parental dissent presented in person. During an outbreak of a communicable disease, an unimmunized scholar may be excluded from school as directed by the Louisiana Department of Health.

Medication Policy

"Medication" includes all prescription and non-prescription medicines. School medication is limited to medicine that cannot be given before or after school hours. Scholars may not carry any medication while under school supervision, except emergency medication (an asthma

inhaler or epinephrine) when authorized by a licensed provider, covered by a signed self-administration contract, and cleared by the school nurse.

Family Responsibilities

- Provide a physician's medication order and medication in its original, properly labeled container matching the order (Louisiana State Medication Order Form).
- Consult with the school nurse; deliver and count medication with school staff via a responsible adult; supply any needed items (cups, measuring tools).
- Administer the first dose at home and observe for side effects; provide no more than a 35-school-day supply; renew orders each school year and whenever a change is made (orders dated before July 1 are not accepted).

School Responsibilities

- A school nurse reviews forms and medication, assesses the scholar, and initiates a Medication Administration Plan; a medication log is maintained; medication is kept in a locked, secure place.
- At least two trained employees (in addition to the nurse) are designated to assist; unclaimed medication is disposed of seven days after the discontinue date or at year's end.

Stock Emergency Medications

In accordance with LA R.S. 17:436.1, Laureate makes every effort to stock auto-injectable epinephrine for anaphylactic emergencies and may maintain naloxone (NARCAN Nasal Spray) for suspected opioid emergencies, administered by trained staff during the academic day on campus. Non-aerosol sunscreen is not considered medication and may be possessed and self-applied by scholars. ***[LAUREATE DETAIL NEEDED: confirm which stock emergency medications Laureate maintains on-site and staff trained to administer]***

Illness — When to Keep a Scholar Home

Keep a scholar home until symptoms have improved or resolved for 24 hours without medication for: fever at or above 100.4°F; two or more episodes of vomiting or diarrhea in 24 hours; persistent or severe cough or difficulty breathing; undiagnosed rash; live head lice or nits; or conjunctivitis (pink eye) with drainage. Individuals diagnosed with a respiratory virus (including COVID-19, RSV, or influenza) should isolate until symptoms improve and they are fever-free for 24 hours without fever-reducing medication. Some symptoms require a licensed provider's clearance to return.

A scholar who becomes ill during the day should notify a staff member immediately and will not be released except to a parent/guardian or authorized adult on the Emergency Card.

Communicable & Contagious Diseases

Laureate works with the Louisiana Department of Health and the CDC to manage communicable diseases. A scholar suspected of a communicable disease may be excluded until a public-health officer or physician provides written evidence that the condition is no longer contagious. Please notify the school immediately if a scholar is diagnosed with flu, chicken pox, whooping cough, mumps, measles, COVID-19, or another infectious disease.

Head Lice

A scholar present with head lice or nits will be excluded from school and transportation until free of active infestation and all nits, verified by inspection and written certification of treatment. The school may check any scholar upon return.

Emergency Care & Emergency Cards

Families complete an Emergency Card at registration and update it whenever information changes. In an emergency requiring hospital care, staff will call 911, contact the family and others listed on the Emergency Card, and — if the family cannot be reached — send a staff member with the scholar's Emergency Card to remain with the scholar until a parent/guardian arrives.

When schools must dismiss early for weather or another emergency, Laureate will notify families and post information through its communication channels. Families should have a plan for early dismissal and instruct their scholar where to go if no one is home. ***[LAUREATE DETAIL NEEDED: Laureate's emergency-communication channels (text/call/email system, website, social media) and any alternate re-unification location]***

Counseling & Scholar Wellness

Laureate provides counseling and social-emotional support to help scholars succeed academically and personally. Support may include individual and group counseling and classroom guidance to address behavioral, social, or emotional needs. Special-education social-work services are provided to eligible scholars as a related service. ***[LAUREATE DETAIL NEEDED: names/roles of Laureate's counselors, social workers, and mental-health partners, and how families request support]***

Suicide — Threats or Attempts

Any suicide threat, gesture, or attempt is reported immediately, in person, to a school administrator and the designated mental-health professional (MHP). With parent permission, the MHP conducts a risk assessment, gathering information about any plan, intent, or means,

triggers, and protective factors. The family is contacted and asked to come to school so information can be shared.

If a risk is identified, the family is connected to the scholar's mental-health provider, a community provider, a hospital emergency department, or a mobile crisis team for an emergency evaluation, and asked to sign a release so relevant information can be shared with the receiving provider. If evaluation results in hospitalization, the family is encouraged to share results and recommendations with the school to support the scholar's return. ***[LAUREATE DETAIL NEEDED: Laureate's designated MHP(s), crisis partners, and the local/24-hour crisis resources the school shares with families (e.g., 988 Suicide & Crisis Lifeline)]***

SCHOLAR DISCIPLINE & CULTURE

Our Approach to Discipline

At Laureate, discipline is not separate from our mission — it is how we teach character. We believe that **character development is key to excellent academic results**, so our culture systems are designed to teach, model, and reinforce the S.C.H.O.L.A.R. values, not simply to punish. Every scholar is expected to conduct themselves properly under school supervision and to accept responsibility for their choices in the building, on school premises, on transportation, in the virtual setting, and at school-sanctioned events.

> **Positive Behavioral Interventions and Supports (PBIS).** Laureate uses PBIS, an evidence-based, multi-tiered framework: Tier 1 supports all scholars school-wide; Tier 2 provides targeted supports; Tier 3 provides individualized responses. PBIS is paired with restorative practices — such as restorative circles — that repair harm, rebuild relationships, and keep scholars connected to learning.

Restorative justice focuses first on recognizing harm, then on repairing it and restoring relationships: identifying the misconduct and repairing damage, including everyone affected in responding to the conflict, and rebuilding trust so scholars take responsibility and grow. ***[LAUREATE DETAIL NEEDED: Laureate's specific culture systems and language (merit/demerit or points system, house/token economy, Check-In/Check-Out, tiered intervention menu) so this section names our actual practices]***

Code of Conduct

The following expectations apply in Laureate buildings, on premises, on transportation, in the virtual classroom, and at school-sanctioned events. Every scholar shall:

- Attend school and arrive to class on time, remain in assigned areas, and behave in a way that supports learning for themselves and others.
- Be courteous and speak respectfully to scholars and staff; refrain from foul, abusive, or threatening language.
- Never belittle, mock, or demean another person based on gender, age, size, race, religion, ethnicity, or any other characteristic; never engage in hate speech.
- Comply with all school rules; provide their name to a staff member when requested; follow traffic and safety rules.
- Resolve conflict through nonviolent means, seeking help from adults; never instigate or participate in fights or threats.
- Never cause or threaten harm to any person; never throw objects that could injure others.

- Treat the property of others and the school with respect; never deface or damage property or write/draw obscene content.
- Be truthful and refrain from making false charges against others.
- Never possess, use, or distribute tobacco/vaping products, alcohol, drugs, drug paraphernalia, or look-alike substances.
- Never possess, use, or threaten to use a firearm, knife, or any object usable as a weapon; never possess or ignite fireworks; never possess mace/pepper spray.
- Never make bomb threats, threats of arson, or communicate false threats by any means.
- Never record or post fights or acts of violence, and never post content that creates a substantial disruption at school.

Any violation of a code-of-conduct article may result in disciplinary action. Consequences follow progressive discipline; however, a serious (major) offense may result in a severe consequence even for a first offense.

Minor & Major Infractions

Infractions are coded as minor or major. The lists below are illustrative, not exhaustive.

Minor	Major
Minor disagreement, horseplay, scuffle	Fighting
Tardy to class	Foul/disrespectful language directed at an employee
Eating/drinking in class	Bullying / Harassment / Hate Speech
Uniform/dress-code violation	Weapons violation
Not prepared for class	Issuing threatening statements
Absenteeism	Drug/alcohol violation
Cell-phone/device violation	Possession of pornographic material
Running in hallway/cafeteria/class	Public indecency
Leaving class without permission	Igniting fireworks / Arson
Disruption on transportation (no injury)	Sexual assault
Unauthorized use of technology (no threat)	Vandalism / Theft over $100
Foul language (not directed at a person)	Records/posts a violent act or code violation

Interventions & Consequences

[LAUREATE DETAIL NEEDED: insert Laureate's PBIS framework and school-wide consequence system here — the tiered expectations and acknowledgments, the minor-to-major consequence ladder, which behaviors are classroom-managed versus office-managed, and any point, color, or house system]

Interventions (minor through major)

Immediate verbal correction · re-teaching behavior · apology letter · restorative circle · Check-In/Check-Out · time-out and calm-down strategies · proximity · positive parent contact · mentor assignment · schedule change · character-education session · restitution.

Consequences (minor through major)

Loss of privileges · warning with parent notification · scholar referral and parent notification · in-school detention or after-school detention · in-school suspension · out-of-school suspension · immediate removal from class or school · extended suspension at an alternative site · expulsion.

> **All special-education and Section 504 discipline protections must be followed.** Any violation of the code of conduct may result in disciplinary action.

Principal Authority

The Principal is responsible for the orderly operation of the school and may use professional judgment to determine the most appropriate response to conduct that is or is not explicitly covered in this handbook, working collaboratively with teachers, counselors, and support staff.

In-School Suspension (ISS)

ISS keeps a scholar under school supervision while removed from the regular classroom. Scholars receive academic work and behavior-focused support and, with signed parent consent, may receive counseling from the school mental-health professional. After successfully completing ISS, the scholar returns to the regular schedule and may make up missed assignments; the absence is excused. ISS is not used for offenses involving drugs, weapons, arson, bodily harm, or indecent exposure.

Suspension

In-School Suspension (ISS) removes a scholar from the regular classroom while maintaining supervision at school. **Out-of-School Suspension (OSS)** removes a scholar from all classes and school activities. **Extended suspension** is an OSS of more than 10 days but less than one semester, with assignment to an alternative site for serious or repeated infractions.

Due Process for Suspension

Before a suspension, the Principal or designee meets with the scholar to explain the alleged misconduct and hear the scholar's account. The Principal then contacts the parent/guardian to schedule a meeting, which should occur within three (3) days. During an OSS, the scholar may not be on campus or at school events without written permission. Until any appeal hearing, the scholar remains on suspension with access to classwork and the opportunity to earn credit. Missed work completed satisfactorily and on time receives full credit.

A family may appeal a suspension by contacting the school within five (5) school days of the parent conference; the appeal is heard by the CEO or designee, whose decision is final. ***[LAUREATE DETAIL NEEDED: Laureate's suspension-appeal contact and process (who serves as the hearing officer — CEO/designee — and the appeal phone/email)]***

Mandatory Suspension — Assault or Battery of an Employee

A scholar formally accused of assault or battery on a school employee is suspended immediately and removed from campus; required notifications and procedures follow as soon as practicable. The scholar is not readmitted until all associated hearings and appeals are exhausted.

Expulsion

Expulsion is removal from all regular school settings for not less than one full semester, with placement in an alternative educational setting. A scholar may be expelled for major offenses or repeated minor offenses. Under Louisiana law (Act 337), a scholar in grades six through twelve suspended a third time in the same year for any offense — other than dress code or tardiness — shall be recommended for expulsion.

Due Process for Expulsion

Before an expulsion recommendation, the Principal or designee meets with the scholar to explain the alleged misconduct and hear the scholar's account, then notifies the family by phone and certified letter and schedules a conference. Within 15 school days of that conference, a hearing is held by the CEO or designee to determine the facts. The family receives written notice of the hearing and their rights, may be represented (including by an attorney), and may present information. If the scholar is found responsible, the CEO or designee decides whether the scholar is expelled or another corrective action is taken. A family may request Board review within five (5) school days of the decision; otherwise the decision is final. ***[LAUREATE DETAIL NEEDED: Laureate's expulsion hearing officer (CEO/designee), the alternative educational placement Laureate uses, and the Board-review request process]***

Firearms & Knives (Act 497)

A scholar found, after a hearing, in possession of a firearm — or a knife with a blade of two and one-half inches or more — on school property, on transportation, or at a school event shall be expelled for a minimum of two complete semesters and referred to the district attorney. A scholar in grades K–5 found in possession of a firearm shall be similarly expelled and referred. The CEO may modify the minimum in writing on a case-by-case basis. No scholar expelled under this provision returns without the express approval of the Laureate Board of Directors.

Drugs & Alcohol

A scholar in grades six through twelve found, after a hearing, to have possessed, distributed, or intended to distribute an illegal drug, controlled substance, or alcohol on school property, on transportation, or at a school event will be expelled for at least two complete semesters and referred to the district attorney. A scholar in grades K–5 in such a case may be referred to the Board for recommended action. All scholars found in violation of the Substance Abuse Policy must (with a parent) complete an approved educational program, complete an approved screening, and be referred to the counselor/social worker; failure to comply results in suspension for the remainder of the year. ***[LAUREATE DETAIL NEEDED: confirm which of these grade-6–12 mandatory-expulsion provisions apply given Laureate's K–8 grade span, and Laureate's substance-abuse program partner]***

Manifestation Determination Review (MDR)

When a removal would constitute a change of placement for a scholar with a disability, a Manifestation Determination Review is conducted within 10 school days. The scholar's IEP/504 team and other qualified personnel meet to determine whether the behavior is a manifestation of the scholar's disability, using evaluation results, the IEP/504 plan, and information from the family and staff (34 CFR 300.530(e)).

Offenses at Year-End or During Summer

A scholar who commits an offense during the last ten (10) days of the school year that warrants suspension or expulsion may serve that consequence in the next school year.

BULLYING, HARASSMENT & HAZING

Bullying & Harassment

Laureate strictly prohibits bullying and harassment and takes reasonable steps to end it, prevent its recurrence, and prevent retaliation against anyone who reports it or cooperates in an investigation. This policy applies on school grounds, traveling to and from school, at school-sponsored activities, and at school events. This policy is the operational companion to Laureate's Code of Conduct, and the required bullying language is incorporated into that Code.

Definition

Bullying and harassment may take many forms, including: hurtful name-calling, teasing, gossip, threats, intimidation, humiliation, rude gestures, or spreading rumors; written, electronic, or verbal communication such as threats or malicious teasing; physical acts such as hitting, kicking, pushing, tripping, choking, or damaging property; and purposefully shunning or excluding from activities. Bullying need not involve intent to harm, a specific target, or repeated incidents. When conduct is based on race, religion, gender, age, national origin, color, disability, genetics, marital status, or sexual orientation, it also violates civil-rights and anti-discrimination policy.

Prevention

- Scholars in grades 3–8 receive and acknowledge age-appropriate anti-bullying instruction (defining bullying, prevention skills, how to report, and how to overcome it).
- October is recognized as National Bullying Prevention Month with at least one school-wide activity; prevention strategies are shared with families.
- Laureate provides a way for scholars to report bullying, including anonymously. ***[LAUREATE DETAIL NEEDED: Laureate's anonymous reporting method (e.g., a reporting box/link and/or P3 Campus "Safe Schools" app) and the designated area for grades 6–8]***
- Based on severity, a scholar may receive a more serious consequence even for a first offense.

Reporting & Investigation

Reports may be made by the target, a witness, or anyone with credible information — preferably in writing — to the Principal or designee. Staff and chaperones are required to report alleged violations. The Principal or designee begins a prompt, thorough, and impartial investigation the next school day after receiving a report and completes it within ten (10) school days. Interviews are conducted privately and separately (never the target and accused together), documented in writing, and families of both scholars are notified and

given the opportunity to attend, consistent with FERPA. Interim measures are taken to prevent further harm while the investigation is pending, and criminal conduct is reported to law enforcement. Knowingly making a false report is itself prohibited conduct subject to discipline.

If a school does not act on a report, a family may escalate to the Laureate Board of Directors, then to the Louisiana Department of Education. ***[LAUREATE DETAIL NEEDED: confirm the Laureate staff role responsible for logging all bullying reports in the Student Information System and the family-escalation contacts]***

Consequences

- **1st offense:** parent conference or detention, plus a required consultation with the counselor or social worker (with signed parent consent).
- **2nd offense:** in-school suspension with character education, plus completion of the Bullying/Violence Prevention Program; conflict-resolution training with the parent before readmission; community service; and loss of extracurricular participation during the suspension. ***[LAUREATE DETAIL NEEDED: confirm whether Laureate operates its own prevention program or uses a partner, and any program fee/logistics]***
- **3rd offense:** extended in-school suspension with character education and the prevention program; if directed at the same scholar, possible reassignment.
- **4th offense:** recommendation for suspension to an alternative site, with length determined by the hearing officer.

Hazing

Hazing is prohibited in all forms. Hazing means any knowing behavior — by act or omission — that subjects another scholar to potential physical, mental, or psychological harm for the purpose of initiation into, affiliation with, continued membership in, or acceptance by any organization or activity, whether planned or occurring on or off school property, including transportation and stops. No scholar may solicit, aid, or consent to hazing, and consent is not a defense. Staff take reasonable measures to prevent hazing, and all scholars must report hazing they witness. Violations follow the Bullying Policy's complaint, resolution, and consequence procedures, and criminal violations are reported to law enforcement.

SAFETY, RIGHTS & RECORDS

Searches

Laureate reserves the right to inspect school property at any time for weapons, drugs, alcohol, stolen goods, or other prohibited items when articulable facts create a reasonable belief that such items will be found. School property includes buildings, desks, lockers, common areas, computers, and grounds. Laureate may conduct searches using hand-held or stationary metal detectors of school property, of persons, and of bags, parcels, purses, and containers brought onto school property or to school activities, and may authorize canine searches of school property and vehicles parked on school property.

Cooperative Endeavor & Law Enforcement

Laureate works to provide a safe environment for scholars and staff. When a criminal act by a scholar is detected, the appropriate law-enforcement agency is contacted. Initial notification of a family regarding a scholar's arrest is made by a school official unless law enforcement instructs otherwise. ***[LAUREATE DETAIL NEEDED: Laureate's School Resource Officer / local law-enforcement contact (Harvey / Jefferson Parish Sheriff's Office) and the Director of Safety or designee]***

Sexual Harassment (Title IX)

Laureate is committed to a safe environment that provides all scholars equal access to its programs and activities, and does not discriminate on the basis of sex. Laureate recognizes sexual harassment as a form of sex discrimination and prohibits it. Any person may report sex discrimination, including sexual harassment, in person, by mail, by phone, or by email to Laureate's Title IX Coordinator at any time. Any employee with actual knowledge of sexual harassment must report it to the Title IX Coordinator.

> **Important:** Federal Title IX regulations have changed in recent years. Laureate's full Title IX grievance procedure — including definitions, reporting, supportive measures, investigation, decision-making, appeals, informal resolution, recordkeeping, and training — must reflect the version of the federal rule currently in effect. ***[LAUREATE DETAIL NEEDED: legal review of the full Title IX grievance procedure to confirm it matches the currently effective federal regulation, plus the Title IX Coordinator's name, office, email, and phone]***

Core protections that apply regardless: a scholar reported as a respondent is presumed not responsible until a determination is made; retaliation against anyone who reports or participates in an investigation is strictly prohibited; both parties may have an advisor and

may inspect the evidence; supportive measures are available with or without a formal complaint; and, where the victim is a minor and the conduct meets the definition of abuse, all employees are mandatory reporters and must report to child protection or law enforcement. For a medical emergency or to report to law enforcement, call 911.

Educational Records, Privacy & Directory Information

Under the Family Educational Rights and Privacy Act (FERPA), Laureate protects the privacy of scholar education records. Laureate does not deny a custodial or non-custodial parent access to a scholar's records unless a court ruling specifies otherwise (with a certified copy on file). Records and personally identifiable information are not released without written consent, except to authorized staff for a legitimate educational purpose and to a school in which the scholar seeks to enroll (with a copy provided to the family on request).

Access & Amendment

A parent, legal guardian, or eligible scholar (18+) may inspect records upon written request; records are made available within a reasonable time (no longer than ten days). A family who believes a record is inaccurate or misleading may request an amendment; if the school declines, the family may request a hearing before the CEO or designee and, if the record is not amended, may add a statement of disagreement to the record. (This process may not be used to dispute grades.) ***[LAUREATE DETAIL NEEDED: Laureate contact for records requests and amendment hearings (records custodian / CEO's designee)]***

Directory Information

Unless a family directs otherwise in writing, Laureate may release designated "directory information" to further a legitimate educational purpose in accordance with FERPA and La. R.S. 17:3914 — for example, to support participation in activities, school programs and events, award programs, yearbook and photography providers, and online educational tools. Laureate honors requests from military recruiters for high-school scholar contact information as required by law where applicable. A family may opt out of some or all disclosures by completing the appropriate form. ***[LAUREATE DETAIL NEEDED: Laureate's directory-information opt-out form and where families submit it]***

Photo & Media Release

Laureate's photo and media release — your consent, or opt-out, for your scholar's image or voice to appear in school photographs, videos, newsletters, the website, and social media — is collected as part of the annual registration packet. You may review or change your election at any time by contacting the front office.

Medicaid Consent

The Louisiana Medicaid program allows schools to seek reimbursement for certain IEP- and health-related services for Medicaid-insured scholars. Laureate seeks parental consent before accessing a child's Medicaid benefits and sharing related information; families may deny or withdraw consent at any time without affecting services.

EMERGENCIES & SAFETY PROCEDURES

Evacuation & Emergency Procedures

Evacuation procedures are established for the building and posted in classrooms. Scholars must know the procedures and follow the directions of staff and authorities; because rapid, orderly evacuation is essential, misbehavior during an evacuation may result in disciplinary action. If an off-campus re-unification location is used, families are notified by phone, text, and/or email. ***[LAUREATE DETAIL NEEDED: Laureate's building evacuation plan summary and the designated off-campus re-unification location]***

Fire Drills & Bomb Threats

Fire drills are held at regular intervals. When the signal sounds, scholars leave the classroom quietly and in single file, led by the teacher, proceed to the designated area, remain with the teacher, and return only on the ALL CLEAR. Scholars must never yell, run, or create disorder during a drill. The same procedure is used for a bomb threat. Triggering a false alarm or discharging a fire extinguisher (except during a fire) is a serious offense with disciplinary consequences.

Threats of Violence or Terrorism

Laureate takes all threats of violence and terrorism seriously and acts immediately, as required by the Louisiana School and Student Safety Act (La. R.S. 17:409.1–17:410). Any staff member who learns of a threat — by any means — must immediately report it to local law enforcement and to the school administrator. Law enforcement investigates and, if a threat is deemed credible, may involve the district attorney; a scholar excluded under this provision receives state and federal due-process protections, and scholars with disabilities retain IDEA and Section 504 protections.

The administrator informs anyone targeted by the threat, takes measures to protect their safety, and notifies the Director of Safety and other personnel as appropriate. A school-based mental-health professional conducts a threat assessment, the family is asked to meet, and a Return-to-School Plan is developed before the scholar returns to class. A scholar may not be required to obtain an outside evaluation as a condition of return unless a court orders it. ***[LAUREATE DETAIL NEEDED: Laureate's Director of Safety / threat-assessment lead and the mental-health professional who conducts assessments]***

Tips for Resolving Problems Peacefully

Accept responsibility and apologize · talk calmly and listen · plan ahead and expect discomfort · take deep breaths and count to ten · give space · imagine the other person's

perspective · walk away · take time before reacting · ignore attempts to provoke · avoid an audience · alert a staff member to any hostile attempt · ask a trusted adult for help, and request a restorative circle if needed.

Homeless, Foster-Care, Neglected & Delinquent Scholars

In compliance with the Every Student Succeeds Act and the McKinney-Vento Homeless Education Act, Laureate ensures that scholars who are homeless, in foster care, or neglected/delinquent have access to a free, appropriate public education on the same basis as other scholars. Scholars in homeless situations have the right to remain in their school of origin, enroll immediately without typical documentation, receive transportation, receive free school meals, and receive assistance with uniforms, fees, supplies, and insurance enrollment. ***[LAUREATE DETAIL NEEDED: Laureate's McKinney-Vento / homeless liaison name and contact]***

Pregnant Scholars

Pregnancy does not affect a scholar's right to a public education or to participate in activities. A pregnant scholar is encouraged to notify the school nurse or counselor and to provide a physician's statement regarding the due date and any restrictions. If a physician determines the scholar cannot attend for a prolonged period, she may be eligible for homebound instruction until released to return. After delivery, the scholar may return as soon as she is physically able, upon physician certification.

Protection of School Employees

Any individual, including a parent or guardian, who physically assaults or threatens harm to a Laureate teacher, staff member, or employee will not be allowed on Laureate's campus or facilities without prior approval of the Principal or the person in charge of the facility.

Visitors

All visitors must report to the main office and sign in before receiving a visitor's pass. Scholars may not bring guests to class. In accordance with Act 581, smoking is prohibited within 200 feet of the entrances, exits, or outdoor areas of the school. ***[LAUREATE DETAIL NEEDED: Laureate's visitor check-in system (e.g., photo-ID scan/badge), volunteer background-check requirement, and campus access rules]***

Withdrawals from School

If a scholar must withdraw, the parent/guardian authorizes a withdrawal form signed by the scholar's teachers, counselor (if applicable), and administrator. Please give at least seventy-two (72) hours' notice so records can be prepared. A re-entry is recorded if the scholar returns.

ACADEMICS

Our College-Preparatory Program

Everything at Laureate points toward one destination: **College Starts in Kindergarten**. From a scholar's first day, we name the rigorous high schools, competitive colleges, and professional careers we are preparing them for, and we build the academic skills and character to get there.

Core Curriculum

- **Mathematics:** Eureka Math² (Eureka Squared)
- **English Language Arts:** Core Knowledge Language Arts (K–2) and EL Education (grades 3–8)
- **Science:** Amplify Science
- **Social Studies:** Gallopade

Homework

Homework at Laureate reinforces each day's learning and builds the independent study habits scholars need to succeed in rigorous high schools and competitive colleges. Scholars can expect regular, grade-appropriate assignments, including nightly reading, and families are asked to provide a consistent time and quiet place for their scholar to complete it.

[LAUREATE DETAIL NEEDED: full Homework policy to be added — grade-level time expectations, the nightly reading-log requirement and parent sign-off, how completion is graded and reported to families, and the process when work is missing or incomplete]

Enrichment & Talented Programs

Scholars participate in enrichment including Visual Arts, Music, Physical Education, and Culinary Arts, with Theatre offered in grades 7–8. Laureate also offers Talented Visual Arts and Talented Theatre for identified scholars. ***[LAUREATE DETAIL NEEDED: confirm enrichment rotation/schedule and Talented-program identification/eligibility details for families]***

> **A Laureate Tradition: A College in Every Classroom.** Each classroom is named for a college, and each grade level is paired with a college for its signature field trip — from Kindergarten (Dillard) through 8th grade (LSU) — so scholars grow up picturing themselves on a college campus. ***[LAUREATE DETAIL NEEDED: confirm the full grade-to-college pairing list (K→Dillard … 8th→LSU) and the current classroom college names]***

Promotion & Pupil Progression

Laureate's promotion requirements are outlined each year in the school's Pupil Progression Plan, in alignment with Louisiana policy. ***[LAUREATE DETAIL NEEDED: attach or link Laureate's current Pupil Progression Plan and summarize grade-by-grade promotion criteria]***

State Assessments (LEAP, DIBELS)

Louisiana's LEAP assessments measure the knowledge and skills scholars should master by the end of a course; Laureate also uses DIBELS to monitor early-literacy progress. Assessment results help ensure scholars have access to a rigorous curriculum and are on track for high school and college. ***[LAUREATE DETAIL NEEDED: confirm the testing windows Laureate communicates to families and any grade-specific assessments (e.g., LEAP 2025 for grades 3–8, LEAP Connect, ELPT)]***

Placement Testing

Scholars entering grades 4–8 who transfer from a nonpublic school or approved home-study program may be required to take English language arts and mathematics portions of a placement assessment to inform placement decisions.

Grade Appeals

A grade may be appealed by a scholar and/or family within 15 school days of issuance. Before meeting with the Principal, the family and teacher should attempt to resolve the matter; if unresolved, an appeal conference is held with the scholar, family, teacher, and Principal, whose decision is final.

Interim Reports & Progress Monitoring

Near the fifth week of each marking period, an interim report is issued to all scholars. When progress is unsatisfactory, the scholar signs the interim and the family schedules a meeting with the teacher; a signed copy is returned to school. ***[LAUREATE DETAIL NEEDED: Laureate's grading periods, report-card schedule, and grading scale for the academic calendar]***

Reviewing Grades Electronically

Families may review district-calendar, attendance, and grade information through the school's online parent portal and may contact teachers through the platform. Families should contact the office to register for an account. Access is a privilege; families agree to use the system responsibly, keep passwords private, and report inaccuracies promptly. ***[LAUREATE DETAIL NEEDED: Laureate's parent-portal/SIS platform name (e.g., JCampus/Student Progress Center or Laureate's system) and how families register]***

Parent & Academic Conferences

Conferences are encouraged whenever a teacher or family feels one is needed; families may request a conference by contacting the school to schedule a time. Laureate designates conference days during the year, and families may request an appointment with a teacher at any time. ***[LAUREATE DETAIL NEEDED: Laureate's designated family-conference days and the appointment-request method]***

Diverse Learners & Special Services

Child Find

Child Find is the ongoing effort to locate and identify children ages 3–21 who may need special services. Any child ages 3–21 who has, or is suspected of having, a disability and is not receiving services — or any child in grades K–8 who may be gifted and/or talented — may be referred for evaluation and appropriate placement. ***[LAUREATE DETAIL NEEDED: Laureate's Child Find / evaluation-referral contact (Coordinator of Diverse Learners) and referral form]***

Children with Exceptionalities

Laureate implements all federal and state regulations for the education of children with exceptionalities. The IEP team creates each scholar's educational program and determines appropriate supports, consistent with Bulletin 1706 (Regulations for Students with Disabilities and for Gifted/Talented Students).

Section 504 of the Rehabilitation Act

Section 504 prohibits discrimination against individuals with disabilities and ensures equal access to education. A scholar with a qualifying disability may receive accommodations and modifications set forth in an Individualized Accommodation Plan (IAP). ***[LAUREATE DETAIL NEEDED: Laureate's Section 504 Coordinator name and contact]***

April Dunn Act

The April Dunn Act offers alternative pathways for scholars receiving special-education services to meet graduation requirements through alternate means. Eligibility and performance requirements are determined by the IEP team; families should consult the counselor or administrator.

Pupil Appraisal & Homebound

Pupil appraisal services support scholars with learning, adjustment, or other special needs through intervention support, evaluation, consultation, and direct services. A scholar who cannot attend school for a prolonged period due to a documented physical condition may be eligible for homebound instruction, verified by a physician. ***[LAUREATE DETAIL NEEDED: Laureate's homebound-instruction request contact and process]***

Field Trips

Field trips are a valued part of Laureate's program — including our signature grade-to-college trips. Families receive advance notice of the date, destination, and cost and must return a signed permission slip; a scholar without a signed slip may not attend. Only currently enrolled scholars may participate. A scholar who displays unacceptable behavior on a trip may lose the privilege of future trips, and the family may be asked to pick the scholar up at their own expense. Laureate's medication policy applies on all field trips, including overnight and out-of-state trips.

Breakfast & Lunch (Child Nutrition Program)

A breakfast and lunch program is available each day. Modified meals are provided at no extra charge to scholars with documented dietary restrictions, and meal programs are available to everyone regardless of race, color, national origin, age, sex, or disability. ***[LAUREATE DETAIL NEEDED: confirm whether Laureate participates in the USDA Community Eligibility Provision (CEP) so meals are at no charge, or the free/reduced-price application process and meal prices]***

Food Brought from Home

Families may send breakfast or lunch from home. To keep meals safe and support healthy habits, scholars may not bring foods that are unhealthy or high in sugar — including candy, soda, energy drinks, juices that are not 100% juice, donuts, cupcakes, chips, and candy bars. Gum is not permitted anywhere on campus at any time. Scholars do not have access to a microwave, and food may not be shared or traded. Laureate does not provide meal substitutions; if a scholar does not want a menu item, please send a bag lunch that day.

[LAUREATE DETAIL NEEDED: review these food-from-home rules against Laureate's current practice and any Child Nutrition Program or school-wellness-policy requirements before finalizing]

Parties

Classroom celebrations are limited to minimize interference with instruction and may be held before a holiday period. Birthday parties are not permitted during the school day. ***[LAUREATE DETAIL NEEDED: confirm Laureate's celebration/birthday and outside-food policy]***

Physical Education

Scholars participate in physical education and should come prepared per teacher guidance. A scholar excused from activity needs a written request from a physician.

Recess / Free Play

Scholars in grades K–5 have recess or free play each day, in accordance with Louisiana requirements. ***[LAUREATE DETAIL NEEDED: confirm daily recess time and outdoor/indoor procedures]***

Internet & Technology Use

Laureate's Acceptable/Responsible Use policies govern scholar and family use of school technology and are available from the office. ***[LAUREATE DETAIL NEEDED: attach Laureate's technology/acceptable-use agreement and 1:1 device policy, and the process for lost/damaged devices]***

Lost or Damaged Materials

If a scholar loses or damages a device, textbook, novel, workbook, or library book, the family is responsible for making arrangements for payment. Financial obligations transfer with a scholar to another school.

Scholastic & Character Awards

Laureate recognizes scholars for academic excellence and for living the S.C.H.O.L.A.R. values. ***[LAUREATE DETAIL NEEDED: Laureate's award structure (honor roll criteria, Superintendent's/Head-of-School award, character recognitions, Celebration of Champions equivalent) and any GPA/eligibility thresholds]***

Substitutes

In a teacher's absence, the substitute delivers the assigned lesson. Scholars are expected to show the same cooperation and respect they show their teacher.

FAMILY PARTNERSHIP

Laureate believes a scholar's education is a partnership. Families and family members are a scholar's first and most important teachers, and a scholar's success depends on the support they receive at home. Laureate commits to the family-involvement requirements of the Every Student Succeeds Act and works to create a welcoming environment that supports comprehensive family engagement.

What Laureate Commits To

- Involve families in planning and reviewing school programs and improvement efforts, and provide timely information about educational and family-involvement programs.
- Provide a clear description of the curriculum, the assessments used, and the proficiency levels scholars are expected to meet.
- Offer flexible meeting times and, where feasible, support such as translation, so all families can participate.
- Provide materials and training to help families support learning at home, and build strong ties between families and staff.
- Communicate with families in a format and, to the extent practicable, a language they understand.

What We Ask of Families

- Ensure your scholar attends school regularly and arrives on time.
- Support good hygiene, proper uniform, and adequate sleep.
- Visit and discuss your scholar's progress with teachers, and talk with your scholar about school regularly.
- Model respect for teachers and adults, and volunteer and attend school events when you can.
- Join and stay active in the school community.

Statement of Compliance

In accordance with state law, scholars in grades 4–8 and their parents/guardians annually sign a Statement of Compliance: scholars agree to attend regularly, arrive on time, and follow school and classroom rules; parents/guardians agree to ensure daily, on-time attendance and to attend required conferences.

School–Parent Compact

Laureate develops, with families, a School–Parent Compact that describes how the school, staff, and families share responsibility for scholar achievement and how the partnership helps every scholar reach high standards. The compact addresses the school's responsibility to provide high-quality instruction, the ways families support learning at home, and the importance of ongoing communication — including conferences, frequent progress reports, and opportunities to volunteer and observe. ***[LAUREATE DETAIL NEEDED: attach Laureate's current School–Parent Compact]***

Translation & Language Access

Laureate takes steps to ensure that a lack of English-language skills is not a barrier to participation. Families needing translation or interpretation for meetings, documents, or IEP conferences may request support. ***[LAUREATE DETAIL NEEDED: Laureate's translation/interpretation request contact and the languages routinely supported]***

LAUREATE ACADEMY LEADERSHIP & GOVERNANCE



Laureate Academy Charter School

Prove What's Possible · College Starts in Kindergarten

School Leadership

[LAUREATE DETAIL NEEDED: full leadership roster with titles — CEO/Founder; Principal (Leslie Johnson); Chief of Staff; Chiefs of Finance/Operations; Assistant Principals for academics & culture]

Board of Directors

[LAUREATE DETAIL NEEDED: current Board of Directors roster (names and officer roles) and the Board's public-meeting schedule and contact]

HANDBOOK ACKNOWLEDGMENT

Please sign and return this page to your scholar's teacher. Your signature confirms that you have received the Laureate Academy Family & Scholar Handbook and reviewed it together as a family.

Scholar Name _____ Grade / Homeroom _____

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

Statement of Compliance (Grades 4–8). By signing, the scholar agrees to attend school regularly, arrive on time, and follow school and classroom rules; and the parent/guardian agrees to ensure the scholar's daily, on-time attendance and to attend required conferences.

Scholar Signature (Grades 4–8) _____

Prove What's Possible. · College Starts in Kindergarten.

Coversheet

Calendar 2026-2027 School Year

Section: IV. CEO Report
Item: C. Calendar 2026-2027 School Year
Purpose: Vote
Submitted by:
Related Material: Laureate_Academy_2026-2027_Calendar (3).pdf
Laureate_Academy_Calendar_2026-2027_-_FINAL.pdf

LAUREATE ACADEMY 2026–2027

STUDENT & FAMILY CALENDAR • GRADES K–8

August 2026

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February 2027

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FIRST SEMESTER

Aug 3–5	Staff Professional Development
Aug 6 (Thu)	**First Day — K, 3rd & 8th** (half day, 12 PM dismissal)
Aug 7 (Fri)	**K, 3rd & 8th** (half day, 12 PM dismissal)
Aug 10 (Mon)	**First Full Day — All K–8**
Sept 7	Labor Day (Holiday)
Sept 9	Interim Reports Issued
Sept 14	Parent–Teacher Conferences / Asynchronous Day (no school)
Sept 15–18	Parent–Teacher Conferences (virtual) — students have school
Oct 8	End of 1st Quarter
Oct 9–12	Fall Break (Holiday)
Oct 13	Beginning of 2nd Quarter
Oct 21	Report Cards Issued
Nov 2	Professional Development & Asynchronous Learning Day
Nov 3	Election Day (Holiday)
Nov 18	Interim Reports Issued
Nov 23–27	Thanksgiving Break (Holiday)
Dec 21 & 22	Exam Days — dismissal 12:30–1:00 PM
Dec 22	End of 2nd Quarter
Dec 23–Jan 7	Winter Break (students)

SECOND SEMESTER

Jan 5 & 6	Staff PD Days (staff required, no students)
Jan 7	**Students Return** / Beginning of 3rd Quarter
Jan 13	Report Cards Issued
Jan 18	Dr. Martin Luther King, Jr. Day (Holiday)
Feb 5–12	Mardi Gras Break (Holiday)
Feb 17	Interim Reports Issued
Feb 22	Parent–Teacher Conferences / Asynchronous Day (no school)
Feb 23, 24, 26	Parent–Teacher Conferences (virtual) — students have school
Mar 8	Professional Development & Asynchronous Learning Day
Mar 19	End of 3rd Quarter
Mar 22	Beginning of 4th Quarter
Mar 24	Spring Break (make-up day if needed)
Mar 25–30	Spring Break (Holiday)
Apr 1	Report Cards Issued
Apr 16	Parent–Teacher Conferences / Asynchronous Day (no school)
Apr 21	Interim Reports Issued
May 21	**Last Day for Students**
May 27	**Last Day for Staff** / Records Day
May 31	Memorial Day (Building Closed)

- First / Last Day for Students
- Students Return / Quarter Start
- PTC / Asynchronous Day (no school)
- Exam Day (12:30–1:00 dismissal)
- Holiday / No School
- PD & Asynchronous Learning Day
- PTC Virtual (students have school)

*A portion of identified days may be used as make-up days due to emergencies or inclement weather. **Asynchronous Days:** students do not attend school and will be assigned meaningful work to be completed at home. Calendar subject to change. Quarter, interim-report, and report-card dates aligned to the Jefferson Parish Schools 2026–2027 calendar.

LAUREATE ACADEMY 2026–2027

SCHOLAR & FAMILY CALENDAR • GRADES K–8

PROVE WHAT'S POSSIBLE

DRAFT

August 2026

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September 2026

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October 2026

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November 2026

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December 2026

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January 2027

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February 2027

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March 2027

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April 2027

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May 2027

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FIRST SEMESTER

Jul 16–Aug 5	Staff Professional Development
Aug 6 (Thu)	First Day — K, 3rd & 8th (half day, 12 PM dismissal)
Aug 7 (Fri)	K, 3rd & 8th (half day, 12 PM dismissal)
Aug 10 (Mon)	First Full Day — All K–8
Sept 7	Labor Day (Holiday)
Sept 9	Interim Reports Issued
Sept 14	Parent-Family Conferences / Asynchronous Learning Day
Sept 15–18	Parent-Family Conferences (virtual) — scholars have school
Oct 8	End of 1st Quarter
Oct 9–12	Fall Break (Holiday)
Oct 13	Beginning of 2nd Quarter
Oct 21	Report Cards Issued
Nov 2	Asynchronous Learning Day
Nov 3	Election Day (Holiday)
Nov 18	Interim Reports Issued
Nov 23–27	Thanksgiving Break (Holiday)
Dec 16–18	Exam Days (full instructional days)
Dec 18	End of 2nd Quarter
Dec 21–Jan 7	Winter Break (scholars)

SECOND SEMESTER

Jan 5 & 6	Staff PD Days (staff required, no scholars)
Jan 7	Scholars Return / Beginning of 3rd Quarter
Jan 13	Report Cards Issued
Jan 18	Dr. Martin Luther King, Jr. Day (Holiday)
Feb 5–12	Mardi Gras Break (Holiday)
Feb 17	Interim Reports Issued
Feb 22	Parent-Family Conferences / Asynchronous Learning Day
Feb 23, 24, 26	Parent-Family Conferences (virtual) — scholars have school
Mar 8	Asynchronous Learning Day
Mar 19	End of 3rd Quarter
Mar 22	Beginning of 4th Quarter
Mar 24	Spring Break (make-up day if needed)
Mar 25–30	Spring Break (Holiday)
Apr 1	Report Cards Issued
Apr 16	Parent-Family Conferences / Asynchronous Learning Day
Apr 21	Interim Reports Issued
May 21	Last In-Person Day for Scholars
May 24–26	Asynchronous Learning Days (scholars — no campus)
May 27	Last Day for Staff / Records Day
May 31	Memorial Day (Building Closed)

KEY

- First / Last In-Person Day for Scholars
- Scholars Return / Quarter Start
- Parent-Family Conferences / Asynchronous Learning Day
- Exam Day (full instructional day)
- Holiday / No School
- Asynchronous Learning Day
- Parent-Family Conferences (virtual)

* A portion of identified days may be used as make-up days due to emergencies or inclement weather.
Asynchronous Days: scholars do not report to campus and are assigned meaningful work to be completed at home. These days count as instructional days.
Calendar subject to change. Quarter, interim-report, and report-card dates aligned to the Jefferson Parish Schools 2026–2027 calendar.

BLACKOUT DAYS 2026–2027

DATES STAFF LEAVE IS RESTRICTED

PROVE WHAT'S POSSIBLE

Employee Handbook — Section I: Black Out Days

"Black Out Days" are defined as days it is imperative all staff are present, and days in which time off will not be pre-approved.

There are certain days of the year in which it is imperative for all staff to be present. These days are termed "Black Out Days."

No time off request made for a Black Out Day will be pre-approved. It is expected that staff make prior arrangements for these days off and are in attendance on these days.

All Black Out Days will be communicated by the second week of each semester.

If a staff member does not attend school during a Black Out Day, for any reason other than a documented life event, the day will be deducted from Time Off and the staff member may receive a "write up" from their supervisor or the HR department and DOUBLE time off days will be deducted from the staff member's balance. If Time Off has been exhausted, any resulting reduction in pay will be applied consistent with the Uncompensated Leave policy — for non-exempt employees, based on the actual time missed, and for salaried-exempt employees, in full-day increments only as permitted by the FLSA.

Related — Section J: time off may be denied when the request is made for a Black Out Day. Exceptions are case-by-case, determined by the Principal / Chief of Finance & Talent Management. Requests are submitted in Paylocity at least 5 business days in advance.

DATE	REASON	CATEGORY
Thu, Jul 16, 2026	Staff First Day — 2026/27 School Year	Start of Year
Thu, Aug 6, 2026	First Day — K, 3rd & 8th (half day, 12 PM dismissal)	Start of Year
Fri, Aug 7, 2026	K, 3rd & 8th (half day, 12 PM dismissal)	Start of Year
Mon, Aug 10, 2026	First Full Day — All Scholars, K–8	Start of Year
Thu, Sep 3, 2026	Back to School Night	Family Event
Mon, Sep 14, 2026	Parent-Family Conferences / Asynchronous Learning Day	Asynchronous
Mon, Nov 2, 2026	Asynchronous Learning Day	Asynchronous
Fri, Nov 20, 2026	Fall Fest	Family Event
Wed, Dec 16, 2026	Exam Day (full instructional day)	Exams
Thu, Dec 17, 2026	Exam Day (full instructional day)	Exams
Fri, Dec 18, 2026	Exam Day — End of 2nd Quarter	Exams
Tue, Jan 5, 2027	Professional Development Day — no school for scholars	Prof. Dev.
Wed, Jan 6, 2027	Professional Development Day — no school for scholars	Prof. Dev.
Mon, Feb 22, 2027	Parent-Family Conferences / Asynchronous Learning Day	Asynchronous
Mon, Mar 8, 2027	Asynchronous Learning Day	Asynchronous
Mon, Mar 22, 2027	Day leading up to Spring Break — begins 4th Quarter	Pre-Break
Tue, Mar 23, 2027	Day leading up to Spring Break	Pre-Break
Fri, Apr 16, 2027	Parent-Family Conferences / Asynchronous Learning Day	Asynchronous
Tue, Apr 27, 2027	LEAP 2025 Pep Rally	Testing
Mon–Fri, May 3–7, 2027	LEAP 2025 Testing, Grades 3–8	Testing
Mon–Wed, May 10–12, 2027	LEAP 2025 Testing, Grades 3–8	Testing
Fri, May 21, 2027	Last In-Person Day for Scholars	End of Year
Mon, May 24, 2027	Asynchronous Learning Day	Asynchronous
Tue, May 25, 2027	Asynchronous Learning Day	Asynchronous
Wed, May 26, 2027	Asynchronous Learning Day	Asynchronous
Thu, May 27, 2027	Last Day for Staff / Records Day	End of Year

DRAFT

Black Out Day policy reproduced from the Laureate Academy Employee Handbook, Section I. Dates aligned to the approved Laureate Academy 2026–2027 calendar. Ops team members should not be absent on blackout dates. On-campus and off-campus staff designations to be confirmed.

CALENDAR COMPARISON 2026–2027

LAUREATE ACADEMY vs. JEFFERSON PARISH SCHOOLS PROVE WHAT'S POSSIBLE

Prepared for the Board of Directors

Laureate Academy adopts the Jefferson Parish Schools 2026–2027 calendar as its baseline for quarter boundaries, interim-report dates, report-card dates, and statutory holidays. The differences below are deliberate design choices reflecting Laureate's K–8 model, instructional priorities, and family-engagement strategy.

AREA	JEFFERSON PARISH SCHOOLS	LAUREATE ACADEMY	WHY / IMPACT
Start of Year	Staggered across six school days by grade band. Gr 1–8 begin Aug 7; Smart Start days Aug 7 and Aug 10; Gr 6–8 all-in Aug 11; PK/K begin last, Aug 13–14.	K, 3rd and 8th begin Aug 6–7 as two 12 PM half days. All K–8 in full-day session Aug 10.	Laureate is fully operational a school day earlier and front-loads its transition grades — entry, upper-elementary and exit — rather than starting them last.
Staff Preparation	Aug 3–6 — four Teacher Preparation Days immediately before students arrive.	Professional development opens Jul 16 and runs through Aug 5 — a multi-week onboarding and PD cycle.	Laureate invests substantially more staff development time before the year begins, rather than a four-day prep window.
Parent-Family Conferences	Two cycles — Sept 15–17 and Mar 16–18. Virtual, held while school is in session.	Three cycles. Each opens with a dedicated no-campus Parent-Family Conference / Asynchronous Learning Day (Sept 14, Feb 22, Apr 16), followed by virtual conference days on which scholars still attend.	A third touchpoint plus a protected conference day raises attendance and gives teachers uninterrupted family time.
Asynchronous Learning	Not used. Nov 2 and Mar 8 are Student Holidays — no instruction occurs.	Eight Asynchronous Learning Days — Sept 14, Nov 2, Feb 22, Mar 8, Apr 16 and May 24–26. Scholars are assigned and accountable for work completed at home.	Converts eight otherwise non-instructional days into instructional days. Counted toward Laureate's annual instructional total.
Winter Break & January Return	Break Dec 23–Jan 5. Jan 6 is a Records / PD day. Students return Jan 7.	Scholar break Dec 21–Jan 7. Staff PD Jan 5 and Jan 6. Scholars return Jan 7.	Break opens two days earlier for scholars, coinciding with the close of the Laureate exam window. Same return date; two staff PD days instead of one.
Exam Days & End of Q2	Dec 21–22 are half-day exam days for Grades 9–12 only; K–8 sites are unaffected. End of 2nd Quarter falls Dec 22.	Dec 16–18 are exam days for Laureate scholars and are full instructional days. End of 2nd Quarter falls Dec 18.	JPSchools provides no K–8 exam structure. Laureate assesses on full days — no instructional time is surrendered to testing.
End of Year — Scholars	Last day for students May 26 (half day).	Last in-person day May 21, followed by Asynchronous Learning Days May 24–26.	Campus closes earlier, but instruction continues asynchronously through May 26 — the same final date as JPSchools.
End of Year — Staff	Last day for teachers May 27 — Records Day.	Last day for staff May 27 — Records Day.	Aligned. Laureate staff gain additional close-out time after scholars depart.
Grade-Span Specific Dates	Carries senior-only dates: Apr 30 last in-person day for qualifying seniors; May 7 last day for non-exempt seniors.	Not applicable — Laureate serves Grades K–8.	These JPSchools entries are intentionally omitted.
Make-Up / Inclement Weather	Mar 24 designated Make-Up Day (Holiday).	Mar 24 held as a Spring Break make-up day if needed.	Same date; framed as contingency rather than a fixed holiday.

FULLY ALIGNED WITH JPSCHOOLS

- Labor Day (Sept 7)
- Fall Break (Oct 9–12)
- Election Day (Nov 3)
- Dr. M.L. King, Jr. Day (Jan 18)
- Beginning of Q4 (Mar 22)
- Interim Reports (4 dates)
- Beginning of Q2 (Oct 13)
- Thanksgiving Break (Nov 23–27)
- Mardi Gras Break (Feb 5–12)
- Spring Break (Mar 25–30)
- End of Q1 (Oct 8)
- Report Cards (3 dates)
- Scholars Return / Q3 (Jan 7)
- End of Q3 (Mar 19)
- Last Day for Staff (May 27)

SUMMARY FOR THE BOARD

Laureate mirrors JPSchools on every date governing grading, reporting and statutory holidays, preserving alignment for families with children in both systems. Laureate departs from JPSchools in five areas: a faster, transition-grade-first start; a multi-week professional development cycle opening Jul 16; a third parent-conference cycle anchored by protected no-campus days; eight Asynchronous Learning Days that convert otherwise non-instructional time into instruction; and a full-day K–8 exam structure JPSchools does not provide, closing the second quarter Dec 18. Instruction runs through May 26 in both calendars.

DRAFT

Source: Jefferson Parish Schools 2026–2027 Student & Parent Calendar (Version B-09) and the Laureate Academy 2026–2027 Student & Family Calendar. Calendar subject to change.

INSTRUCTIONAL TIME 2026–2027

DAYS & MINUTES • BULLETIN 741

PROVE WHAT'S POSSIBLE

Prepared for the Board of Directors

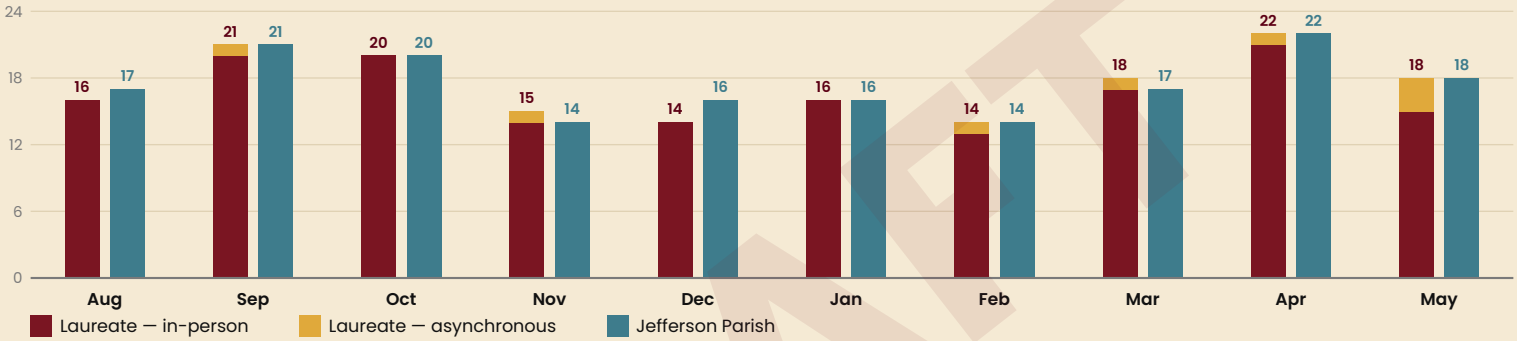
Laureate counts Asynchronous Learning Days as instructional days. On these days scholars do not report to campus but are assigned and accountable for meaningful work completed at home. Louisiana measures compliance in instructional minutes, not days — BESE Bulletin 741 requires a minimum of 63,720 instructional minutes per year, and expressly permits a school to modify its number of instructional days provided the annual minute total is met.

LAUREATE ACADEMY
174 instructional days
166 in-person + 8 asynchronous

JEFFERSON PARISH
175 instructional days
175 in-person + 0 asynchronous

DIFFERENCE
-1
day vs. JPSchools

INSTRUCTIONAL DAYS BY MONTH



THE LAUREATE SCHOOL DAY

Bulletin 741 (Ch. 3) sets the annual standard at 63,720 instructional minutes and allows a school to vary its number of days provided that total is met. Lunch, recess and transitions are non-instructional and do not count. Laureate carries 50 minutes of non-instructional time per day, so that block sits on top of the requirement.

366 min
instructional (required)

+

50 min
non-instructional

=

416 min
minimum school day — 6 hr 56 min

TOTAL INSTRUCTIONAL MINUTES — LAUREATE vs. JEFFERSON PARISH

Annual totals at a range of bell-to-bell school days, each net of the 50-minute non-instructional block. Figures in green clear the 63,720-minute standard; figures in red fall short. Jefferson Parish's published calendar contains no asynchronous learning days, so its total rests entirely on 175 in-person days.

BELL-TO-BELL SCHOOL DAY	INSTR. MIN / DAY	LAUREATE 174 days (166 + 8 async)		LAUREATE — NO ASYNC 166 in-person days only		JEFFERSON PARISH 175 days + 0 async	
6 hr 45 min	355	61,770	-1,950	58,930	-4,790	62,125	-1,595
7 hr 00 min	370	64,380	+660	61,420	-2,300	64,750	+1,030
7 hr 15 min	385	66,990	+3,270	63,910	+190	67,375	+3,655
7 hr 30 min	400	69,600	+5,880	66,400	+2,680	70,000	+6,280
BREAK-EVEN	—	6 hr 56 min		7 hr 14 min		6 hr 54 min	

WHAT THE BOARD SHOULD NOTE

- The eight Asynchronous Learning Days are decisive. At a 7-hour day Laureate reaches 64,380 minutes and clears the standard by 660. Strip them out and the same schedule delivers 61,420 — a shortfall of 2,300 minutes.
- Laureate must run a 6 hr 56 min day to comply; without the asynchronous days that requirement rises to 7 hr 14 min. Jefferson Parish, with 175 in-person days, breaks even at 6 hr 54 min.
- Jefferson Parish operates no asynchronous learning days. Its September and March virtual conferences are held while school is in session, and its Nov 2, Jan 6 and Mar 8 PD days are student holidays with no instruction.
- Asynchronous days must be documented — assigned work, submission and attendance evidence — or the defensible figure reverts to 166 days.

Day counts derived from the Laureate Academy and Jefferson Parish Schools 2026–2027 calendars. Minute standard: BESE Bulletin 741, Ch. 3.
Assumes 50 minutes of non-instructional time per day for both calendars. Final compliance to be confirmed against Laureate's published bell schedule.

DRAFT

Coversheet

Compensation & Benefits Packet

Section: VI. FINANCE
Item: B. Compensation & Benefits Packet
Purpose: Vote
Submitted by:
Related Material:
Laureate_Compensation_and_Benefits_2026-2027 - DRAFT AS OF 7_6_2026 for Board Approval on 7_13_.docx

LAUREATE ACADEMY CHARTER SCHOOL

Prove What's Possible

Compensation & Benefits Program

2026–2027 School Year

Board Approved — March 17, 2026

Questions: hr@laureatecharter.org

Commented [1]: Update once approved at July 13 meeting

WHY WE INVEST IN OUR PEOPLE

At Laureate, we believe our scholars' outcomes rise and fall on the strength of the adults in front of them. **A rigorous, tuition-free education begins with a highly effective teacher in every classroom and a strong leader in every hallway.**

Decades of research make the case plainly:

#1	Among all in-school factors, teacher quality is the single most important driver of student achievement — with two to three times the effect of any other school factor, including facilities and even leadership. (RAND; Hanushek)
1 year	The gap between a strong and a weak teacher is roughly a full year of learning in a single year: an effective teacher produces about 1.5 years of growth, an ineffective teacher about 0.5. (Hanushek, Stanford)
#2	School leadership is second only to classroom instruction among school-related factors — and its effect is largest in the highest-need schools, exactly the scholars Laureate serves. (Wallace Foundation)
3 in a row	Students who have effective teachers three years running score dramatically higher than peers who started at the same place but had ineffective teachers — gaps that can persist for years. (Sanders & Rivers)

This is why our compensation program is built the way it is. **Every dollar we invest in competitive salaries, strong benefits, retirement, and professional growth is a direct investment in scholar outcomes.** Recruiting, developing, and retaining exceptional teachers and leaders is the most powerful lever we have to Prove What's Possible for the children of Harvey and the Westbank.

THE LAUREATE ADVANTAGE

We benchmark our salaries and benefits against local districts and national charter peers so that a career at Laureate is a career worth staying for. **Compared with our neighboring open-enrollment option, Jefferson Parish Public Schools (JPPSS), Laureate invests more in the people who serve our scholars.**

Measure	Laureate Academy	Jefferson Parish (JPPSS)
Starting salary — certified teacher (bachelor's)	**$55,430**	$53,000
Annual step increase (certified teacher)	**~$1,050 / year**	$500 / year
Pay after 15 years (certified, bachelor's)	**$71,180**	$60,500
Health insurance (employee only)	**80–100% covered**	Varies by plan
Ancillary insurance (vision, dental, disability, life)	**100% covered**	Employee-paid options
Performance pay (school-wide LEAP/DIBELS)	**Up to $1,000**	Individual VAM/SLT only
Parental leave (primary caregiver)	**Up to 16 weeks paid***	Sick / FMLA-based
Wellness reimbursement	**$30 / month**	Not standard

**Primary-caregiver paid leave scales with tenure (4 weeks after year 1, up to 16 weeks at 9+ years).*

JPPSS figures reflect the district's published Fiscal Year 2025–2026 salary schedule (certified bachelor's base begins at $53,000 and rises $500/step). Districts revise these annually — confirm and update the comparison year before republishing.

What Sets Our Package Apart

- **A published, transparent salary scale —** every staff member can see exactly how pay grows with experience and certification — no hidden gaps by gender, race, or demographic.
- **A faster-growing scale —** our annual step for certified teachers is roughly double the neighboring district's, rewarding staff who stay and grow with us.
- **Fully covered ancillary benefits —** vision, dental, short- and long-term disability, and group life insurance at 100% for all staff.
- **Team-based performance pay —** we reward school-wide achievement and growth so every adult shares in scholar success.
- **Real investment in growth —** Praxis and certification reimbursement, bachelor's attainment support, and up to $7,000 toward a leadership master's.
- **Retirement with a match —** a 4% 403(b) match plus financial-literacy education for every staff member.

INTRODUCTION

Laureate exists to "prove what's possible" for children in Louisiana. We are striving to create the highest-performing open-enrollment schools in the state. We believe the key to accomplishing this goal is hiring and retaining the most highly effective teachers and staff — and we invest heavily in our people as a way to demonstrate their value to students and families.

Based on market research, Laureate is confident that our salaries and benefits are fair and competitive. A few important commitments:

- We publish the salary scale to create transparency and equity for all staff.
- We offer competitive health-care benefits for all staff.
- We provide a competitive retirement program and financial-literacy education.
- We provide financial support for certification and staff seeking degrees.

SALARY SCALE OVERVIEW

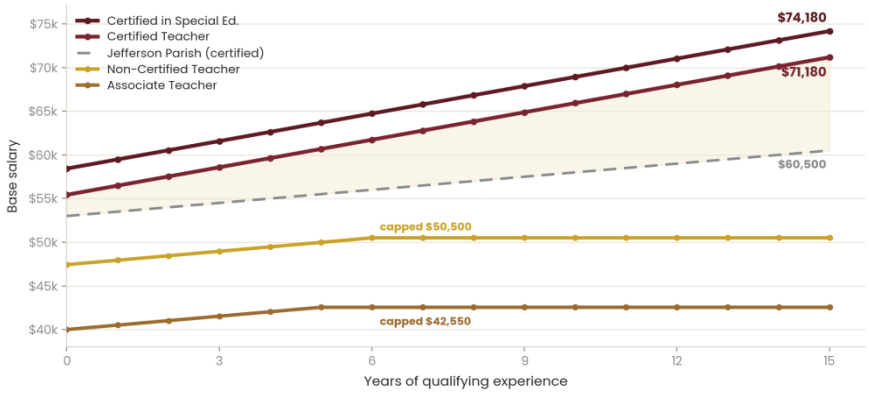
Guiding Principles

- **Transparency:** *We openly share our compensation philosophy and what drives the overall package, so staff feel confident their pay is competitive and equitable.*
- **Equity:** *We compensate employees in the same position equitably — weighing years of experience, tenure at Laureate, certification, licensure, and performance. No gaps should exist based on gender, race, or other demographic categories.*
- **Competitiveness:** *We benchmark against both local competitors and national charter benchmarks, and reassess regularly to attract and retain high-performing staff.*

HOW TO READ YOUR PLACEMENT

Find your row by the number of qualifying K–12 years you have completed, then read across to the column that matches your certification status. Certification isn't just a credential — it moves you to a higher-paying column for the same experience.

- **Example:** a 3rd-year teacher who moves from **Non-Certified ($48,960)** to **Certified ($58,580)** earns about $9,600 more — for the same year of experience.
- Because our step is roughly double the neighboring district's, the pay gap in your favor widens every year you stay (see chart below).



Base pay by years of experience across all four Laureate teaching tracks, with the Jefferson Parish (JPPSS) certified bachelor's scale shown as a benchmark. Associate and Non-Certified tracks cap at year 6.

Salary Scale: Teaching Roles

Years of Experience (K–12)	Associate Teacher	Non-Certified Teacher	Certified Teacher	Certified in Special Ed.
0	$40,000	$47,430	$55,430	$58,430
1	$40,510	$47,940	$56,480	$59,480
2	$41,020	$48,450	$57,530	$60,530
3	$41,530	$48,960	$58,580	$61,580
4	$42,040	$49,470	$59,630	$62,630
5	$42,550	$49,980	$60,680	$63,680
6	Capped $42,550	Capped $50,500	$61,730	$64,730
7			$62,780	$65,780
8			$63,830	$66,830
9			$64,880	$67,880
10			$65,930	$68,930
11			$66,980	$69,980
12			$68,030	$71,030
13			$69,080	$72,080
14			$70,130	$73,130
15			$71,180	$74,180

Associate Teacher: associate degree required, with proof of current pursuit of a bachelor's. Non-Certified Teacher: bachelor's degree required. Certification must be viewable and in good standing with the LDOE (practitioner licenses do not qualify as certified).

Salary Scale: Support & Operational Roles

Yrs	Instr. SupportNon-HQ	Instr. SupportHighly Qual.	Ops Mgr + Data	Front Office Mgr	Facilities Mgr	Nurse	Sp. Projects Coord.
0	$26,720	$36,720	N/A	N/A	$58,000	$73,500	$49,000
1	$27,230	$37,230		$43,510	$58,510	$74,000	$49,600
2	$27,740	$37,740		$44,020	$59,020	$73,500	$50,200
3	$28,250	$38,250	$59,530	$44,530	$59,530	$74,000	$50,800
4	$28,760	$38,760	$60,040	$45,040	$60,040	$73,500	$51,400
5	$29,270	$39,270	$60,550	$45,550	$60,550	$74,000	$52,000
6	$29,780	$39,780	$61,060	$46,060	$61,060	$73,500	$52,600
7	Cap $30,000	Cap $40,000	$61,570	$46,570	$61,570	$74,000	$53,200
8			$62,080	$47,080	$62,080	$73,500	$53,800
9			$62,590	$47,590	$62,590	$74,000	$54,400
10			$63,100	$48,100	$63,100	$73,500	$55,000
11			$63,610	$48,610	$63,610	$74,000	$55,600
12			$64,120	$49,120	$64,120	$73,500	$56,200
13			$64,630	$49,630	$64,630	$74,000	$56,800
14			$65,140	$50,140	$65,140	$73,500	$57,400
15			$65,650	$50,650	$65,650	$74,000	$58,000

Instructional Support Staff includes paraprofessionals, interventionists, and in-house substitutes. Highly Qualified: holds a high-school diploma/equivalent plus one of — an associate's degree (or higher), 48–60 college credit hours, or a passing state-approved assessment (e.g., ParaPro). "N/A" indicates the role is not filled at that experience level.

Salary Scale: Other Roles

These roles are paid as a multiplier of the certified-teacher scale.

Position Title	Ratio to Teacher Pay Scale
Instructional Coach	**1.1**
Compliance Coordinator	**1.1**
Dean of Students	**1.1**
Dean of Instruction	**1.2**
Assistant Principal	**1.2**
Associate Principal	**1.3**
Principal	**1.4**
Chief of Staff	**1.6**
Chief of Finance & Talent Management	**1.6**
Chief Executive Officer	**2.0**

PERFORMANCE PAY

Laureate rewards staff when scholars meet goals and perform academically. To incentivize teamwork, performance pay is based on **school-wide** performance on the statewide assessment (LEAP) and early-literacy growth (DIBELS). Staff are rewarded for both school-wide achievement and school-wide growth.

LEAP Growth

3rd–8th grade + support staff are eligible.

- If Laureate scores an **A** in "student progress," all staff receive **$1,000**
- If Laureate scores a **B** in "student progress," all staff receive **$600**

DIBELS Growth — Fall to Spring Conditional Growth

K–3rd grade + K–3 support staff are eligible.

- If 80% of students are At or Above Benchmark by the End-of-Year DIBELS, eligible staff receive **$500**
- If 80% of students grow by one or more achievement levels by the End-of-Year DIBELS, eligible staff receive **$300**

Eligibility & Payment

- **Timing:** Stipends tied to LEAP results are paid during the school year following the year students were tested; supplements are considered earned in the fiscal year in which they are paid.
- **To be eligible, a staff member must:**
  - Have been employed at Laureate on or before December 1st of the testing year; and
  - Have remained employed through the last day of school of that testing year.
- Eligible staff receive the stipend even if they are no longer employed when it is paid — except in cases of termination for cause.
- All stipends are subject to applicable employee and employer tax withholdings and, where required, contributions to state retirement systems.

Ineligibility

- **A staff member forfeits eligibility if, during the testing year, either of the following occurs:**
  - They were absent beyond their allotted Time Off allocation; or
  - They received five (5) or more formal HR write-ups.
- Forfeiture determinations are made by the Chief of Finance and Operations in consultation with the CEO. Staff are notified of any ineligibility determination before the payment date.

Commented [2]: @ejenkins@laureatecharter.org Review this heavily

Commented [3]: How will this work for SPED teachers?

Commented [4]: I think this is a lot of write ups. It should be 3.

HOW TO MAKE THE MOST OF PERFORMANCE PAY

This is a team incentive — every adult shares in scholar success, so it rewards helping the classroom next door as much as your own.

- Protect your eligibility: be on staff by **December 1**, stay through the last day, and keep absences within your Time Off allocation.
- Payouts can stack. A K–3 team that hits DIBELS benchmark *and* whose school earns an A in student progress can see meaningful combined pay in the following year.

TIME OFF

Years Completed at Laureate	11-Month Employees(Teachers & Support Staff)	12-Month Employees(Leadership & Operations)
0	10	20
1–2 years	11	20
3–4 years	12	20
5+ years	15	20

Important Notes

- Unused Time Off is paid out at the end of each year for up to **3 days** at the employee's daily rate. Time Off does not roll over to the next year.
- *Written permission from the employee's direct supervisor, the Principal, and the Chief of Finance & Talent Management is required for any Time Off request of 4 or more consecutive days. Documentation may be requested for emergency requests.*
- 12-month employees are expected to work in June & July.
- The 2026–2027 calendar can be found here.

Blackout Days

"Blackout Days" are days staff cannot request off.

A general overview of Blackout Days: • Professional Development days • LEAP, ANET, and DIBELS testing dates • The first 5 days of school • Pre-scheduled afterschool and weekend events • The day before and the day after pre-scheduled holidays • **A full list per role can be found ~~here~~here**	• If a staff member has an emergency and misses a Blackout Day, **2 Time Off days are deducted per day absent**, regardless of the reason. • Documentation is required to excuse a Blackout Day absence — for example, a **doctor's note, funeral program, or similar verification.** • We understand that some events cannot be planned around — a wedding, a sick child, or a family emergency — and these are handled with grace. However, team members are **expected not to schedule vacations or discretionary travel during Blackout Days.** Planning a vacation on a Blackout Day may be cause for an **automatic Performance Improvement Plan (PIP).**

HOW TO MAKE THE MOST OF TIME OFF

Because unused days don't roll over, plan intentionally — either use your days or capture the payout.

- Up to **3 unused days** convert to cash at your daily rate each year — a built-in bonus for strong attendance.
- Map requests around Blackout Days early; a missed Blackout Day costs 2 days, so a little planning protects your balance.

Commented [5]: @ejenkins@laureatecharter.org Look at this section heavily

Commented [6]: I think this is a lot of hours off being that the difference is only one month from 11 month individuals. A possible solution decrease to 15. Then shut down the campus one week during the summer.

Commented [7]: Add

Commented [8]: Add a full list @sallenraymond@laureatecharter.org Please send the draft

Commented [9]: @checkerman@laureatecharter.org https://docs.google.com/spreadsheets/d/1N_TolC5aO8-AcuFo62RDa0CNmsKj-wqEU-fMbNxCNz8/edit?usp=sharing

Commented [10]: What about numeracy testing days?

PAYROLL SCHEDULE

Commented [11]: @ejenkins@laureatecharter.org Triple check this and add notes regarding non-returners

Laureate staff are paid **semi-monthly** — on the **15th** and the **last calendar day** of each month, for a total of 24 pay periods per year. When a scheduled pay date falls on a weekend or holiday, staff are paid on the preceding business day.

Month	Mid-Month Pay (15th)	Month-End Pay
July 2026	Wed, Jul 15, 2026	Fri, Jul 31, 2026
August 2026	Fri, Aug 14, 2026 †	Mon, Aug 31, 2026
September 2026	Tue, Sep 15, 2026	Wed, Sep 30, 2026
October 2026	Thu, Oct 15, 2026	Fri, Oct 30, 2026 †
November 2026	Fri, Nov 13, 2026 †	Mon, Nov 30, 2026
December 2026	Tue, Dec 15, 2026	Thu, Dec 31, 2026
January 2027	Fri, Jan 15, 2027	Fri, Jan 29, 2027 †
February 2027	Mon, Feb 15, 2027	Fri, Feb 26, 2027 †
March 2027	Mon, Mar 15, 2027	Wed, Mar 31, 2027
April 2027	Thu, Apr 15, 2027	Fri, Apr 30, 2027
May 2027	Fri, May 14, 2027 †	Fri, May 28, 2027 †
June 2027	Tue, Jun 15, 2027	Wed, Jun 30, 2027

† Date adjusted to the preceding business day because the 15th or month-end fell on a weekend or holiday. Draft schedule generated on a 15th / month-end rule — confirm against the payroll provider calendar and board-approved holidays before distributing.

HOW TO MAKE THE MOST OF YOUR PAY SCHEDULE

Semi-monthly (24 checks) is not the same as bi-weekly (26 checks) — there are no "extra paycheck" months, so budget on a steady twice-a-month rhythm.

- Set fixed bills (rent, car, 403(b)) to your two reliable pay dates and enroll in direct deposit for on-time funds even on adjusted dates.

RETIREMENT

403(b) Match — 4% match with a 2-year vesting schedule.

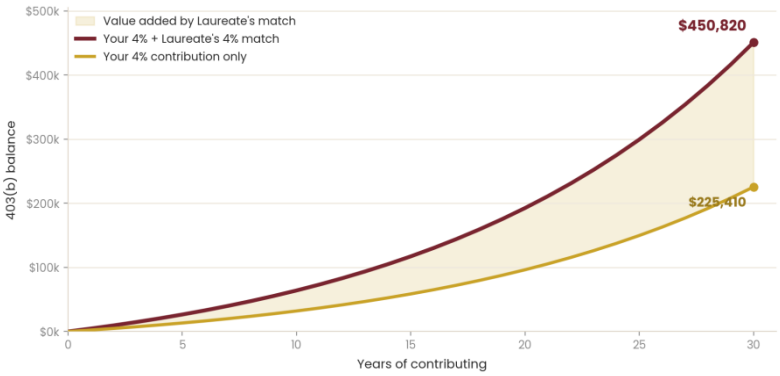
If an employee chooses to invest 4% of their salary into our 403(b) program, **Laureate matches that 4%.** That match is essentially an immediate, guaranteed 100% return on the money you set aside.

After 1 year of investing: 100% of your own contributions are yours, and 0% of Laureate's contributions are accessible yet.

After 2 years of investing: 100% of your contributions *and* 100% of Laureate's contributions are fully yours (fully vested).

What the Match Can Become

The chart below follows one example — a certified teacher starting at **$55,430** who contributes 4% every month and earns a 7% average annual return. Because Laureate matches your 4%, the total invested doubles — and so, over time, does the balance.



Illustrative only. Actual returns vary; investing involves risk. Assumes a 7% average annual return and steady monthly contributions.

+100%	~2×	~$225k
instant return from the match on every dollar you contribute	the balance you'd build alone, thanks to Laureate's match	added by the match alone over 30 years in this example

HOW TO MAKE THE MOST OF YOUR 403(B)

The single most valuable move is simple: contribute at least 4% so you capture the full Laureate match. Not contributing means leaving guaranteed money on the table.

- Contribute **at least 4%** to earn the full match — that's free money added to your future.
- Stay at least **2 years** to become 100% vested in Laureate's contributions.
- Start early — time is the biggest driver of growth. Ask HR about our financial-literacy sessions to set your contribution.

INSURANCE COVERAGE

Years at Laureate	Ancillary Insurance	Health (Employee Only)	Health — One Dependent	Wellness Reimb.
0–2	**100%**	**80%**	N/A	$30 / mo
3–5	**100%**	**100%**	Up to $300 / mo toward eligible dependent(s)	$30 / mo
6+	**100%**	**100%**	Up to $500 / mo toward eligible dependent(s)	$30 / mo

Ancillary insurance includes vision, dental, short-term disability, long-term disability, and group life insurance — 100% covered for all staff. See the wellness reimbursement policy here.

HOW TO MAKE THE MOST OF YOUR COVERAGE

Laureate covers 100% of your ancillary benefits (vision, dental, disability, and life) — coverage staff often pay hundreds of dollars a year for elsewhere. Enroll during open enrollment so you don't miss it.

- Health coverage rises to **100%** (employee-only) at 3+ years, and dependent support grows with your tenure — revisit your elections as you hit each milestone.
- Use the **$30/month wellness reimbursement** ($360/year) for eligible fitness and wellness costs.

PARENTAL LEAVE

Primary Child Caregiver

Years at Laureate	Outline of Benefits
0	N/A
1	After 12 months of employment: **four weeks paid** and eight weeks unpaid parental leave for childbirth, adoption, or foster placement.
2	After 24 months: **five weeks paid** and seven weeks unpaid.
3	After 36 months: **six weeks paid** and six weeks unpaid.
4	After 48 months: **eight weeks paid** and four weeks unpaid.
5	After 60 months: **ten weeks paid** and two weeks unpaid.
6	After 72 months: **twelve weeks paid** parental leave.
7	After 84 months: **thirteen weeks paid** parental leave.
8	After 96 months: **fourteen weeks paid** parental leave.
9+	After 108 months: **sixteen weeks paid** parental leave.

Primary-caregiver leave begins the day the child is born or placed with the employee. Pre-scheduled paid vacation days (e.g., Thanksgiving or Winter Break) are not counted as part of the parental-leave days.

Non-Primary Child Caregiver

Years at Laureate	Outline of Benefits
0	N/A
1–2	After 12 months: entitled to **15 extra days** of paid leave and no additional unpaid leave. The 15 days must be used within the first six months of the child's life and taken in succession.
3–5	After three years: entitled to **20 extra days** of paid leave and no additional unpaid leave, used within the first six months and taken in succession.
6–10	After six years: entitled to **30 extra days** of paid leave and no additional unpaid leave, used within the first six months and taken in succession.
11+	After eleven years: entitled to **40 extra days** of paid leave and no additional unpaid leave, used within the first six months and taken in succession.

PROFESSIONAL GROWTH & CERTIFICATION

Laureate invests directly in staff who grow their credentials — from passing a Praxis exam to earning a bachelor's or a leadership master's.

Commented [12]: Does a master's degree in curriculum and instruction count as leadership? Just thinking about the wording.

Praxis Exam Reimbursement

All employees are eligible. Once an employee passes a Praxis exam toward their certification, they are eligible for reimbursement.

- Pass a Praxis exam aligned to Laureate's grade levels and content. *(Exams for grade levels/content Laureate does not offer are not reimbursed unless approved in writing beforehand — e.g., high-school math.*
- Laureate reimburses the employee within four pay periods.

Bachelor's Degree Attainment

- Staff member commits 3 years to Laureate once a bachelor's degree is earned.
- Laureate pays for a portion of classes toward the staff member's bachelor's degree.
- Laureate reimburses 100% of Praxis exams (once passed).
- Final decisions are based on performance at Laureate and progress toward the degree, made by the head of the staff member's department (e.g., Dean of Instruction). Appeals may be emailed to the CEO.

Years at Laureate	Tuition Support (Laureate Only)
6 months +	• **$900 / year** • 100% of Praxis exams reimbursed (once passed)
1 year +	• **$2,000 / year** • 100% of Praxis exams reimbursed (once passed)

Continuing Education — Teaching Roles

Approval process: submit the application to hr@ and ejenkins@ and checkerman@laureatecharter.org → the CEO and designees review → the application is accepted or denied → the employee signs an agreement → completes the program → both parties follow all guidelines.

Option A: Becoming Certified. Eligible employees must have taught at Laureate for at least one school year and be a Special Education teacher (given preference), Lead teacher, Enrichment teacher, or another role approved by the CEO.

Scaled Scholarship Agreements (Teaching Roles)

Agreement Type	Laureate Pays	Staff Commits After Completing
Agreement A	**25%**	1 year
Agreement B	**50%**	2 years
Agreement C	**75%**	3 years
Agreement D	**100%**	4 years
Agreement E (Dual Cert. in Sp. Ed.)	**75%**	2 years
Agreement F (Dual Cert. in Sp. Ed.)	**100%**	3 years

Example: *A teacher passes their Praxis exams (Laureate reimburses), signs Agreement B (50% scholarship), completes the iTeach program the following year with Laureate paying 50% of costs, earns Level 1 Certification, and then commits to two more years at Laureate.*

Option B: Adding Certifications. Laureate may pay for additional certifications for instructional leadership team members who already hold certifications — including Special Education, Gifted & Talented, English Language Learner, Mentor Teacher, Content Leaders, and other relevant certifications aligned with school goals (with written approval).

Continuing Education — Leadership Roles

Option A: Adding Certifications. Laureate may pay for additional certifications for instructional leadership team members who already hold certifications (Special Education, Gifted & Talented, English Language Learner, and others aligned with school goals, with written approval). Same application and approval process as above.

Scaled Scholarship Agreements (Leadership Roles)

Agreement Type	Laureate Pays	Staff Commits After Completing
Agreement G	**50%**	2 years
Agreement H	**100%**	3 years

Option B: Continuing Education Reimbursement. After one year of service as a leadership team member, the employee is eligible for the Leadership Tuition Reimbursement Program, which covers **up to $7,000 toward a master's program.**

Programs must be: relevant to the employee's role (e.g., a Dean of Instruction earning a master's in Curriculum & Instruction); not interfering with leadership duties (no classes during working hours); and from an accredited institution. Eligible roles: Chiefs, Principal, Associate Principal, Assistant Principal, Dean of Instruction, Dean of Special Education, Compliance Coordinator, and other leadership roles as approved by the CEO.

> **HOW TO MAKE THE MOST OF GROWTH SUPPORT**
>
> Certification pays off twice — it lifts you into a higher salary column and Laureate helps fund the path there.
>
> - Getting certified can move a non-certified teacher from **$47,430** to **$55,430** — about **$8,000 more per year**, every year after.
> - Sequence it: pass your Praxis (reimbursed) → choose a scholarship agreement → complete the program → honor your commitment years.
> - Leadership staff: up to **$7,000** toward a role-relevant master's after one year of service.

APPENDIX A: GLOSSARY OF TERMS

Commented [13]: Love this part.

This glossary defines terms and acronyms used throughout the Compensation & Benefits Program, so every staff member can read it with confidence.

Term	Definition
403(b)	A tax-advantaged retirement savings plan for public-school and certain nonprofit employees, similar to a 401(k). Laureate matches employee contributions up to 4%.
Ancillary insurance	Supplemental coverage beyond core health insurance — at Laureate, vision, dental, short-term disability, long-term disability, and group life.
ANET (Achievement Network)	A third-party provider of interim (benchmark) assessments used during the year to measure scholar progress toward grade-level standards.
Blackout Day	A scheduled day on which staff may not request time off (e.g., testing days, PD, the first five days of school, and the days surrounding holidays).
Certified teacher	A teacher who holds a valid Louisiana teaching certificate in good standing with the LDOE. Practitioner licenses do not count as certified for pay-scale purposes.
DIBELS	Dynamic Indicators of Basic Early Literacy Skills — short assessments of early reading skills used in grades K–3 to track fluency and benchmark growth.
ELL / MLL	English Language Learner / Multilingual Learner — a scholar developing English proficiency who receives language-support services.
FICA	Federal Insurance Contributions Act taxes — payroll taxes funding Social Security and Medicare, withheld from all wages including stipends.
Highly Qualified (paraprofessional)	An instructional aide with a high-school diploma/equivalent who meets one of three bars: an associate's degree (or higher), 48–60 college credit hours, or a passing score on a state-approved assessment such as ParaPro.
iTeach	An approved alternative teacher-certification program through which candidates earn Louisiana certification while teaching.
LDOE	Louisiana Department of Education — the state agency that issues teacher certification and oversees school accountability.
LEAP	Louisiana Educational Assessment Program — the state's annual standardized assessment for grades 3–8, used for accountability and performance pay.
Parental leave — primary caregiver	Paid and unpaid leave for the employee who serves as the child's main caregiver following birth, adoption, or foster placement.
Parental leave — non-primary caregiver	Leave for the supporting parent/caregiver, provided at a level distinct from the primary-caregiver benefit.
Performance pay / stipend	Additional compensation tied to school-wide academic results on LEAP and DIBELS, paid to eligible staff in the year following the tested year.
Practitioner license	A temporary Louisiana teaching credential for candidates still completing certification. It does not qualify as "certified" on the salary scale.
Praxis	A series of national exams required for Louisiana teacher certification, testing content knowledge and teaching skills. Laureate reimburses passing exams.

Term	Definition
Ratio to Teacher Pay Scale	A multiplier applied to the certified-teacher scale to set salaries for other roles (e.g., a 1.4 ratio for Principal).
Semi-monthly	Paid twice per month — on the 15th and the last day of each month (24 pay periods/year). Different from bi-weekly, which is every two weeks (26 periods).
Step (salary step)	A defined increase in base pay for each additional year of qualifying experience, as shown on the published salary scale.
Student Progress / Growth	A component of Louisiana's accountability system measuring how much scholars grow year over year; an "A" in Student Progress triggers Laureate's top performance-pay tier.
TRSL	Teachers' Retirement System of Louisiana — the state retirement system; certain stipends may be subject to TRSL contributions where required.
Vesting / Vesting schedule	The timeline over which employer retirement contributions become fully owned by the employee. Laureate's 403(b) match vests over 2 years (0% employer funds in year 1; 100% after year 2).

Coversheet

Final Budget

Section: VI. FINANCE
Item: C. Final Budget
Purpose: Vote
Submitted by:
Related Material: FY27 Final Budget Presentation.pdf

FY27 Budget

Presented on July 13, 2026

Enrollment

- Enrollment is budgeted for 39 more student in FY27
- Total Base funding is from the state budget letter and comes to $12,107 per student.
- Counts for students eligible for additional funding (SPED, Gifted & Talented, at risk) are from the Feb 1 FY26 count

Student Count		
GRADES	FY2026	FY2027
K	58	70
1st	58	66
2nd	58	66
3rd	60	58
4th	60	60
5th	58	60
6th	58	60
7th	58	63
8th	58	62
Total	**526**	**565**

Revenue

Revenue Category	FY27	FY26 Forecast	Var vs Forecast
Local Base Funding	$4,548,250	$4,367,125	$181,125
State Base Funding	$3,060,741	$2,962,861	$97,880
Local Revenue	$159,890	$139,890	$20,000
State Revenue	-	$232,680	($232,680)
Food Service Revenue	$418,941	$408,983	$9,957
Federal Revenue	$569,447	$597,606	($28,159)
Total Revenue	**$8,757,268**	**$8,709,145**	**$48,123**

- FY27 revenue is $8.8M, up $48K from FY26 forecast.
- Base funding is the dominant revenue source at $7.6M, representing ~87% of FY27 revenue.
- A portion of FY27 State Base Funding will be restricted to Certificated and Support stipends by Executive Order #26-047. This increases expenses with no additional revenue.
- State Revenue is FY26 was the certificated, support, and differentiated stipends, which will not be funded in FY27.
- Federal revenue is $569.4K: below FY26 forecast by $28.2K. This is due to a loss of Redesign funding offset by an increase in Title I.

Personnel Expenses

Personnel Expenses				
Category	**FY27 Budget**	**FY26 Forecast**	**Var vs Forecast**	**% Chg**
Leadership	$723,295	$625,000	-$98,295	-14%
General Education Teachers	$1,053,570	$1,000,720	-$52,850	-5%
Special Education	$627,573	$423,350	-$204,223	-33%
Academic Interventionists	$0	$213,470	$213,470	-100%
Paraprofessionals	*$768,600*	*$461,850*	-$306,750	*-40%*
Behavioral Interventionists	$39,780	$39,780	$0	0%
Enrichment Teachers	$235,620	$291,720	$56,100	24%
Student Support	$194,970	$179,980	-$14,990	-8%
Operations	$596,828	$572,620	-$24,208	-4%
Stipends	*$201,520*	*$247,710*	$46,190	*23%*
Benefits	$1,144,433	$963,525	-$180,908	-16%
Total Personnel Costs	**$5,586,189**	**$5,019,726**	**(566,463.15)**	**-10%**

FTE				
	FY27 Budget	**FY26 Forecast**	**Var vs Forecast**	**% Chg**
Leadership	7	6	-1	-14%
General Education Teachers	21	20	-1	-5%
Special Education	11	8	-3	-27%
Academic Interventionists	0	4	4	0%
Paraprofessionals	*20*	*12*	-8	*-40%*
Behavioral Interventionists	1	1	0	0%
Enrichment Teachers	5	6	1	20%
Student Support	5	4	-1	-20%
Operations	8	7	-1	-13%
Total FTE	**78**	**68**	**(10)**	**-13%**

- Total costs and FTE are up from FY26 forecast.
- 10 additional FTE overall vs. FY26 forecast and structural changes throughout.
- Health Insurance per employee is consistent with FY26 forecast.

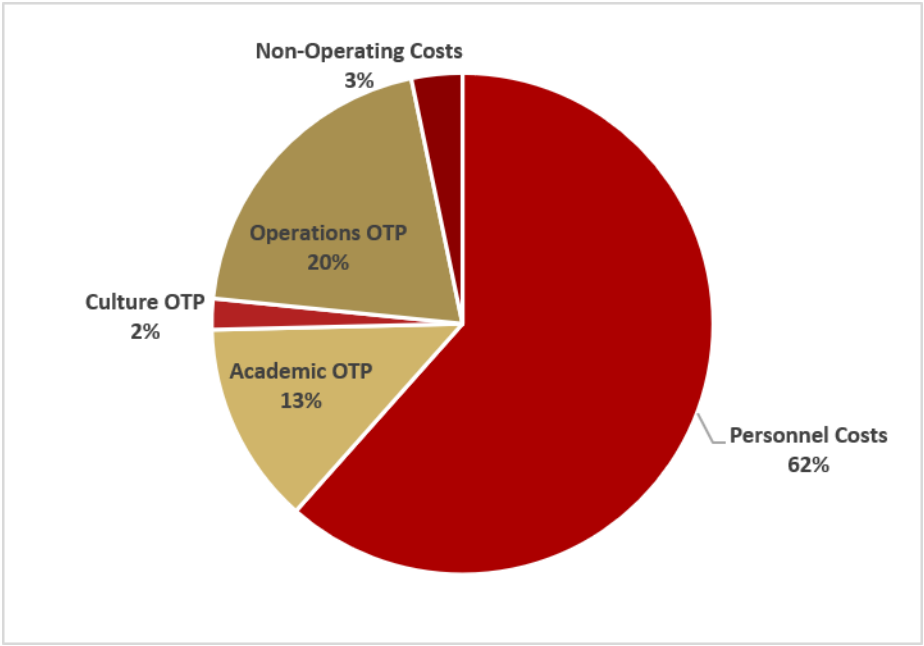
Other than Personnel Expenses

OTP Detail by Category (includes Non-Operating)				
Category	**FY27 Budget**	**FY26 Forecast**	**Var vs Forecast**	**% Chg**
Academic				
Curriculum	$57,443	$68,741	$11,298	19.7%
Educational Supplies	$140,050	$114,675	-$25,375	-18.1%
Transportation	$515,250	$528,050	$12,800	2.5%
SPED Consultants	$264,646	$225,023	-$39,623	-15.0%
Other Academic	*$206,623*	*$177,730*	*-$28,893*	*-14.0%*
Academic Subtotal	***$1,184,012***	***$1,114,219***	***-$69,793***	***-5.9%***
Culture				
Student & Family Activities	$85,000	$111,000	$26,000	30.6%
Staff & Culture Events	$52,650	$14,875	-$37,775	-71.7%
Extracurricular	$40,000	$13,000	-$27,000	-67.5%
Health Consultants	*$3,000*	*$20,000*	*$17,000*	*566.7%*
Culture Subtotal	***$180,650***	***$158,875***	***-$21,775***	***-12.1%***
Operations				
Custodial & Maintenance	$448,500	$468,495	$19,995	4.5%
Insurance	$228,959	$101,179	-$127,780	-55.8%
Food Service	$395,784	$377,896	-$17,888	-4.5%
Finance & Tech. Consultants	$340,000	$320,585	-$19,415	-5.7%
Other Operations	*$402,351*	*$607,756*	*$205,405*	*51.1%*
Operations Subtotal	***$1,815,594***	***$1,875,912***	***$60,318***	***3.3%***
Non-Operating				
Depreciation	***$297,700***	***$213,797***	***-$83,903***	***-28.2%***
Total OTP	**$3,477,956**	**$3,362,803**	**-$115,153**	**-3.3%**

- Total OTP spending is budgeted at $3.48M, increasing $115k (3.3%) vs FY26 forecast.
- The largest changes come from owning vs. renting the building.
- There is a decrease in Other Operations (no longer paying rent) with an increase in insurance costs (additional policies associated with ownership).
- The decrease in budgeted curriculum costs stems from the use of Redesign funds in FY26 to purchase curriculum for FY27.

Expense Breakdown

- Personnel makes up the largest group of expenses
- Executive Order #26-047 is will increase personnel expenses of approximately $122k, adding 1.3% to personnel costs.
- We do not know how or when these stipends need to happen. There was some mention of planned raises counting towards the stipend, but not official guidance.



Surplus/Deficit & Fund Balances

Fund Balance Metric	$M	% of Expenditures	Status
FY25 Audited Ending Fund Balance	$5.6	69.7%	Audited base
FY26 Forecasted Ending Fund Balance	$6.3	84.6%	FY26 ending
FY27 Surplus/(Deficit)	-$0.3	-3.4%	FY27 deficit
FY27 Ending Fund Balance	$6.0	66.0%	FY27 ending
7.5% Fund Balance	$0.6		Minimum reserve
Surplus	$5.4		Surplus over 7.5%

- State requirement is for fund balance to be at least 7.5% of annual expenditures.
- FY26 ending fund balance is forecasted to be 85% of FY26 expenditures.
- FY27 ending fund balance is budgeted to be 66% of FY27 expenditures.
  - 7.5% of FY27 expenditures would be $0.6M which means the ending FY27 fund balance would exceed that threshold by $5.4M.
- Fund balance change from FY25 audit through FY27 budget still shows positive growth.

Coversheet

Pupil Progression Plan

Section: VII. ACADEMIC EXCELLENCE
Item: B. Pupil Progression Plan
Purpose: Discuss
Submitted by:
Related Material:
2026-2027_Laureate_Academy_Pupil_Progression_Plan_DRAFT AS OF 7_6_2026 for Board Approval on 7_13_.docx

Laureate Academy Charter School

2026-2027 Pupil Progression Plan

Local Education Agency: Laureate Academy Charter School

Grades Kindergarten through 8

Questions about this document should be directed to:

sallenraymond@laureatecharter.org (and checkerman@laureatecharter.org if needed)

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Our Mission & Vision

Prove What's Possible • College Starts in Kindergarten

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.

What We Believe

- All children can learn at high levels.
- College preparation begins in kindergarten.
- Character development is key to excellent academic results.

Our Four Pillars

1. High Expectations for All Students — A strong, consistent culture where every scholar is on the road to college, starting in kindergarten.	**2. Focus on Literacy** — Reading and writing across all content areas, anchored by daily literacy instruction.
3. Character Development — S.C.H.O.L.A.R. values guide how scholars learn, lead, and treat one another.	**4. Family Engagement** — School and family work as a team, with regular celebration of student growth.

S.C.H.O.L.A.R. Values

Self-determination • Community • Honesty • Optimism • Leadership • Achievement • Resilience

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2026–2027 Leadership Team

The following leaders oversee Laureate Academy's academic program, operations, and compliance, including all decisions related to student placement, promotion, and support outlined in this plan.

Name	Role	Email
Executive Leadership Team		
Claire Heckerman-Whitehead	Chief Executive Officer & Founder	checkerman@laureatecharter.org
Eron Jenkins	Chief of Finance & Talent Management	ejenkins@laureatecharter.org
Semaj Allen-Raymond	Chief of Staff	sallenraymond@laureatecharter.org
Ja'Aunta Parker	Special Projects Coordinator	jparker@laureatecharter.org
School Leadership		
Leslie Johnson	Principal	ljohnson@laureatecharter.org
Dominique Walker	Assistant Principal of Instruction	dwalker@laureatecharter.org
Vanessa Brown-Lewis	Assistant Principal of Culture	vbrownlewis@laureatecharter.org
Nikohl Mckinzy	K-2 Instructional Coach	nmckinzy@laureatecharter.org
Monica Sails-Gaines	Coordinator of Diverse Learners	mgaines@laureatecharter.org
Julie Bieller	Special Education Compliance Coordinator	jbieller@laureatecharter.org
Operations Team		
Rob Young	School Operations Manager	ryoung@laureatecharter.org
Tessa Horn	Data Manager	datamanager@laureatecharter.org
Harley Whalen	Front Office Manager	hwhalen@laureatecharter.org
Michael Whalen	Facilities Manager	mwhalen@laureatecharter.org
Tess Proctor	Special Projects Coordinator	tproctor@laureatecharter.org
Melinda Parker	School Nurse	nurse@laureatecharter.org

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I. Background and Purpose

Louisiana state law (RS 17:24.4) requires local education agencies (LEAs) to establish a comprehensive Pupil Progression Plan (PPP) based on student performance on the Louisiana Educational Assessment Program (LEAP) with goals and objectives that are compatible with the Louisiana Competency-Based Education Program and which supplements the minimum standards approved by the State Board of Elementary and Secondary Education (BESE). The PPP shall address student placement and promotion and shall require the student's mastery of grade-appropriate skills before he or she can be recommended for promotion.

RS 17:24.4 states that "particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills which may be considered in promotion and placement; however, each local school board shall establish a policy regarding student promotion and placement."

The purpose of this document is to assist LEAs in developing their required PPP in accordance with applicable laws and regulations and to codify LEA policies and procedures related to student placement and promotion. In each section of this document, language that conforms to applicable laws and regulations has been pre-populated. Space is provided for LEAs to add any additional local policies and procedures that fulfill the mandate of the law and support students in acquiring proficiency in grade-appropriate skills. Once the PPP is completed, submitted to LDOE, and published locally, teachers shall determine the promotion or placement of each student on an individual basis. LEAs may review promotion and placement decisions in order to ensure compliance with their established policy, and reviews may be initiated by a school's governing body, the local superintendent, or a student's parent or legal custodian.

The PPP should be submitted as a PDF to ppp@la.gov by October 31.

Questions about this document should be directed to sallenraymond@laureatecharter.org, and checkerman@laureatecharter.org if needed.

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II. Placement of Students in Kindergarten and Grade 1

Kindergarten

The parent or legal guardian of a child who resides in Louisiana and who is age five by September thirtieth of the calendar year in which the school year begins through eighteen shall send their child to a public or nonpublic school, as defined by R.S. 17:236, unless the child's parent or legal guardian opted to defer enrollment of his child in kindergarten pursuant to R.S. 17:151.3 (D) or the child graduates from high school prior to his eighteenth birthday. A child below the age of five who legally enrolls in school shall also be subject to these provisions.

Grade 1

Any child admitted to kindergarten pursuant to R.S. 17:151.3 (D) shall be eligible to enter first grade upon successful completion of kindergarten and shall have satisfactorily passed an academic readiness screening, provided all other applicable entrance requirements have been fulfilled.

The age at which a child may enter the first grade of any public school at the beginning of the public school session shall be six years on or before September 30th of the calendar year in which the school year begins.

Any child transferring into the first grade of a public school from another state and not meeting the requirements herein regarding kindergarten attendance shall be required to pass an academic readiness screening administered by the LEA prior to enrollment in the first grade.

In the space below, please describe any additional placement considerations or policies required by the LEA. Include the names of any required assessments and explain how results will be used.

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Kindergarten

- Any child who meets the age requirement for enrollment in kindergarten will be tested using a nationally recognized screening for readiness (DIBELS 8th). The results of the screening will be used by teachers to determine the developmental readiness of each student's individual instructional needs.

Grade 1

For a student who has not attended Kindergarten and seeks a 1st grade seat, the student must pass the readiness assessment. One or more of the following assessments will be used to determine placement: the End of Year Kindergarten Assessment, DIBELS Nonsense Word Fluency, and Initial Sound Fluency.

Enrollment will be defined as the first school day after the student is registered.

If the student does not pass the academic readiness screening required for placement in the first grade, the Student Assistance Team will assign the student to Kindergarten. If a Kindergarten seat is unavailable, the CEO will make the determination of placement.

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III. Promotion and Retention of Students in Grades K, 1, 2, 3, 4, 5, 6, and 7

Promotion for Students in Kindergarten and Grades K, 1, 2, 4, and 5

Teachers shall, on an individual basis, determine the promotion of each student according to the local PPP. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills. Students who have not met the acceptable level of performance may be retained or promoted, but in either case, shall be provided with an expanded academic support plan that adheres to requirements in Section VI. Support for Students.

In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of grades K, 1, 2, 4, and 5.

Laureate Academy Charter School will use the following criteria to determine the promotion of each student in grades Kindergarten, 1, 2, 4, and 5:

- Students are promoted to the next grade level at the end of the school year if their final average is a 60% (D) or higher in each of the promotional subjects listed below.
- The promotional subjects for each grade level are:
  - Grade K: Benchmark on DIBELS End of Year Assessment; Language Arts, Math, and Social Development on the final (4th quarter) report card.
  - Grades 1 and 2: Benchmark on DIBELS End of Year Assessment; Language Arts, Math.
  - Grades 4 and 5: Reading, Language Arts, Mathematics, Science, and Social Studies.

The decision to retain a student in grades Kindergarten, 1, 2, 4, and 5 will be made in collaboration with parents, teachers, social workers, and administrators after careful consideration of all available data. The final recommendation, however, lies with the school.

The Laureate Academic/Behavior Intervention Team (A/BIT) will review student progress to decide student promotion.

Laureate Academy Charter School, through its Principal and A/BIT, may grant a waiver to assign a student to the next grade who otherwise meets a school's promotional standards (including

coursework and proficient scores on state assessments), but has an excessive number of unexcused absences.

Retention Limits

In grades Kindergarten through 2nd grade, a student will not be retained in more than one grade. In grades 4 and 5, a student will not be retained in more than one grade.

Grade 4 Individual Academic Improvement Plan (IAIP)

Any 4th grade student who is promoted by the A/BIT without meeting the promotional criteria above must be placed on an Individual Academic Improvement Plan (IAIP) using the LDOE IAIP template. If LEAP results are not available for the school year, an IAIP is required for each subject the student failed for the year. The following steps will be completed:

- Action Step 1: Identify the student using all available information about student learning and any results/roster provided by LDOE.
- Action Step 2: Engage the family to discuss intervention options and create the IAIP in partnership with the teacher and family. The parent/legal guardian signs the IAIP agreement form.
- Action Step 3: Continue the IAIP until the student meets expectations, and determine the final retention or promotion status.

Over-Age Promotion Consideration

A student who will be twelve (12) years old on or before September 30 may be considered for promotion to the next grade by the A/BIT and/or Principal, even if the student has not met all promotional criteria. If the A/BIT and Principal do not agree, the CEO will make the final decision on promotion.

Grades K, 1, 2, 4, and 5 - English Learners (ELs)

No EL student shall be retained solely due to English language limitations. In accord with federal law, it is a violation of the Regulation Implementing Title VI of the Civil Rights Act of 1964 if limited English proficient students are retained in a grade for failure to demonstrate basic English skills. Age and language proficiency are primary factors to consider in determining retention.

An ELL teacher or classroom teacher may recommend the retention of an English Learner who has made little progress in acquiring grade-appropriate academic knowledge, provided sufficient and appropriate documentation is obtained. The process is initiated by completing a Retention Review and Recommendation Form, followed by consultation with the Coordinator of Diverse Learners. A conference is then held with the parent/guardian, the teacher, and the Principal. The Principal makes the retention recommendation, and the CEO provides final authorization.

Promotion and Mandatory Retention of Students in Grade 3

Except for mandatory retention consideration as described below, teachers shall, on an individual basis, determine the promotion of each student according to the local PPP. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills.

Retention will be considered for a student scoring at the lowest achievement level on the state end-of-year literacy screener (DIBELS 8.0) as follows:

- The student shall be provided two additional opportunities to score a higher achievement level on the literacy screener prior to the beginning of the subsequent academic year.
- Any student still scoring at the lowest achievement level after three attempts shall be screened for dyslexia.
- Such a student shall be retained in the third grade unless he or she is found to meet at least one of the good cause exemptions in Bulletin 1566 - Pupil Progression Policies and Procedures, §701.
- Promotion on the basis of good cause exemption is subject to the consent of the parent, principal, and superintendent.
- The Student Information System (SIS) must reflect the promotion and the good cause exemption under which the promotion was determined.
- Students promoted for good cause shall be provided an Individualized Academic Support Plan (see Section VI. Support for Students).
- Students retained in third grade pursuant to this requirement shall be provided an Individualized Academic Support Plan, 90 minutes of daily reading instruction, and 30 minutes of daily reading intervention.

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LDOE will provide to each LEA a roster of third-grade students who have been identified for the purposes of this section, assisting the LEA in making final determinations relative to students' required plans.

- The decision to retain a student as a result of his/her failure to achieve the standard on the LEAP shall be made by the LEA in accordance with this PPP.
- The expanded academic support plan shall continue to be in effect until such time as the student achieves a score of "Mastery" in each of the core academic subjects that initially led to the development of the student's individual plan.

In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of grade 3.

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Laureate Academy Charter School will follow the 3rd grade promotional guidance from LDOE to determine the promotion of each student in 3rd grade.

Students are promoted to the next grade level at the end of the school year if their final average is a 60% (D) or higher in each of the promotional subjects listed below.

- The promotional subjects for 3rd grade are: Reading, Language Arts, Mathematics, Science, and Social Studies.

The decision to retain a student in 3rd grade will be made in collaboration with parents, teachers, social workers, and administrators after careful consideration of all available data. The final recommendation, however, lies with the school.

The Laureate Academic/Behavior Intervention Team (A/BIT) will review student progress to determine student promotion.

Laureate Academy Charter School, through the Academic/Behavior Intervention Team (A/BIT), may grant a waiver to assign a student to the next grade who otherwise meets a school's promotional standards (including coursework and proficient scores on state assessments) but has an excessive number of unexcused absences.

Grade 3 - English Learners (ELs)

No EL student shall be retained solely due to English language limitations. In accord with federal law, it is a violation of the Regulation Implementing Title VI of the Civil Rights Act of 1964 if limited English proficient students are retained in a grade for failure to demonstrate basic English skills. Age and language proficiency are primary factors to consider in determining retention.

For immigrant students, Laureate's attendance policy begins at the date of registration. The student's promotion to the next grade is determined by the achievement of passing grades in his/her class beginning at the date of enrollment. The school may not give the student an "F" simply because he/she was not registered in school.

An ELL teacher or classroom teacher may recommend the retention of an English Learner who has made little progress in acquiring grade-appropriate academic knowledge, provided

sufficient and appropriate documentation is obtained. The process is initiated by completing a Retention Review and Recommendation Form, followed by consultation with the Coordinator of Diverse Learners. A conference is then held with the parent/guardian, the teacher, and the Principal. The Principal makes the retention recommendation, and the CEO provides final authorization.

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Promotion of Students in Grades 6 and 7

Teachers shall, on an individual basis, determine the promotion of each student according to the local PPP. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills.

In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of grades 6 and 7.

Grades 6 and 7

To be promoted to the next grade, a student must achieve the minimum course requirements as reflected by passing grades in all four (4) academic subjects of ELA, Mathematics, Science, and Social Studies. A student must have a final average of 60% (D) or higher in each promotional subject to pass.

- A student who fails one or two promotional subjects may be considered for promotion by the A/BIT.
- If a student fails 6th or 7th grade and is retained for the first time, the student will be referred to the A/BIT for appropriate remediation during the following school year.
- If a student has a failing final average in science or social studies on the report card, the A/BIT may convene to look at available data sources (benchmark data, LEAP scores, and/or additional assigned work approved by the principal) to determine whether the student should be considered for promotion.

Grades 6 and 7 - English Learners (ELs)

No EL student shall be retained solely due to English language limitations. In accord with federal law, it is a violation of the Regulation Implementing Title VI of the Civil Rights Act of 1964 if limited English proficient students are retained in a grade for failure to demonstrate basic English skills.

An ELL teacher or classroom teacher may recommend the retention of an English Learner who has made little progress in acquiring grade-appropriate academic knowledge, provided sufficient and appropriate documentation is obtained. The process is initiated by completing a Retention Review and Recommendation Form, followed by consultation with the Coordinator of Diverse Learners. A conference is then held with the parent/guardian, the teacher, and the Principal. The Principal makes the retention recommendation, and the CEO provides final authorization.

IV. Promotion and Support of Students in Grade 8

Regular Grade 8 Promotion

Eighth-grade students shall score at least at the "Basic" achievement level in either English language arts or mathematics and "Approaching Basic" in the other subject in order to be promoted to the ninth grade. Students who do not meet the promotion standard after taking the eighth-grade state assessments may be placed on a high school campus in the transitional ninth grade. For any student who recently completed the eighth grade and is transferring into the LEA from another state or country, the LEA shall review the student's academic record to determine appropriate placement in ninth grade or transitional ninth grade. Such placement shall occur no later than October 1 of each school year.

Laureate Academy Charter School will use the following criteria to determine the promotion of each student in 8th grade:

- Students are promoted to the next grade level at the end of the school year if their final average is a 60% (D) or higher in each of the promotional subjects listed below.
- The promotional subjects for 8th grade are: Reading, Language Arts, Mathematics, Science, and Social Studies.

The decision to promote or retain a student in 8th grade will be made in collaboration with parents, teachers, social workers, and administrators after careful consideration of all available data. The final recommendation, however, lies with the school. The Laureate Academic/Behavior Intervention Team (A/BIT) will review student progress to determine student promotion.

Laureate Academy Charter School, through the Academic/Behavior Intervention Team (A/BIT), may grant a waiver to assign a student to the next grade who otherwise meets a school's promotional standards (including coursework and proficient scores on state assessments) but has an excessive number of unexcused absences.

8th grade students who have not met the acceptable level of performance may be retained or promoted. Each student shall be provided with an individual academic improvement plan.

By the end of 8th grade, every student (with the assistance of his parent or legal custodian and social worker or IEP team, when applicable) shall begin to develop an Individual Graduation Plan (IGP).

Grade 8 Promotion Waivers

An LEA, through its superintendent, may grant a waiver on behalf of individual students who are unable to participate in LEAP testing or unable to attend LEAP summer remediation, including summer remediation required for placement in transitional ninth grade, because of one or more of the following extenuating circumstances as verified through appropriate documentation:

- Physical Illness - appropriate documentation must include verification that the student is under the medical care of a licensed physician for illness, injury, or a chronic physical condition that is acute or catastrophic in nature. Documentation must include a statement verifying that the illness, injury, or chronic physical condition exists to the extent that the student is unable to participate in remediation.
- Custody Issues - certified copies of the court-ordered custody agreements must be submitted to the LEA at least ten school days prior to summer remediation.

Students who meet Laureate's promotional criteria, but do not meet the LEAP promotional requirement, will be transitioned to high school as Transitional 9th Grade (T9). Laureate will follow state guidance for regular grade eight promotion, grade eight promotion waiver, and transitional ninth grade placement determination.

Transitional 9th Grade

Any first-time eighth-grade student who does not meet the passing standard set forth in BESE Bulletin 1566, §703, and any student not eligible for any waiver pursuant to §707 of the bulletin, after completing summer remediation, may be placed on a high school campus in transitional ninth grade.

LEAs shall follow the guidelines set forth in §703 to determine, based on evidence of student learning, whether eighth-grade students may be promoted to the ninth grade or placed on a high school campus in transitional ninth grade. The percentage of an LEA's eighth graders placed in transitional ninth grade is expected to remain stable over time. In the event that the percentage of an LEA's eighth graders placed in transitional ninth grade exceeds the percentage of eighth graders in that LEA eligible for transitional ninth grade at the conclusion of the prior school year, the local superintendent of that LEA shall provide a written justification to the state superintendent.

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The initial decision to place a student in the transitional ninth grade or to retain a student in the eighth grade shall be made by the school in which the student is enrolled in the eighth grade, in consultation with the student's parents.

The LEA shall admit transitional ninth-grade students, subject to any admissions requirements approved by the school's governing authority or charter authorizer.

After one full year of transitional ninth grade, students shall be included in the ninth grade graduation cohort for high school accountability purposes.

Students enrolled in transitional ninth grade shall receive appropriate academic support in any subjects in which they did not score at or above proficient, as determined by BESE. A plan outlining such academic support shall be included in the student's individual graduation plan (IGP). Progress pursuant to such specified academic support shall be reviewed at least once throughout the school year in order to determine effectiveness and any needed adjustments.

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V. Placement of Transfer Students

- The local school board shall establish written policies for the placement of students transferring from all other systems and home schooling programs (public, nonpublic, both in and out-of-state, and foreign countries).
- Students in grades 5 and 9 transferring to a public school from any in-state nonpublic school (state-approved and not seeking state approval), any approved home study program, or a Louisiana resident transferring from any out-of-state school shall be administered the English language arts and mathematics portions of the LEAP placement test. Students who have scored below the "basic" achievement level shall have placement and individual academic support addressed in the same manner as non-transfer students in accordance with §701 and §703.
- Any child transferring into the first grade of a public school from out of state and not meeting the requirements for kindergarten attendance shall be required to pass an academic readiness screening administered by the school system prior to the time of enrollment for the first grade, in accordance with state law.

In the space below, please describe any additional considerations or local policies related to the placement of transfer students.

Laureate Academy Transfer Student Placement

All students transferring to Laureate Academy Charter School must provide a properly certified transcript showing their record of attendance, achievement, and the units of credit earned.

A transferring student entering grades K, 1, 2, 3, 4, 5, 6, 7, and 8 will be placed according to the grade level attained from the previous system. Students entering grade 5 from an in-state nonpublic school, approved home study program, or out-of-state school shall be administered the LEAP placement test in ELA and mathematics as required by state law.

For any first-grade transfer student not meeting kindergarten attendance requirements, DIBELS 8th will be administered at the time of enrollment. If the testing results determine the student has scored below grade level, the child will be placed in kindergarten.

Students entering grades K, 1, 2, 3, 4, 6, 7, and 8 from an approved in-state state-approved school, an approved out-of-state public/nonpublic school, or an out-of-country school will be placed according to the grade level attained from the previous system and will be allowed credit for work completed in the previous school.

Home Study and Non-Approved Schools

A student in grades 4-8 transferring to Laureate Academy from a home study program or any non-approved private school must take an ELA and mathematics placement test before enrolling in these grade levels. Placement will be determined by the results of the assessment. (First-grade transfers not meeting kindergarten attendance requirements are addressed above via the DIBELS 8th readiness screening.)

VI. Support for Students

Uniform Grading Policy

LEAs shall use the following uniform grading system (§2302) for students enrolled in all grades K-12 for which letter grades are used.

Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59-50*

*The lowest grade recorded will be a 50.

Laureate Academy Grading Notes

Kindergarten students will receive a quarterly, standards-based report card using the scale below. Students enrolled in grades 1-8 will receive report cards generated from SchoolRunner with numerical grades.

Kindergarten Standards-Based Grading Scale:

- 3 - Fully meets learning standard
- 2 - Partially meets learning standard
- 1 - Minimally meets learning standard
- 0 - Does not meet learning standard; requires significant support
- N/A - Skill not assessed during this quarter

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School Year Support

Each LEA shall identify students in kindergarten through fifth grade who fail to achieve mastery in reading or math. Such students shall be provided with an expanded academic support plan that adheres to the following requirements:

- For students in kindergarten through third grade, the school shall convene a meeting with the student's parent or legal custodian, teachers of core academic subjects, and specialized support personnel, as needed, to review the student's academic strengths and weaknesses relative to literacy or mathematics, discuss any other relevant challenges, and formulate a plan designed to assist the student in achieving proficiency.
- All participants shall sign the documented plan, using a template provided by LDOE, and shall meet to review progress at least once before the next administration of the LEAP assessment.
- Students not meeting performance expectations in literacy shall be provided with focused literacy interventions and support based on the science of reading designed to improve foundational literacy. Students not meeting performance expectations in mathematics shall be provided with focused mathematics interventions and support designed to improve foundational numeracy or mathematics skills.
- The student shall be identified as requiring an expanded academic support plan in the state SIS.
- The student shall be afforded the opportunity to receive on-grade-level instruction during the summer. For students not meeting performance expectations in literacy, summer instruction must include focused literacy interventions based on the science of reading.
- A plan for a student may include the following specific student supports according to local policy: high-dosage tutoring, placement with a highly effective teacher, daily targeted small-group interventions, before and after school intervention provided by a teacher or tutor with specialized literacy or numeracy training, and at-home programs that include workshops for the parents and legal guardians of students, web-based or parent-guided home activities, and summer learning opportunities.
- For students below proficiency who are not placed with a highly effective teacher, high-dosage tutoring must be included in the plan. The expanded academic support plan may serve as the individual reading improvement plan and the individual numeracy improvement plan pursuant to R.S. 17:24.10.

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- LDOE may audit a random sampling of students identified as needing an expanded academic support plan in each local education agency each year.

Summer Remediation

LEAs shall continue to offer summer remediation pursuant to R.S. 17:401.12 and Bulletin 1566. The LEA will provide transportation to and from the assigned remediation summer site(s) from, at a minimum, a common pick-up point. Students with disabilities attending summer remediation will receive special support as needed.

VII. Literacy Support Standards for Grades K-3

- Each local education agency shall identify all students in kindergarten, first, second, and third grade who score below grade level on the literacy assessment (DIBELS 8.0).
- The school shall notify the parents or legal custodian of students identified in writing regarding the student's performance within 15 days of identification. Such notification shall:
  - Provide information on activities that can be done at home to support the student's literacy proficiency.
  - Provide information about support and interventions, including high-dosage tutoring, that will be provided by the school to support the student's literacy proficiency.
  - Provide a timeline for updates as a result of progress monitoring that includes a middle-of-year and end-of-year update.
  - Provide information about the importance of being able to read proficiently by the end of the third grade.
- The school shall provide mid-year and end-of-the-year updates to the parent or legal custodian of students identified as scoring below grade level on a beginning-of-year or mid-year administration of the literacy screener.

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VIII. Course Choice

Local Education Agency Responsibilities

The updated policy outlines specific duties for School Systems to ensure transparency, accountability, and equitable access to high-quality courses funded through the Supplemental Course Allocation (SCA). The update includes:

- Consultation with a designated school system staff member and obtaining written permission from a parent or guardian before approving a student's course selection.
- A student shall not be permitted to enroll in a course where the determination was made that the course is not academically appropriate, considering the student's chosen graduation pathway or conflicts with the LDOE published planning resources.
- School Systems are now required to actively inform parents and students about Course Choice opportunities, including eligible courses, funding availability, and the application process.
- School Systems are tasked with ensuring that parents are aware of their rights to choose approved Course Choice courses for their children.
- School Systems must provide guidance to help families choose courses that align with students' educational and career goals.
- Schools must report how funds are allocated and utilized, ensuring transparency and accountability.

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IX. Promotion and Placement of Certain Student Populations

Students with Disabilities

- Students with disabilities attending summer remediation shall receive special support as needed.
- IEP teams shall determine promotion to the next grade level for a student with a disability who fails to meet state or local established performance standards for the purposes of promotion. Such determination shall be made only if, in the school year immediately prior to each grade level in which the student would otherwise be required to demonstrate certain proficiency levels in order to advance to the next grade level, the student has not otherwise met the local requirements for promotion or has not scored at or above the basic achievement level on the English language arts or mathematics components of the required state assessment and at or above the approaching basic achievement level on the other (Bulletin 1530 §403). IEP determinations regarding promotion to the fourth grade for students must be in accordance with Bulletin 1566 §701.

English Learners

- The requirements of Title VI of the Civil Rights Act of 1964 are as follows:
  - Establish procedures to identify language minority students.
  - Establish procedures to determine if language minority students are Limited English Proficient.
  - Establish procedures for age-appropriate placement and determine the specialized language services or program the district will use to address the linguistic and cultural needs of the Limited English Proficient student.
- Limited English Proficient (LEP) students shall participate in the statewide assessments pursuant to Bulletin 118 - Statewide Assessment Standards and Practices.
  - Establish procedures to monitor former Limited English Proficient students for two years.
  - Ensure that no LEP student shall be retained solely because of limited English proficiency.
- Decisions regarding the promotion of English learners to the fourth grade must be in accordance with Bulletin 1566 §701.

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In the space below, please describe any local policies or additional considerations related to the promotion and placement of students with disabilities, English learners, or other student populations.

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Students with Disabilities

Laureate Academy establishes and monitors compliance with civil rights requirements for students with disabilities through its grant management and compliance monitoring procedures, established in consultation with obligations for Laureate Academy receiving IDEA funds. Laureate Academy is required to comply with all district monitoring requirements regardless of IDEA funding status.

If a student scores below grade level on the DIBELS 8th Assessment at the end of third grade, the student can still be promoted to the 4th grade if:

- The IEP indicates that the screener is not appropriate for the student with a disability.
- A student with an IEP or 504 Plan has received intensive reading interventions for two years and still scores at the lowest achievement level on the literacy screener.
- A student with an IEP or 504 Plan was previously retained in kindergarten, first, or second grade and still scores at the lowest achievement level on the literacy screener.
- A student has been diagnosed with dyslexia.

English Learners

Laureate Academy identifies, serves, assesses, and reclassifies English Learners (ELs) in accordance with Title VI of the Civil Rights Act of 1964, the Equal Educational Opportunities Act, ESSA Titles I and III, and Louisiana Bulletin 111, Chapter 40. The Coordinator of Diverse Learners owns the EL program end-to-end, in coordination with the Jefferson Parish (JPPSS) ELL Testing Center. No EL is retained solely because of limited English proficiency.

Identification and Screening

- Every family completes the Home Language Survey (HLS) at registration. If a language other than English appears on any HLS response, the student is language-minority and the EL special code is entered in JCampus.
- The Coordinator of Diverse Learners completes a Family Language Interview to determine whether screening is warranted.
- Potential ELs are administered the English Language Proficiency Screener (ELPS) - assessing listening, speaking, reading, and writing - within 30 days of enrollment. A non-proficient score identifies the student as an EL. Out-of-state ACCESS/WIDA or LAS Links scores do not substitute for the ELPS.

- Families are notified of identification and services, in a language they understand, within 30 days, using the LDOE sample form. Families may waive services after a documented conversation; a waiver does not remove the EL designation.

Services

- ELs receive grade-level, college-preparatory content through a content-based, sheltered-instruction model, with embedded language scaffolds and the accommodations documented on each student's EL Accommodations Plan, which follows the EL into every content class.
- Service intensity is tiered: universal scaffolds for all ELs, targeted small-group language development for Emerging and early Progressing students, and intensive front-loaded support for Newcomers and Students with Interrupted Formal Education (SIFE).
- Free, qualified interpretation and translation are provided for Limited English Proficient families at enrollment, notifications, report cards, conferences, and IEP/504, SBLC, and disciplinary meetings.

Annual Assessment

- Every identified EL in grades K-8, including waived-service students, takes the English Language Proficiency Test (ELPT) each spring until exit criteria are met. The IEP team determines ELPT participation and ELPT Connect eligibility for students with the most significant cognitive disabilities.

Exit, Reclassification, and Monitoring

- Exit (reclassification) is governed by Bulletin 111, Chapter 40, §4001: a student must score Level 4 or Level 5 on all four ELPT domains. Exit is based solely on the ELPT, not on grades or teacher/family request. The Coordinator prepares the reclassification recommendation for the School Building Level Committee (SBLC) to confirm, and status is updated in JCampus.
- Reclassified students are monitored for two years after exit (Monitor Years 1-4). The Data Manager flags monitored students and the Coordinator reviews grades, assessments, and teacher feedback each grading period. If a monitored student struggles in ways tied to English proficiency, the SBLC may re-enter the student into EL services.

Immigrant Students

K-8 students enrolling in a U.S. school for the first time are placed in a chronologically age-appropriate grade. For immigrant students, the attendance policy begins at the date of registration; the school may not assign an "F" simply because the student was not registered in school.

Students Experiencing Homelessness

Laureate Academy establishes and monitors compliance with civil rights requirements for students experiencing homelessness through its grant management and compliance monitoring procedures, established in consultation with obligations for LEAs receiving Title IIA and McKinney-Vento funds. All LEA schools, whether they benefit directly from Title IIA and McKinney-Vento or not, are required to comply with all district monitoring requirements.

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X. Louisiana GATOR

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The Louisiana Giving All True Opportunity to Rise (LA GATOR) Scholarship Program provides eligible families with education scholarship accounts (ESAs). These accounts allow families to personalize their child's education using state-funded accounts for school tuition and fees, tutoring, educational therapies, textbooks and curricula, dual enrollment courses, and uniforms.

- For a student to be eligible for an ESA in the first phase of the Program, the following conditions must be met:
  - The student must be a resident of Louisiana and meet at least one of the following:
    - The student participated in the Louisiana Scholarship Program for the previous school year.
    - The student is entering kindergarten.
    - The student was enrolled in a public school for the previous school year.
    - The student is from a family with a total income at or below two hundred fifty percent of the federal poverty guidelines.
- A participating student shall cease to be eligible to participate in the LA GATOR Program when the participating student meets at least one (1) of the following, whichever occurs first:
  - Enrolls full-time in a public school;
  - Ceases to be a resident of Louisiana;
  - Is found to have any fraudulent representation in the application for the account;
  - Graduates or withdraws from high school;
  - The account has been inactive for two consecutive years unless inactivity is due to a lack of available funding for accounts.

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XI. Alternative Education Placements

Alternative schools/programs serve students who are not succeeding in the traditional educational setting and offer a venue that aids in preventing these students from dropping out of school. Alternative schools/programs provide educational and other services to students who have a variety of behavioral and other needs that cannot be adequately met in a traditional school setting. (Refer to Bulletin 741 - Louisiana Handbook for School Administrators, §2903 and Bulletin 131 - Alternative Education Schools/Programs Standards.)

In the space below, please describe the LEA's policies for placement of students in an alternative program or school, including any promotion policies that may differ from what was provided above.

Laureate Academy does not include any alternative school sites.

Students at Laureate who are interested in attending alternative schools/programs within the parish (or Type 2 charter programs in surrounding parishes) may enroll directly with those programs.

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XII. Due Process Related to Student Placement and Promotion

In the space below, please describe the LEA's due process procedures related to student placement for regular education students, students with disabilities having an Individualized Education Program plan, and students having an Individual Accommodation/Section 504 plan.

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Students Enrolled in General Education

In case of a discrepancy with student placement at the school site, the student and/or parent may make an appointment with the Principal or Designee to discuss the discrepancy.

A request for review of a school-based placement or promotion decision must be submitted in writing. If the person making the request does not agree with the decision, they may petition the CEO or designee. The request for appeal must be made within 14 calendar days following the decision.

Parents/guardians may request an appeal of a disputed grade through the Student Assistance Team, which consists of the teacher of record, the principal, and social worker. All final decisions must be documented and placed in the student's cumulative record by the teacher of record.

Students with Disabilities

Students on the diploma track shall follow the guidelines set forth for the general education students. The request for review of records for promotion is given to the Student Assistance Team. The Student Assistance Team convenes the IEP Team. The decision to promote or retain is made by the IEP Team after a review of records, programming, and assessments.

Due process procedures for qualified students with disabilities are consistent with those described in the approved Individuals with Disabilities Education Improvement Act (IDEIA 2004) and must be consistent with those defined in Title V of the Rehabilitation Act, 20 U.S.C. 794 and Bulletin 1706. At each IEP meeting, parents are offered the Louisiana Educational Rights of Students with Disabilities document, informing them of their parental rights.

A promotional decision for students with disabilities must be made through the IEP decision process.

Students with a 504 Plan

Students with a Section 504 Plan shall follow the guidelines set forth for the general education students. Due process procedures for identified students are consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 and included in applicable Bulletin 1903 documents provided to parents/guardians at least once yearly.

English Language Learners

Due process procedures for ELs whose parents may also be limited English proficient are in accordance with those described in the Louisiana Department of Education's ELL Handbook.

Hearings (Student Placement and Promotion)

If at any time the parents cannot come to an agreement with the school regarding their child's student placement and promotion, they have the right to ask for an impartial hearing. The hearing may be held on any matter relating to the identification, evaluation, or placement of the child or the provision of a "free appropriate public education."

Either party aggrieved by the hearing decisions maintains the right to Judicial Review. To obtain a hearing, the parent should make a written request to the Louisiana Department of Education. An impartial hearing officer will be assigned to preside over any such hearing and arrive at a decision. To ensure impartiality, a hearing officer may not be:

- An employee of a public agency (school system, institution, etc.) which is involved in the education or care of the child.
- Anyone who has a personal or professional interest which would conflict with objectivity in the hearing.

Hearing Rights

Rights to which both the parents and the school are entitled include the right to:

- Be accompanied and advised by legal counsel and by persons with special knowledge and training with respect to special education or the needs of students with disabilities;
- Present evidence, cross-examine, and compel the attendance of witnesses;
- Receive a written or recorded verbatim record of the hearing;
- Receive a written record of the findings of fact(s) and decision(s) resulting from the hearing;
- Have their child attend the hearing;
- Open the hearing to the public.

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XIII. Additional LEA Policies Related to Student Placement and Promotion

In the space below, please describe any additional LEA policies related to student placement and promotion that have not been addressed in other sections of this document.

Grading System

Laureate Academy Charter School will use a uniform grading system for students. Kindergarten students will receive a quarterly, standards-based report card. Students enrolled in grades 1-8 will receive report cards generated from SchoolRunner with numerical grades. Student grades and averages are expressed as numerical grades in percentages. Numerical grades are recorded on official documents: cumulative folders, transcripts, and in the Student Information System (SIS).

All quarterly grades in promotional subjects are comprised of a minimum of nine grades. The grades are classified and weighted as formative, summative, or exam. The final average for each subject is calculated by averaging the four quarterly grades.

Grading Weights - Quarters 1 and 2 (All Subjects K-8)

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Subject	Formative Assessments	Summative Assessments	Quarterly Assessments	Participation
Math	35%	45%	20%	0%
Science	35%	45%	20%	0%
Social Studies	35%	45%	20%	0%
ELA	35%	45%	20%	0%
Enrichment	20%	20%	10%	50%

Grading Weights - Quarters 3 and 4 (All Subjects K-8)

Subject	Formative Assessments	Summative Assessments & Interim	Engagement
Math (K-8)	40%	45%	15%
Science (K-8)	40%	45%	15%
Social Studies (K-8)	40%	45%	15%
ELA (K-8)	40%	45%	15%
Enrichment	40%	45%	15%

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Assessment Types

Commented [11]: Review with ILT

Quarterly Assessments include:

- Interim Assessments: DIBELS MOY, DIBELS EOY, Achievement Network (ANET), Social Studies Interim, Science Interim

Summative/Major Assessments (Assessment OF Learning) include:

- Completed Project, Mid Module/Module Assessment, Culminating Writing Task, Cold Read Task, Extension Task, Lab with Report, Performance Task/Observational Assessment, Unit Test, Research Paper, Unit/Chapter Test

Formative/Minor Assessments (Assessment FOR Learning) include:

- Classwork, Homework (Up to 1 in a quarter), Reading log, Pausing Point, Socratic Seminar, Journal/Reflection, Lab, Mini Performance Task, Mini Presentation, Mini Project, Graphic Organizer, Quiz

Cannot be counted:

- Pre-tests or diagnostics, Exit tickets, Participation (except during enrichment)

Grading Minimums and Other Guidelines

- The lowest grade entered in SchoolRunner is a 50. If a student receives a grade lower than a 50, the actual grade is recorded in the paper grade book, and a 50 is recorded in PowerSchool.
- Upon returning from an absence, a student has the same number of days as the absence to make up for missed work for full credit. It is the student's responsibility to obtain any makeup work and assignments from their teacher.
- Extra credit may be offered at the teacher's discretion.
- Test grades may not count twice.
- All grades must be submitted into SchoolRunner no later than 5 business days after the assignment was completed by the scholar.
- Enrichment grades are not used when determining honor roll status.
- To be awarded the "A/B Honor Roll" status, scholars must earn at least 1 "A" in ELA, Math, Social Studies, or STEM.

- Laureate Academy does not accept summer school credit for coursework.
- If a policy is not included in this Pupil Progression Plan, Laureate will defer to Jefferson Parish's Pupil Progression Plan.

Special Education: Report Cards/Grading Procedures

All learners with an Individualized Education Plan (IEP) will receive a quarterly Progress Report. Report cards for diverse learners will typically be the same as report cards issued to general education students. Report cards must reflect the functioning level on which the grades were given, except for Gifted/Talented students.

Grade Recovery

1. Students scoring a D or an F on a summative assessment, excluding Interim Assessments, must be provided an opportunity for grade recovery following reteaching within the same nine weeks.
2. The new grade, which will replace the original grade in the gradebook, shall not exceed a score of 75%.

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XIV. LEA Assurances and Submission Information

Assurance is hereby made to the Louisiana Department of Education that this

Laureate Academy Charter School

2026-2027 Pupil Progression Plan has been developed in compliance with all applicable federal and state laws and regulations. If any local policy outlined in this plan conflicts with federal or state laws or regulations, I understand that federal and state laws and regulations shall supersede the local policy.

Date approved by local school board or governing authority:

_____

CEO / Superintendent	*Board President / Governing Authority*

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