



Educate. Equip. Empower.

FAMILY HANDBOOK

2026 – 2027 School Year

Home of the Gladiators
Where Scholars Learn to Lead

Dr. Melanie Askew Clark
Founder, CEO

D'Andrea Jenkins
Principal

6501 Berkley Drive, New Orleans, LA 70131
504-619-9720 | www.elanacademy.org

2026–2027 FAMILY HANDBOOK

Table of Contents

Table of Contents	2
A Welcome From Dr. Melanie Askew Clark	5
A Welcome From Ms. Jenkins	6
Mission and Values	7
Mission	7
Core Values: LEADER	7
Admissions	7
Documents for Registration	8
Proof of Residence Requirements	8
Academic Approach	8
Classical Education	8
The Balanced Literacy Approach	9
Math	9
Science, Social Studies, and History	10
Foreign Language: Latin	10
Family Engagement	10
Élan's View of Family Engagement	10
How Élan Fosters Family Engagement	10
Communication	11
Whom Should I Contact?	11
General Communication Guidelines	11
Records Request Policy	12
To Ensure You Receive Communication From Us	12
Family Communication Conduct	12
Key Logistics	12
School Contacts	12
School Hours	13
Parking Regulations	13
Policies and Procedures	13
Grading	13
Lifework	14
Promotion	14
Special Education Policy	14
Child Custody	14
Discipline and Behavior	15
Consequences	15
Discipline Penalties	15
Loss of Privileges	16
Detention	16

Zero Tolerance for Fighting	16
Harassment, Intimidation, and Bullying Policy	16
Deepfake Artificial Intelligence Policy	16
Behavior Classification: The Three-Tier System	16
Scholar Dollar System	17
Behavior Expectations	17
Suspension and Expulsion Policy	18
Discipline for Students with Disabilities	18
Transportation, Arrival, and Dismissal	18
School Bus Transportation	19
Carpool Lane	19
Afternoon Dismissal	20
Changes to End-of-Day Transportation	20
After-School Programming: Gladiator Care	21
Inclement Weather	21
Attendance	21
Types of Absences	21
Attendance Thresholds	22
Tardies	22
Attendance Legal Requirements	22
Long-Term Absences	22
Student Check-Out	22
Withdrawals and Transfers	23
Health and Nutrition	23
School Nurse	23
Health Policies at a Glance	24
Nutrition	24
School Safety	24
Visitor Requirements	24
Classroom Visitation	24
Volunteer Requirements	25
Authorized Pick-Up Persons	25
Fire and Emergency Drills	25
Notification of Emergency Closure or Early Dismissal	25
Search Policy	25
Mandatory Reporting	25
Sexual Orientation and Gender Identity K-12 Discussion Prohibition	26
Asbestos Management	26
Title IX Policy on Sexual Harassment, Discrimination, and Misconduct	26
Uniform Policy	26
Field Trips	28
Records Release	28

Cell Phones	28
Valuable Items	28
Toys	28
Birthdays	28
Fees	28
Textbook Responsibilities	29
Lost and Found	29
Permissions and Acceptable Use	29
Parent Complaints, Concerns, and Appeals	30
Step 1: Classroom or Teacher Level	30
Step 2: Grade-Level Administrator	30
Step 3: School Leader or CEO	30
Step 4: Board of Directors	30
Appeals of Disciplinary Decisions	30
Family-School Compact	32
Élan Academy will:	32
We, as parents and guardians, will:	32
I, as a student, will:	32

A WELCOME FROM DR. MELANIE ASKEW CLARK

Dr. Melanie Askew Clark, Founder and CEO

Dear Élan Families,

We are honored to welcome you to Élan Academy Charter School. Élan Academy holds a high standard for excellence, providing an academically challenging, disciplined, and joyful school for the children of New Orleans, LA. We are thrilled that you have made Élan Academy your school of choice, and we welcome you to our school community. I founded Élan Academy because I believe every child in New Orleans deserves access to the rigor of a classical education and the confidence that comes with genuine achievement. We know that our success as a school depends on the support of our families, and we look forward to a positive partnership with you. We expect a lot from the members of the Élan Academy community, and in turn, you can expect a lot from us.

The start of each new school year presents a new opportunity to engage in your child's learning and growth. I invite each of you to explore how you might contribute to our school community, from volunteering in the classroom to joining Momentum, our family and community association. We welcome family involvement in all its forms. The same qualities of leadership, enthusiasm, and determination we ask of our scholars, we hope to see in our families too.

As a family, please take the time to read through our entire handbook. The following pages clarify many of the essential details for families to participate fully in our community and will help you become familiar with the school's procedures, policies, and practices. When you have finished reading the handbook, please complete and detach the mandatory signature page located at the end of this handbook and return it to the main office.

While this handbook is very detailed, we know it will not address every question you may have about Élan Academy. Orientation, Back to School Night, and our Momentum meetings are built for exactly these conversations. We encourage you to bring your questions there, or to the main office at any time. Welcome to the Gladiator family.

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

Leading together,

Dr. Melanie Askew Clark

Founder and CEO

mclark@elanacademy.org | 504-619-9713 x102



A WELCOME FROM MS. JENKINS

Ms. D'Andrea Jenkins, Principal



Welcome Gladiator Families,

We are thrilled that you have chosen Élan Academy Charter School as the school to build your scholar's academic foundation and equip them with the skills necessary to access lives of opportunity! By choosing Élan, you are not just getting a school. You are getting a community of people dedicated to ensuring that your scholar is cared for, challenged academically, supported emotionally, and affirmed in their greatness.

Education is a journey that requires open communication, partnership, and consistent engagement. This handbook is designed to give you all the information you need to navigate your scholar's educational journey at Élan successfully. Please read it carefully and keep it close throughout the year. Think of it as more than a book of policies. It is a learning tool, one that will help you understand our expectations, our routines, and the values that drive everything we do. The more familiar you are with how Élan works, the better equipped you will

be to advocate for your scholar, reinforce our shared expectations at home, and partner with us in their growth.

When families and schools work hand in hand, scholars thrive. We invite you to reference this handbook often, ask questions when something is unclear, and use it as a foundation for the conversations you have with your scholar about their learning, their character, and their goals. Your engagement is one of the most powerful predictors of your scholar's success, and this handbook is your guide to engaging with purpose.

Thank you for trusting us with your scholar. We do not take that trust lightly, and we are honored to walk this journey alongside you. Here's to a year of growth, achievement, and greatness!

Thank you for your partnership, ,

Mrs. D'Andrea Jenkins

Principal

djenkins@elanacademy.org | 504-717-1092

MISSION AND VALUES

Mission

Through a classical curriculum, high-quality instruction, and leadership development, Élan Academy Charter School ensures that all students have the foundation necessary to thrive in high school, succeed in college, and access lives of opportunity.

Core Values: LEADER

Élan Academy is characterized by rigorous academics and positive character. School and life success depend on the internal character and hard skills an individual develops in their formative years. We strategically develop in students the school's LEADER values: Leadership, Enthusiasm, Achievement, Determination, Empathy, and Respect. These values are reinforced explicitly by teachers throughout the day, and implicitly through the actions teachers and staff model for children.

Leadership

We believe every student has the potential to demonstrate leadership, as early as pre-kindergarten — taking initiative, staying intrinsically motivated, and learning from failure.

Enthusiasm

Élan means enthusiasm and liveliness: putting your whole heart into whatever you do, no matter how big or small the task. It's contagious, and we teach students its power.

Achievement

A successful accomplishment that comes from effort. We work hard and celebrate students' desire to achieve, in both academic and character goals.

Determination

Overcoming obstacles to reach a goal — like climbing a mountain one step at a time, pressing on without giving up.

Empathy

The ability to understand and share the feelings of another. Empathy builds relationships and a sense of belonging, and it's a skill we help every student develop.

Respect

Treating others with honor and dignity — because everyone has worth as a human being, regardless of age, wealth, or difference.

Our students are expected to demonstrate the following elements of respect:

- **Self-respect** by their manner and in their school uniform dress, carrying themselves with a sense of dignity.
- **Respect to peers** by showing support and encouragement; by refraining from insulting, bullying, or humiliating others; and by refraining from physically, emotionally, or sexually harassing other students.
- **Respect for all adults** by listening and following instructions; using an appropriate tone of voice; honoring a teacher's need to present a lesson to the entire class; knowing the right time and place to disagree with a teacher's decision; and accepting feedback.
- **Respect for differences** by demonstrating sensitivity to physical, cultural, religious, gender, and sexual orientation differences, and by refraining from the use of stereotypes.
- **Respect for property** by respecting their personal property and the property of others; maintaining their school materials; and caring for the school grounds and property, especially by pitching in to keep them clean and neat.

ADMISSIONS

All Élan Academy students are enrolled through EnrollNOLA, the New Orleans Public Schools Common Application Process (NCAP), which is the city's unified application and enrollment system (formerly referred to as OneApp). Élan Academy adheres to the EnrollNOLA calendar and policies concerning application, admission, readmission, and student transfers. For more details, please visit www.nolapublicschools.com or www.enrollnola.com.

Documents for Registration

In accordance with policy, all students registering at Élan Academy (once placed or admitted through the EnrollNOLA process) must provide the following documentation:

- Birth certificate
- Immunization records
- Final report card
- Test scores
- Parent/guardian identification
- Proof of residence (see below)
- Transcript from previous school (if applicable)
- Social security card (optional)
- Individual Education Plan (IEP) or 504 Plan (if applicable)

A student may lose their seat at Élan Academy if all required documentation is not submitted by the registration deadline established by EnrollNOLA. If documents are unavailable, the parent/guardian should consult with the social worker at the school site.

Proof of Residence Requirements

When a student initially registers, or if a student's residence changes, the parent/guardian must provide three (3) forms of proof of residence for the new address. Acceptable forms include:

- Lease or rental agreement
- Utility bills (cable, internet, telephone, Sewerage and Water Board, or Entergy)
- Louisiana state ID card or driver's license
- Payroll check stub with home address

All enrollment policies and procedures are in accordance with La. R.S. 17:10.7.1, which requires that charter schools comply with the parish-wide enrollment system and policies established by NOLA-PS, including OPSB Policy HA, HB, HE, and the Enrollment Procedures Manual.

In accordance with the Enrollment Procedures Manual, Élan Academy may not turn away eligible students who have been appropriately assigned through the EnrollNOLA enrollment process, and the school promptly registers all eligible students placed and assigned through the system. Continuing students who do not apply to transfer are guaranteed the right to return to their current school placement at Élan Academy, except as otherwise provided for schools with academic admissions or retention requirements under their Charter Operating Agreement.

ACADEMIC APPROACH

The academic approach at Élan Academy is created with the guidance of the Louisiana State Standards. Through this, we never lose sight of the value of critical thinking and a student-centered approach to learning. Children are nudged to work independently and alongside others to become great readers, writers, mathematicians, and thinkers. Our goal is for all students to have the knowledge necessary for success in high-performing high schools that will catapult them to college.

Classical Education

At Élan Academy, we follow a classical approach to education rooted in the belief that all children deserve access to a rich and lasting body of knowledge. Our curriculum emphasizes strong foundations in literature, history, math, science, and the arts, subjects we believe every student should deeply know and appreciate. Students regularly memorize and recite important poems, speeches, and historical texts to help build language skills, confidence, and a sense of connection to the world around them. We use history as the story spine of our curriculum, connecting all subjects and helping students see how ideas and events shape our world. We follow the Trivium, a time-tested model of learning that guides students through three stages: the grammar stage

(building strong knowledge foundations), the logic stage (developing reasoning and critical thinking), and the rhetoric stage (learning to communicate clearly and persuasively).

Above all, we foster curiosity, character, and a love of learning, preparing students not just for tests but for thoughtful, purposeful lives.

- **Grammar, Greek, and Latin.** Greek and Latin root words are taught in upper elementary grades, and Latin studies are an integral part of the upper school curriculum. Greek and Latin form the foundational foreign language component for training in grammar, vocabulary, and critical thinking, and serve as a bridge to other languages. In early elementary grades, students engage in memorization of historical and scientific facts through songs and chants. In grammar, students master rules of grammar, phonics, spelling, and Latin vocabulary.
- **Logic.** Logic is based on inquiry. Students want to know the why of something, the logic behind it. In all grades, logic lives in mathematics. Math is taught conceptually. Mathematical and scientific knowledge should be pursued for their own sake, not merely for practical applications; both disciplines aim at human excellence. Science instruction is grounded in historical context.
- **Rhetoric.** As students study rhetoric, they concentrate on applying knowledge and expressing ideas through writing and speaking. Students learn to articulate their stance on a subject, anticipating and responding to counter-arguments during debate lessons.
- **Classic Novels.** Classic and whole works of literature form the core canon of books that students read, examine, and discuss with depth. Classical virtues, as well as principles of self-government and civility, are identified and explicitly taught through course content. Students are trained in study skills, planning and organization, close reading, and note-taking.

The Balanced Literacy Approach

This approach to teaching children to read and write mixes individual and group learning with varying levels of teacher support. Some tasks are modeled by the teacher, some are supported by the teacher, and others are done independently by students with the teacher as a guide. In addition to Reading and Writing Workshops, students take part in daily Word Study instruction (phonics and spelling), guided reading, reading comprehension, writing, blended learning, and interactive reading aloud.

Reading Workshop

The Reading Workshop approach teaches key reading behaviors and deep comprehension strategies that allow children to flourish as readers. Our reading program values student choice, independence, and collaboration as key tenets in building passion and purpose for reading. Reading Workshop follows a predictable structure with daily explicit instruction in reading skills and strategies, plus long stretches of time devoted to practice.

In our lower school: each day, your child's Reading Workshop time consists of small-group rotations: a guided reading or comprehension lesson, phonics and spelling, and a student-centered computer literacy program that adapts to each student's academic needs. Reading Workshop builds decoding skills as well as deep comprehension of stories and the ability to process informational texts.

In our upper school: we use **Core Knowledge (CKLA)** for our ELA program alongside **Reading Reconsidered** for rich novel studies, including Socratic seminars, a core part of the classical model. Students also engage in writing and rhetoric using Classical Academic Press materials.

Writing Workshop

Learning to write gives children unbelievable power as readers, thinkers, and makers of meaning. Writing Workshop is a rigorous daily writing curriculum. It begins with a mini-lesson in which teachers provide ten minutes of direct, explicit handwriting instruction, followed by an author's craft and writing technique lesson. Students then work in a structured, responsive environment to draft and revise writing pieces that incorporate the instruction. Teachers confer with students individually or in small groups during this time.

Math

Curiosity and engagement are hallmarks of mathematics teaching at Élan Academy. Students are encouraged to be mathematicians as they investigate the big ideas of mathematics.

Math Curriculum (K-8): Curriculum Associates Classroom Mathematics is a comprehensive core program that makes math accessible to all students. It is a discourse-driven, blended curriculum that enables all students to become independent mathematical thinkers and reasoners, with instruction and activities that focus on academic language to help English Learners and all students develop content knowledge.

The program includes:

- An instructional design that allows students to take ownership of their learning

- Rigorous practice that builds conceptual understanding and procedural fluency
- In-depth reports that enable instructional decisions so teachers can help students reach their potential
- A wide range of accessibility features to maximize usability for all students
- Support and resources for learning at home

Science, Social Studies, and History

Science

Inquiry-based learning gives students the opportunity to immerse, investigate, and collaborate, particularly in our science lessons. Our science curriculum, **Amplify Learning**, uses inquiry-based learning through the investigation cycle model, providing a rigorous curriculum that maximizes student learning and engagement with the world.

Social Studies and History

For grades K-8, we use Louisiana's Tier 1 rated curriculum, **Gallopade** (www.gallopade.com).

Foreign Language: Latin

At Élan Academy, we value the classic nature of the Latin language. At least 60 percent of English words trace their origins to Latin, which means students of Latin generally read and write better than their peers. The goal is not fluency but understanding the roots and building vocabulary.

- Latin greatly improves students' English vocabulary.
- Latin greatly improves students' understanding of English grammar.
- The study of the history and culture of the Roman world provides students with insight into their own lives in the 21st century.
- Studying Latin opens hundreds of brilliant myths from the Roman and Greek traditions.

FAMILY ENGAGEMENT

Élan's View of Family Engagement

At Élan Academy, we believe families play a vital role in each child's academic and social success. We understand that engagement looks different for every family, whether attending events, sending donations, or supporting from home. We welcome and value all forms of participation and aim to make our school a warm, inclusive space for everyone who supports our scholars: parents, grandparents, aunts, uncles, godparents, and more. New ideas for family involvement are always welcome and can be shared with teachers or our family community group, Momentum.

When families are actively involved, students thrive, showing stronger academic growth, better behavior, and increased motivation.

How Élan Fosters Family Engagement

Élan Academy focuses family engagement programming around two components.

1. Help families build relationships with their child's teacher and support learning outside of school.

- Conferences with teachers each trimester
- Workshops and videos to teach parents about Élan Academy's academic model and character approach
- **Room Parents** who volunteer as the liaison between teachers and parents to share communication reminders and support class activities, and Golden Gladiators, grandparents who volunteer to support the school
- Suggestions for discussions or activities parents can use to engage students at home in ways related to what their child is learning in school

2. Help families develop relationships with each other, the school, and the community.

- Opportunities for parents to volunteer in the classroom and support school-wide events and needs
- Events that help families build relationships with each other, such as group play dates and school-wide social activities and celebrations
- Information about activities other students are involved with outside of school and how their child can get involved

- **Momentum.** The primary responsibility of our version of a Parent-Teacher Organization is to build community among our families. Momentum provides opportunities for families to support the school through fundraising activities with the development committee.

Any parent or guardian of an Élan Academy student may be a member of Momentum, as well as teachers and school leaders. We look forward to you being a part of this great community.

COMMUNICATION

At Élan Academy, we want all family members to know who to contact to voice questions or comments, and to feel comfortable doing so. Teachers find it extremely helpful when parents and family members reach out with any questions that may arise. The chart below outlines who to contact for specific types of questions.

Whom Should I Contact?

Contact this person	For questions relating to
Dr. Melanie Askew Clark — Founder and CEO mclark@elanacademy.org 504.619.9713 x102	Élan's growth, Board of Directors, mission and vision, strategy, fundraising, development, and policy
Mrs. D'Andrea Jenkins — Principal djenkins@elanacademy.org 504.717.1092	Whole-school academic and culture concerns escalated beyond the classroom; English Learner (EL) services; Intervention (MTSS/RTI)
Assistant Principals Mrs. Jodia Campbell — PK-4 Assistant Principal jcampbell@elanacademy.org Ms. Dalanda Tolliver — 5th-8th Assistant Principal dtolliver@elanacademy.org	Academics; concerns about instructors, assessments, or behavior; ideas for scholar events and incentives; enrichment
Ms. Keione Bastian — Director of Operations kbastian@elanacademy.org 504.877.1840	Transportation; cafeteria and meals; school safety protocols; front office operations; anything related to the school building
Ms. Carla Matthews — Director of Scholar Support cmatthews@elanacademy.org	Special Education; student evaluations and screenings; Special Education records requests; Gifted Education services; Section 504
Ms. Casey LaRocca — Office Manager clarocca@elanacademy.org 504.619.9720	Daily end-of-day transportation changes, Urgent messages for your child's teacher; upcoming events and general questions; updating contact information; documentation for excused absences and non-academic report card issues
Behavior Deans Mr. Will Willis - Lower School wwillis@elanacademy.org 504.462.3798 Mr. Ajay Mallery - Upper School amallery@elanacademy.org 504.914.3260	Uniform and behavior escalation for repeated infractions
Ms. Maggie King — Social Worker socialwork@elanacademy.org	Homeless support (McKinney-Vento); foster care support Counseling needs
Mr. Donald Lewis — Data Coordinator dalewis@elanacademy.org	Records requests; enrollment and withdrawals

General Communication Guidelines

- Start with the homeroom teacher for academic or behavioral questions.
- **Allow 48 business hours** for email and voicemail responses during the school week. If you do not receive a response within 48 hours, reach out to the staff member's direct manager.
- Meetings with staff must be scheduled in advance. Please do not expect conversations during arrival, dismissal, or class time.
- All communication with Élan Academy staff should occur between 7:30 a.m. and 5:00 p.m. on school days.

- If your concern is not resolved after contacting a teacher, reach out to the appropriate administrator. If still unresolved, contact the CEO at mclark@elanacademy.org.

For urgent matters, please call the main office directly at 504-619-9720.

Records Request Policy

All student records requests should be submitted to records@elanacademy.org.

Please allow up to 72 business hours for processing and fulfillment of records requests. All requests will be handled in the order they are received.

To Ensure You Receive Communication From Us

- Connect to PowerSchool and ParentSquare.
- Review all material sent home in your child's Lifework folder nightly.
- Follow Élan Academy on Facebook (facebook.com/elanacademyNOLA) and Instagram (@[elanacademynola](https://www.instagram.com/elanacademynola)).
- Visit our website at www.elanacademy.org.
- Contact the office about any changes to your email, phone number, or mailing address, or to add family members or caregivers who should receive communications.

Family Communication Conduct

Élan Academy is committed to respectful, productive relationships between families and the school community. This expectation applies to every interaction with Élan Academy staff, administrators, and the Board of Directors — whether in person, by phone, email, ParentSquare, social media, or at Board meetings and school events.

- Profanity, cursing, or verbally abusive language directed at any staff member, administrator, or Board of Directors member
- Threats of harm, intimidation, or menacing behavior
- Yelling, name-calling, or personal attacks, including at Board meetings or school events
- Repeated harassing contact, across any channel, after being asked to stop

Consequences. When a family member's communication with any staff member, administrator, or Board of Directors member includes profanity, verbal abuse, threats, or harassment, Élan Academy may take one or more of the following actions depending on severity: a verbal or written warning; a requirement that further communication occur only in writing or through a single designated staff contact; removal from a meeting or event; restricted or supervised campus access; or a ban from campus and school events for the remainder of the student's enrollment. Threats of violence will be reported to law enforcement. This policy applies in addition to, and is not limited by, the Good-faith expectation described in Parent Complaints, Concerns, and Appeals.

KEY LOGISTICS

School Contacts

Item	Detail
School Address	6501 Berkley Dr., New Orleans, LA 70131
Phone	504-619-9720
Fax	504-324-0417
Bus Transportation	SLW Transportation
Bus Transportation Phone	504-994-8858 transportation@elanacademy.org

School Hours

Item	Time
Facility Hours	6:30 a.m. - 6:00 p.m.
Morning Breakfast	7:50 a.m. - 8:15 a.m.
Morning Carpool Drop-Off	7:50 a.m. - 8:14 a.m.
Student Start Time	8:15 a.m.
Student Tardy Time	8:16 a.m.
Student Dismissal Time	3:45 p.m. (Mon-Thu) and 2:00 p.m. on Fridays
Afternoon Carpool Pick-Up	3:45 p.m. - 4:00 p.m. (Mon-Thu); 1:50 p.m. - 2:05 p.m. (Fri)
After-School Program (Gladiator Care)	3:45 p.m. - 6:00 p.m. (Mon-Thu); 2:00 p.m. - 5:00 p.m. (Fri)
Before Care (Gladiator Care)	6:45 a.m. - 7:50 a.m. (Mon-Fri)

Parking Regulations

The Staff and Visitor Lot is located in front of the school, and street parking is also available. Please be mindful of our neighbors' driveways and the carpool lane.

- Parents who arrive after the carpool line closes at 8:14 a.m. must escort their child through the main entrance and sign them in at the office. Do not drop your child off without signing them in.
- Parents must sign the tardy log.

POLICIES AND PROCEDURES

Grading

To enact R.S. 17:184 and 3996(B)(82), Élan Academy follows the mandated 10-point grading scale. Letter grades correspond to the following ranges:

Letter Grade	Percentage Range	Description	GPA Points
A	90 - 100	Exceeds Standard	4.0
B	80 - 89	Meets Standard	3.0
C	70 - 79	Approaching Standard	2.0
D	60 - 69	Below Standard	1.0
F	59 and below	Does Not Meet Standard	0.0

Families have access to our online system to track their child's academic and behavior performance in real time.

Report Cards and Progress Report Conferences

Élan Academy reports student progress three times per year, on a trimester schedule. Families will receive:

- A progress report at the midpoint of each trimester
- A full report card at the end of each trimester
- Scheduled conferences at the end of Trimesters 1 and 2
- Progress report phone calls as needed, or by request

Parents and guardians are strongly encouraged to attend all scheduled conferences.

To request an additional conference, contact your child's teacher or the main office.

Lifework

Lifework (homework) is an essential component of Élan Academy's educational program. Lifework reinforces concepts and skills taught in class, supports students in developing a deeper understanding of academic concepts, and promotes the habits that will be important in college and in life. Lifework is assigned every night at Élan Academy, including weekends. It is critical that families review their child's Lifework and monitor progress every night.

Lifework includes 20 minutes of required reading every night, including weekends, holidays, and vacations. Parents and guardians are required to sign their child's reading log every night. Lifework must be completed in full and meet the high standards that Élan Academy sets for effort and presentation.

All students are given an Élan Academy folder that includes the work to be completed and a nightly Reading Log. Lifework folders are designed to teach students essential organizational skills. Reading Logs must be filled out properly and signed by a guardian; all Lifework must be completed neatly and returned with the child in the folder. Folders are turned in to teachers every morning as soon as the student arrives at school.

Students are expected to complete Lifework each day it is assigned. If Lifework is consistently late, missing, incomplete, or of poor quality, the parent or guardian will be notified. If a student completes less than 90 percent of Lifework assignments in a trimester, consequences include a parent action-planning meeting. Students receive a completion grade for both Lifework and the reading log.

Lifework Requirements

Élan's role: Teachers create meaningful assignments that are clearly explained and tied directly to what was taught in class, record them on the daily log, use them to check for understanding, and provide prompt feedback once they're completed.

Family's role: Students show their parents the daily log, complete assignments on time and neatly, read every day, and make up missed work after an absence. Parents provide a quiet time and place to work, review the Lifework Log and the child's work nightly, sign the reading log, and talk with their child about what they learned — all to Élan Academy's standard for effort and presentation.

Homework Louisiana (HomeworkLa.org), a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from K through adult learners. Get help in math, science, social studies, or English from a live tutor, accessible from a Louisiana public library, your home computer, or your mobile device.

Promotion

Annually, Élan Academy revises its Pupil Progression Plan. For more information, please see our website.

Special Education Policy

Élan Academy has a duty under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 to identify, refer, and evaluate students with disabilities. Any parent/guardian who thinks their child may have a disability and wishes to learn more or request an evaluation should contact their child's teacher. Élan Academy implements all federal and state regulations regarding the education of children with exceptionalities. Contact the Director of Scholar Support for further information.

Child Custody

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact a student's educational experience. Parents and legal guardians are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or legal guardian may view education records and attend school functions or meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody (domiciliary parent) during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Residency is determined by the amount of custodial time a parent has. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering the school grounds if their conduct becomes disruptive to the school environment.

When custody is contested and no court order has yet been issued, Élan Academy will operate under the following framework to protect our scholars' educational experience and the school's neutral position:

What the School Will Provide

Both parents may receive:

- Academic records and progress reports upon request
- Information about school events, programs, and academic performance
- Opportunities to participate in school conferences and meetings about the scholar's education

What the School Will Not Do

- Facilitate communication between parents about custody time, visitation schedules, or parenting arrangements
- Provide class schedules, pickup information, or other details that enable coordination of custody exchanges or unsupervised contact without agreement from both parents
- Relay messages about custody, visitation, or personal matters between parents
- Investigate, adjudicate, or take sides in custody disputes
- Require scholars to carry messages between parents or facilitate communication on behalf of either parent

DISCIPLINE AND BEHAVIOR

At Élan Academy, we foster a warm, safe, and joyful environment where students feel supported to take risks and grow as part of a positive community. Structured classrooms ensure that time is used well and students are free from the stress of disorder. Our scholars are expected to act as young professionals, demonstrating kindness, courtesy, and good manners at all times. This culture of professionalism prepares them for success beyond our walls.

Consequences

When students break the code of conduct, the teacher will correct them, review the correct behavior, and practice it with them. If the behavior continues, students will face a series of consequences agreed upon and supported by teachers and parents. These consequences progress in a hierarchy designed to deter poor choices. In administering consequences, school personnel consider the severity of the offense, the age of the student, the student's history, and any other relevant factors.

When deemed appropriate by school leaders, a student may be placed on a behavior intervention plan to support behavior improvements and closely monitor progress toward specific goals. When necessary, students with disabilities are provided with behavior plans as specified in their IEP or 504 plans. Students not meeting the goals in their behavior plan face consequences as outlined below.

Discipline Penalties

Depending on the behavior, the following responses may be used:

- Verbal warning
- Cool-off time or time out
- Seat change within the classroom
- Written warning
- Written notification to parent(s)/guardian(s)
- Sending the student to the office or other assigned area
- Conference with parent(s)/guardian(s)
- Temporary confiscation of disruptive items
- Assignment of school duties such as cleaning or picking up litter
- Exclusion or removal from a class or event
- Suspension from the cafeteria, recess, commons, social, athletic, field trips, extracurricular, or other activities or privileges
- In-school suspension
- In-school parent support
- Short-term suspension (less than 3 days)
- Long-term suspension (more than 3 days)
- Recommendation to the NOLA-PS Hearing Office for a disciplinary conference that may result in transfer or expulsion

Loss of Privileges

Élan Academy offers students many privileges that can be removed as a consequence for poor behavior. Privileges that can be lost include specials, choice time, participation in birthday celebrations, participation in field trips, coming to school early or staying late, participating in after-school activities, and socializing with classmates during breakfast or lunch.

Detention

Teachers, the Principal, or other school personnel may use the loss of privileges during enrichment, lunch, recess, or choice time for violations of the LEADER values or the Code of Conduct. Our administration team may also assign lunch detention for 4th through 8th grade scholars for violations of our LEADER values or Code of Conduct.

Zero Tolerance for Fighting

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

Harassment, Intimidation, and Bullying Policy

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

1. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, native language, or a mental, physical, or sensory disability; or
2. is based on any other distinguishing characteristic; and
3. a reasonable person should know, under the circumstances, will have the effect of harming a student, damaging the student's property, or placing a student in reasonable fear of harm; or
4. has the effect of insulting or demeaning any student, group of students, or staff in a way that causes substantial disruption to the orderly operation of the school.

In accordance with Act 697, Élan Academy provides a bullying reporting form on the school website. Élan Academy expects students to conduct themselves in keeping with our core LEADER values. We also believe that passive action can be as significant as active action; witnessing wrongdoing can implicate the observer. Students are expected to do what they reasonably and safely can to divert a situation and must inform an Élan Academy staff member.

Deepfake Artificial Intelligence Policy

Beginning August 1, 2026, Louisiana law (R.S. 17:416.14.1) makes it illegal for any student, teacher, or staff member to create, alter, or share a "deepfake," meaning fabricated audio or video made to look like a real recording of someone's words or actions, against a K-12 scholar with the intent to coerce, harass, intimidate, or maliciously spread or sell that material. **This protection covers every Gladiator, regardless of age or grade.** If you believe your scholar has been targeted this way, please contact the Principal right away. We'll investigate under this law alongside our existing discipline and Title IX procedures, and we'll keep families updated as the state finalizes its rules for how schools should respond.

Behavior Classification: The Three-Tier System

Élan Academy classifies behavior into three tiers. Each tier defines the kinds of behaviors it covers, who manages the response, and the typical consequences. Tiers escalate as behavior becomes more serious or repeats. The merit-based Scholar Dollar system (described below) runs alongside this framework to recognize and reward positive behavior every day.

Tier / Who Manages It	Example Behaviors	Typical School Response
Tier 1: Minor (classroom teacher)	Off-task or minor disruption; horseplay or running; out of assigned area; dress code or uniform violation; gum or unauthorized food; incomplete or missing Lifework; tardiness	Re-teaching, redirection, reflection, and Scholar Dollar deductions. Family notified for repeated behavior. Repeated Tier 1 behavior moves to Tier 2.

Tier / Who Manages It	Example Behaviors	Typical School Response
	to class; disrespect toward a peer; first-time cell phone or device use; general profanity	
Tier 2: Moderate (office-supported; family always contacted)	Repeated Tier 1 behavior; cheating or plagiarism; willful defiance or disrespect of authority; profanity directed at another person; fighting or instigating a fight (no injury); bullying or intimidation; vandalism; theft under \$100; tobacco, vape, lighters, or fireworks; leaving class or grounds without permission; making a threat	Culture referral, mandatory family contact and student conference, loss of privileges (including Fun Friday), Reflection and Restoration time, RTI or FBA/BIP referral when appropriate, and in-school or short-term out-of-school suspension.
Tier 3: Serious (immediate administrative action)	Battery or assault with bodily injury; drugs or alcohol; possession of a weapon or dangerous instrument (including toy weapons); arson or starting a fire; theft of \$100 or more; sexual harassment or inappropriate sexual contact; false fire alarm, bomb, or shooting threat; extortion, robbery, or burglary; severe, ongoing bullying that threatens safety	Immediate administrative action, extended suspension, and referral to the NOLA-PS Student Hearing Office. Reported in accordance with NOLA-PS policy and state law.
Mandatory Expulsion Offenses. Under Louisiana law, the following Tier 3 offenses require a mandatory expulsion recommendation and referral to the NOLA-PS Student Hearing Office: possession of a dangerous weapon; possession, use, or distribution of illegal drugs or a controlled substance; infliction of serious bodily injury (assault with maiming); and sexual assault. Under Act 539, a student found guilty of assault or battery against a teacher (in court or at a school hearing) must get an automatic minimum 2-semester expulsion recommendation. Élan Academy cannot expel a student; school leaders recommend expulsion, and the Student Hearing Office makes the final determination.		

Scholar Dollar System

Élan Academy uses a merit-based Scholar Dollar system to recognize positive behavior. Scholars earn Scholar Dollars for embodying our LEADER values and can spend them at the school store. Scholar Dollars do not roll over from year to year.

Action	Scholar Dollar Value	Notes
Merit (standard)	+\$2	Earned daily for positive behavior
Super Merit	+\$5	Above-and-beyond behaviors
Demerit (standard)	-\$2	Issued for minor misbehaviors
Significant Deduction	-\$5 or more	For more serious misbehaviors
Fun Friday eligibility	At or above -44 for the week	Two or more culture referrals also disqualify
Field trip eligibility	280 merits per 4-week paycheck	Out-of-school suspension also disqualifies

Behavior Expectations

At Élan Academy, student independence is emphasized within established boundaries and limits. We work to build a positive, supportive school community in which both students and adults feel safe, secure, and have the greatest opportunity to learn. More than anything, we view students' words and actions as an opportunity for them to learn, develop, and grow.

Lower School (PK-3): LEADER Report

Each student has a Daily Log documenting the choices they made at school that day, with a check indicating the color they ended the day on. The Daily Log also reports missing homework, tardiness, uniform violations, and other notes for families. It is a two-way form of communication between families and school and must be signed nightly by a parent or guardian.

- **Orange:** Excellent Impression. You are being your best ME.
- **Green:** Good Impression. You are working toward being your best ME.
- **Yellow:** Mediocre Impression (Check-In). You can work to be your best ME.

- **Red:** Community Violation. Let's work together to ensure you can be your best ME.

At the end of every week, students who have received at least 4 orange stamps get to pick from the treasure chest.

Daily Praise. Teachers recognize students who follow the code of conduct with praise, stickers, or notes.

Community Shout-Outs. Teachers recognize students who have shown growth or improvement or done well on an activity, project, or assignment.

Homework Superstar. At the end of the month, any student who completes homework to the Élan Academy standard every single day of the month receives a Homework Superstar certificate.

Upper School (5-8): Weekly Behavior Reports

Each day, students earn money toward their paycheck by attending school and embodying our LEADER core values. Weekly Reports are our main determinant when deciding whether a student is meeting behavioral expectations. Scholars purchase items at the school store with the Scholar Dollars they earn. Parents can log in to Kickboard to view their child's weekly report.

Hard-copy printouts are sent home each Friday and must be signed by a parent or guardian and returned to school on Monday.

- Students receive 10 merits per day for daily attendance.
- The week begins on Monday.
- Merit and demerit values, Fun Friday eligibility, and field trip eligibility follow the Scholar Dollar System table above.
- Students can spend Scholar Dollars at the student store on snacks, fidgets, games, journals, and seasonal prizes.
- Scholar Dollars do not roll over from year to year.

Suspension and Expulsion Policy

While we do not anticipate such a situation arising, an out-of-school suspension, in which the student is not allowed to attend school for a designated period, is a consequence the school may use if a student commits a major behavior infraction. When suspension is considered, the following procedures are followed:

1. The behavior interventionist or school designee meets with the student to advise them of the infraction and offer an opportunity to explain their version of the facts.
2. If suspension is the decision, the behavior interventionist or school designee contacts the student's parent by phone, email, or mail, notifying them of the suspension, its length, and the reason.
3. The school leader or designee explains grievance procedures and sets a date for a readmission conference if applicable. Readmission conferences may take place in person or by phone.
4. Students suspended 3 or more consecutive days will be provided schoolwork to complete during their suspension. Students suspended less than 3 days receive assignments upon return.
5. A parent or guardian meeting is required for the student to return to school.

Élan Academy cannot expel a student; leaders can recommend a student for expulsion.

If a school leader recommends a student for expulsion, the student is suspended pending a hearing. The student then has an expulsion hearing, during which the Student Hearing Office determines whether the recommendation is upheld, reversed, or modified. Expulsion is defined as the complete denial of all school services until the end of the school year.

- The student is entitled to a hearing to determine whether they should be expelled. The Student Hearing Office of the Orleans Parish School Board holds the hearing within ten (10) school days after the principal or designee determines that an act for which the consequence may be expulsion has occurred.
- The student or parent/guardian is entitled to file an appeal of the expulsion. The Student Hearing Office hears the appeal and determines whether to uphold, reverse, or modify the decision.

Discipline for Students with Disabilities

Students with disabilities are subject to the same discipline rules and procedures as other students, but with limitations. The federal laws providing protection to students with disabilities, the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, are complex and detailed, and require different protections and procedures based on several factors. This handbook provides only a brief overview of some of the most important procedures and protections.

The Élan Academy Special Education Department and special education teachers ensure that all procedures and protections required by law for students with disabilities are followed, and can provide more detailed information on the protections and services to which your individual child is entitled.

TRANSPORTATION, ARRIVAL, AND DISMISSAL

School Bus Transportation

Élan Academy offers free school bus transportation to any family that requests it. The bus is a convenient way to ensure your child gets to school on time each day, while helping parents avoid morning and afternoon congestion at the building. Please contact the front office to request bus transportation. A parent, guardian, or an adult listed on the child's emergency contact form must be present at the bus stop to drop off and meet the student, unless the student is at least 8 years of age, in which case the student is permitted to exit the bus and proceed home without an adult present. If no one is at the stop in the afternoon, the bus monitor will attempt to call the parent or guardian while the driver continues the route, and the family must meet the bus along the route or pick the student up from the bus yard.

Bus Conduct

All students are expected to uphold the same behavior expectations on the bus as they do at Élan Academy, acting responsibly and respectfully at all times. Certain additional rules apply to the bus. All students who ride the bus must follow the Élan Academy Bus Transportation Handbook.

- Students have assigned seats and are expected to stay in them unless given permission to move.
- An administrator meets the bus every day. No child exits the bus before the administrator checks with the driver regarding behavior.
- Failing to be in the assigned seat, putting hands out of the bus, throwing objects, using bad language, and not obeying the driver are all infractions, as are those listed in the Code of Conduct.
- More serious behavior, such as fighting, will be investigated and treated exactly as if the incident happened on school grounds.

Any student who exhibits unsafe behavior may lose the privilege of bus service.

Bus drivers will not drop off students at the bus stop when the designated pick-up guardian is not there. Families will be notified of the location where their child will be transported if a guardian is not present, and the child will be monitored until transportation is arranged. Families may request a bus stop near their child's after-school program with certain restrictions; the requested stop must be on one of the school's regular bus routes. Contact the Director of Operations for details.

What Happens If...

- **You move during the school year?** Contact the main office. We will update your address so your child receives a new transportation assignment.
- **The bus is late?** Students are not marked tardy if their school bus arrives late. Call the bus company to have the dispatcher track the location of your child's bus.

Transportation Accommodations. Special transportation service for students with disabilities is stated in their IEP or Section 504 Plan. Some students receive door-to-door service; others are picked up and dropped off at a corner near home or walk to school. Some students with medical or physical conditions may receive door-to-door service by submitting a letter from the doctor to the principal. The school nurse will contact the doctor to discuss appropriate services and time limits.

Loss of Transportation Privilege. We consider the school bus an extension of the classroom, with the same standards of behavior. Students who violate the discipline code on the bus may be disciplined and may be denied transportation for the remainder of the year or for a temporary suspension. The student is expected to come to school on days when they are not allowed on the bus, unless also suspended from school.

Parents and guardians are not allowed to board the school bus or van to confront the driver, monitor, or any student. If there is a problem, families should send a detailed email to transportation@elanacademy.org. The matter will be reviewed and investigated. Please allow up to 48 hours for a response.

Carpool Lane

Families who drive their child to Élan Academy must use the carpool lane, which runs alongside the school building. To ensure scholar safety during arrival and dismissal, Élan Academy follows Louisiana's Safe Path From School law. Our carline procedures require that students remain behind designated barriers until vehicles have come to a complete stop. Staff are present in safety vests to supervise and assist. An Élan Academy staff member opens the vehicle door and escorts each child to and from the car for every carpool drop-off and pick-up. Signage and structured routines help maintain an orderly, safe environment.

To reduce congestion, parents are encouraged to consider the school bus whenever feasible and to arrange carpools with other families. Please come to a complete stop before your scholar exits the vehicle, and have scholars keep seatbelts on until the car stops. An Élan Academy staff member will open the door and escort the child to and from the car. Scholars stand behind the green cone for dismissal and may not cross the threshold without an adult.

The carpool lane is open in the mornings between 7:50 and 8:14 a.m. Afternoon carpool hours are 3:45–4:00 p.m. Monday–Thursday and 1:50–2:10 p.m. on Fridays.

Parents may not park down the street and operate as a walker to skip the carpool line.

This does not model the values of Élan, as we teach our scholars to respect others and follow school policy.

Tips for a Smooth Afternoon Carpool

- Do have your tag visible for us to see
- Don't conference with teachers if it is more than a quick check on the day. We want to keep carpool flowing timely for all families.
- Do inform the front office if you are running late so that we may set clear expectations for your child. We will sign them into aftercare and you will be charged the \$40 Emergency Drop-In fee.
- If a child drops into the aftercare program more than 3 times, they will automatically be charged the monthly aftercare fee.

Morning Arrival: Car Riders and Walkers

Time	Process	Notes
7:50 a.m.	School building opens	No students on campus before 7:50 a.m. unless enrolled in Before Care (Before Care itself opens at 6:45 a.m.)
7:50 a.m.	Breakfast begins; carpool lane opens	Please arrive no later than 8:00 a.m. for breakfast. All food is picked up at 8:10 a.m.
8:14 a.m.	Carpool lane closes	Parents who arrive after 8:14 a.m. must park and walk their child in. Do not park in the emergency lane.
8:15 a.m.	Morning instruction begins	Students who arrive after 8:15 a.m. are tardy and must be signed in at the office by a parent or guardian.

Afternoon Dismissal

In the afternoons, students depart as bus riders, car riders, walk-ups, or they stay for after-school activities. After-school does not begin until the second week of school, so all students are bus riders or car riders/walk-ups during the first week.

The schedule below is the single source of truth for dismissal timing — please disregard any other dismissal times you may have seen in prior versions of this handbook.

Step	Monday–Thursday	Friday
Bus riders dismissed (staggered start)	3:35 p.m.	1:50 p.m.
Car riders / walk-ups dismissed	3:45 p.m.	1:50 p.m.
School buses depart	3:57 p.m.	2:05 p.m.
Carpool lane closes	4:00 p.m.	2:05 p.m. (estimated — confirm with KB)

Walk-up parents pick up their child from the walkers area at the accessibility ramp by the front entrance. Please proceed to the staff member at the front door to request your student. If someone other than the legal guardian is picking up your scholar, a Walk-Up Authorization Form must be completed along with a copy of the person's state ID or driver's license.

Time	Process	Notes
2:45 p.m.	Deadline to communicate daily transportation change requests	Call the main office before 2:45 p.m. with these changes
2:45 p.m.	Early check-out ends	No early check-outs are permitted after 2:45 p.m.

Changes to End-of-Day Transportation

It is critical to inform the school whenever your child's afternoon transportation will differ from the normal schedule.

These changes must be communicated to the main office before 2:45 p.m. each day. Any transportation changes received after 2:45 p.m. cannot be honored. Do not contact your child's teacher for daily transportation changes. Such a change may include a child staying for aftercare who usually does not, a child being picked up instead of taking the bus, or an adult not listed on the emergency contact form picking up a child.

After-School Programming: Gladiator Care

Élan Academy provides Gladiator Care for before-school and after-school programming.

Program	Hours
Before Care	6:45 a.m. – 7:50 a.m. (Mon–Fri); staff on site from 6:30 a.m.
After Care	Mon–Thu 4:00 – 6:00 p.m.
After Care (Friday)	2:00 – 5:00 p.m.

Gladiator Care offers homework help, tutoring and enrichment, strategic games, and staff who know your scholar by name. Pricing, registration, and sign-up details are provided separately in the Gladiator Care family flyer and on ParentSquare. Students must be picked up no later than 6:00 p.m. Consistent late pickups can result in additional fees. Scholars may be dismissed from Gladiator Care due to behavior and unpaid fees.

Inclement Weather

If OPSB schools are listed as closed, Élan Academy is also closed.

Arrival and dismissal may occasionally be impacted by inclement weather. During heavy rain, lightning, or heavy wind, the following may occur:

- Bus dismissal may be delayed by 15 or 30 minutes to allow conditions to improve.
- The carpool lane may be temporarily closed and students kept inside the building.
- The outdoor pickup area may be closed.

In the event of a weather disruption, parents and guardians will be notified via text message. Please keep your cell phone number up to date.

ATTENDANCE

Our regular school day is from 7:50 a.m. to 3:45 p.m. on Mondays, Tuesdays, Wednesdays, and Thursdays, with an early release every Friday at 2:00 p.m. Please refer to the school's annual calendar for holidays and early release days.

Writing a note does not mean an absence is automatically excused. An absence, tardiness, or early departure is unexcused if the reason does not fall into the categories below. Unexcused absences include personal illness without a doctor's note, suspension, family vacation, being kept home by a parent, no transportation, oversleeping, and similar reasons. Families are asked to consider testing dates when scheduling planned absences.

To succeed at Élan Academy, students must be present. So much learning happens each day that cannot be sent home and made up. We expect students to be at school every day unless they are legitimately sick and unable to function. Our goal is 95% attendance for the year.

Types of Absences

Excused absences are incurred due to personal illness or serious illness in the family, documented by acceptable excuses, and are not considered for purposes of truancy. Students with excused absences are eligible to make up work and tests and receive credit. Absences are considered unexcused until the school receives proper documentation.

Unexcused absences are any absence not meeting the excused-absence requirements. Students are required to make up work missed during unexcused absences.

Suspensions are absences. The absence is considered when determining promotion, but not for purposes of truancy.

Students are considered tardy beginning at 8:16 a.m. It is preferred that the parent/guardian provide written documentation regarding a child's absence to the front office on the day the student returns, or by email to attendance@elanacademy.org. Parent or guardian excuses will not be accepted for a previous term immediately following that term's Report Card Conference. Family vacations and other absences unrelated to the student's medical condition will be considered unexcused with no exceptions.

Examples of extenuating circumstances and documentation:

- Personal illness, verified by a written note from a physician, dentist, or nurse practitioner licensed in Louisiana
- Death in the family, not to exceed one week, verified by a written note from the parent or an obituary
- Natural catastrophe or disaster
- Participation in a school-approved off-site activity
- Observance of recognized holidays of the child's faith, verified by a written note from a religious official
- Any other extenuating circumstances approved by the school leader

Attendance Thresholds

- **Three unexcused absences:** a meeting with the school social worker or designee is held and a warning letter is issued.
- **Ten unexcused absences:** the student is considered habitually truant. A FINS (Families In Need of Services) report is filed, a formal letter is sent home, and the family must attend an in-person meeting with the SAT Team to create and sign an Attendance Support Plan.
- **Fifteen unexcused absences:** the student is required to attend the attendance recovery program and may be at risk of not being promoted if recovery is not completed.
- **Twenty unexcused absences:** if the student also fails to meet academic requirements on a nationally normed standardized assessment, the student is retained in the current grade. The Principal meets with the family to discuss retention and support.

Tardies

Number of Tardies	Action Taken by Élan Academy
Daily	Automated phone calls for unexcused tardiness
5	Formal tardy warning letter sent home
7	Phone call from the school social worker or Principal designee
10	Parent meeting with the school leader and SAT Team to create an On-Time support plan; FINS report filed
15	Meeting with the Principal; scholar is at risk for retention

Attendance Legal Requirements

State requirements: State law requires schools to refer to FINS or Municipal Court after the 5th unexcused absence or tardy in a semester, or the 10th for schools not operating on semesters (R.S. 17:221). State law requires schools to meet with parents after three unexcused absences.

Élan Academy operates on a trimester system and will report to FINS or Municipal Court after the 10th unexcused absence or tardy in a trimester.

NOLA-PS requirements: Municipal Court referral for truancy after 15 absences for the year.

Long-Term Absences

A student will be issued a warning of automatic withdrawal after ten consecutive unexcused absences and withdrawn from the school after 15 consecutive unexcused absences.

Student Check-Out

Check-outs must always be made from the Main Office. Parents are prohibited from going directly to their child's classroom.

A student may only be checked out by a parent, guardian, or other adult designated on the student's emergency form. All parents, guardians, and emergency contacts must show a photo ID when signing out their child. All early check-outs end at 3:00 p.m. No student will be checked out after this time except in an emergency. If a student has a medical or dental appointment requiring early dismissal, send a note ahead of time. Appointments should be scheduled after school hours whenever possible.

Withdrawals and Transfers

We do not want any student to leave Élan Academy, but we know withdrawals are sometimes necessary. Withdrawal procedures are handled by the Data Coordinator at registration@elanacademy.org. You may also withdraw in person with the front office manager. To withdraw a student, the school must be notified of where the student will transfer, and a parent or guardian must complete a withdrawal form. Upon withdrawal, the parent or guardian must return all school materials and pay any financial obligations to the school.

HEALTH AND NUTRITION

School Nurse

Élan Academy employs a School Nurse through CareEleven. The School Nurse is a resource for families to address student health issues, provide first aid, develop care plans for students with specific medical needs, and ensure that health screenings such as vision and hearing are performed for all students. Any chronic health issues should be reported to the School Nurse.

Emergency Response Team

If the School Nurse is not on campus, routine and emergency student medical care is the responsibility of the school's emergency response team. This group of administrators and teachers is trained in first aid, adult and pediatric CPR and AED, medication administration, inhaler administration, and Epi-Pen administration. This team is trained regularly by the School Nurse and other organizations such as the American Red Cross.

Medications

By law, the school cannot dispense any medication that is not specifically prescribed for a student by a physician or dentist. This includes over-the-counter remedies, lotions (including sunscreen), eye drops, and any other type of medication. If possible, parents and guardians should give medication to students at home. Students may not bring over-the-counter medication to school for self-medication.

All medications (prescription and nonprescription) must be accompanied by a physician's or dentist's medication order that includes the date, name of the medication, dosage, time to be given at school, route of administration, and any special instructions. Only oral and aerosol/inhalant medication in premeasured doses, and emergency medications, can be administered at school. All medication must be in a properly labeled container that agrees with the physician's or dentist's orders.

The medication order is reviewed by the School Nurse, who writes a Medication Plan. The parent or guardian must sign the plan, giving the school permission to administer the medication. The initial dose must be administered at home to see if any reactions occur. A parent or guardian must deliver the medication to the School Nurse, and the medication will be identified and counted each time it is brought to school. The parent or guardian must supply all necessary items for proper administration (syringes, cups, measuring spoons). All medications will be disposed of seven days after the recommended discontinue date or at the end of the school year if not claimed.

Louisiana law allows students, under certain circumstances, to carry their own inhaler, only if their physician has written an order permitting it, the parent or guardian has agreed in writing, and the School Nurse has assessed and agreed that the student is capable.

Illness or Injury at School

A student who becomes ill or injured at school will be referred to the School Nurse or a member of the emergency response team, and a parent or guardian will be contacted. If necessary, an emergency contact will be called to pick up the student. For minor injuries, the student receives first-aid treatment and returns to class. An incident report is completed by the nurse or staff member who witnessed the incident, followed by a phone call to the guardian. Any major or life-threatening injury will be immediately referred to New Orleans Emergency Medical Services for transport to the hospital, and parents or guardians will be notified immediately after EMS has been summoned.

Returning to School After Illness

Students who return to school after being treated by a physician must provide the office with a copy of the doctor's orders listing any restrictions or limitations. This does not apply to wellness visits. Students must be fever-free and diarrhea-free for 24 hours without medication before they may return to school.

Health Policies at a Glance

Policy	Details
Rash	Rashes noticed at school will be sent home due to potentially contagious conditions. If your child is undergoing care for a known rash, please ensure it is covered and send a note to the School Nurse.
Fever	Parents and emergency contacts are notified whenever a student presents with a temperature higher than 99 degrees. Students with a fever above 100.4 degrees must be picked up immediately. Students must be fever-free for 24 hours before returning.
Diarrhea	Parents and emergency contacts are notified whenever a student presents with ongoing diarrhea. A student may be sent home if diarrhea does not stop or if clothing is soiled. If a change of clothes is not available, the child must be picked up immediately.
Head Bump	The School Nurse or trained personnel respond immediately to any head bump and evaluate for signs of concussion. If signs appear, EMS is summoned and the child is transported to the hospital. School staff contact parents by phone and provide a written form the same day.
Head Lice	Any student present with head lice is excluded from school and the bus until free of active infestation. The student may return when their head is free of all nits, verified by visual inspection by the School Nurse.
Immunizations	All students must have documentation of current immunizations in their student file. Élan Academy follows Orleans Parish School Board policy regarding immunizations.
Epi-Pen	In accordance with Act 315, the parent or guardian annually provides an Epi-Pen supply for each classroom, written authorization, written certification from the student's physician, and a written treatment plan. Élan Academy incurs no liability from the good-faith administration of an Epi-Pen. Contact the School Nurse to develop an emergency plan.
AED	The school maintains an Automated External Defibrillator (AED) in the office foyer for use in case of cardiac arrest. The School Nurse or trained staff will administer it if necessary.

Nutrition

Élan Academy offers free breakfast, lunch, snack, and supper. Students may bring a healthy bag breakfast or lunch if they choose not to eat the school meal. Students may not bring candy, soda, cold drinks, or other food considered unhealthy (typically food high in sugar or with limited nutritional value). Students with these foods will be asked to put them away and given a healthy school-provided option. Due to possible food allergies, students must not share or trade food in the cafeteria. Élan Academy provides free food service under the Community Eligibility Provision (CEP). If the school remains under the provision, all students wishing to eat school meals can do so free of charge. This is subject to change at any time.

We are a nut free campus.

School Food Accommodations

Students with food allergies or dietary restrictions may request alternative breakfast and lunch options, including vegetarian, gluten-free, and dairy-free meals. Vegetarian and dairy-free meals are available without a doctor's note; a doctor's note is required for gluten-free meals. To request food service accommodations, contact the office.

SCHOOL SAFETY

Visitor Requirements

All visitors must carry a valid photo identification card and obtain a visitor's badge from the office. Any adult who is not an Élan Academy employee or vendor employee must obtain a visitor's badge every time they visit. If a visitor arrives without a photo ID, they will not be permitted to visit any area of campus besides the main office. There are no exceptions. All visitors must enter and exit through the school's main entrance. Emergency exit doors are clearly marked and should not be used except in an emergency.

Classroom Visitation

All adults who volunteer at Élan must be approved through our visitor scanning process (includes a background check). While we are always excited to welcome families into our classrooms, we limit distractions during the school day. Parents and guardians must obtain advance permission from their child's teacher to visit the classroom. Permission is not required for special events such as Friday celebrations, class celebrations, and performances, but visitors must still obtain a visitor's badge from the office.

Please be mindful that teachers are very busy in the mornings preparing for the day. You are encouraged to set up an appointment to discuss any concerns rather than addressing them during arrival and dismissal.

Volunteer Requirements

Research shows that scholars with family involvement at their school perform better on nationally normed tests. It is important that our scholars see their families and the school as a village. All families are asked to volunteer 10 hours per family per year. These hours can be earned however works best for your family — in person, from home, or in the evening — and every family's contribution counts equally toward the goal. Ways to count your hours include:

- Volunteering in the classroom, front office, or at a school event
- Attending an evening or weekend event, such as a Momentum meeting or family night
- Supporting from home — cutting or prepping classroom materials, mending or laminating supplies, or donating items a teacher or Momentum leader has requested
- Making reminder calls or texts to other families, or serving as a phone/text committee or virtual Room Parent backup
- Any other contribution a teacher or Momentum leader helps you identify

Volunteering is not a condition of enrollment or a requirement for any student to participate in school activities. Families and classes with strong participation are recognized throughout the year.

Authorized Pick-Up Persons

To ensure the safety of your child, only adults listed as emergency contacts on your child's school record may pick up your child from the school office. Please ensure that your child's records list the three adults most likely to pick up your child.

Fire and Emergency Drills

Élan Academy regularly conducts announced and unannounced fire, weather, active-shooter, and lockdown drills. Students and adults should follow the directions for exiting the building posted in each classroom. To ensure everyone's safety, students must remain silent during drills and always follow their teacher's direction.

Notification of Emergency Closure or Early Dismissal

Élan will notify families of an emergency closure or early dismissal via email, phone, and text message. Morning TV and radio stations also broadcast information about whether Élan Academy is closed. In most circumstances, Élan follows OPSB emergency closures. Parents and guardians must keep their contact information up to date.

Search Policy

A student and their possessions can be searched if there is a reasonable suspicion that the student violated the law or the Student Behavioral Expectations. A school leader or teacher may seize any item that is illegal or violates school rules, including cell phones, weapons, or drugs. Students' desks and other school property can be searched without notice at any time and for any reason.

Mandatory Reporting

Based on Louisiana Children's Code Article 603(17), all Élan Academy staff members and school resource officers are mandated reporters of suspected abuse or neglect. The following must be reported: physical injuries; indication of child neglect such as failure to provide food, clothing, or shelter, even without physical injury; and indication of sexual abuse, sexual assault, or child molestation. Questions can be answered by the CEO. All teachers and childcare providers complete an online mandatory reporter training course provided by DCFS annually between June 1 and August 31. The policy includes:

- Immediately reporting to DCFS if the reporter believes the perpetrator is a parent or caretaker, a person in an interpersonal dating or engagement relationship with the parent or caretaker, or a person living in the same residence as the parent or caretaker.

- Reporting alleged sex trafficking via the DCFS hotline regardless of whether there is alleged parental or caretaker culpability.
- Immediately reporting to local or state law enforcement if the reporter believes the abuse or neglect is being perpetrated by someone other than the individuals reported to DCFS, such as a teacher or childcare provider.

Sexual Orientation and Gender Identity K-12 Discussion Prohibition

In obligation to Louisiana Act 681, Élan Academy prohibits teachers, employees, or other presenters from engaging in the following with K-12 students: covering the topics of sexual orientation or gender identity in any classroom discussion or instruction in a manner that deviates from state content standards or approved curricula; covering topics of sexual orientation or gender identity during any extracurricular academic, athletic, or social activity under the jurisdiction of the school; or discussing one's own sexual orientation or gender identity.

Asbestos Management

Élan Academy complies with the Asbestos Hazard Emergency Response Act (AHERA) through periodic surveillance and repair of assumed asbestos-containing materials within its rented facility. The asbestos management plan is available for review in the main office during regular school hours.

Title IX Policy on Sexual Harassment, Discrimination, and Misconduct

Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance (20 U.S.C. section 1681(a)). Élan Academy does not discriminate on the basis of sex in the education program or activity that it operates, and is required by Title IX not to discriminate in such a manner. This notice explains how to report a complaint of sexual harassment, the steps Élan Academy takes to investigate, the decision-making process, and the appeal process. Élan Academy's Title IX Personnel Team consists of the following individuals:

Role	Contact
Title IX Coordinator	Keione Bastian kbastian@elanacademy.org 504-619-9720
Title IX Investigator	Brandy Whitfield (4th Sector, HR partner) hr@elanacademy.org 504-619-9720
Title IX Decision-Maker	D'Andrea Jenkins djenkins@elanacademy.org
Title IX Appeal Person	Dr. Melanie Askew Clark maskew@elanacademy.org 504-619-9713 x102

GENERAL SCHOOL POLICIES

Uniform Policy

We show respect for our appearance and our cohesion as a community through our uniforms. Students are expected to follow the school dress code.

If a student comes to school without the correct uniform, a phone call will be made home requesting the correct uniform be brought to school immediately. Earrings can be no larger than a quarter, and dangly earrings are not permitted. If boys have pierced ears, the earring should be no larger than 2mm. No bulky chains or neckwear allowed. All shirts must be tucked in.

Uniform Infractions

- **First infraction:** Uniform Reminder Notice sent home. Parents and guardians are contacted.
- **Second infraction:** Uniform Violation Form sent home. Parents and guardians are called to bring uniform items to the school.
- **Third infraction:** the student receives a behavior check or demerit from their homeroom teacher. The grade-level Behavior Dean contacts the family. Students may be in jeopardy of not participating in extracurricular activities.
- **Fourth infraction:** the student receives a behavior check or demerit and a lunch detention. A mandatory parent conference is scheduled with the grade-level Behavior Dean to discuss a corrective plan.

Whenever any element of physical appearance or grooming becomes a distraction to oneself or others, even if it is allowable under current rules, it is no longer acceptable, and steps will be taken to remove the distraction.

Equitable Enforcement

All uniform and dress code policies will be applied consistently and equitably. Enforcement shall not be used in ways that marginalize, discipline, or single out students based on:

- Sex, gender identity, or gender expression
- Sexual orientation
- Race, ethnicity, or national origin
- Religion or cultural observance
- Household income or socioeconomic status
- Body type, size, or disability status

Staff will use professional judgment and approach all uniform conversations with dignity and care. Students and families who have a concern about equitable enforcement may raise it with any school administrator or submit a written concern through our formal complaints process.

Religious and Medical Accommodations

Élan Academy will provide reasonable accommodations to students whose religious practices or medical needs require modifications to the standard uniform. To request an accommodation, families should contact the main office in writing. Approved accommodations will be documented and honored throughout the school year.

Financial Hardship

Élan Academy recognizes that uniform costs can be a barrier for some families. Families experiencing financial hardship are encouraged to contact the school office confidentially. We will work with families to ensure that uniform requirements do not prevent any student from fully participating in school. Contact socialwork@elanacademy.org for assistance.

Purchasing Uniforms

We want to keep school clothing costs as low as possible. Élan Academy monogrammed shirts, jumpers, vests, and ties may be purchased through Logo Express. The other components of the uniform are available at the store of your choice. All clothes and personal belongings should be marked with your child's name. Élan cannot be responsible for lost articles but can minimize such loss if parents mark all possessions.

Item	Boys K-4	Girls K-4	Pre-K	5th-8th Scholars
Shirt	Light blue button-down oxford w/ Élan logo	Light blue button-down Peter Pan w/ Élan logo (or no logo if wearing a jumper/cardigan with the logo)	Light blue polo w/ Élan logo	Gray polo or light blue button-down oxford w/ Élan logo
Bottoms	Navy pants or shorts	Navy pants, shorts, or skorts (≤ 2" above knee); plaid uniform jumper or skirt	Same as girls'/boys' K-4, by gender	Navy pants, shorts, or skorts (≤ 2" above knee); plaid school skirt
Socks / Tights	Solid navy, black, gray, or white socks	Solid navy, black, gray, or white tights, socks, or knee-high stockings	Same as K-4, by gender	Solid navy, black, gray, or white socks, tights, or knee-high stockings
Belt	Solid black (optional PreK/K)	Solid black (optional PreK/K)	Optional	Solid black (required)
Shoes	Solid black	Solid black	Solid black	Solid black
Undershirt	White, black, gray, or blue	—	—	White, black, gray, or navy blue
Optional	Plaid tie	Cross tie	--	—

Optional Wear

Navy cardigan sweater with the Élan Academy logo preferred (no fleeces or sweatshirts under a cardigan). The collar must be visible while wearing a cardigan. Students may not wear coats during class or hooded sweaters. Please write your child's initials on the tags of cardigans so lost items can be returned.

Extra Change of Clothing

Parents of pre-kindergarten and kindergarten students, and older students with a record of bathroom accidents, are required to send an extra pair of pants, extra underwear, and extra socks to keep in the child's cubby. If the child changes into the extra set, a clean set must be sent the next day. Students will not be permitted to return to class with soiled clothing.

Field Trips

Élan students take several field trips throughout the year. During registration, parents and guardians sign a permission slip for the student to take part in such activities, and one permission slip is maintained for all field trips in the student's file. Notification of a field trip is sent home no later than 48 hours in advance, with the opportunity for a parent or guardian to let the school know if they do not want their child to attend. Any parent or guardian wishing to attend a field trip must have a visitor's pass from the front office showing security clearance.

Records Release

Parents and guardians may inspect their child's education record in accordance with the Federal Family Education Rights and Privacy Act (FERPA). Élan student records can only be released at the written request of a parent or legal guardian with proper documentation on file. Education records are produced within five business days of receiving the request. To request general records, email records@elanacademy.org or contact the Data Coordinator. For Special Education records, contact the Director of Scholar Support.

Cell Phones

In accordance with Act 313, students may not possess, on their person, an electronic telecommunications device (such as a cell phone, watch, or tablet) while on campus. If brought to school, the device must be turned off and properly stowed for the duration of the instructional day. Students are not permitted to video, take photos, or record their peers or Élan team members. Cell phones brought into the classroom will be collected by teachers or staff and returned only to a parent or guardian. The school is not responsible for lost or stolen cell phones. Phone use may prompt an investigation that includes review of personal phone information.

Valuable Items

Students should not bring money or expensive items such as jewelry, cameras, watches, or electronic devices to school. Students, not the school, are responsible for their personal items. Inappropriate items will be collected by teachers or staff and returned only to a parent or guardian. The school is not responsible for lost or stolen valuable items, including cell phones.

Toys

Personal toys are not allowed at Élan at any time. Toys brought into the classroom will be collected by teachers or staff and returned only to a parent or guardian.

Birthdays

We celebrate all Élan students on their birthday, or in May for summer birthdays. Families wishing to bring a special treat may do so during the afternoon, but prior arrangements must be made with the classroom teacher, and enough treats must be brought to share with the child's entire class. Invitations for off-site birthday or celebratory activities may only be distributed in school if the family invites every child in the student's classroom. There are no exceptions to this policy.

If you send birthday treats, they must:

- Be in original packaging with a full ingredients list
- Be processed in a nut-free facility (we are a nut-free campus). We have had much success with these Better Bites allergy friendly treats.
- Include all serving items (plates, cups, napkins, disposable utensils)

Fees

Élan Academy does not have any required student fees and does not charge fees as a condition of enrolling, as all students placed through the EnrollNOLA/NCAP process are admitted. Élan Academy does charge fees for specific optional items, events, or activities applicable to the enrolled student. The fee schedule below lists each fee, the amount, how it is collected, and when it is due, as well as how to request a hardship waiver. Fees are also posted on our school website for reference.

Example: a family with three children enrolled in After Care pays \$125 + \$100 + \$75 = \$300/month.

Fee Hardship Waiver

Families experiencing financial hardship may request a waiver or reduced rate for any fee listed above, including Pre-K tuition, Gladiator Care, and the technology damage fee. To request a waiver, contact the Main Office confidentially in person, by phone, or in writing. Requests are reviewed case-by-case by the Main Office or CEO designee, based on the family's individual financial circumstances; there is no fixed income threshold for approval. We will work with families to ensure that a fee does not prevent any student from fully participating in school.

Pre-K Tuition Fee Policy: Pre-K tuition is due on the 1st of each month. We know life happens, so if you ever need a little flexibility, reach out to the Main Office before your due date and we'll work out a plan together. If we're unable to reach a family and a balance goes unpaid for over a month, we'll need to pause the scholar's continued enrollment in the program until it's resolved, so please don't hesitate to reach out any time.

Textbook Responsibilities

Scholars are responsible for replacing lost or damaged books. If a book is lost or damaged, notify your child's teacher as quickly as possible. New books are issued when arrangements for payment have been satisfied. Books must be returned by the end of the school year. Once a book has been billed, the fee is owed whether or not the book is returned, and no refunds are granted.

Lost and Found

Parents must label all of their child's clothing, books, and personal items using permanent markers or labels. Found items are placed in the Lost and Found. Items not claimed are donated to charity periodically throughout the school year. The school is not responsible for any lost clothing or personal article.

Permissions and Acceptable Use

The Internet Acceptable Use Agreement is distributed to students and parents and posted on the School Board website. Students and parents are required to sign the agreement for students to access the internet. The signatures are legally binding and indicate that the parties have read and understand the terms and conditions. Parental and guardian permissions that are assumed include:

- Access to the internet and email system
- Permission to publish students' work to classroom websites
- Permission to have unidentified photos of students published to classroom websites

Computer and Internet Use Terms

- **Acceptable use:** the purpose of the internet is to support research and education by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of U.S., state, local, or School District regulations is prohibited.
- **Netiquette:** users are expected to be polite, use appropriate language, avoid abusive messages, and not reveal personal addresses or phone numbers. Email is not guaranteed to be private, and routine monitoring may lead to discovery of violations. Users may not disrupt the network, develop programs that harass others, send hate mail, install copyrighted software, or access inappropriate material.
- **Privileges:** internet use is a privilege, not a right. Inappropriate use results in cancellation of privileges and may result in disciplinary or legal action.
- **Security:** any suspected security problem must be reported to the principal or designee. Any user identified as a security risk will be denied access.
- **Vandalism:** vandalism results in cancellation of privileges and other disciplinary action up to expulsion. This includes uploading or creating computer viruses, defacing websites, and unauthorized changes to websites, programs, or databases.
- **Cyberbullying:** under LA Rev. Stat. section 14:40.7, cyberbullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen, and is punishable under the law.

- **Online Safety Threats:** in accordance with R.S. 17:280, students and families who become aware of online content — including posts made off campus, on personal devices, or outside school hours — that may pose a threat to the safety of any student, staff member, or the school should report it immediately to a teacher, administrator, or the Main Office. Élan Academy will investigate all such reports and take appropriate action, which may include notifying law enforcement.
- **Chromebook care:** scholars are assigned a Chromebook number used for all classes. No food or drink is permitted next to a Chromebook. Chromebooks must remain free of writing, drawing, stickers, and labels, be carried with two hands, and never have heavy objects placed on top.

If technology misuse results in a broken or damaged computer, the parent or guardian will be charged a \$350 fee. Non-payment results in the scholar losing computer access and a record hold.

PARENT COMPLAINTS, CONCERNS, AND APPEALS

Élan Academy is committed to addressing family concerns promptly and fairly. We welcome feedback as an opportunity to improve. The process below outlines how to raise a concern and what to expect at each step.

Step 1: Classroom or Teacher Level

Most concerns can be resolved quickly with the teacher. Contact your child's teacher by email or phone to schedule a conversation, and please allow 48 hours for a response. Bring specific information: what occurred, when, and the resolution you are seeking.

Step 2: Grade-Level Administrator

If your concern is not resolved after speaking with the teacher, or you have not received a response from the teacher, contact the assistant principal. Share the steps you have already taken and the outcome you are hoping for. The administrator will respond within three (3) school days.

Step 3: School Leader or CEO

If the concern remains unresolved, families may escalate to the school leader or CEO in writing. Written complaints should include:

- Your child's name and grade
- A description of the concern and the date(s) it occurred
- Steps already taken and the response received
- The resolution you are requesting

Written complaints may be submitted to Dr. Melanie Askew Clark, Founder and CEO, at maskew@elanacademy.org or 504-619-9713 x102. The CEO will respond within five (5) school days of receiving a written complaint.

Step 4: Board of Directors

If the concern is not resolved through the CEO, families have the right to bring the matter before the Élan Academy Board of Directors. Board meeting dates and contact information are available on the school website.

Board of Directors

Jeremy Thibodeaux - Board Chair, Treasurer, elanboardchair@elanacademy.org

Gary Briggs - Vice-Chair

Lori Knight - Secretary

Darren Patin - Director

Dr. Gail Thomas - Director

Cardell Silas - Parent Board Director, parentboarddirector@elanacademy.org

Tavia Patterson - Director

Alex Gonzalez - Director

Board meetings are held the last Wednesday of the month at Élan Academy at 5:30 p.m., unless otherwise noted. The meeting schedule is announced each July and can be found on our website. Agendas are posted at least 24 hours prior to meetings online and on the front door of the school. Board meeting minutes are published once they are approved at the subsequent meeting.

Appeals of Disciplinary Decisions

Families who wish to appeal a suspension or other significant disciplinary decision should submit a written appeal within five (5) school days of receiving the disciplinary notice. The appeal should include the student's name, the decision being appealed, and the grounds for the appeal. Appeals are reviewed by the CEO or designee, and families receive a written decision within five (5) school days of the appeal submission. Appeals of expulsion decisions follow NOLA-PS Student Hearing Office procedures, as described in the Suspension and Expulsion Policy.

Good-faith expectation. Élan Academy asks that all parties engage in this process with good faith, respect, and a shared focus on what is best for students. Problems between adults should not be discussed in front of children. Complaints submitted in a threatening or harassing manner will not be processed and may result in restricted campus access. If a parent, guardian, or family member attacks any Élan staff member, administrator, or member of the Board of Directors verbally or physically, they may be banned from the school for the remainder of the scholar's tenure at Élan. This expectation applies to all communications with the school — not only formal complaints — including interactions with Élan Academy's Board of Directors at Board meetings, by email, or otherwise. See Family Communication Conduct in the Communication section of this handbook.

FAMILY-SCHOOL COMPACT

At Élan Academy, we believe that families and schools must work together to ensure every child's academic success. This compact outlines the shared responsibilities of the school, families, and students to support learning and achievement.

Élan Academy will:

- Provide a high-quality, knowledge-rich curriculum in a supportive and effective learning environment.
- Hold parent-teacher conferences at least twice per year to discuss student progress.
- Communicate regularly with families about student learning and school events.
- Offer opportunities for families to volunteer, observe classrooms, and participate in decision-making.
- Ensure a safe, respectful, and inclusive school climate that supports student success.

We, as parents and guardians, will:

- Make sure our child attends school on time every day, ready to learn.
- Support our child's learning by reading at home, checking homework, and monitoring screen time.
- Attend parent-teacher conferences and school events when possible.
- Communicate with teachers and staff about our child's needs and progress.
- Allow teachers 48 hours for communication follow-up by email, phone, or text.
- Participate in decisions about our child's education and offer feedback.
- Treat and communicate with Élan staff professionally and respectfully.

I, as a student, will:

- Come to school on time every day, prepared and excited to learn.
- Follow the Gladiator Code of Conduct and show respect for myself, others, and my school.
- Complete homework and ask for help when needed.
- Read 20 minutes every day outside of school time.
- Talk with my family about what I am learning at school.

Together, we will prepare every Élan scholar for a life of opportunity, choice, and purpose. This compact is reviewed and updated annually with input from families, staff, and students.

By signing below, students indicate that they have received and read a copy of Élan Academy's Family Handbook and understand and agree to the rules, regulations, and procedures of the school. Students understand that if they have any questions regarding school policies, they can always ask their parent, guardian, or another member of the school community for further explanation.

By signing below, parents and guardians indicate that they have received and read a copy of Élan Academy's Family Handbook and understand and agree to the rules, regulations, and procedures of the school. Parents and guardians understand that if they have any questions regarding school policies, they can always ask a teacher or staff member for further clarification.

Please complete this page and return it to the main office.

Student Name	Parent / Guardian Name

Student Signature	Parent / Guardian Signature and Date