

2026-2027

Family Handbook

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LETTER TO FAMILIES

Dear Families,

Welcome to Great Hearts Harveston, the first Great Hearts Academy in the Louisiana network!

As the Heads of School, we are delighted to welcome you to a community that values education as more than just letters and numbers. Our core purpose at Great Hearts Harveston (GHH) is "to cultivate the minds and hearts of students through the pursuit of Truth, Goodness, and Beauty."

The word "cultivate" is especially important. It reminds us that education is about nurturing a living being—your student. This cultivation begins as we strive to ensure each child develops and deepens their intellectual roots in our Harveston community with healthy friendships. Our students are then nourished by a rich, rigorous liberal arts education that represents the best of the classical tradition, and where Socratic instruction and virtue formation are at the heart of all that we do. And, of course, just as young plants need support to weather the world, we surround each student with the constant guidance of our devoted faculty, who model moral excellence, intellectual curiosity, and an enthusiasm for your student's own development.

This handbook is our invitation for you to partner with us more closely in this sacred project. Please review it carefully and let us know if you have questions. We are honored to have your trust, and we look forward to this great journey together.

Warmest regards,

Julie Harris
Head of Lower School

Drew Thomas
Head of Upper School

OUR MISSION

The mission of Great Hearts Harveston is to cultivate the minds and hearts of students through the pursuit of truth, goodness, and beauty.

Students completing the GHH course of study will be well established on the path to developing scholarly habits and noble virtues. They will receive comprehensive foundation in language through stories, poetry, a foreign language, and music; in thought and expression through grammar, composition, mathematics, and visual art; and in knowledge of the world around them through science and history. This course of study comprises the first steps along a rich and fulfilling academic journey, after which the student is prepared for every career, every course of advanced or specialized study, and every kind of leisure. In short, our graduates are ready to live the lifetime of learning that is possible for a human being.

GHH will fulfill its mission by the following means:

- Service to a rigorous, core liberal arts curriculum rooted in the Western tradition that is the same for all students.
- Team-taught classrooms, robust student support
- Dedicated, enthusiastic, and intellectually excellent teachers who serve as models of learning and of character.
- Detailed student evaluation, with an emphasis upon narrative evaluation of learning and growth rather than upon grades and percentages.
- Regular and meaningful homework assignments.
- High standards of personal conduct and polite behavior for students.

Though the curriculum is rigorous and expectations of students high, GHH is not an exclusive school. GHH provides an environment that allows all students who are curious and diligent the opportunity to fulfill their potential.

OUR CHARTER, ACCREDIATION, AND AFFILIATIONS

Great Hearts Harveston is a public charter school of Great Hearts Louisiana, the Charter Operator, authorized by the East Baton Rouge Parish School Board. It is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) approved by the Cognia Global Commission.

Great Hearts Louisiana is a non-profit 501(c)(3) organization authorized by the State of Louisiana and governed by a Governing Board of Directors.

Great Hearts Louisiana supports its schools with curriculum, data management, faculty orientation and professional development, human resources services, business management (such as accounting), special education services, and the development of funding and facility opportunities.

COMMUNICATION

The **Heads of School** reports to the Great Hearts Executive Director and is responsible for the academy vision and protecting Great Heart's mission and traditions. The Head of School directly oversees the implementation of the Academy's curriculum and has sole authority to manage all teachers, students, and staff at the Academy.

The **Assistant Heads of School** oversees student academics, culture and discipline, and is the first point of contact for Upper School questions and/or concerns. They also oversee faculty observations and professional development

The **Dean of Academics** works with the Assistant Head of School in overseeing the 6-10 curriculum and works on academic-related issues with students. They also support the student support team logistics.

The **Dean of Students** assists the Head of School and teachers with matters of moral formation, school culture, and student discipline while working to promote a positive school culture. They oversee student uniform compliance and discuss school expectations and behavior with students to encourage a culture of respect and service.

The **Exceptional Student Services Coordinator/Lead** coordinates and provides services for students with Health Plans, IEPs and other exceptional requirements.

The **Director of Campus Operations** oversees all school-wide operations and logistics, including all matters relating to facilities, safety, health and school compliance. They also assist in coordinating and executing campus events, enrollment, and technical support for teachers and staff.

The **Athletic Director** oversees all coaches and athletic activities at the school. All questions about sports, schedules, and locations should be directed to the athletic office.

The **College Counselor** works primarily with 9-12 grade students and their families to plan after High School plans. They work closely with the Registrar to maintain official transcripts for High School Students

The **Registrar** oversees student enrollment, scheduling, and student records.

The **Office Assistants** are accountable for customer service and efficient front office operation, including the management of attendance. The Office Administrators do not discuss matters of student discipline, curriculum, or the classroom.

Questions or concerns about **curriculum** should be directed to the appropriate Assistant Head of School.

Questions or concerns about **student conduct or discipline** should be directed to the appropriate Dean of Students.

General questions regarding the school may be directed to the front office.

If you are uncertain whom to contact about a particular issue, please contact the front office, and we will direct you to the appropriate employee.

FACULTY AND STAFF PHONE/E-MAIL REFERENCE*

Faculty and staff emails may be found on our school website.

**A brief email is the preferred method for communicating with faculty members. Parents and/or guardians may leave phone messages for specific faculty via the school office, if needed.*

OFFICIAL SCHOOL CALENDAR AND WEBSITE

The official school calendar for each academic year is posted on the school website (https://harveston.greatheartsamerica.org/) prior to the start of school. Any updates and revisions will also be found on the web version of the calendar, which is updated as needed. This calendar should be carefully coordinated with each family's own calendar and should be consulted on a regular basis throughout the year. The calendar identifies school holidays, half-days, special events, and year-end ceremonies, etc.

We encourage families to visit our website regularly to view communiqués, faculty contact information, updates on athletic and extracurricular schedules and locations, and other school related events and information.

PARENT INVOLVEMENT

The primary way that parents and/or guardians are involved in the school is by supporting their students in their journey through the Academy. Parents and/or guardians will want to have an established plan for listening to and then encouraging their students when they are working hard. Likewise, parents and/or guardians may want to communicate frequently with their son's or daughter's teachers so the parents and/or guardians can develop an understanding of the Academy's expectations of how preparatory-level, liberal arts studies form habits of learning. Parents and/or guardians should contact the teachers to share important information on how their student approaches the curriculum at home and if their student is experiencing difficulty. Academy students invest a great deal in their education, and thus teachers and parents and/or guardians should be united in their support of the students and one another.

The teachers of the Academy are honored by the great trust that parents and/or guardians have placed in them. This trust between the parents and/or guardians and the school must be maintained by ongoing communication and mutual understanding of the "big picture": what an Academy education will offer young people in the long run. It can be difficult for both young people and adults to maintain a focus on the long-term benefits that a liberal education offers. Likewise, students, especially younger students, may not fully sense the extent of their own intellectual and moral growth over time.

When students are applying themselves on a particular part of their journey, they will look to their parents and/or guardians and their teachers for a reaffirmation that their investment is yielding positive gains. As such, mutual trust between parents and/or guardians and teachers is essential to convincing students that we have an achievable plan in place for them that is also in their best interest.

MATERIAL SUPPORT OF THE ACADEMY: TIME, TREASURE, AND TALENT

The Academy provides an outstanding educational offering. The Academy is a state-funded public school, but the state funding formula does not provide for all our needs in terms of providing a truly outstanding education. To meet these needs and to build a strong Community of Learners, the Academy counts on the support of its parents and/or guardians through stewardship of time, talent, and treasure.

Time: Volunteering is strongly encouraged. Without this practical manifestation of your belief in the value and quality of our school, we could not exist. Each parent should consider volunteering regularly to assist on campus.

Talent : The Academy will benefit greatly from the unique talents of its community. Whether through volunteer time spent on campus, or by contributing to your professional expertise, your talents are a vital addition to the success of our school.

Treasure: The Academy welcomes and encourages financial support from families at a level their budget allows through donations and fundraising. The Academy is a non-profit, 501(c)3 corporation; as such, donations may be tax-deductible.

PARENT SERVICE ORGANIZATION

The Parent Service Organization is a service organization within the Academy. All parents and/or guardians of students at the Academy are members of the Parent Service Organization. The purpose of the Parent Service Organization is to serve the school's students and teachers through coordinating and assisting events and activities, at the direction of the Head of School, that support and promote the culture and community of the school.

Involvement in the Parent Service Organization is structured according to service committees, with each committee devoted to a specific area of school life. At the beginning of each school year, Great Hearts will host a meeting for the PSO. At that meeting, individuals who are interested can sign up for different volunteer opportunities.

Questions regarding the PSO can be directed to PSO@greatheartsharveston.org.

VOLUNTEERS

Parents/guardians are enthusiastically encouraged to volunteer at Great Hearts as the Academy believes that education must involve the student, the teacher, and the parent/guardian. The teachers, students, and staff greatly appreciate the time volunteers are willing to share through your volunteer work. Great Hearts offers a variety of activities parents/guardians may choose from when volunteering.

Volunteers work in conjunction with the faculty to ensure the most effective education possible for their students. To this end, volunteers are responsible for knowing and understanding the contents of the Academy's family handbook and are encouraged, but not required, to participate on school committees and provide other volunteer services. As indicated on the Volunteer Agreement, volunteers may be removed for conflicts of interest or violation of confidentiality. Volunteering is a privilege. The privilege of volunteering may be removed by the Head of School or other designee if it is believed to be in the best interest of the school.

VOLUNTEER CONFIDENTIALITY POLICY

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty member, Head of School, or a member of the Leadership Team. If a volunteer disregards this policy, the privilege of volunteering may be revoked. The Academy asks that volunteers not post pictures

taken in the classroom on social media without the express consent of all of the students' parents and/or guardians in the picture or blurring/blocking faces.

VOLUNTEER FINGERPRINTING AND BACKGROUND CHECK

Great Hearts Louisiana has a policy that school volunteers who work alone with students will be fingerprinted and have a criminal background check conducted through our partnership with Raptor Technologies. All volunteers undergo a yearly criminal background check and be approved before volunteering. Volunteer status must be renewed after July 1st each year. This process can be completed online. The system checks applicants for sex offender status and compiles criminal background results, which are reviewed and approved by the school, usually within 48-72 hours. Reach out to the school office with any questions or concerns. Once approved, the volunteer status will be acknowledged by the Raptor system with a state-issued ID, and a sticker with the date and location will be issued each time.

VOLUNTEER AGREEMENT

The success of our volunteer program depends very much on our ability to keep confidences and remain impartial. Maintaining confidences and avoiding conflicts of interest are required of all who volunteer at the Academy. In doing so, we accomplish these two purposes:

- Fairness to all students, faculty, staff, volunteers, and visitors
- Protection of the Academy's reputation, which in turn impacts the future of our school

While not all volunteering involves activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore, volunteers are expected to follow the guidelines listed and maintain confidentiality at all times. Possible situations are too numerous to specify individually. Common expectations include:

- Not discussing the names or any other information regarding students, teachers, staff, or other volunteers with anyone other than the volunteer's specific supervisor
- Not participating in discussions about suspected wrongdoing by students, teachers, staff, or other volunteers
- Participating in discussions regarding confidential information only in settings where such confidences can be maintained and not jeopardized (1 to 1 with volunteer supervisor or in writing to the Head of School
- Exercising judgment in situations where public statements of personal opinion may be detrimental to the reputation of the Academy and its members
- Maintaining the confidential status of information obtained as "confidential forever"
- Wearing appropriate attire for the work being done (Revealing, skin-tight clothing such as spandex or exercise clothing is insufficient.)
- Leaving student discipline to faculty and staff
- Not using volunteer time as extra quality time with your students
- Not grading or evaluating your own student's work
- Full cooperation with your supervisor regarding but not limited to following specific directions, making judgments regarding "fairness" or "appropriateness" of assignments given, classroom management, or equity in treatment of individual students. If concerns arise these must be submitted in writing to the volunteer supervisor or the Head of School.
- While volunteering in the classroom, no discussion of the volunteer's student may occur. If a discussion is necessary, a separate appointment must be scheduled.

All persons involved in volunteering are required to inform the classroom teacher of potential conflicts. Due to the seriousness of violations in confidentiality and conflicts of interest, the consequence of such behavior is removal from classroom volunteering.

Volunteers at the Academy must be prepared to interact supportively and positively with students, faculty, staff, and other members of the parent community. Volunteers are required to uphold standards of dress and comportment.

I have read this agreement, understand it, and have asked any clarifying questions necessary. Based on this, I agree to maintain confidentiality and understand the consequences of not doing so.

Signature: _____Printed Name:_____Date:_____

FOCUS ON THE WESTERN TRADITION

The Academy's teachers explain to students, parents and/or guardians, and the public why we focus principally on Western Culture during the seven years of education at the school. This focus is not intended as a statement about other cultural heritages. In brief, we focus on Western Culture at the Academy because we believe that seven years is just enough time to offer students a comprehensive introduction to the great works of Western tradition, including literature, philosophy, history, math, science, languages, and the fine arts. Western tradition is one of great depth and diversity (of peoples and ideas) and will serve as a superb foundation to our students as they go on to be lifelong learners. We believe that many of the principal values and ideas that underlie our own American society may be clearly traced to the classics we study.

TOLERANCE AND PLURALISTIC SENSITIVITY

The Academy is a public, non-sectarian institution serving a variety of families. All members of the Academy community (the administration, teachers, parents and/or guardians, and students) should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at the Academy in actively promoting tolerance, civility, and sensitivity. Teachers are not permitted to encourage a particular religious or political perspective in the courses they teach. Rather, they encourage a civil and tolerant discussion of ideas when such topics naturally arise in class or on campus.

FAMILY-TEACHER ACADEMIC PARTNERSHIP

As a preparatory school, Great Hearts believes that the student should be the primary agent in their education. The Academy's priority in this regard is to encourage student responsibility by establishing an open line of communication between students and their individual teachers. Timely and effective communication between teachers, students, and parents and/or guardians is essential in fostering academic growth.

Communication Roles

Student: Students are responsible for tracking assignments, understanding stated course requirements, and meeting deadlines. We strongly encourage students to meet with their teachers regularly for tutoring if they are having difficulty understanding specific concepts or material. It is also the job of the students to communicate honestly to their parents and/or guardians about their day-to-day performance and academic standing by bringing home weekly graded and returned student work and tests.

Teacher: Teachers are responsible for clearly communicating to the student what is expected of him or her. Teachers will communicate grades to the parent primarily through JCampus and behavioral or social struggles primarily through Deans List.

Parent/Guardian: The primary means by which parents and/or guardians can assist their student are:

1. Encouraging their students in their development in Academy goals, namely the growth of character and wisdom.
2. Providing a distraction-free study environment.
3. Check J Campus on a regular basis and be responsive to Deans List notifications.

When students are experiencing significant academic struggles, parents and/or guardians should generally seek to assist the student according to these guidelines:

1. First, students communicate specific difficulties directly to the teacher.
2. Teachers meet with students to create action plans.
3. If difficulty persists, parents and/or guardians contact the teacher or vice versa.
4. Teachers, parents and/or guardians, and possibly students meet to discuss and address issues.
5. If difficulty persists, parents and/or guardians and/or teachers may contact the Assistant Head of School or a Dean.
6. Assistant Head of School or Dean facilitates conference with parents and/or guardians and teachers.

Note: We ask that students and parents and/or guardians not enter faculty or administrative offices, which include the teacher's classroom without invitation. This is a private workspace which contains confidential school records. Stopping by the faculty workroom or classroom before or after school is not a good time to meet with teachers.

Parents and/or guardians of students in all grades are encouraged to talk with the faculty as soon as they think their student might be having difficulty. The earlier a problem is recognized, the easier it is to resolve.

While on campus, parents and/or guardians should always conduct themselves in a civil manner. Hostility, disrespectful speech, and vulgarity that Great Hearts determines is disruptive to the educational environment will not be permitted on campus, including in the parking lot. If parents and/or guardians are upset about a matter involving a teacher, the Academy asks that they contact the Office Assistant to set up an appointment with the appropriate teacher, Assistant Head of School, or the Head of School as the situation warrants.

STUDENT REGISTRATION AND RECORDS

To complete the registration process, parents/guardians must complete the Request for Student Records Form to allow records to be transferred from the student's previous school to the Academy. This documentation should include the students' immunization history and a copy of their birth certificate or other legally acceptable identifying documents, as well as their complete academic and disciplinary records, including any special needs or information. The Request for Student Records Form may be obtained at the school office.

Official transcripts should be mailed to the Academy directly by the previously attended school or, if hand delivered, the transcripts should arrive sealed with a signature across the back of the envelope. If the student was home-schooled, a signed description of the curriculum and course content mastered must be submitted to the Academy.

Additionally, to complete student registration or re-enrollment, a parent/guardian must provide proof of East Baton Rouge residency. This proof must be re-submitted annually; acceptable forms of residency verification are listed in the enrollment packets issues by the school.

High school transfers will have their official transcripts from previous high schools reviewed by the Leadership Team. After the review, the school will send the parents a letter or email notifying them of any additional courses that must be taken to meet graduation and state requirements. All credit deficiencies must be made up prior to the beginning of the senior year, or sooner if the class is a prerequisite to another course in the Academy curriculum.

MAINTAINING ACCURATE OFFICIAL RECORDS

In the best interests of students and necessary for maintaining the privacy rights of students, maintaining safety, discipline, and order, and in preserving the educational environment, the Academy will:

- Comply with all settled laws (plain language of statute, controlling case law and duly adopted administrative regulations) for the states in which school operate.
- Consider each student's right to privacy and safety in accessing facilities.
- That EVERY CHILD entrusted to our schools, regardless of sex, class, race, religion, and national origin, is to be educated with the same level of care and respect for his/her dignity and innate human potential.
- Record, report, and classify each enrolled student as male or female according to the sex as indicated in the submitted enrollment documents. In the event of a discrepancy, the sex as indicated on the birth certificate will be considered as accurate.
    - In the event of an update or change to a birth certificate, the Academy shall consider the information upon the most recent birth certificate as accurate and shall modify all school records as pertinent.
- Record and report the legal name of the child as recorded in enrollment documents submitted by the parent/guardian. School staff may either a) refer to a student by the name as indicated in school records, or b) refer to the student by a variant nickname sanctioned by the student and their parents/guardians.

School personnel may use the personal pronouns consistent with the sex of students as recorded in school records described above.

When a learning activity calls for the separation of students by sex, students shall be classified according to sex as recorded in current school records described above.

Students must adhere to the uniform code and grooming standards of their sex as recorded in current school records described above.

Students are permitted to use the single-sex facilities that correspond to their sex as noted in current school records describes above, and single-occupant restrooms and locker/changing rooms that are open to use by individuals of either sex.

Students are eligible to participate in the single-sex athletic activities that correspond to their sex as noted in current school records and based on requirements of the specific league or ruling body for the athletic activity.

REQUESTING OFFICIAL RECORDS

Parents/guardians have the right to access the records of their students. The school reserves the right to have a 72-hour waiting period to maintain the smooth flow of school business, although there may be an additional delay during certain times of the year when administrative staff are involved with other tasks, and to charge a reasonable fee for the cost of copying records. Non-custodial parents/guardians also have the right of access to records, unless the school has received a court document to the contrary. Please review the FERPA notification which follows for more information regarding access to and disclosure of student information.

OFFICIAL TRANSCRIPTS

To request a middle school transcript, please submit a request to the school's Registrar. To request a high school transcript, please submit a request to the school's Registrar or College Counselor. Please make note of whether an unofficial or official transcript is needed. Unofficial transcripts are given directly to the parent/guardian. However, official transcripts will be sent directly to the requested educational institution. Exceptions may be made in extenuating circumstances, but official transcripts are usually requested to be sent directly from the school. Take note to include a business-sized envelope with the complete address of the college or university where you want the transcript to be mailed. Parents/ guardians are responsible for addressing the envelopes correctly. Sufficient notice (at least one week) needs to be given to allow for adequate time to process the request.

WITHDRAWAL FROM ACADEMY

Voluntary Withdrawal

A student under 18 may be withdrawn from school only by a parent and/or legal guardian with proof of identification. The Academy requests notice from the parents and/or legal guardian at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained from the office. The Head of School or other administrator will verify the information on the withdrawal form when the parent and/or guardian arrive to sign withdrawal papers to complete the process. The parents and/or legal guardians shall also provide the name of the new school in which the student will be enrolled and must sign the formal withdrawal form.

A student who is 18 years of age or older, who is married, or who has otherwise been declared by a court to be an emancipated minor may withdraw without parental signature.

Withdrawing students and parents and/or guardians are expected to:

- Return all textbooks and checked-out materials and equipment.
- Complete any make-up work assigned.
- Pay any unpaid balance for student fees, if any; and
- Sign a release of student records.

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

Involuntary Withdrawal

The Academy may initiate withdrawal of a student under the age of 18 for non-attendance if:

- The student has been absent ten consecutive school days; and
- Repeated efforts by the attendance officer and/or Head of School to locate the student have been unsuccessful.

Also, the Academy may revoke the enrollment of a student 18 years or older who has over five unexcused absences in one semester.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA") NOTIFICATION

Required annual notification to parents/guardians and eligible students regarding student records

This Notification is required by the FERPA and provides parents and/or guardians with important information regarding their rights as it relates to student educational records. It is directed to parents and/or guardians (including a natural parent, a legal guardian, or an individual acting as a parent in the absence of a parent or guardian) and eligible students (students aged 18 years or older or attending an institution of postsecondary education).

YOUR RIGHT AS A PARENT OR ELIGIBLE STUDENT

The Right to Inspect and Review the Student's Educational Records.

Parents/guardians are guaranteed the right to inspect their children's school records and correct any errors through formal and informal hearings. These parental rights are transferred to students at age 18. Parental requests must be granted within five (5) working days. Parents also will be given a copy of any records they request, and in addition, schools must respond to requests by parents to interpret or explain items in students' files. Social workers, school nurses, and other persons with "legitimate educational interest" in a child will be allowed to view and use the student's records. Dissemination of information contained in a student's file requires that parents must give written permission before a school can release information to outsiders who must present a picture ID.

A student may gain access to his/her own records by submitting a request in writing from his/her parents that the student is allowed to examine it without a parent being present. This request should be submitted to the school counselor. Within five (5) working days from receiving the information request, the school must make available for inspection the information requested, and such an inspection shall take place in the presence of qualified school personnel.

The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Student's Educational Records, except to the Extent the Law Authorizes Disclosure Without Your Consent.

The Academy will limit the disclosure of information contained in a student's education records except: (1) By a parent/guardian or eligible student prior, written consent; (2) as directory information; or (3) under certain limited circumstances permitted by FERPA. Some instances in which disclosure is permitted without consent are set forth below.

Directory Information. Consent is not required for the Academy to release the following student information designated as "directory information":

- Student Name
- Date of birth
- Class designation
- Address

- Place of birth
- Previous school or district attended
- Telephone number
- Extracurricular participation
- Weight & height for athletic teams
- Parent/guardian name
- Student photograph
- Dates of attendance
- Email address
- Achievement or honors

Disclosure to School Officials. The Academy may disclose personally identifiable information from a student's education record without consent to school officials who have a legitimate educational interest in the information. School officials include, but are not necessarily limited to:

- Head of Schools, supervisors, and teachers
- Counselors, therapists, and other non-teaching personnel
- Authorized volunteers or interns
- Temporary substitutes for administrative, supervisory, or teaching personnel
- Members of Board of Directors, when acting in their official capacity
- Contracted consultants or other professionals (i.e., attorneys, auditors, evaluators)

A "legitimate educational interest" is the person's need to know to fulfill the school official's professional responsibility and/or to provide a service or benefit to the student or the student's family.

The Right to Seek Amendment of the Student's Education Records that the Parent or Eligible Student Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Student's Privacy Rights.

If a parent/guardian or eligible student believes the student's records contain information that is inaccurate, misleading, or in violation of the student's privacy or other rights, they may ask the Academy to amend the record.

Procedure for Challenging Contents of Records:

Upon review of a student's record(s), parents/guardians can request a hearing to ask for correction or deletion of any information in the file. The Head of School or an appropriate designee will conduct the hearing(s).

At the hearing, parents/ guardians will be given a "full and fair" opportunity to present their case and relevant evidence.

The final decision will be delivered to the parents/guardians in writing within five (5) days after the hearing. Parents/guardians who are dissatisfied with the hearing or the result of the hearing at the school level may appeal to the Superintendent, through the administrative channels of the Office of Civil Rights, and if dissatisfied with decisions rendered by these agencies, seek redress through the appropriate court system.

The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by the Academy to Comply with the Requirements of FERPA.

Parents and/or guardians or eligible student are entitled to file a Complaint with the U.S. Department of Education if they believe the Academy has violated FERPA. Complaints may be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

The Academy complies with FERPA (20 U.S.C. §1232g and §1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. §1400; 34 C.F.R. Part 300); and A.R.S. §15-151 and 15-142.

A parent or eligible student may opt out of the release of directory information for either or both of these purposes by submitting a written objection to the Head of School. The Academy requests that such an objection be submitted within the first five school days.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT ("PPRA")

PPRA affords parents and/or guardians certain rights regarding the Academy's conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents and/or guardians; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students.
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents and/or guardians to a student who is 18 years old or an emancipated minor under State law.

The Academy has developed and adopted policies, in consultation with parents and/or guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Academy will directly notify parents and/or guardians of these policies at least annually at the start of each school year and after any

substantive changes. the Academy will also directly notify, such as through U.S. mail or email, parents and/or guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt their student out of participation of the specific activity or survey. The Academy will make this notification to parents and/or guardians at the beginning of the school year if the Academy has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents and/or guardians will be provided with reasonable notification of the planned activities and surveys listed below and be provided with an opportunity to opt their student out of such activities and surveys. Parents and/or guardians will also be given an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents and/or guardians who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

ACADEMIC EXPECTATIONS, EVALUATION, AND STUDENT PROMOTION

ACADEMIC EXPECTATIONS

The Academy's mission is to provide an environment that allows every student who wants to learn the opportunity to engage in the subjects, ideas and great works of our curriculum, the practice of which will prepare them to lead rich and fulfilling lives. To exclude any student from this opportunity would cause the Academy to fall short of its mission; though the curriculum is rigorous, and expectations of students are high, the Academy is not an exclusive school. The Academy is for students of all aptitudes or capacities.

A key philosophical assumption the Academy holds is that every student can learn. All human beings have an equal capacity to learn and grow. But this equality in capacity cannot be confused with equality of capability, and certainly not with equality of academic results. Just as individuals differ in their physical gifts and characteristics, students all have different gifts and challenges in the subjects of learning. The Academy is committed to helping all students learn and grow as much as they can to employ a metaphor the Academy seeks to pour the same "rich cream" of a Great Hearts education into all vessels, no matter their size, shape, or appearance. True excellence across the curriculum is a rare and worthy achievement to be admired by all, but not to be unreasonably expected of all, or even most, students.

A student's willingness and desire to learn and grow (The curiosity and perseverance of each student) is the key to the pursuit of excellence and fulfillment at the Academy. While the school understands that some students are more talented than other students in certain subjects, all students who have passed the appropriate prerequisites are genuinely curious and apply

themselves diligently daily will succeed at the Academy. Success is measured as a student's growth in maturity, accomplishment, and understanding over the course of years at the Academy, to be demonstrated in character as a senior and graduate, a truly impressive young man or woman.

CURRICULUM OVERVIEW

GreatHearts® CLASSICAL EDUCATION. REVOLUTIONARY SCHOOLS.™ — LOUISIANA CURRICULUM OVERVIEW

	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
English	Phonics, Spelling, & Vocabulary						Literature & Composition			Humane Letters: American Tradition	Humane Letters: Modern Europe	Humane Letters: Ancient Greece	Humane Letters: Rome to Modernity
	Reading & Literature												
	Grammar & Composition												
History and Geography	Core Knowledge History & Geography						United States History	Medieval History / Louisiana History	Ancient History				
Math	Singapore Math						Fundamentals of Mathematics	Pre-Algebra A	Pre-Algebra B/ Algebra 1	Geometry	Algebra II / Trigonometry	Calculus I	Calculus II
Science	Core Knowledge Science						Physical Science	Life Science	Earth Science	Biology	Chemistry	Physics I	Physics II
Foreign Language	Latin						Latin I	Latin II	Latin III	Latin IV	Latin V	Greek I	Greek II
										Mod. Lang I	Mod. Lang II	Mod. Lang III	Mod Lang. IV
Fine Arts	Art, Music Theory and Performance						Music and Studio Art			Music & Poetry		Studio Art & Drama	
Athletics	Physical Education						Physical Education						
Other												Economics	Government

STATE ASSESSMENTS

LEAP (Louisiana Educational Assessment Program)

In addition to routine tests and other measures of achievement, students in grades 3–10 will take state-mandated assessments, such as the LEAP, in the following subjects:

- Mathematics, annually in grades 3–10.
- English and Language Arts, annually in grades 3–10.
- Science, annually in grades 3-9.
- Social Studies, annually in grades 3-10.
- Algebra I
- Geometry
- English I and English II
- Biology
- US History
- Civics

The LEAP program also includes assessments that address students receiving special education services and for English language learners who meet particular participation requirements set by the State.

English Language Proficiency Screener ("ELPS")

The English Language Proficiency Screener ("ELPS") is a system of statewide assessments administered to all Limited English Proficient ("LEP") students in grades K–12. The ELPS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

English Language Proficiency Test ("ELPT")

The English Language Proficiency Test ("ELPT") assesses students' ability to speak, write, read, and understand orally spoken English. This test is only given to students who do not pass the ELPS (see above). This test is given annually in the second semester, and is a required state assessment.

Dynamic Indicators of Basic Early Literacy Skills ("DIBELS")

The state of Louisiana requires all students in Kindergarten through 3rd grade to take the DIBELS test 3 times per year. Great Hearts Harveston also gives this assessment to all students in 4th and 5th grade. This test is meant to be a snapshot of students' current abilities in reading, and is not an end in-and-of-itself to be studied for. Students who do well with our regular program of study (Spalding, Literature, reading groups and intervention, etc.) typically do well on DIBELS.

Numeracy

The state of Louisiana requires all students in Kindergarten through 3rd grade to take the Numeracy Screener 3 times a year. The Numeracy Screener consists of a set of measures for assessing numeracy skills. This universal screening identifies which students may be at risk for experiencing numeracy difficulties. Teachers use this data to set and monitor numeracy goals, as well as provide instructional support.

Other Tests

All students in grades 1-5 take the Foundations Mathematics test at the beginning of the year, which allows us to assess what skills they may need support in from the previous grade. Students who have finished Mac and Tabs are assessed in Fountas and Pinnell, which assesses accuracy and comprehension in reading. Benchmarks for end-of-year for Fountas and Pinnell are as follows:

- Kindergarten: Fountas and Pinnell letter F
- 1st grade: Fountas and Pinnell letter K
- 2nd grade: Fountas and Pinnell letter P
- 3rd grade: Fountas and Pinnell letter V
- 4th-5th grade: Fountas and Pinnell letter Z

PROMOTION

Students who can perform tasks at grade-level and have passing grades in all their classes can expect to be promoted to the next grade. Students who are below grade-level in certain core skills according to proficiency tests, who have failing grades, or who have missed 10% of school days may be considered for retention. Parents of students who are predicted to be below expected proficiency levels can expect to hear from the Assistant Head of School to develop an Individual

Academic Intervention Plan, or IAIP. Note that a signed IAIP is not required for a student to be enrolled in small-group or one-on-one intervention, as deemed necessary by the grade level team.

TEXTBOOKS & CLASSICS TO KEEP

Books are at the heart of classical, liberal arts education. At Great Hearts, it has always been the tradition for students to develop a personal library of books that they annotate, keep, and return to during their time at Great Hearts, and treasure for years to come. We call these books "Classics to Keep." Your students will utilize these classics during the upcoming school year. Parents and/or guardians and students are strongly encouraged to purchase these books for their own personal collections, so that they can mark them and keep them, allowing students to develop their own impressive personal library of classics over the course of their academic career with Great Hearts. We ask that all books match the ISBNs listed on our website. This ensures that students can all follow along on the same page when reading and discussing in class.

For families who do not purchase the texts, students will be given access to a copy of these books as part of their curriculum. Students should not mark these books provided by Great Hearts and will be asked to return the books in good condition once their class has finished working with the book.

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class. Materials must be treated with care and used as directed by the teacher. A student who is issued a damaged book should report the damage to the teacher.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any family failing to return school-issued items, whether due to destruction or loss, will be billed for the replacement cost.

HOMEWORK

The Academy believes that most of the class time should be spent in the collective pursuit of what is true, good, and beautiful about a specific subject. Homework time is reserved primarily for reading and for meaningful independent activities that support the curricular objectives of a given course.

Students should expect to do meaningful homework each night.

General nightly homework expectations for the average student:

- Kindergarten: 20 minutes
- 1st Grade: 30 minutes
- 2nd Grade: 30-40 minutes
- 3rd Grade: 35-45 minutes
- 4th Grade: 45-60 minutes
- 5th Grade: 60-75 minutes
- 6th Grade: 75-90 minutes
- 7th Grade: 75-100 minutes
- 8th Grade: 85-115 minutes
- 9th Grade: 120-150 minutes
- 10th Grade: 120-150 minutes

In addition to assigned homework, each student is expected to read at least 20 minutes each weeknight. (Kinder student reading minutes will vary depending on teacher communication.)

In accordance with La. R.S. 17:182.1, students and parents and/or guardians can access after-school online homework assistance services offered through the State Library of Louisiana and their local public library at http://www.state.lib.la.us/.

PHYSICAL EDUCATION

In accordance with La. R.S. 17:17.1, the Academy will ensure that students in kindergarten through grade 10 engage in at least 30 minutes per day of moderate or vigorous physical activity.

TUTORING

Great Hearts teachers offer regularly scheduled tutoring sessions before, during, and/or after school at no cost. Tutoring is an important opportunity for students to receive academic guidance and support. Students are strongly encouraged, and may be required, to see teachers for tutoring. Tutoring services are also available for students receiving special education services.

Private tutoring is the responsibility of a student's parents and/or guardians. Teachers employed by the Academy are not permitted to privately tutor their own students for pay.

Tutoring is separate from intervention, which is offered separately for reading and math.

EVALUATION

A liberal arts education requires a special kind of written evaluation one that offers a prose discussion of the student's sense of wonder, depth of inquiry, specific areas of mastery and needs or improvements, and attitudes toward learning and towards others. The narrative treats students in a fundamentally human way, not by neglecting numerical scores, but by situating those numbers as one part of a fuller, more nuanced picture of the student's progress in each course.

Deficiency Notices/Progress Reports: Midway through each quarter, deficiency notices are emailed out to the parents and/or guardians of students who are currently not passing. These notices are intended to prompt students to make necessary changes and improve their academic standing before the end of the quarter.

Grade Reports: At the end of each quarter, parents and/or guardians will receive a report that indicates student performance in each subject area. At the end of the 2nd quarter, teachers will write a narrative report for each student. These reports provide parents and/or guardians with specific feedback on a student's strengths and weaknesses within a given class. In addition to narrative commentary, these reports include student grades in various categories of assessment along with an overall letter grade for the semester.

First Quarter/Semester Conferences: Upon the conclusion of the first semester, parents and/or guardians will have met with their student's classroom teacher(s) to discuss overall student progress in greater depth. Specials teachers will be available to schedule a conference.

GRADE SUPPORT STANDARD, PROMOTION, AND RETENTION

Support Standard for Grades Kindergarten-3

For grades K-3, the school will identify all students who score below grade-level on the literacy assessment and will notify the parents and/or guardian in writing regarding the student's performance within 15 days of identification. The notification shall:

1. Provide information on activities that can be done at home to support the students' literacy proficiency.
2. Provide information about support and interventions that will be provided by the school to support the student's literacy proficiency.
3. Provide a timeline for updates because of progress monitoring that includes a middle-of-year and end-of-year update.
4. Provide information about the importance of being able to read proficiently by the end of the third grade.

The Academy will provide mid-year and end-of-year updates to the parent/guardian.

Promotion and Support Standard for Grades 3-7

For grades 3-7, the school will identify, based on a preponderance of evidence of student learning relative to literacy, a plan for third grade students who have scored below "basic" achievement level in English language arts and are identified as reading below grade level, that would enable them to successfully transition to the next grade level. Third grade students who have not met such an acceptable level of performance may be retained or promoted; but in either case they shall be provided with an individual student literacy plan that adheres to the following requirements:

1. The school shall convene an in-person meeting with the student's parents and/or guardians, all teachers of core academic subjects, and specialized support personnel, as needed, to review the student's academic strengths and weaknesses relative to literacy, discuss any other relevant challenges, and formulate an individual student literacy plan designed to assist the student in achieving proficiency in literacy. All participants shall sign the documented plan, using a template provided by the department, and shall meet to review progress at least once more before the next administration of the LEAP assessment.
2. The student shall be provided with focused literacy interventions and support based on the science of reading designed to improve foundational literacy.
3. The student requiring an individual student literacy plan shall be identified as such in the state student information system (SIS).
4. The student shall be afforded the opportunity to receive on-grade level instruction and focused literacy interventions based on the science of reading during the summer.
5. Each LEA shall adopt a written policy pertaining to the development of the individual student literacy plan. This policy shall be included in the pupil progression plan of the LEA and could include the following specific student supports; daily targeted small-group interventions, before and after school literacy intervention provided by a teacher or tutor with specialized literacy training, and at-home literacy programs that include literacy workshops for the parents and/or guardians of students and web-based or parent-guided home literacy activities.
6. The department may audit a random sampling of students in each local education agency identified pursuant to Subsection A of this Section each year.

The school will identify a plan, based on a preponderance of evidence of student learning, fourth grade students who have scored below "basic" achievement level in at least two core academic subjects, including English language arts, mathematics, science, and social studies, that would enable them to successfully transition to the next grade level. Fourth grade students who have not met such an acceptable level of performance may be retained or promoted, but in either case,

should be provided with an individual academic improvement plan that adheres to the following requirements.

1. The school shall convene an in-person meeting with the student's parent and/or guardian, all teachers of core academic subjects, and specialized support personnel, as needed, to review the student's academic strengths and weaknesses, discuss any other relevant challenges, and formulate an individual academic improvement plan designed to assist the student in achieving proficiency in all core academic subjects. All participants shall sign the documented plan, using a template provided by the department, and shall meet to review progress at least once more before the next administration of the LEAP assessment.
2. The student shall be provided with focused on grade level instructional support that is appropriate to the content area(s) in which the student has not yet achieved proficiency. Instruction shall be aligned with state academic content standards.
3. The student requiring an academic improvement plan shall be identified as such in the state student information system (SIS).
4. The student shall be afforded the opportunity to receive on-grade level instruction during the summer.
5. Each LEA shall adopt a written policy pertaining to the development of individual academic improvement plans. This policy shall be included in the pupil progression plan of the LEA.
6. The department shall audit a random sampling of students in each local education agency identified pursuant to Subsection A of this Section each year.

LDOE will provide to the Academy a roster of third and fourth grade students who are eligible for consideration under Subsection A and B of this chapter. Such a roster shall assist the Academy in making final determinations relative to students' individual academic plans and/or individual literacy plans required pursuant to this Section.

1. The decision to retain a student because of his/her failure to achieve the standard on the LEAP shall be made by the LEA in accordance with the local pupil progression plan. The department shall provide guidance to LEAs on retention considerations.
2. The individual literacy plan and/or academic improvement plan required in this Section shall continue to be in effect until such time as the student achieves a score of "basic" in each of the core academic subjects that initially led to the development of the student's individual academic plan and/or literacy plan.

Promotion and Support Standard for Grade 8

For grade 8, 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 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 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.

If there is a delay in 8th grade test scores and/or if statewide assessment results are not available on the last day of school, data sources including, but not limited to the following should be considered when making promotion and retention decisions:

- Coursework from throughout the school year

- Previous state mandated test scores
- Participation in spring/summer remediation and evidence of student work upon completion of program
- Student attendance during the regular school year, school year remediation and summer remediation
- Portfolio of LEAP like student work in the areas where the student failed to meet the promotion criteria such as NWEA MAP assessments, LEAP 360 assessments, etc.

SCHOOL ATTENDANCE

During its March 2024 meeting, BESE approved updates to policy in Bulletin 126 - Charter Schools and Bulletin 741 - Louisiana Handbook for School Administrators regarding absences and attendance. The revisions provide clarity; opportunities for academic recovery; and the reporting of attendance data daily.

ATTENDANCE

Students between the ages of 5 and 18 must attend school. Since the beginning of the 2022-23 school year, Kindergarten has been mandatory for all children aged 5 on or before September 30 of the calendar year in which the school year begins. The responsibility for a student attending school lies with the parents or the legal guardian. Elementary students shall be in attendance a minimum of 60,120 minutes. High school students shall be in attendance a minimum of 30,060 minutes per semester or 60,120 minutes a school year for schools not operating on a semester basis. The Academy complies with applicable state attendance reporting mandates. If the Student is chronically absent or chronically late (tardy) to school, the parent and/or student may be referred to the Office of Child Welfare and Attendance (CWA), located at 802 Mayflower Street, Baton Rouge, LA 70802.

Daily attendance shall be taken in accordance with R.S. 17:232. Beginning with the 2024-2025 school year, student attendance shall be submitted daily to the LDOE, including the number of students in attendance, the number of students absent, and the truancy status of each student.

Notice to Parents and/or Guardians.

Under La. R.S. 17:221, you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in any one school year, the parent and/or guardian is subject to prosecution under La. R. S 17:233 and the student is subject to referral to a truancy court for truant conduct.

TRUANCY – A truant is a student, 5 through 17 years of age, who does not attend school. Any child below the age of 5 who legally enrolls in school but who does not attend school shall also be considered a truant. This failure to attend school may occur with or without the permission or knowledge of parent or legal guardian. A student is considered a truant when he or she has no justifiable excuse for being absent from school. Note that beginning with the 2022-2023 school year the age requiring school attendance has been lowered to age 5 by Louisiana law. La. R.S. 17:221(A)(1)(b).

Penalties:

- Students who refuse to attend school on a regular basis without a legal excuse will be referred to Juvenile Services by Child Welfare & Attendance. If the student's attendance does not improve, his/her case could be brought before a juvenile court judge for further review. A student can be referred to the juvenile court system for non-attendance. As few as five (5) unexcused occurrences of being tardy could result in the ruling of habitual absenteeism or of habitual tardiness.

It is a violation of the compulsory school attendance law for a parent/guardian to allow his/her children to miss school without a valid excuse. A parent/guardian who violates the compulsory school attendance law may be fined up to $250.00 and/or be sentenced to thirty (30) days in jail. The court shall impose a minimum condition of probation which may include the parent, tutor, or other person having control or charge of the child participate in forty (40) hours of school or community service activities, or a combination of service and attendance in parenting classes or family counseling or suspension of any state-issued recreational license (e.g., hunting, fishing). See La. R.S. 14:92.2(A)(2)(c); (B)(1) and (4); 17:221(A)(1) and (2); 17:233(B)(1)(d)(iii) and (iv).

ABSENCES

To support learning and valuable classroom time, we urge parents to align family vacations and other events for which students must miss school with the school calendar. If an extended student absence is anticipated, we ask that the parents and/or guardians notify the Assistant Head of School. It is the responsibility of the student to make up all missed assignments after any absence, planned or unplanned. The Academy program is very rigorous, so absences of any length are likely to jeopardize academic performance. Students are, therefore, required to always attend all classes. If this is not possible, students are required to complete all the assigned make-up work. Please see the section below concerning the Academy's makeup policy.

In the event of a student absence, we ask that parents and/or guardians call the school office at (225) 416-7611 by 7:15am. Upon return, submit a signed note to the front office that describes the reason for the absence. If the student is absent from school due to illness or unexcused absence, they may not be eligible to participate in any extra-curricular activities including but limited to clubs, sports, school dances, academic competitions, or other school sponsored activities that fall on the day that the student is absent.

Written statements from a parent, legal guardian or physician stating a reason for absences shall be given to proper school personnel within five (5) school days after the student returns to school. The number of parental statements for absences is limited to five (5) each semester.

Types of Absences

The Academy recognizes absent days for elementary and secondary school students as excused, unexcused, and suspensions/expulsions. Students and parents and/or guardians should read this section carefully to understand the school's expectations.

Excused Absences – absences which are not considered for the purposes of truancy, including absences incurred due to extenuating circumstances in accordance with La. R. S 17:233

Unexcused Absences – any absence not meeting the requirements set forth in the excused absence definition, including but not limited to absences due to any job unless it is part of an approved instructional program

Suspension/Expulsion - absence in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The absence is not considered for the purposes of truancy unless the student is assigned to an alternative site and is not in attendance at the assigned alternative site

Excused Absences

La. R.S. 17:226 provides several exceptions to the compulsory attendance law for certain absences, so long as the student makes up all work missed. This includes absence for the following reasons:

- Religious holy days.
- Required court appearances.
- Activities related to obtaining United States citizenship.
- Serve as an election clerk
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the healthcare provider must be submitted upon the student's arrival or return to campus.
- Extended leave related to physical or emotional illness, a hospital stay, recuperation from an accident, or a contagious disease in the family.
- A death in the family (not to exceed one week).
- Prior school-approved travel for education.
- For students in the conservatorship (custody) of the state.
- Mental health or therapy appointments; or
- Court-ordered family visits or any other court-ordered activity, provided it is not practicable to schedule the students' participation in the activity outside of school hours.

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

Absences not covered will be addressed through CWA under extenuating circumstances such as homelessness, etc.

Written statements from a parent, legal guardian, or physician stating a reason for absence shall be given to proper school personnel within five (5) school days after the student returns to school. The number of parental statements for absences is limited to five (5) each semester. A parent note will be marked as a Parent Note in the database and will be submitted to CWA if the documentation exceeds five.

Make-Up Work

Every day teachers work to fill every minute of your student's day with rich, meaningful learning opportunities. Our learning is done in community with pictures, reading, labs, activities, demonstrations, manipulatives, partner work, bell work/warm up activities, exit tickets, observations, drills, recitations, and discussions. When a student is absent or late, we can give your

student worksheets, a copy of the notes, and schedule another time for a test/quiz, but these things miss the heart and soul of what we do each day in the classroom. Because of the nature of each learning experience, it is nearly impossible to recreate the lesson/activities that are graded each day. Attendance is vitally important to any student's success in the classroom.

If a student is unable to attend school and seeks their assignments, the parent and/or guardian can contact the primary classroom teacher the day of the absence for information or to coordinate the pick-up of assignments and materials, otherwise the student is responsible to check in with their teacher upon returning to school to collect make-up assignments.

An absence on the due date of a major assignment (essay, lab report, project, etc.) or exam may not extend the due date of that assignment. The student should expect to submit the work and/or make-up on the exam on the day of his/her return. Likewise, absences during the preparation time of a major assignment may not extend the due date. Please see the faculty course syllabi for specific guidelines regarding make-up work following absences.

When a student is absent from illness, they have one calendar day for each day missed to complete any work or assignment that was missed. Students are responsible for taking home the absent work left for them on their desk or requesting the packet from their teacher. All tests/quiz that were missed should be made up within one week of the absence unless other arrangements are made with the teacher. The late policy will take effect as soon as students have reached the number of "make-up days" allotted. Students in grades 4 -10 should arrange with their teachers for time outside of class or during tutoring to receive help for material they have missed and do not understand or to make up tests.

TARDINESS

Carline closes at 7:44 a.m. Students who arrive after 7:44 a.m. must report directly to the front office for a late pass to be admitted to class. If your student arrives late, a parent and/or guardian must park and sign them in at the office upon arrival.

Students who will be leaving early, all early checkouts must be completed by 2:30 p.m. on full days, 11:00 am on half fays and 12:30 p.m. on Fridays for early dismissal. If your student will be checked out early, a parent and/or guardian must park and sign them out at the office prior to the times listed above. Early checkouts from school will be marked accordingly in the student's record. Parents and/or guardians who check out their students early from school, for any reason, must sign the student out. A valid I.D. is required on all early checkouts. Only individuals listed on the emergency contact for pick up permission shall be allowed to check out any student. Changes will not be accepted over the phone.

Students who do not arrive to school or class on time are tardy. Students should arrive to school ten minutes prior to their first class. Students should be in the classroom and in their seats when class begins. Under extreme circumstances (e.g., major traffic accidents, adverse weather conditions, sickness, or unexpected family issues), the Dean of Students may excuse tardiness. Tardiness can cause a student to miss valuable instructional time, and often creates disruption and a distraction to the learning environment for other students; therefore, the Dean of Students reserves the right to take disciplinary action against a student anytime they are tardy. Possible disciplinary actions may include exclusion from Enrichment Activities, such as field trips or guest lectures. Chronic tardiness may lead to suspension or other disciplinary action.

- A student who accumulates 4 unexcused tardies is assigned to ISS. The parent/guardian is contacted by the principal or a designee.
- A student or parent/guardian who refuses ISS is suspended, pending parent/guardian conference. If the parent/guardian comes that afternoon or the next morning, no suspension is recorded.
- If the parent/guardian does not come for a conference as requested, the student is officially suspended for two days and is assigned to a Discipline Center
- The whole procedure begins again.

Unexcused check-ins are considered incidents of tardiness and absences in the classroom .

The Academy considers abuse of tardies and/or early dismissals as lost instructional time, which may be addressed by the Head of School. In cases of excessive tardiness and/or early checkouts, further disciplinary measures according to the Student Code of Conduct may be taken or may lead to a parental meeting with the attendance committee. Excessive means when a student accumulates ten or more tardies and/or early checkouts within a six-month period in any one school year.

CHECKOUT POLICY

Additional Guidelines:

- Student Sign-out: Parents and/or guardians wishing to sign out their students before the end of the school day (e.g., for a doctor's appointment) must do so before 2:35 p.m. Parents and/or guardians must park in the designated parking lot and walk directly to the main office. **For students to check out of school, a doctor's reminder slip, a form of notification of an appointment, or a letter with statement of pending emergency must be presented by the student or parent. If no documentation is provided the checkout will become an unexcused absence.**
- Closed Campus: Students are not permitted to leave campus during school hours or during after- school activities, unless accompanied by an authorized adult. Parental requests to excuse students to leave campus on their own for lunch will not be honored.
- Non-custodial Parent Pick-up: Non-custodial parents and/or guardians who wish to pick up a student during or after school must have a signed statement from the custodial parent for each occasion, or there must be a statement of permission on file with the office. If you plan on having other adults pick up your student, you must provide a written list of such authorized adults to the main office.

SPECIAL PROGRAMS

SPECIAL EDUCATION SERVICES

The Academy has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5–21 years of age and who fall within the school's jurisdiction. If you know or suspect that your student has a disability, please contact the Head of School for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan ("IEP"), which is developed by the student's Admission, Review, and Dismissal ("ARD") Committee.

The ARD Committee considers the student's disability and determines appropriate accommodation, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

IDEA is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and/or guardians and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to ensure the student is identified, evaluated, and provided with Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a student with a disability must be in accordance with IDEA regulatory requirements.

BILINGUAL/ESL SERVICES

The academy offers Bilingual/English as a Second Language ("ESL") services at all appropriate grade levels for English language learners who are limited in their English proficiency. The program is designed to assist students identified as having limited English proficiency with development in language – listening, speaking, reading, and writing. The goal of the ESL program is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state-approved Oral Language Proficiency and Norm-Referenced Tests to qualify for placement in the program. If test results indicate either limited oral or limited cognitive academic English ability, the student (with parent and/or guardian approval) is provided additional English language support.

SECTION 504 SERVICES

The Academy provides free appropriate public education for each qualified student with a disability, regardless of the nature or severity of the student's disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such an impairment, or is regarded as having such an impairment. A student with a disability is "qualified" if the student is between the ages of three and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student's individual educational needs as adequately as the needs of

students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless the Academy demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, the Academy should comply with all legal requirements regarding the least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, the Academy shall ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination based on disability under Section 504 of the Rehabilitation Act, a student must be determined, because of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents and/or guardians or teachers should contact the Head of School for information concerning available programs, assessments, and services. For further information, please contact the Section 504 Coordinator.

AIDING STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION OR SECTION 504 SERVICES

For those students who are having difficulty in a general classroom environment, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Multi-tiered Systems of Support ("MTSS"). The implementation of MTSS has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a parent believes their child has a disability, they should speak with the School Building Level Committee ("SBLC") coordinator at the school. Because Great Hearts Harveston is chartered through the East Baton Rouge ("EBR") school district, coordination with EBR's Pupil Appraisal department may be required. If the parent has documentation from a doctor, sharing that with the SBLC coordinator will be helpful in determining what supports may be immediately available. The SBLC decides whether the student should have access to accommodations through a 504, or should be tested to see if the student qualifies for services through an IEP. At any time, a parent can request an evaluation for special education with the district through the SBLC. More information about the process, and the child's unique situation, will be available through the SBLC coordinator.

ANTIDISCRIMINATION POLICIES AND PROCEDURES

NON-DISCRIMINATION POLICY

The Academy does not discriminate based on race, religion, color, national origin, immigration status, sex, disability, or age. The following person has been designated to handle complaints regarding the non-discrimination policies:

The Academy will comply with La. R.S. 17:111 and with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 ("Title IX"); Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law.

Any questions or concerns about Great Hearts compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

Title IX & ADA/Section 504 Coordinator:
Melissa Penniman, Academic Support Specialist
4717 E. Hilton Ave. #300
Phoenix. AZ 85034
602-438-7045
Melissa.penniman@greathearts.org
Great Hearts America

All Other:
Human Resource Office

Great Hearts America

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Statement of Nondiscrimination

Great Hearts prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, sexual orientation, or any other basis prohibited by law. Great Hearts also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of Great Hearts policy.

Discrimination and Harassment (Prohibited Conduct)

For purposes of Great Hearts policy, the term "Prohibited Conduct" means discrimination or harassment against a student involving conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student, and/or that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of Prohibited Conduct may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Great Hearts also considers gender-based harassment to be Prohibited Conduct. Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment

directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property "Prohibited Conduct" may also include dating violence, which occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engaged in these behaviors.

Retaliation

Retaliation against a person who makes a good faith report of Prohibited Conduct is prohibited. Retaliation against a person who is participating in an investigation of reported Prohibited Conduct is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a Great Hearts investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Prohibited Conduct

Any student who believes that they have experienced Prohibited Conduct or retaliation or believes that another student has experienced Prohibited Conduct, or retaliation should immediately report the alleged acts to a teacher, counselor, the Head of School, or other school employee. The report may also be made by the student's parents and/or guardian. Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in this Handbook.

Upon receiving a report of potential Prohibited Conduct, Great Hearts will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, dating violence, or retaliation. If not, Great Hearts will determine if the allegations, if proven, would constitute bullying. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying, an investigation of bullying will also be conducted.

Investigation

To the extent possible, Great Hearts will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of Prohibited Conduct will be promptly investigated. The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by Great Hearts, such as an attorney. When appropriate, the Head of School or the student's teacher(s) will be involved in or informed of the investigation.

If a law enforcement or other regulatory agency notifies Great Hearts that it is investigating the matter and requests that the school delay its investigation, Great Hearts will resume the investigation at the conclusion of the agency's investigation.

During an investigation and when appropriate, Great Hearts will take interim action to address the alleged Prohibited Conduct.

If the school's investigation indicates that Prohibited Conduct occurred, appropriate disciplinary action and, in some cases, corrective action, will be taken to address the conduct. Great Hearts may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act ("FERPA").

Appeal

A student or parent and/or guardian who is dissatisfied with the outcome of the investigation may appeal through the school's student and parent and/or guardian complaint process, beginning at Level Two.

FREEDOM FROM SEXUAL HARASSMENT

Great Hearts prohibits discrimination based on sex, including sexual harassment, by an employee, volunteer, or another student.

Sexual harassment means conduct based on sex that satisfies one or more of the following:

1. A school employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Great Hearts' educational programs or activities.
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

Examples of sexual harassment may include, but are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; sexually motivated physical, verbal, or nonverbal conduct; or other sexually motivated conduct, communications, or contact.

Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

Reporting Sexual Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator in the "Statement of Nondiscrimination" section of this handbook, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

Great Hearts' response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the

imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Investigating Formal Complaints

The following guidelines apply during the investigation of a formal complaint and throughout the grievance process.

- Great Hearts will ensure the burden of proof and the burden of gathering sufficient evidence to reach a determination regarding responsibility rests on Great Hearts and not on the parties.
- Great Hearts cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Great Hearts receives that party's voluntary, written consent to do so.
- Great Hearts will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Great Hearts will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Great Hearts will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. Great Hearts may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.
- Great Hearts will provide a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate
- Great Hearts will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completing an investigative report, Great Hearts must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the investigator will consider prior to completing the investigative report.
- Great Hearts must create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a determination regarding responsibility, send to

each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.

- After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants to ask of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Appeal

Great Hearts will offer both parties an appeal from a determination regarding responsibility, and from Great Hearts' dismissal of a formal complaint or any allegations therein, on the following basis:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, Great Hearts will ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. Great Hearts will provide both parties with a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the preponderance of the evidence standard, describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

A party who is dissatisfied with the appeal decision may file an appeal through the student and parent and/or guardian complaint process, beginning at Level Two.

FREEDOM FROM BULLYING AND CYBERBULLYING

Great Hearts prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable harm to the student's person or of damage to the student's property.

- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or the school; or
- Infringes on the rights of the victim at school.

Cyberbullying means bullying that is done using any electronic communication device, including using a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet- based communication tool.

The school's bullying policy applies to:

- Bullying that occurs on or is received by a student while on school property or at a school-sponsored or school-related activity on or off school property.
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
- Interferes with a student's educational opportunities; or
- Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Reporting Procedures

Any student who believes that they have experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Head of School or designee, a teacher, counselor, or other school employee. A report may be made orally or in writing and may be submitted anonymously. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Head of School or designee. The Head of School or designee will notify the victim, the student who engaged in bullying, and any student witnesses of available counseling options.

The Head of School or designee shall provide notice of incident of alleged bullying to:

- A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
- A parent or guardian of the alleged bully within a reasonable amount of time after the incident.

Investigation of Report

The Head of School or designee shall determine whether the allegations in the report, if proven, would constitute prohibited harassment and, if so, proceed under that policy instead. The Head of School or designee shall conduct an appropriate investigation based on the allegations in the report and shall take prompt interim action calculated to prevent bullying during an investigation, if appropriate.

The Head of School or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred. The Head of School or designee will utilize the

investigative procedures outlined by the LDOE and will complete the LDOE investigation form. All investigations related to bullying will be finalized within ten school days.

If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. The Academy may act based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

Discipline for bullying of a student with disabilities shall comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.). The Academy may not impose discipline on a student who, after an investigation, is found to be a victim of bullying, based on that student's use of reasonable self-defense in response to the bullying.

Confidentiality

To the greatest extent possible, the Academy shall respect the privacy of the complainant, people against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation.

Appeal

A student or parent and/or guardian who is dissatisfied with the outcome of the investigation may appeal through the Academy's grievance procedure.

POLICY FOR HAZING

Hazing, solicitation to engage in hazing, and aiding and abetting another person who is engaged in hazing is strictly prohibited. A person is considered a "student" who has enrolled, who has been accepted for enrollment, or intends to enroll within the next 12 calendar months. This policy applies to all students until graduation, transfer, promotion, or withdrawal from the school.

"Hazing" is defined as any intentional, knowing, or reckless act committed by a student, whether individually or with others, against another student, and in which both of the following apply:

- The act is committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with the Academy; and
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm, or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with the Academy and whose membership consists primarily of students enrolled at that educational institution. Violations of this policy do not include customary athletic events, contests or competitions that are sponsored by the Academy or any activity or conduct that furthers the goals of a legitimate educational curriculum or legitimate extracurricular program.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting Procedures

Students and others should report hazing to the Head of School but may also report hazing to another professional staff member. If an individual besides the Head of School receives the report, the individual receiving the report will submit a report of the incident to the Head of School. The individual shall respect the confidentiality of those involved, disclosing the incident only to those with a need to know or as required by law. Any incident of hazing that includes possible violation of state or federal statutes shall be treated as required by statutory requirements and reported to law enforcement.

All violations of this policy shall be treated in accordance with the discipline procedures and penalties in effect for violation of the Student Code of Conduct.

If an organization knowingly permitted, authorized, or condoned hazing activity, its permission to conduct operations at the Academy may be revoked or suspended.

POLICY FOR ANONYMOUS REPORTS OF SUSPICIOUS ACTIVITY

Parents and/or guardians or students who would like to provide an anonymous report to the school regarding bullying, illegal activity, or suspected abuse can do so via a school website or by mailing a note to the school, addressing it to the attention of the Head of School. Anyone who has such concerns is encouraged to report them, either anonymously or in person.

POLICY ON SOCIAL MEDIA

The Academy reserves to itself the right to investigate allegations of bullying, harassment, intimidation, and threats that occur in social media venues, and which disrupt the learning environment of the school. Not everything said or done by students online is the school's business, but actions and words directed against fellow students, parents and/or guardians, or school staff will be considered as such. The school will also notify law enforcement when credible threats of violence are detected.

STUDENT CODE OF CONDUCT AND DISCIPLINE

GUIDING VIRTUES

Responsibility

We accept obligations related to our own good and the good of others, and we act on those obligations in a manner suitable to their timely and satisfactory fulfillment. We are willingly accountable for what we do and say, and we seek to learn from our mistakes.

Perseverance

We spurn despair and strive to complete tasks to the best of our abilities, regardless of the difficulty. We respond creatively to overcome obstacles and ask for help when necessary.

Integrity

We are individuals of strong ethical values, who make consistently good choices in keeping with our knowledge of right and wrong. We seek the wisdom of others in cases of moral uncertainty.

Honesty

We never knowingly induce another to believe what is false. We are always truthful in what we say and do, regardless of the circumstances or consequences.

Courage
We always do what we know to be right despite fear, hardship, and opposition. We resist negative peer pressure, defend our rights and the rights of others, and encourage others to do the same.

Citizenship
We honor rules and laws and respond to authority in obedience. We give our time and abilities to serve others. We uphold liberty and social equality through respect for individual differences and knowledge of our democratic system.

Humility
We do not brag or compare ourselves to others. We always strive to do our best whether we are recognized or not.

Friendship
We will the good of others. We regard others and ourselves as deserving of kind and just treatment. Our conduct is considerate and polite. We look for the good in others and demonstrate compassion. Our attitude toward others and their property reflects the way we wish to be treated.

Wisdom
We learn from our mistakes and think before we act. We look to the great thinkers of the past for guidance on making good choices.

We further agree to use the virtues to reflect on poor choices and to use them guide us back onto the path of success. We will own our mistakes, endeavor to learn from them and move ahead with fortitude. We will face correction with a teachable spirit and humility.

CODE OF CONDUCT

Knowledge, skill, and character are fundamentally the possessions of individuals, and only the individual, through his/her actions, may obtain and preserve these goods. The Academy Honor Code exists to guide individual students towards those actions which promote honesty and learning and away from those actions which sacrifice honesty and learning to other ends. The Honor Code codifies those values which must be upheld for the health of our academic community, and universal subscription to it builds trust amongst students, faculty, and families. The Academy Honor Code is given below.

As a student and citizen of the Academy, I agree with the following:

- I will not lie, cheat, or steal in any of my academic endeavors.
- I will forthrightly oppose each instance of academic dishonesty.
- I will not request, receive, or give aid in examinations/tests/quizzes.
- I will not give or receive illicit aid in class work, homework, in the preparation of reports, or in any other work that is to be used by the teacher as the basis of grading. I will understand the difference between studying and reviewing with others (which often is acceptable) and producing written documents that are submitted under my name for credit (which can only be done alone).
- I will not copy from or collaborate with others in completing homework. When I put my name on a homework assignment, I attest that all the work on the assignment is my own in origin and content.
- In the case of all essays and research papers, I will carefully cite all external sources. I will not represent someone else's work as my own. I will do my very best to learn from my

teachers the clear distinctions between appropriate research and plagiarism, intentional or unintentional.

- I will never use any "study aids" such as Cliff's Notes, Sparks Notes, or other materials, nor will I watch a movie/video version of a work of literature before or during study of it in school. I will do the reading for myself and strive to understand it for myself.
- I will give prompt (and confidential) notification to the appropriate faculty member or the Dean and Head of School if I observe academic dishonesty in any course. I will let my conscience be my guide if I should make such a report.
- I join the entire student body of the Academy in commitment to this Code of Honor.

The faculty on its part manifests its confidence in the honor of its students by refraining from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code. On some occasions, teachers may ask students to write "AHC" (Academy Honor Code) on the heading of their assignments to remind them of the details and spirit of this honor code.

Please see the discipline policy below for information about how violations of the Academy Honor Code are addressed by the school. Since academic dishonesty is viewed as a serious offence, even first offenders may be punished with a suspension. The Academy Honor Code is typically reviewed in class with students during the first week of school each year.

Portions of this honor code are derived from the current Duke University and Stanford University honor codes.

BEHAVIOR

All the information below is directed toward the common good of the Academy and its maintenance as a place of learning and moral development. We believe that habits of behavior play a significant part in forming habits of mind. The Academy's teachers will make every effort to enforce the rules below consistently, informatively, and with a heart of mercy for the student's overall well-being.

Students at the Academy strive to make the most of their educational opportunities. No less than their parents and/or guardians and the faculty, our students appreciate the overall environment that they help maintain for the good of the entire school community. It does not take long for our students to recognize the benefits of mutual encouragement, respect, courtesy, and helpfulness. As many students and parents and/or guardians will gratefully attest, the Academy is a very good place to be.

Nevertheless, our students are young and human, and they will make mistakes in speech or behavior—they are still learning how appropriately to comport themselves. Many such behavioral mistakes, while requiring correction, need not be punished. Sometimes, however, their mistakes can be disruptive to other students and to our teachers. Therefore, for the sake of orderly and productive community life, it is necessary to discuss school expectations and sanctions so that students and families can have a blueprint for conduct which contributes to a wholesome academic environment and to each student's self-esteem and success.

The philosophy of the Academy is that students are young adults in the making who will learn civil, polite, and respectful conduct by the example of their teachers and other adults. Consequently,

students will be treated with respect and courtesy by the Academy staff and will be expected to treat not only all adults on campus with such respect, but one another as well.

Several obvious signs of such respect are a student's willingness to refrain from talking in class when others have the floor; a respect for the property of the school and of other students; a willingness to refrain from sarcastic or critical comments towards others; and a willingness to ask (and give) forgiveness when someone has been wronged.

In conjunction with parents and/or guardians, the Academy has the goal of developing not only habits of good scholarship and critical inquiry, but the character traits of courtesy, promptness, forgiveness, self-control, responsibility, diligence, courage, generosity, and magnanimity. Good behavior is expected of all students and will not be specially rewarded at school. It is its own reward in the esteem the student earns from his teachers and his fellow students.

The Academy's guiding policy is to be fair, firm, and consistent in the application of discipline for inappropriate behavior. However, the following guidelines for discipline are not intended to be exhaustive. The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate.

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, the Academy has established this Student Code of Conduct ("the Code") in accordance with state law. The Code outlines prohibited behaviors and consequences for such behavior.

The Code has been adopted by the Board of Directors and provides information to parents and/or guardians and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the Head of School. Parents and/or guardians will be notified of any violation that may result in their student being suspended or expelled from the school.

Students must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Code does not define all types and aspects of student behavior, as the Academy may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the students and may or may not constitute violations of the Student Code of Conduct. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, student behavior and consequences.

APPROACH TO STUDENT DISCIPLINE

In general, discipline is intended to correct misconduct, to promote each student's development in character and the virtues, and to foster the common good of the school community.

Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of disciplinary techniques. Disciplinary action correlates to the seriousness of the offense, the

student's age and grade level, the frequency of misbehavior, the student's attitude, and the effect of the misconduct on the school environment.

The following approaches may be used alone or in combination-for misbehavior violating the Code or campus or classroom rules:

- Assignment of school service or community service duties such as scrubbing desks or picking up litter
- Behavioral agreements
- Cooling off time or "time out"
- Counseling by teachers, counselors, or administrative personnel
- In school suspension or detention, as specified in the suspension section of the Code
- Expulsion, as specified in the expulsion section of the Code
- Grade reductions as permitted as policy
- Out of School Suspension, as specified in the suspension section of the Code
- Parent-Teacher conferences
- Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the school
- School assessed and school administered probation
- Seating changes within the classrooms
- Sending the student to the office or other assigned area
- Techniques or penalties identified in individual student organization's extracurricular standards of behavior
- Temporary confiscation of items that disrupt the educational process
- Verbal correction
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school sponsored clubs or organizations
- Other strategies and consequences as specified by the Code

Students may be removed from class for a short duration following a perceived disciplinary infraction while an administrator collects an account of the situation. During this time, a student may be asked to sit quietly in an administrator's office and provide a description of the incident. In response to the student's behavior, a teacher or administrator may assign lunch-, recess-, or after-school-detention. In the case of more serious misbehavior the parent and/or guardian will be contacted, and other disciplinary measures taken, up to and including suspension and expulsion.

Note Concerning Detention

Students who violate the Student Code of Conduct may also be assigned detention, lose the privilege of lunch-time recess or participation in extra-curricular activities.

Any student who fails to report to detention at the scheduled time will receive additional penalties (typically an additional detention). Students should not ask to have a detention rescheduled; detentions are by their very nature inconvenient, and students should view the inconvenience that detention causes to be a direct result of the misbehavior that incurred the punishment in the first place. Exceptions may be made in the event of a family emergency or serious scheduling conflict. All matters pertaining to the scheduling and serving of detentions should be directed to the faculty member designated as the Detention supervisor.

Detention can be serious in nature and a high number of detentions can indicate a student's general unwillingness to cooperate with the school. The accumulation of numerous detentions may result in a suspension based on the judgment of the Head of School. A student may be suspended if many of the detentions are received for the same offense (such as tardiness), or if the Head of School determines that the detentions are of a serious nature and warrant immediate action.

In the case of more serious misbehavior, such as forging a parent and/or guardian's signature, lying to an adult, cheating on exams and/or academic assignments, fighting, theft, willful destruction of property, defiance of authority, disrespect of adults, leaving campus without permission, skipping class, or any other serious offense listed in the Student Code of Conduct, the parent and/or guardian will be contacted and other disciplinary measures taken, up to and including suspension or expulsion.

Threats of violence and physical, verbal, or sexual harassment are illegal and will result in parent and/or guardian contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension, and expulsion.

Note Concerning Corporal Punishment

The Academy will not administer corporal punishment upon a student for misconduct but may use all remedies permitted by La R.S. 17:416.1 using reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or injury.

ZERO TOLERANCE OFFENSES

To ensure a safe and secure learning environment, the following offenses will not be tolerated. When it is determined that a student has violated this policy, the Head of the School(s) shall notify the student's parents and/or guardians and the criminal justice or juvenile delinquency system as required by law.

Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in the school building or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function, or event.

Dangerous weapons for the purpose of this policy shall include but are not limited to a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use can cause death or serious bodily injury.

Violators of this section shall be expelled for a period of no more than:

- K-5th grades one (1) calendar year
- 6th-12th grades two (2) school semesters (per La. R.S. 17-416. C(2)(a)(i))

The Head of School(s) shall have the authority to modify this expulsion on a case-by-case basis.

Firearms (as defined in La. R.S. §14:95.2)

In accordance with Louisiana State Law, carrying a firearm, or dangerous weapon as defined in R.S. 14:2, by a student or nonstudent on school property, at a school sponsored function, or in a

firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's person, at any time while on a school campus, on school transportation, or at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus.

Violators of this section shall be expelled for a period of no more than:

- K-5th grades one (1) calendar year
- 6th-12th grades two (2) school semesters (per La. R.S. 17-416. C(2)(a)(i))

The Head of School(s) shall have the authority to modify this expulsion on a case-by-case basis.

Drugs

Any student who unlawfully possesses/distributes or is under the influence of any drug including any controlled substance, illegal drug or prescription drug shall be expelled for a period of no more than:

- K-5th grades one (1) calendar year
- 6th-12th grades two (2) school semesters (per La. R.S. 17-416. C(2)(a)(i))

The Head of School(s) shall have the authority to modify this expulsion on a case-by-case basis.

Fighting/Assault

In accordance with Louisiana state law La. R.S. 17:416.15, any student who is caught fighting or commits assault, as defined in L.A. R.S. § 14:38.2 shall be expelled for a period of not less than one (1) calendar year. The Head of School(s) shall have the authority to modify this expulsion on a case-by-case basis.

Assault on a schoolteacher/employee is an assault committed when the offender has reasonable grounds to believe the victim is a schoolteacher/employee acting in the performance of their duties.

For purposes of this Section, "schoolteacher" means any teacher, instructor, administrator, staff person, or employee of any public or private elementary, secondary, vocational-technical training, special, or postsecondary school or institution. For purposes of this Section, "schoolteacher" shall also include any teacher aide and paraprofessional, school bus driver, food service worker, and other clerical, custodial, or maintenance personnel employed by a city, parish, or other local charter school board.

Vandalism of School Property over $500

Any student who commits vandalism of school property (as defined in La. R.S. § 14:225) which results in the student being criminally charged with vandalism over $500 shall be expelled for a period of not less than one (1) calendar year. The Head of School(s) shall have the authority to modify this expulsion requirement on a case-by-case basis.

Other Offenses

- Any student who makes bomb threats or commits sexual misconduct that results in the student being criminally charged with sexual battery, sexual assault, indecent exposure,

rape, or aggravated sexual battery shall be expelled for a period of not less than one (1) calendar year. The Head of School(s) shall have the authority to modify this expulsion requirement on a case-by-case basis.

- Transmission by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention.

SUSPENSION

Process for Suspensions Lasting up to Five Continuous Days

In addition to the above list of Code of Conduct violations, the Head of School has authority to suspend a student for a period of up to five continuous school days at a time for any of the following reasons:

1. The need to further investigate an incident.
2. A recommendation to expel the student; or
3. An emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a student, the Head of School or designee must attempt to hold an informal conference with the student to:

1. Notify the student of the accusations against him/her,
2. Allow the students to relate their version of the incident, and
3. Determine whether the students conduct warrants suspension.

Notification to Parents and/or Guardians

If the Head of School or designee determines the student's conduct warrants suspension during the school day, the Head of School or designee will make reasonable effort to notify the student's parent and/or guardian(s) that the student has been suspended before the student is sent home. The Head of School or designee will notify a suspended student's parent and/or guardian(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Head of School.

Credit During Suspension

A student shall receive credit for work missed during the period of suspension if the student makes up work missed within the same number of school days the student was absent on suspension.

OUT-OF-SCHOOL SUSPENSION AND EXPULSION

Every student is entitled to due process before he/she may be out-of-school suspended or expelled from school. Such action requires a reasonable basis for the imposition of discipline.

The Student Disciplinary Hearing Committee and Out-Of-School Suspension/Expulsion Policy and Procedures regarding a student's due process rights, can be found on the Academy's website, linked here.

Discipline for Students with Disabilities

All students should expect to be disciplined pursuant to the same standards of conduct and due process procedures. When misconduct occurs by a student with a disability, the district will comply with the requirements of the IDEA and/or Section 504 of the Rehabilitation Act as they relate to disciplinary measures taken with a student with a disability.

For information pertaining to student discipline for a student protected under Section 504 contact your student's 504 Coordinator.

For questions regarding student discipline for a student who is considered to have a disability and receiving special education services on an IEP, contact National Exceptional Student Services Director.

STUDENT CULTURE

Healthy friendships between students help the health of the Academy as a whole. The Academy encourages relationships between students that are noble and supportive of their overall moral and intellectual growth. *However, in distinction to many other schools, the Academy does not view the formal organization of and sponsoring of social events as one of its* ***primary*** *jobs.*

YOUNG MEN AND WOMEN

Although the Academy does sponsor social events, these events should not be viewed as the promotion of romantic relationships between our young men and young women. The Academy believes that young men and women should be friends. We encourage their socializing together and the development of healthy relationships among them. Romantic relationships, on the other hand, can take up an enormous amount of the consciousness of young people. This absorption can be a direct challenge to focusing their consciousness on learning and thinking. This is why the Academy prohibits activities like holding hands, kissing, and other overt forms of romantic behavior among students while on campus and at all Academy-related events.

STUDENT-TEACHER RELATIONSHIPS: ON AND OFF CAMPUS

The Academy highly values the working relationship between teachers (or staff) and students. This is a relationship best characterized as a professional friendship grounded in mutual respect.

Teachers will treat each student as a unique individual and will serve the student with a heart of charity. Students, on their part, will treat each teacher with the respect properly accorded their role as an authority figure and leader here at the Academy. With this in mind, students should address teachers by their formal title i.e., Mrs., Ms., Mr., Dr., and their last name.

Teachers, staff members, and coaches will maintain a proper professional boundary between themselves and the student. They will not be overly familiar with the student or get involved in the details of the student's personal life. (If a teacher senses that a student requires counseling for a social or family issue, that issue will be referred confidentially to the administration and/or parents and/or guardians). The faculty/staff/coaches of the Academy will insist on maintaining appropriate physical boundaries and will not meet in a room alone with a student with the door closed. It is also Academy policy that faculty/staff do not transport students in their personal vehicles. This is excepting, of course, when transporting his/her own student, or when acting in some other capacity

(for example as a camp counselor or church leader) and parental permission for such transportation is explicitly granted.

Many of the Academy's teachers and staff live in the same neighborhoods as our students, hence it is appropriate to offer a word regarding off-campus relationships. ***The same professional rules governing on-campus relationships apply to off-campus relationships or chance meetings between students and faculty.***

It is not appropriate for students and teachers/staff to interact as anything other than students and teacher/staff, regardless of the location, time, or day of the week. Furthermore, students should not contact or visit teachers or staff members off campus unless the teacher or staff member has spoken with the parents and/or guardians and explicitly invited such contact, nor should teachers or staff contact students off-campus (other than phone calls regarding academics or school-sponsored extra- curricular activities), unless such contact has been approved by the parents and/or guardians.

Parents and/or guardians, students, and GH staff are advised that once a GH employee has separated from employment, the separated employee no longer represents GH in any personal, professional, or political activities or relationships.

CLASSROOM CELEBRATIONS

To foster inclusivity, GH does not celebrate holidays. On the other hand, as classicists we see celebrations of those things we have in common as an essential way of participating in living the "Good Life." To that end, each grade level plans special celebrations centered around their curriculum. The teachers will plan the event with approval from school leadership, as well as coordinate with classroom parents and/or guardians who will help execute those celebrations in an intentional and orderly way.

BIRTHDAY TREAT POLICY

Students may bring special edible treats on their birthday to their homeroom, including one for every student. The teacher will plan when during the day it would be most suitable to share them with the class. If school is not in session on the student's actual birthday, the parent and/or guardian should coordinate a day with the teacher in which their student will bring in treats. Parents and/or guardians may NOT bring food to share at lunch to, in a sense, host a mini party. Students with special food allergies may bring in a box of allergy free treats that are non-perishable for the teacher to keep for the student on those days in which birthday treats being served do not meet their dietary restrictions. Students may not bring in gifts or party favors. Homemade items are not allowed at events. All treats should be store-bought and include nutrition and ingredients labels. All treats should be free of pop culture decor.

ATHLETIC FIELD DAY, ACADEMIC FIELD DAY, CHARACTER DRESS UP DAY, GREAT HEARTS DAY, ASSEMBLIES

To foster community, the faculty hosts several cultural activities during the school day throughout the year that celebrates and enhances the mission, vision, and curriculum. These activities are meant for the students and their teachers and do not allow for parent and/or guardian spectators. From time-to-time parents and/or guardians may be asked to help organize or execute portions of these events.

STUDENT CLUBS

Clubs are meant to give students the opportunity to enjoy further study and practice of a fine or common art that serves to build community, foster life-long learning, and edify the soul.

Students who want to join a particular club must follow the registration process (which is first come first served) and pay the designated fee. Participation is a privilege that may be revoked if the student does not follow the Student Code of Conduct.

STUDENT FEES

"Fees" mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or cocurricular activity. Fees shall not mean the cost of school meals.

The Student Fees Policy and Procedures regarding the assessment, collection, and use of fees charged to students and parents/ guardians can be found on the Academy's website, linked here.

POLICY FOR STUDENT TRIPS

As a learning experience, teachers may plan field trips. Great Hearts Harveston will maintain the safest travel conditions possible and provide appropriate supervision by the staff and chaperones. On all trips, the Academy maintains a reasonable student-teacher chaperone ratio.

Parents may be asked to assist the teacher as chaperones. Parents servicing in this capacity may not have other children accompanying them. Parents who are officially selected to be chaperones must be background checked through our partner Raptor Technologies, using the secure here. Parent chaperones should follow instructions given by the teacher to determine transportation arrangements.

Participation in field trips is a privilege. Students serve as a representative of the Academy; therefore, may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the field trip site. If a student is suspended during the week of a field trip, they may be excluded from participating in any field trips or activities during the week of the field trip.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip at least 2-4 weeks prior to each field trip. Money for field trips will be collected through the only payment option, Configio. Permission slips and fees must be turned in according to the teacher's instructions, prior to the field trip or the student will not be permitted to take part in the field trip. Students are to adhere to the school uniform for field trips for security reasons (unless otherwise authorized by administration). All open balances owed to the school must be remitted prior to the student attending the field trip i.e., lost books, lunch balances, replacement fees.

Early dismissal from a field trip site is not permitted.

GUIDELINES FOR ALL ACADEMY SOCIAL ACTIVITIES

Students only (no guests) will be allowed to attend school functions unless otherwise specified prior to the event. All school functions will be closed. No 'in and out' privileges. Entrances and exits will be monitored.

Dress code regulations for each function will be outlined prior to the function and will be enforced.

Vulgar, obscene, or profane language will not be tolerated. Respectful behavior will be expected:

- All adults are treated with equal respect—DJ, chaperones, teachers, etc.
- All fellow students will be treated with respect: no fighting, rough housing, or bullying.
- All attendees will be respectful of the facilities and the grounds.
- Alcohol use or intoxication, tobacco, drug use (legal or illegal), and weapons are prohibited. All behavioral/social guidelines outlined in the Handbook will be enforced as applicable.
- Chaperones/teachers may take actions they judge necessary to enforce these guidelines, up to and including the removal of a student from the event. Parents and/or guardians will be notified if a student is denied entry or ejected for violations.

Misconduct at a school-sponsored social event can result in disciplinary sanctions at school.

POLICY FOR CAMPUS VISITORS

The Academy welcomes visitors for educational purposes. For the safety of those within the school and to avoid disruption of instructional time, the Academy maintains a closed campus. Therefore, anyone wishing to enter the school property between the hours of 7:00 a.m. and 4:00 p.m. must come directly to the school office and sign in to receive a visitor's badge. All visitors must present a valid Louisiana Driver's License, which will be processed through the *Raptor Screening System*. In addition, parents and vendors must be escorted by a member of the administrative team. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom.

The Head of School or designee may take the following actions whenever there is a school visitor:

- Require a campus visitor to make an appointment.
- Require the visitor to display their driver's license or another form of identification issued by a governmental entity containing the person's photograph.
- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the Academy.

Any visitor identified as a sex offender shall be always escorted by school personnel during a school visit and shall have access only to common areas of the campus.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Argumentative or disruptive behavior—including yelling, raised voices, or hostile or inappropriate language—is not permitted. Additionally, parents and visitors are not permitted to remain on campus for indeterminate amounts of time without an appointment.

Parents and visitors are expected to dress in a manner consistent with the modest and respectful environment of the school while on campus. Clothing should be neat and appropriate for a school setting. Attire that exposes the midriff, excessively short shorts or skirts, or other revealing clothing is not appropriate. Sleeveless athletic shirts or tank tops worn as outer garments are also not permitted.

Cell phone use is restricted to the front desk area and parking lot. We ask that all visitors put away their cell phones during their visit. This is essential to the cultivation of a small academy culture in which learning, discussion, and personal interaction take place without interruption.

To ensure the faculty and administrators can carry out their monitoring duties properly, any substantive meetings should be scheduled ahead of time rather than taking place without an appointment directly before or after school. It is therefore strongly recommended that appointments be made during a teacher's free periods. However, with advance notice, it may be possible to schedule an appointment immediately before or after school.

POLICY FOR FOOD AND DRINK ON CAMPUS

The Academy partners with a food service provider to prepare breakfast and lunch for students at a cost. Parents/Guardians can upload funds to student accounts on LINQ using their student's ID number. Families have the option to apply for Free and Reduced lunch service at any point during the school year. Students may bring their own lunches to school each day. Refrigerators are not available for student use, so care should be taken in packing lunches. The school may provide access to microwaves in the Multipurpose room for use by students in grades 6-10 only. If a student forgets their lunch, it is the parent/guardian's responsibility to drop off a lunch in the front office. The Academy does not accommodate third-party deliveries for students due to school safety and compliance.

Drinks and snacks are not permitted in the classroom or halls, unless authorized by staff. Students are permitted to bring nut-free food/snacks to be consumed during designated snack or lunch time.

The exception to this is a refillable personal water bottle with a top, which students are encouraged to bring to school with their names printed on them. Students may refill these bottles from any of the several drinking fountains available on campus. Students are not permitted to share food or drinks.

CELL PHONES AND PERSONAL TECHNOLOGY

The use of **cell phones and smart watche**s during the instructional day is strictly prohibited in accordance with LA R.S. 17:239 (A)(2)(a). No student, unless authorized by the Head of School or school designee, shall use or operate any electronic telecommunication device, including any cellphones, game systems, radios, portable music players, etc in any school building, or on the grounds during the instructional day, during a school- sponsored activity, or in any school bus used to transport school students.

Parents and/or guardians sometimes provide cell phones to their students in order to promote the safety of their students or to communicate regarding unanticipated changes in transportation. In light of this, the following restrictions/allowances apply:

A student may keep a cell phone **turned off and stored in their locker/backpack during the school day.** For the purpose of this policy the instructional day will be defined to be the time students arrive on campus in the morning until the time they are officially dismissed in the afternoon. Students who ride the school bus are expected to follow the same expectations: Cell phones must remain powered off and stored in backpacks at all times while on the school bus, including during field trips and athletic travel. Cell phone use is not permitted on the bus, even after dismissal, unless a staff member has granted express permission for a specific purpose. If a student needs to contact a parent or guardian about after-school arrangements, they should do so under the

supervision of a staff member or request a pass to the office. If a student needs to contact a parent and/or guardian about after-school arrangements, the student may request an office pass from their teacher. Cell phones should not be used anywhere on campus before, during, or after school, including at school sanctioned events being held on campus.

Any non-permitted use or possession of a cell phone will result in confiscation of the phone and disciplinary action.

If a school employee observes a student using a cell phone or device during the school day or at a school-related activity, the employee will collect the item and turn it in the designated administrator's office. School officials may power on and search the device if there is reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, school policy, or school regulation.

A parent and/or guardian will be contacted to pick up the confiscated item.

The Academy will not be responsible for damage to or loss or theft of confiscated items. Any disciplinary action will be in accordance with the Student Code of Conduct.

First Offense: The electronic device will be confiscated and must be picked by the parent the parent/guardian of the student.

Second Offense: The electronic device will be confiscated and must be picked up by the parent/guardian of the student, and the device will be checked in daily with the Dean of Students on morning arrival for two weeks. Students will also attend Saturday School.

Third Offense: The electronic device will be confiscated and must be picked up by the parent/guardian of the student. The students will also attend Saturday School and no longer be allowed to have an electronic device on campus.

STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY

Technology Resources

The Academy has made a substantial investment in technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents and/or guardians must read and agree to abide by the Student Acceptable Use of Technology Policy.

Technology Statement

The Academy is committed to utilizing appropriate technology to enhance student learning and increase teacher effectiveness in accordance with its mission and vision.

The Academy is aware that resources that are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, the school's Internet access is filtered with one of the highest-rated Internet filtering systems available. However, users must recognize that it is impossible for the Academy to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

Purpose

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents and/or guardians, teachers, administrators, and school employees who obtain their Internet access through the Academy are expected to use these services appropriately.

User Responsibilities

The use of the Internet is a privilege. Inappropriate or abusive conduct will lead to the privilege being revoked. The Academy is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of the Academy Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account except where specifically authorized by the Academy administration. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords or accounts.

Policy – Terms and Conditions

Acceptable Use of Technology

Users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the school's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, students involved in "sexting" or the sharing of inappropriate images or other content may also be disciplined for violating the Academy anti-harassment and bullying policies.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes.

Forgery or attempted forgery of electronic mail messages is prohibited. Only the school's authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

Vandalism

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the Academy network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of school policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. The Academy will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the Academy network.

Network Etiquette

Each network user is expected to:

1. Be polite (i.e., an all-caps message implies shouting);
2. Use appropriate language.
3. Refrain from any activity that may be considered "cyber bullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation.
4. Maintain confidentiality of the user, colleagues, and students.
5. Respect copyright laws; and
6. Be respectful in all aspects of network use.

Consequences

Violation of the Academy policies and procedures concerning use of the computer on the network will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

1. Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
2. Any campus-based disciplinary consequence, including suspension, as deemed appropriate by the administration.
3. Suspension and/or expulsion may be considered for flagrant violations or violations that corrupt the educational value of computers or the Internet.
4. Expulsion may be considered in instances where students have used the Academy Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another student's work files.

ELECTRONIC DEVICES, AND OTHER PROHIBITED ITEMS

The use of electronic devices is a major source of distraction in the classroom. For this reason, students are not permitted to use items such as smart watches (including Fitbits), iPods or other portable music players, cameras, electronic games, laser pointers, skateboards, roller blades, and other toys that are not part of the academic or extra-curricular program are prohibited on campus. Students may be disciplined for the possession or use of such technology on school grounds, and such items will be confiscated and will be returned to the parent or guardian. These items will be available for pickup at the front desk.

Tobacco, other legally controlled substances, lighters, matches, pocketknives, weapons of any kind, and sexually explicit materials are also always prohibited on campus. Possession of these items will result in immediate disciplinary action.

DISRUPTIONS

To protect student safety and sustain an educational program free from disruption, state law permits the Academy to act against any person – student or nonstudent – who:

- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to school property.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with the transportation of students in school vehicles.
- Use force, violence, or threats to prevent participation in an authorized assembly.
- Uses force, violence, or threats to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.

PHOTOGRAPHY AND PUBLIC INTERNET POSTINGS

1. The name and crest of the Academy are the property of the school and may be used only for official school business, Any Academy student who, without written permission from the Head of School, posts the crest or logo of the Academy on the internet or in any other public forum for purposes of identifying themselves or other students is subject to school disciplinary action.
2. All personal photography, including the taking of videos, is banned on campus and at school events. No photos of minors may be publicly displayed without the consent of the parent(s) or guardian. Any Academy student found to be in violation of these rules is subject to school disciplinary action.
3. Any public display or posting by an Academy student, on the internet or in any other public forum, of derogatory, offensive, or harassing speech directed against another student, teacher, or other member of the school community is in violation of the standards of the Academy and is subject to school disciplinary action.

Displaying a Student's Artwork, Projects, Photos, and Other Original Work

Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. However, the Academy will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the Academy website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. The Academy will also seek consent before displaying or publishing an original video or voice recording in this manner.

GREAT HEARTS POLICY: ADDRESSING THE "NO POP-CULTURE RULE"

Great Hearts is very intentional about creating a common and civil community among its students and in preserving an educational environment free from distractions. This includes manners of speech, habits of respect during discussions with others, attention to the content of the curriculum to the exclusion of references either to current pop-culture personalities, music, movies, and even politics and current events. To further this educational environment, Great Hearts also requires students to use back-backs, lunch bags, and other accessories that are free from such images or references.

The intention and educational purpose is to pull students out of the parochial thought-worlds of their times and that of their peers and introduce them to the broader and more permanent concerns of the human community. In this environment of learning, students will take authors and artists of historical times and different cultures seriously and better envision and entertain ideas such as goodness, virtue, and heroism from many prior historical and cultural contexts within which they have arisen.

Great Hearts also seeks to avoid cultivating a "chronological bias" in our students, and in furtherance of this, we avoid contemporary comparisons during classes and school activities. Overall, Great Hearts asks and challenges students to step out of themselves—to step out of their times, their familiar idioms, even their preferred styles in art and music, in order to appreciate the goods and virtues of other times and places. This is the essence of a classical education.

Great Hearts seeks to develop the unique character and quality of each student; however, this uniqueness and true self is not encouraged through participation in consumerism and mass marketing. Great hearts desires to free the educational environment from consumerism and external marketing influences through this policy of "no pop culture" in school. Its purpose includes:

1. To give young people an educational space free from popular examples that may be merely superficial and time-bound, while we try to introduce them to more permanent and universal aspects of human nature and human community
2. To give them educational space from the peer pressure to be media and celebrity "literate"
3. To elevate their imaginations and their thoughts above the low the base, and the mediocre
4. To create points of reference and a common ground for conversation that transcends the student's age, experience, and the biases of his peer group
5. To give them the broadest range of images and ideas from which they will eventually address the concerns of their own time and place.

This policy creates and preserves the desired educational environment and improves the educational process for the benefit of all students, and acts as a shield against what is shallow and temporary in popular culture on behalf of what is serious and permanent. Students will learn to

think for themselves and develop deep critical thinking skills and analytical ability. It is in that ability that we hope to see meaningful distinctions in our students and not in clothing or accessories. It is also the intention of this policy to improve student learning, to reduce disciplinary referrals, to improve morale and to instill self-worth and self-confidence in students that are lasting traits.

UNIFORM AND DRESS CODE

The Academy has a primary objective of developing a "community of learners," dedicated to the highest standards of academics and deportment. As such, a distinctive uniform is a unifying factor within the school community. It is also a visible signature of the Academy to the larger community, an indicator of the unity and pride of purpose. This is one of the most important functions of a uniform: it identifies its wearer as part of a distinctive group with a distinctive purpose. It is a reminder to its wearer of that purpose and of one's responsibility to that group.

The uniform is the basis of a dress code with a "professional," businesslike standard. Students should dress their best, look their best, and do their best. All clothing must be clean, neat, reasonably pressed, and in properly fitting condition. If a student is deemed to be wearing inappropriate attire, the parent and/or guardian will be notified, and a change of clothing will be required for attendance that day. If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing. Good judgment exercised at home will be a learning activity for the student that will help to avoid embarrassment or waste time at school. Decisions about the appropriateness of apparel may be referred to the Head of School, whose judgment will be final. The Head of School may make specific exceptions to the dress code, as demanded by religious customs.

If a student insists on rebelling by trying to beat the dress code, it will quickly become obvious to the faculty and Head of School. The Academy's desire is not to squash students' individuality, but to secure their commitment to a community of learners whose purpose, while at school, is not faddish coolness, or outlandishness, but scholarship and character development. The Academy asks not only for the students' commitment to this concept, but for the parent/guardian's as well. The uniform and dress code of the Academy supports and reinforces our academic goals. The uniform assists the Academy in staying focused on the true individuality offered by healthy dialogue and the development of the life of the mind for each student.

Students must stay in uniform whenever they are on campus (including the parking lot) during a school day. This means arriving on campus fully in uniform and leaving campus fully in uniform (correct shoes, shirts tucked in, etc.). Students may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires an immediate change in dress.

Uniforms are available for purchase at School Time Uniforms.

Grade K-5th Uniform and Dress Code:

Tops:

- Light Blue short or long-sleeved polo with crest tucked into waistband
- Plaid Jumper Option (K-2nd option only)
- Navy Cardigan with logo (from vendor)

- Burgundy Fleece with logo (from vendor)
- Navy ¼ zip Sweatshirt with logo (from vendor)
- Short-sleeved white undershirt

Bottoms:

- Navy Blue pants or shorts, worn with a solid dark belt. (Belts are optional for K-1)
- Girls may wear Harveston plaid skirt or jumper option is available for K – 2nd only.
- Dark spandex shorts must be worn under the skirt and jumper.

Footwear:

- Solid black athletic shoes – conservative in style
- No additional colors on sole or laces
- Socks must be solid black, white or navy blue.
- Girls may wear solid black, white or navy-blue knee highs or tights with skirts.

Grade 6th –8th Uniform and Dress Code:

Tops:

- Navy short or long-sleeved polo with crest tucked into waistband
- White short or long-sleeved polo with crest
- Navy Cardigan with logo (from vendor)
- Burgundy Fleece with logo (from vendor)
- Navy ¼ zip Sweatshirt with logo (from vendor)
- Short-sleeved white undershirt

Bottoms:

- Khaki pants or shorts, worn with a solid dark belt.
- Girls may wear Harveston plaid skirt with the hem no higher than above the knee.
- Girls may wear black or navy tights or leggings under their plaid skirt during the cold months.
- Dark spandex shorts must be worn under the skirt and jumper.

Footwear:

- Solid black athletic shoes – conservative in style
- No additional colors on sole or laces
- Socks must be solid black, white or navy blue.
- Girls may wear solid black, white or navy-blue knee highs or tights with skirts.

High School: Grade 9 and 10 Uniform and Dress Code:

Tops:

- White short or long-sleeved button-down oxford with crest tucked into waistband.
- Navy or Burgundy tie. Tie is required on House Days or school ceremonies.
- Navy Cardigan with logo (from vendor)

- Burgundy Fleece with logo (from vendor)
- Navy ¼ zip Sweatshirt with logo (from vendor)
- Navy ¼ performance fleece with logo 9th – 10th grade only (from vendor)
- White Undershirt

Bottoms:

- Khaki pants or shorts, worn with black or brown dress belt.
- Girls may wear Harveston plaid skirt with the hem no higher than above the knee.
- Dark spandex shorts must be worn under the skirt and jumper.

Footwear:

- Uniform shoes must be solid black athletic or dress shoes.
- Socks must be solid black, white or navy blue.
- Girls may wear solid black, white or navy blue knee highs or tights with skirts.

Outerwear

Jackets may be worn to school for warmth but must be free of logos and messages. Jackets may only be worn before and after school and during recess.

Undershirts

Undershirts must be white short-sleeved shirts. Students wearing non-approved undershirts will be asked to change.

Accessories

- Girls may wear one pair of small pair of studded earrings. No loop or dangling earrings are permitted. Boys may not wear earrings. Bracelets, rings, and necklaces are not permitted unless as a religious requirement. No other body piercings are permitted. Boys and girls are permitted to wear one simple watch. Smartwatches are not allowed.
- Hair accessories should be small and match the uniform.
- Hats and sunglasses may only be worn outside and must be removed when the student enters the building.
- Students may bring completely clear plastic water bottles with lids. No other water bottles are allowed.

Hygiene and Personal Care

- In accordance with La. R.S. 17:111, the Academy does not (and is prohibited to) discriminate against natural, protective, or cultural hairstyles. Natural, protective, or cultural hairstyle shall include, but not be limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hairstyles to protect hair texture or for cultural significance.
- Girls' hair should be neatly combed or styled. Neat small bows, barrettes, headbands, and hair ties are permissible so long as they coordinate with the uniform. Hair must be natural looking and conservative in its color and cut (no unnatural streaking/highlighting, no artificial jet-black coloring, and no unnatural colors). Accommodation for religious reasons is permitted.

- Boys' hair should be neatly combed or styled. Hair must be above the top of the shirt collar. Hair should be styled so that it does not fall below the eyebrows or past the midpoint of the ear. Hair must be natural looking and conservative in its color and cut (no unnatural streaking/ highlighting, no artificial jet-black coloring, and no unnatural colors). Accommodation for religious reasons is permitted.
- Students may not wear makeup of any kind. Students may not wear colored nail polish.
- Students will bear no tattoos, temporary or permanent, including pen and ink writings and drawings on the skin or face.

Additional Guidelines:

- Pants/Shorts should be modest and in good repair (no holes, torn, etc.). No jeans or cargo pants/shorts, no short-shorts or long baggy shorts may be worn. No boxers or undergarments may be visible. Pants/shorts may be worn with a solid dark belt.
- Tops must be loose fitting and either tucked in or well over the waist of the pants/shorts.
- Attire should be free of inappropriate messages. Sports team logos (e.g., Tigers, Saints), and apparel brand names (e.g., Adidas, Nike) are acceptable, provided they do not make inappropriate allusions. These guidelines also apply to sweatshirts and jackets that students may wear.
- Footwear should be athletic in nature: no sandals, open-toed, or platform shoes. Hats and sunscreen may be appropriate if the students are in the sun. Hat styles should follow the same guidelines as above.

Students must stay in uniform whenever they are on campus during school hours. This means arriving on campus fully in uniform and leaving campus fully in uniform. Students may only change out of uniform after school with permission to participate in an approved curricular or co-curricular activity that requires an immediate change in dress.

EVENTS DRESS CODE

Athletic Practice and Outdoor Field Day Dress Code

Just as the Academy provides guidelines for dress code in the classroom, it is important to project the image of professionalism in our athletic attire as well.

Bottoms:

- Athletic shorts or pants may be worn.
- Shorts must be loose fitting, no shorter than mid-thigh, and no longer than just below the knee
- Where applicable, some athletic teams will provide exceptions to this policy for their practice, e.g. standard spandex shorts for volleyball

Tops:

- Tops must be loose fitting and either tucked in or well over the waist of the pant/shorts.
- No midriffs may be shown. T-shirts are preferred—no tank tops, camisoles, or sports bras may be worn as outer-garments. Sleeveless shirts may be worn if modest.

Additional Guidelines:

- Attire should be free of inappropriate messages. Sports team logos (e.g., Tigers, Saints), and apparel brand names (e.g., Adidas, Nike) are acceptable, provided they do not make inappropriate allusions.
- These guidelines also apply to sweatshirts and jackets that students may wear.
- Footwear should be athletic in nature: Black and/or White athletic shoes – conservative in style
- No sandals, open-toed, or platform shoes.
- Hats and sunscreen may be appropriate if the students are in the sun. Hat styles should follow the same guidelines as above.

Special Events Dress Code

There are specific, semi-formal dress requirements for special events, including periodic fine arts concerts and the end-of-year ceremonies (such as commencement and graduation).

Concert Performance Attire

- Boys must wear white collar dress shirts with black pants and black dress shoes.
- Girls wear a white blouse with black skirt or black dress pants and black dress shoes (open-toed shoes and reasonable heels are permitted.

End of Year Ceremonies

- Boys must wear dress pants (no jeans or patched pocket pants), a collared dress shirt, dark socks, dress shoes (no sneakers or sandals). No dyed hair or hats. Hair should be trimmed appropriately
- Girls must wear modest-length skirts or dresses with hems that approach the knee, or appropriately fitting dress pants. Bare midriffs are not acceptable. Modestly cut sleeveless tops/dresses are allowed; ladies may not wear strapless, spaghetti-strap, or tank tops. Girls should wear dress shoes. No flip-flops. No dyed hair or hats. Hair should be trimmed and styled appropriately.

Spirit Days and Social Events

- The academy will provide specific guidelines for Spirit Days and social events held across the school year.

BASIC SCHOOL INFORMATION

SCHOOL OFFICE AND STUDENT HOURS; CAMPUS ACCESS

The school office is open from 7:15 a.m. – 4:00 p.m. every full day that school is in session. Hours may vary during early release days, half days, holidays, breaks, and will be closed during parts of the summer. The school phone number is (225) 416-7611. Messages may be left on voice mail any time the phone is busy, or we are out of the office. Also, families may contact the administration via e- mail (please see the Directory or our website).

School starts daily at 7:45 a.m. For safety reasons, students should not arrive on campus earlier than 7:15 a.m., nor stay later than 3:45 p.m.,(1:20 pm on early release days, 11:30 am on half days)

unless they are attending an organized, adult-supervised program associated with the school. Students are not to be left unattended, so parents/guardians should stay with their student until the supervisor arrives. Students are allowed into the campus at 7:15 a.m.

Students must leave campus immediately after school dismisses in the afternoon unless they are involved in an activity under the supervision of a teacher or sponsor. If a student is involved in an after-school activity, they must remain in the area where the activity is scheduled to take place. The student may not go to another area of the school without permission from the teacher or sponsor overseeing the activity.

Outside of scheduled school activities, students and parents and/or guardians should not enter the campus after hours, during holidays and breaks, or on weekends. For example, the school's outdoor athletic and playground facilities are not open to general student or family use except in the context of a school activity or event. Unauthorized presence of this kind may constitute trespassing.

The Academy has a closed campus. During the school day, except for official activities such as field trips and athletic contests, a student may not leave the campus except under parental supervision. Students may also not receive any peer or adult visitors to the campus during the school day, including before school, during lunch, and after school. Parents, however, are permitted to take their students off campus for lunch but will need to sign them out and go back into school using the sign in/out sheets located at the front office.

Late Pick-Up Procedure

In the event that student(s) are not in a club, sport, Athenaeum, or event on campus after school ends, the student(s) must be checked into our late pick-up room.

Regardless of the cause for late pick-up, **the fee will be $5.00 per child for the first 10 minutes and a $5 fee for every 5 minutes afterward until the student(s) are picked up.**

On the first occurrence of late pick-up per semester, parents/guardians will be provided with the late pick-up agreement and not be charged for the late pick-up.

On the second occurrence of late pick-up in a semester, families will be assessed the late pick-up fee according to the schedule above.

> Example: If a student is picked up during regular dismissal at 3:55 PM, there would be a $5.00 charge. If you pick-up at 4:12 PM, a total of 27 minutes past the 3:45 PM end time, the fee would be $25. Late fees are due upon pickup therefore, we request parents/guardians bring their cards, checkbooks or exact cash if they are running late. Checks will be made out to Great Hearts Harveston.

In cases of chronic or extreme late pick-ups, when a child is left beyond school hours, the Department of Children and Family Services (DCFS) may be contacted.

Please note that there will be no homework, snacks, drinks, or activities in late pick-up room to allow for quick exit time. All school rules of student conduct and dress code will be enforced.

As a reminder:

- Students must be picked up by Parent/Guardians on their contact list ONLY

- Parents/Guardians must display a school-issued placard or photo identification to pick-up their student(s)

TRANSPORTATION PLAN

Bus Transportation

Great Hearts Harveston has partnered with First Student, Inc. to provide bus services to limited zip codes on a first come, first serve basis. Parents must submit a transportation request by completing an application through enrollment or at the front office. For bus issues, please contact the bus dispatch directly at 225-262-7699.

For students riding the bus, if the front office has not been informed prior to 12:30 PM that a student may not be riding the bus, the student will be riding the bus. Please contact the school at 225-416-7611 to provide notification. For more information, please visit the school's website at https://greatheartsharveston.org/parent-resources/transportation/.

Student Conduct When Riding the Bus

Behavior expectations while at the school carry over while riding the bus to and from school. Students are expected to conduct themselves in an orderly and safe manner. Disruptive behavior while riding a bus is not safe and will lead to a discipline referral and consequences as listed in the Student Code of Conduct and Discipline section of this handbook.

Students that do not conduct themselves appropriately will be removed from the bus temporarily or face permanent suspension from the bus.

PICK UP CHANGES

If you plan to check your student out from school, you must do so by 2:15 PM on full schedule days, by 12:30 PM on early release days, and by 10:00 AM on half days. You may not check your student out after these times.

You must notify the office if your student will NOT be riding the bus after dismissal no later than 12:30 PM.

DISMISSAL

The front office is not accessible during dismissal. All students must leave the school grounds immediately following dismissal through the designated carline doors unless enrolled in the Athenaeum program. Parents must wait for their children outside the school. Also, Athenaeum students will not be dismissed during regular dismissals. Students not picked up on time will be subject to the late pick-up policy and fees.

Student Pick-Up Procedures

Only individuals listed on the student information system will be allowed to pick up students from the school or request CURB tags. Please update the information whenever changes occur. Valid photo identification will be required of all individuals' picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the contact list or the person does not have a valid identification, the student **will not** be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents that indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school

officials will provide access only to those individuals whose name appears on the student's profile in our enrollment system. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate being permitted to pick up a child.

Students will not be released to leave school with any adult except the parent, or by written permission from the student's parent.

It is school policy that Academy faculty/staff do not transport students in their personal vehicles.

Pick Up Car Tags

All vehicles are expected to comply with the pattern set up by school personnel. Pick up Placards must be displayed in the front window at dismissal. A staff member will input the placard number upon your arrival in the traffic loop and ensure your student is escorted to the pick-up area.

- Students are not permitted to walk through the parking lot.
- Do not leave your car unattended in the car loop lane during pick up.
- Parents must not use their cell phones while driving in the parking lot.
- Vehicles should not drive above 5 mph in the parking lot.
- Do not remove cones in the parking lot area.

It is the full responsibility of Upper School students to be ready for pick-up when parents arrive at the pick-up location. Please continue to move your vehicle forward while waiting for your son or daughter. If your son or daughter is not present on the curb, cars should move forward to re-enter the line.

Please follow our procedures for dismissal to ensure the safety of students and to demonstrate positive citizenship in our Academy's neighborhood.

COMPLAINT/GRIEVANCE POLICY AND PROCEDURES

It is the Academy's policy to ensure that students or parents/guardians with a grievance relating to the Academy, its administration, and/or other employees shall, except as otherwise set forth below, use a procedure which may resolve grievances as quickly and as fairly as possible.

The grievance procedure is clearly outlined below.

Process	Guidance
Stage 1 If parents/guardians or student has a grievance it should be discussed informally with the staff member directly involved in the matter. The Academy hopes majority of concerns will be resolved at this stage.	*Informal discussions should resolve the vast majority of grievances.* *NOTE: Grievance or information involving an ongoing or imminent threat to a student's well-being should skip this stage and be immediately directed to the Head of School.*
Stage 2 If the matter is not satisfactorily resolved, the matter may be raised, in writing, with the Dean, who must give a response within 5 school days. This response may take the form of a letter and/or follow-up meeting with the family and any employee(s) involved in the matter. This meeting will be led by the Dean.	The Dean oversees the discipline of the Academy.

Stage 3 If the matter is still not satisfactorily resolved, the matter may be raised to the Head of School by addressing the matter in writing to the Head of School, who must give a response within 10 school days. This response may take the form of a letter and/or follow-up meeting. This meeting will be led by the Head of School.	The Head of School is the acting supervisor over all school employees.
Stage 4 If the matter is not resolved satisfactorily, and the parent/guardian wishes to pursue the matter further, the grievance should be put in writing to the Chairman of the Board of Directors. The Chairman will formally respond by setting a meeting or taking another course of action within 30 school days. If the Board as a whole is convened to address the grievance, all applicable public open meeting laws will be followed, including prior notice and the right of the employee(s) directly involved in the matter to request an open meeting or an executive session for the hearing. The Board's decision is final.	*Stages 1, 2, and 3 must be completed before the action is brought to the Board of Directors. A response by the Board may include a dismissal of the grievance, a formal reprimand of the school employee(s), or Head of School, and/or a directive for staff to develop an additional policy recommendation for Board consideration.*

PLEDGES OF ALLEGIANCE AND MOMENT OF SILENCE

In accordance with La. R.S. 17:2115 (b) the Academy will allow the opportunity for group recitation of the "Pledge of Allegiance to the Flag". Such recitation shall occur at the commencement of the first class of each day in all grades and in all public schools.

PRAYER AND MEDITATION

In accordance with La. R.S. 17:2115 (a), the Academy will allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation. The allowance of a brief time for silent prayer or meditation shall not be intended nor interpreted as state support of or interference with religion, nor shall such time allowance be promoted as a religious exercise and the implementation of this Section shall remain neutral toward religion.

LOCKERS AND BACKPACKS

According to campus programming and as permitted by space and facilities, each student is assigned a locker. Students must use the locks provided by the school; combinations are kept on file with the school office. The Academy requires that students keep their lockers locked throughout the day. The school is not responsible for the loss or theft of items stored in lockers. It will be incumbent on students to ensure their lockers are locked at all times and to conceal their lock combination numbers to avoid lock tampering. The Academy reserves the right to inspect student lockers at any time, with or without notice, and at any time with or without reason. Students are not permitted to write on or otherwise deface school lockers, inside or out. They may tape non-offensive posters or photos inside their lockers, but may not glue or paste stickers, and no decoration may be placed on the outside of any locker.

BACKPACKS

Students may bring backpacks and lunchboxes to and from school. These items must be stored on the designated shelving units in the classroom during the school day. Backpacks and lunchboxes should be free of icons of pop culture (peace signs, cartoon characters, tie-dyed patterns etc.) as well as messages that are offensive or inappropriate to the Academy's environment.

iStaff may search and seize property when there is reason to believe that some material or matter is present that is detrimental to the health, safety, or welfare of students.

EXTRA-CURRICULAR ACTIVITIES

We believe that students are happier and more successful at the Academy if they are involved in one or more of our extra-curricular activities. The creative and/or physical outlet provided by such participation promotes a well-balanced life. Extra-curricular participation also builds teamwork and school spirit among the community of learners. Still, we recognize that students must show a special commitment, especially for athletics, in attending events/practices/games and also completing homework. Nonetheless, some of our most accomplished students at our sister schools have professed that the discipline gathered from participation (in terms of time management and personal habits) has greatly helped their academic growth. There is a range of supervised activities to select from. Some of these may include: after school clubs, Math League, Chess Tournaments, and 5th & 6th grade intramurals. We encourage parents and/or guardians to work closely with the teachers and administration in supporting superb extra-curricular offerings for our young people.

Participation

Participation in school extracurricular activities, both athletic and non-athletic, is a privilege and not a right. Students can be suspended from extracurricular activities for academic or behavioral reasons at any time by decision of the coach, the athletic director, or the school administration.

Fees

Activities will require a fee for supplies, rented venues, and equipment. Checks are to be made out to the school and not any particular coach. All extra-curricular programs at the Academy are required to be self-supporting through income from fees and tax credits. The primary academic budget of the school is not able to manage such costs. The Academy maintains an official extracurricular fee schedule, set annually and consistently throughout the Great Hearts network. **The fee for an extra-curricular activity must be paid prior to the student joining the team or activity, even for practice. The school is not able to carry balances for fees or manage payment plans by parents and/or guardians. The school, however, does take a credit card as a form of payment for fees.**

ATHLETICS

Athletics play an important role in the life of a school due to their inherent nobility and the communal spirit that accompanies them. It is important to recognize and reward athletic achievement in its physical component, and even more important to develop the integration of the person (body, intellect, will, and emotion) through sport. There are many virtues developed through athletics (self-discipline, solidarity, perseverance), and one we particularly aim for is the integration of the body with the faculties of the soul, the integration between persons enacted in the solidarity of a team, and the integration gained by the school community pulling itself together to support its students and its good name in the noble endeavor of athletic competition. The Academy supports the renewal and restoration of athletics according to its noble purpose as a fundamental aspect of the school community.

The Academy is committed to ordering athletics within the mission of the school and preventing the emergence of a "second culture" as is often seen at other schools. At the Academy, athletics does not exist as an island of its own, but as a noble enterprise that assists the Academy mission of developing students in character and wisdom.

Eligibility Requirements

To be eligible for athletic activities at The Academy, the student must maintain passing grades in all subjects and must have displayed good behavior. If a student is found to be failing, the student will be notified and be put on probation and will no longer be able to play in competitive games. If the student does not achieve a passing score at the end of a quarter, the student may be suspended from all the Academy's sports competitions for the first half of the following quarter, at which point the athlete's eligibility will be reviewed again.

Please note: Sponsors of student clubs and performing groups such as the band, choir, drill, and athletic teams may establish standards of behavior including consequences for misbehavior – that are stricter than those for students in general. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

Physicals

Parents/guardians of students on Academy sports teams must submit a medical release form signed by themselves and the student's doctor. Forms may be picked up in the school office.

STUDENT/ACADEMY HEALTH AND SAFETY

ILLNESS

To protect other students from contagious illnesses, the Academy encourages the practice of common sense health habits which will reduce exposure to various contagious illnesses. All employees and students will be encouraged to:

- Remain at home when ill.
- Remain at home until fever free for 24 hours.
- Cover the mouth and nose when coughing or sneezing.
- Avoid sharing eating and drinking utensils.
- Avoid sharing hairbrushes and articles of clothing including headwear.
- Wash hands frequently and well with soap and water.

To further protect employees and students with the following symptoms are to be excluded from school:

- Temperature of 100.0 degrees F or above.
- Diarrhea, nausea, and/or vomiting.
- Red eye with purulent discharge or crusting.
- Scaly patches on the scalp which could indicate ringworm.
- Open, draining lesions which could indicate impetigo.
- Signs of jaundice such as yellowing of the skin or eyes.
- Unknown rash.

COMMUNICABLE DISEASES POLICY

1. Current and satisfactory evidence of immunizations against vaccine-preventable diseases (e.g. immunization records) is required for all students entering school for the first time (including pre-kindergarten and kindergarten), for students transferring from another school system, and for all schedules established by the Office of Public Health, Louisiana Department of Health, unless compliance is waived pursuant to Louisiana Law.
2. School Personnel shall cooperate with Louisiana Department of Health and other public health personnel in completing and coordinating all immunization data, waivers, and exclusions, including forms required by Louisiana Department of Health to facilitate control of preventable communicable diseases.
3. In the event of an outbreak of a vaccine- preventable disease at a Great Hearts of Louisiana Academy, the East Baton Rouge Parish school system in affiliation with Great Hearts Academy of Louisiana's may upon the recommendation of the office of public health exclude from attendance unimmunized students until the appropriate disease incubation period has expired or unimmunized students presents evidence of immunization.
4. If the student's physical condition indicates that the health of the student does not safely allow his or her attendance at school, the students will remain away from school until the student's physician and or School Board's choice physician verifies the student can safely return to school environment.
5. Infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of the other students, employees, and the infected student can be taken.
6. If the student's physician and or School board selected physician indicates that the health of the student does not allow his continued attendance in the regular education program, education services will be provided in a setting that is appropriate to the health status of the student.
7. The identity of an infected individual, or individual who there is reasonable cause to believe is an infected individual, shall be revealed only to those who need to know. If an infected individual is permitted to remain in the school setting after the determination has been made, employees who have regular personal contact with the individual shall be informed of the information as to the individual's medical condition.
8. Persons informed of the identity of an infected person shall not disclose such information to others except as authorized under this policy.
9. The overall determination of whether an infected student shall be permitted to remain in the school in a capacity that involves contact with students or employees shall be made on a case-by-case basis as determined by the Great Hearts Academy of Louisiana Head of Schools, school nurse, and other appropriate staff persons.

PRESCRIPTION AND OVER-THE-COUNTER MEDICATION POLICY

Students may only take medication during school hours if it is essential to maintaining their good health. Staff members are prohibited from giving medicine to a student unless the following requirements are met:

- All prescription medication must be in the original sealed container, labeled with the student's name, date, name of medication, dosage to be given, and the pharmacy's prescription number. All prescription medication must be accompanied by a doctor's note. All prescription refills must fulfill the same criteria.

- All non-prescription medicine must be in its original container. Over-the-counter medicine must be labeled with the student's name, date, dosage, and time to be given at school.
- Medication must be brought to the Academy's School Nurse by a parent/guardian and an Authorization to Administer Medication form must be completed for each medication to be dispensed with the School Nurse.
- No more than a one-month supply may be kept at the Academy for any student who receives medication on a regular basis.
- Students shall not be allowed to have medication in their possession on the school grounds or at school-related functions

Students are strictly prohibited from providing or administering any medication to themselves or any other student. The only exception to this rule applies to students who require anaphylaxis medication (e.g., an EpiPen) or asthma medication; state law allows these items to be carried and administered by the student. The school and its employees shall incur no liability because of any injury sustained by the student from self-administration of medications used to treat asthma or anaphylaxis. The parent or other legal guardian of a student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self- administration of medications used to treat asthma and anaphylaxis. Interested parties are encouraged to contact the school principal or school nurse for applicable forms containing detailed information regarding the policies and procedures for self-administration of medication at school.

The Academy will consider any necessary and reasonable modifications to this policy on a case-by-case basis for students with disabilities.

To comply with the rules outlined above, a parent/guardian must come to the front office to complete the appropriate paperwork for any student who requires medication during school hours. Staff members are not authorized to call parents/guardians for consent to take over the counter medications (e.g., aspirin, Tylenol, Tums, cough drops).

At the end of the school year, all remaining medication must be picked up by the parent/guardian. Any medication remaining at the Academy one week after the last day of school will be discarded.

In no case shall medication be used or administered during school hours or school-related functions without all the following:

- An order from a licensed medical physician or other authorized prescriber in Louisiana or adjacent state which includes the student's name; name, signature, business address, office phone number, and emergency phone numbers of the physician or other authorized healthcare prescriber; the frequency and time of the medication; the route and dosage of the medication; and a written statement of the desired effects and any student-specific potential for adverse effects.
- Signed, written consent of the parent or legal guardian. (Forms are available at each school)
- Medication must be provided to the school by the parent or guardian in the container that meets acceptable pharmaceutical standards.
- The medication container shall contain clear instructions identifying the student's name; name, address, and telephone number of the pharmacy; prescription numbers; date

dispensed; clear instructions for use; drug name and strength; last name and initial of pharmacist; cautionary auxiliary labels, if applicable; physician's dentists, or other authorized healthcare prescriber's name. Labels of prepackaged medications shall contain the medication name; dosage form; strength; quantity; name of manufacturer or distributor; and manufacturer's lot or batch numbered.

- At the beginning of each school year and anytime there is a change in medication, a new form from the physician or other licensed prescriber licensed in Louisiana must accompany the new prescription; and
- No more than one month's supply (twenty-five school days) of the medication shall be kept at school.

1. Disposition of medication at the end of the school year. Medication shall be picked up by the parent/guardian within 5 days of the end of the academic year. Medication not picked up will be destroyed or otherwise disposed of in accordance with Louisiana law and accepted practice.
2. A school nurse or trained school employee shall be authorized to administer auto-injectable epinephrine as defined in La. R.S. 17:436.1 (J)(4)(a) to a student who the school nurse or trained school employee, in good faith, professionally believes is having an anaphylactic reaction, whether such student has a prescription for epinephrine.
   Parents are urged to notify the student's teacher, principal, and or school nurse in writing, in the event the student has an allergy or other condition which may put the student at risk of anaphylaxis.
3. In accordance with Louisiana State Board of Education, Louisiana State Board of Nursing, East Baton Rouge Parish School System, and Great Hearts Academy of Louisiana: Great Hearts Academy of Louisiana's school nurse and or employees are not responsible for any unintentional mistakes or oversights in keeping or giving my child medication. I agree to hold the East Baton Rouge Parish School Board and Greats Hearts Academy of Louisiana from liability from injuries which might occur as a result of the administration of medications by school employees.

SEARCHES

In accordance with La. R.S. 17:416.3 and in the interest of promoting student safety and attempting to ensure that the Academy is safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Express or implied coercion – such as threatening to contact parents and/or guardians or police – invalidates apparent consent.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonable related to the circumstances justifying the search; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Desk and Locker Searches

Students should have no expectation of privacy in the contents of their lockers, desks, or other school property. Lockers and desks assigned to students remain at all times under the control and jurisdiction of the Academy. The Academy will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks and shall be held responsible for any prohibited items found during a search. The student's parent and/or guardian shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person, as a result of a search conducted in accordance with this policy.

DANGEROUS WEAPONS SCHOOL NOTICE

The Academy shall automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception as permitted by state law. A dangerous weapon means any gas, liquid, knife, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

FIREARM-FREE SCHOOL NOTICE

In accordance with La. R.S. 14:95.6, the Academy shall expel, from the student's regular program for a period of one calendar year for students in grades K-5th and two school semesters for students in grades 6th –12th who are found guilty of being in possession of a firearm on school property, on a school bus, or at a school-sponsored event at any time, during or after regular school hours, with limited exception as permitted by state law.

The Head of School may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis.

ALCOHOL-FREE SCHOOL NOTICE

In order to provide a safe and alcohol-free environment, all student shall be prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function on campus or away from the school, all alcoholic beverages. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

TOBACCO-FREE SCHOOL NOTICE

In accordance with La. R.S. 17:240, smoking means possession of a lighted cigar, cigarette, pipe, or any other lighted tobacco or marijuana product, including but not limited to e-cigs, e-cigarettes, electronic cigarettes, advanced personal vaporizers, vape pens, and vape mod. All are prohibited on school premises, vehicles, or on or near school property, or at school-related or school- sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

DRUG-FREE SCHOOL NOTICE

In accordance with La. R.S. 17:405, the Academy believes that student use of illicit drugs is both wrong and harmful. Consequently, all students shall be prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function on campus or away from the school, any narcotic drugs, prescription medications, marijuana, nitrate based inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

ACCIDENT PREVENTION

Student safety on campus and at school-related events is a high priority of the Academy. Although the Academy has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this Handbook and the Student Code of Conduct, and any additional rules for behavior and safety set by the Head of School, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the Head of School safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Immediately follow the instructions of teachers, bus drivers, and other school employees.

CRISIS MANAGEMENT PLAN

In accordance with La. R.S. 17:416.16, the Academy has an established Crisis Management Plan that is maintained and updated by the facilities and operations staff at Great Hearts. The plan outlines emergency procedures for natural disasters, violent situations, medical emergencies, and fires. Academy faculty and staff are trained in and drilled on the plan throughout the school year.

DRILLS: FIRE, LOCKDOWN, AND OTHER EMERGENCIES

From time to time, all members of the school community will participate in emergency procedures drills. When a drill is initiated (either by an alarm or announcement), students should follow the instructions from their teachers or other individuals in charge quickly, quietly, and in an orderly manner.

Emergency Closings

Generally, the Academy dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be communicated to all families by text message via our notification service and by email.

The Academy may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather-related school closings will also be communicated to families through our notification service.

SCHOOL SITE MAP AND LOCATIONS

LOST AND FOUND

The Academy maintains a lost and found bin inside the MPR. It is strongly recommended that all personal items be marked with the student's name. Uniform clothing should have the family name on the inside label; calculators should have the name etched on them, and we recommend that student-owned consumable books have the student's name prominently displayed either on the front cover or on one of the four sides of the book. All unidentified clothing, lunch boxes, etc. not claimed within one week will be donated. Anyone who finds books, clothing or other personal items left unattended should bring these items to the front office. Items will be kept in lost and found for up to seven days. The hallways are inspected each evening, and all unsecured items are placed in the MPR. Unclaimed items will be given away or discarded periodically throughout the year. Parents/Guardians are only permitted to check lost and found before or after school hours.

SIGNATURE PAGE

Thank you for taking the time to read the Academy Family Handbook. If you have any questions or comments about this Handbook, please contact the school office. Please sign and return this Signature Page to the front office.

The Board of Directors of Great Hearts Louisiana maintains the right to amend any provision of this handbook when it is deemed necessary, and the school Head of School may also do so pertinent to certain matters of campus operations.

Parent/Guardian signature
By signing below, you indicate that you have received, reviewed, understand, and accept the handbook and abide by the rules, guidelines, and procedures outlined in the handbook.

Parent Name:_____ Signature:_____ Date:_____

Parent Name:_____ Signature:_____ Date:_____

Student Name:_____ Signature:_____ Date:_____

Student Name:_____ Signature:_____ Date:_____

(one completed Signature Page per Academy family)