



Dear Laureate Families,

**Due to recent events, we will be tightening our visiting policy at Laureate Academy. We are making these changes to ensure all scholars and staff are secure while at school.**

## WHAT TO EXPECT

- To visit Laureate Academy, you **must call and set up an appointment at least 24 hours prior to your intended visit.** This includes visiting your scholar for lunch and any celebrations. *The Leadership Team must approve the appointment time.*
- Visitors other than direct parents/guardians will only be permitted on campus with permission from the Head of School.
- Visitor passes must be worn at all times. Visitors who do not have their visitors pass worn around their neck and visible at all times will be asked to leave.
- Volunteers will be welcome after school hours only.

Thank you for understanding and supporting these changes. We appreciate your continued partnership as we work together to prepare your scholar for the college of their dreams!

- Claire Heckerman  
Head of School  
504-503-0170  
checkerman@laureatecharter.org

*Below we have listed our current policies on visiting Laureate for your reference.*

## CURRENT VISITORS POLICIES

### VISITOR POLICY

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

### VISITING CLASSES

The school is able to accommodate visitors given prior approval from school leaders.

Our school has an open door policy that allows family members to sit in on class during any time AFTER the first few weeks of school. During the beginning of school, it is critical for students to transition into their new setting, and the presence of families in the classroom can slow this process. After the initial four weeks of school, we encourage families to come into the classroom and see our dedicated teachers and students at work.

**Anyone, including parents, who wish to visit our school, must first call the office to set up an appointment.** It is up to the school leaders to grant or refuse a school visit. Visitors need to sign in at the office before visiting a classroom and wear a visitor sticker while in the school.

