



Académie Lafayette

Agenda 2016 - 2017

Oak Street Campus Middle School Student Handbook

6903 Oak Street
Kansas City, MO 64113
Phone: 816-361-7735
www.academielifayette.org

NON-DISCRIMINATION STATEMENT: Académie Lafayette does not and will not discriminate, or in any way prefer any student over another student based on race, religion, gender, ethnicity, national origin, disability, income level, proficiency in English or athletic ability.

Notre mission: Notre mission est de rassembler une communauté diverse d'élèves et un personnel éducatif international afin de développer des penseurs critiques, des citoyens globaux et des étudiants engagés par le biais d'une immersion dans les langues et cultures mondiales.

Our mission: Our mission is to bring together a diverse community of students and an international teaching staff to develop critical thinkers, global citizens and engaged-learners through immersion in world languages and cultures.

Phone Numbers and Email Contacts

Oak Street Campus – 6903 Oak Street, Kansas City, Missouri 64113 Telephone: 816-361-7735

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Principal (K - 3rd grade)	Heather Royce	hroyce@academielifayette.org
Vice Principal (K - 3rd Grade)	Jean-Claude Diatta	jcdiatta@academielifayette.org
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Support Teachers		
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Mandarin	Yanlan Jin	yjin@academielafayette.org
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SCHOOL PRIDE

Each student is encouraged to take pride in our school. Please use common courtesy by showing the proper respect for posters, bulletin boards, displays and signs placed throughout the building. Student assistance to the custodians is greatly appreciated. Students' desks are to be kept neat and clean at all times. Pick up papers and litter in the halls, classrooms, cafeteria, and on the grounds. Merci!

SCHEDULE FOR BEGINNING OF THE DAY

- 7:30 a.m. Doors open – Students go to the auditorium/wait or gym/breakfast.
- 8:05 a.m. Students report to homeroom.
- 8:15 a.m. Classes begin.

Arrival time

Please plan to be at school by 8:10 a.m. Classroom instruction starts at 8:15 a.m., and having time to transition between home and school is important.

Middle School students need extra time before classes begin to visit their locker and prepare materials for the day.

Classes start at 8:15

Please avoid being tardy. Students who arrive late miss critical classroom instruction time. Late arrival in the classroom disturbs other students and teachers, who are engaged in academic activities. Satisfactory school progress depends on regular attendance. Chronically late students receive poor training on the value of time and punctuality.

Chronic tardies represent a financial burden for our school, as we need staff members to monitor tardies and record them. Also, the state of Missouri reimburses the school based on the actual time each student spends at school.

If a student arrives at school after 8:15 a.m., he or she is tardy and will need to get a pass prior to joining the class. Parents must escort their student into the building and sign the tardy pass before they may join their class.

We expect that Académie Lafayette students will be punctual and will attend school regularly unless ill.

Please note that after (4) four tardies in a quarter, students will be required to attend a session of Saturday School. The second assigned Saturday School in a quarter will result in a meeting with administration.

The Pledge of Allegiance

The Pledge of Allegiance will be recited once a week in the morning.

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Safety Procedures

- Parents and visitors must use the main entrance (east side, northern end, north of picnic tables) to enter the building during school hours (8:15 a.m.–3:45 p.m.). Please be prepared to show identification and state the reason for the visit, as well as give the first and last name of the student, grade level and homeroom teacher.
- All visitors must report to the office immediately upon entering the building, to sign in and receive a visitor's pass. Any visitor without a pass will be asked to go to the office to get one.
- Parents should call ahead or send a note to the office and teacher if they plan to visit the campus or if picking up their child early for an appointment, etc.
- Parents are asked to wait at the reception desk when picking up their children early. The receptionist will call into the classroom for the student to report to the office.
- If a parent needs to meet with a teacher, counselor or other staff member, please call ahead to schedule your visit.
- If a parent wishes to drop off snacks, medication, classroom supplies, etc., please leave those in the front office with a label (child/homeroom teacher). A staff member will make sure they get to the correct person.

Attendance and Absences

Regular attendance is an important part of education. Class participation is one of the areas of student performance used to determine grades. Please schedule vacations and appointments for children when school is not in session. If excessive absences occur, parents may be notified and asked to participate in a meeting.

Absences are noted on report cards.

Please notify the office (816-361-7735), and/or homeroom teacher as quickly as possible if a student will be absent for the day. A directory of teacher names and emails is provided on page two of the Agenda.

Absences fall into two categories: excused and unexcused

Excused absences include: personal illness (please send a signed note to the teacher; at the school's discretion, a physician's statement may be required); serious illness or death of a family member or close relative; obligatory religious observance of the students own faith (students will not be penalized for these absences); participation in a school-sponsored activity; emergency situation requiring immediate action; or an absence which has been requested and approved in writing in advance.

Unexcused absences include: family vacation during the school year or any undocumented absence.

After 20 unexcused absences in a school year, a student may be retained in the same grade. An unexcused absence would include: a family vacation during the school year, or any

undocumented absence.

If a student is absent, he/she is responsible for obtaining and completing all missed work in all classes. In general, previously assigned homework is due when the student returns. Students will have the same number of days absent to make up missed assignments, unless otherwise specified by the teacher.

Should a student need to leave school early, parents should send a **signed, written note** in advance. Students should show this to the homeroom teacher in the morning and give it to the teacher whose class they will need to leave (before class begins). Should an unforeseen need arise during school hours to withdraw a student, the parent/guardian must come to the office to request the student's release.

END OF THE DAY - SCHEDULE

- 3:45 p.m. Classes are dismissed. Parents pick up at classroom. Students who use bus transportation are sent to buses or students are excused to the YMCA after-school program.
- 3:45 -3:50 p.m. Supervised locker time.
Parent-Pick-Up students should stay with their teacher. Students taking the bus will be responsible for going straight to the bus when done with locker time.
- 4:00 p.m. Students participating in after-school programs (sports, clubs, Academic Support, etc.) are dismissed.
Remaining students are brought to the office.

PLEASE NOTE: A \$1 dollar fee is incurred every minute after 4:00 pm.

CHANGE OF PLANS – EMERGENCIES

It's important for students to have a regular routine, but if a change of plan is absolutely necessary, you need to notify the school office by noon on that day. Please call in by noon to the office (816-361-7735) for changes. Please understand that we might not be able to honor changes received after 12:00 p.m. **For emergency pick up changes, please do not email.**

DRESS CODE & ETIQUETTE

Shirts and blouses:

- Red, white or navy blue only. (solid colors, no logos)
- Long or short-sleeved shirts must have collars.
- Long-sleeved t-shirts cannot be worn under uniform shirt.
- Only a small triangle of white t-shirt at the neckline should be visible under any school uniform polo-style shirt.
- Shirts are worn tucked in at all times.
- No t-shirts allowed.
- No logos (Polo, Izod, etc.) other than Académie Lafayette logo.

Pants, shorts, jumpers and skirts

- Khaki
- Académie Lafayette French Toast plaid only for girls in jumpers, skirts (must be no shorter than 4 inches above the knee) or shorts.
- Pants and shorts must not sag or be too loose.

Socks and tights

- Plain white, red, black or navy blue, socks or leggings.

Shoes

- Appropriate school shoes including rubber-soled athletic shoes or oxfords that tie, buckle or slip on.
- No flip-flops, sandals, open-toed or backless shoes of any kind including clogs.
- Red or navy blue Crocs may be worn, but will not be considered appropriate gym shoes.

Belts

- All solid/plain in school colors.

Sweaters and sweatshirts

- Plain, solid navy blue with no logos or pattern (except navy blue, red or white Académie Lafayette sanctioned spirit wear)
- Cardigan, crew-neck, V-neck, or zip up the front.
- Hoods must always remain off the head when indoors.
- Any other sweatshirts will be taken to the office. It is the parent's responsibility to pick up their child's non-uniform clothes at the end of the day.
- Shirts under sweaters and sweatshirts must have a collar.
- Please label your student's name in their sweaters and jackets.

Jewelry, scarves and headwear

- No scarves or oversized jewelry worn outside the uniform shirt.
- No large bead necklaces or bracelets should be worn with the uniform.
- Inside the school building, no bandanas or headwear, including hats and sweatbands. (Exception: approved, hat-themed Spirit Days)
- All hair accessories such as headbands (to hold hair back), bows and barrettes should be red, white, navy blue or approved school plaid.

Hair Style, Color and Makeup

- Unnatural hair colors (pink, red, blue, green, etc.) are strongly discouraged.
- No decorative wigs will be allowed (unless approved for a themed Spirit Day)
- If worn, make up should be minimal.

Casual Days

- Casual days usually fall on the first Friday of each month.
- Casual day clothing should be appropriate for the learning environment.
- Bare mid-drift, tank, or halter type shirts or dresses; shorts or skirts shorter than 4 inches above the knee or saggy pants/shorts are not acceptable.

Wearing the school uniform is a requirement of the program. Students will receive ONE warning and will be sent to the clothing closet to find replacement garments. Parents may be called and asked to bring clothing or take their child home to dress in the requisite uniform after the initial warning.

Physical Education Dress Code (Required for grades 4th to 8th grades)

The Physical Education dress code ensures that students can participate in the physical activities that are required by the Missouri curriculum. We encourage our students to understand the importance of safety and hygiene during their P.E. lessons and sport activities. The P.E. uniform colors follow the general school dress code. **Physical Education students must wear*:**

- Proper-fitting gym/athletic/tennis shoes (no slip-on shoes).
- Red or white t-shirt

- Navy blue sport shorts (no side stripe or logo allowed except Academie Lafayette).
- Shorts **must** be no shorter than 4 inches above the knee.
----students are strongly encouraged to buy the P.E. shorts sold by the school (see M. Dieng)----
- Navy blue sweat top (for colder weather).
- Only Academie Lafayette logos are allowed on navy sweat tops (or approved AL sweat tops).
- Navy blue athletic pants such as sweat pants or AL Spirit Wear pants (no side stripe; only AL logo allowed).
-----students may wear **leggings or tights** instead of athletic pants, but **must wear shorts** over them at all times-----

PE will take place outside as weather permits, so please have your child dress accordingly.

*On casual days, students are allowed to wear different colors but must have athletic clothes (specified above) and shoes to participate.

ELECTRONIC DEVICE, PHONE USE AND MESSAGE POLICY

Students will be allowed to use school phones for emergencies and with permission from their teacher and/or office staff.

Students may not use cell phones or other electronic devices during the school day on school grounds/property (including during recess or dismissal). If found, seen or heard, the cell phone/electronic device will be confiscated, and taken to the office. The cell phone/electronic device will only be returned to a parent during the school day. Personal phones/electronic devices are to be kept out of sight and turned off during the school day. The school is not responsible for lost/stolen phones or electronic devices should students choose to bring them to school. Students are not to video or photograph anything on school property at any time.

The office will give messages to students during the school day only for emergency situations.

eSCHOOLCORE

Staying in touch with student progress

eSchoolCore Access gives parents, guardians and students access to the Académie Lafayette Student Information System so that they can view grades, attendance, and meal balances, and other school information. It is also possible to view teacher comments, and set e-mail preferences for communication.

Each parent/guardian has a unique Username and Password to access his/her account. The single sign-on feature allows a parent/guardian to add all students in the same household to the same account. If you have any questions about your Username and Password, please contact the eSchoolCore Assistant Edem Addoh by phone (816-361-7735), in person or by email (eaddoh@academielafayette.org)

Note that Passwords or Usernames cannot be delivered over the phone or by e-mail for security purposes. They can be mailed to a physical address or given in person after showing a proper photo ID.

MIDDLE SCHOOL ACADEMIC EXPECTATIONS

We have high expectations for your children and will challenge them daily. Our school's goal is to maintain a positive, safe, and productive learning environment where each student can succeed. Our role as teachers is to provide the necessary tools and guidelines, as well as teach strategies to help your children develop skills and become responsible, respectful, and educated bilingual

citizens.

It is our belief that every student can be successful by always trying his/her hardest, being on time, turning in all assignments, and having the necessary materials for class. We need your help and ask that you continue to **encourage your child** and **check to see that homework is completed in a timely manner.** At the same time, we also ask you to **please take a step back and allow your child to become an independent learner and assume responsibility for his/her work.**

Keep in mind that homework may not always involve a written assignment or worksheet to complete. Students will be expected to prepare reading assignments for the next day's discussion (i.e. read, understand, and take notes), do research on a given topic, study for an upcoming test or classroom activity, etc. Please refer to the Homework Policy below for more information.

HOMEWORK PROCESS

Purpose of homework:

- Practice skills learned at school,
- Inform parents about what is taught at school
- Build responsibility and self-discipline
- Provide opportunity for enrichment and reflection
- Use independent research to learn more about a new concept
- Better prepare Middle School students for High School's expectations.

6th grade should expect about 60 minutes of homework per evening, 7th grade about 75 minutes and 8th grade about 90 minutes.

Communication: Parents can learn about their student's homework through weekly memos and/or the student Agenda.

Homework Expectations for Students:

- Record assignments and use their Agendas
- Keep materials organized
- Commit to a regular study time and place conducive to learning
- Ask questions when necessary and improve self-advocacy skills
- Practice academic integrity
- Complete assignments with their best efforts
- Meet due dates

Accountability: Students are expected to complete the assignment in a timely manner. Failing to do so may result in:

- Warning
- Saturday School
- Failing grade

Grading Policy

Grades are issued each trimester for each content area. Total points are used to calculate percentages. Each teacher will outline in detail how grades will be determined.

Total Points Earned= %	Percentage will be converted to a letter grade as follows;
100-90 = A	69-60 = D
89-80 = B	59 and below = F
79-70 = C	

- Students will turn in all assignments neatly and on time.
- Late work will be accepted, but the student will receive no credit (7th and 8th grades), half credit for work turned in the next day to students in the 6th grade.
- Any paper submitted with no name will only receive half credit.
- Teachers are flexible and are willing to work with any student who takes the time to discuss the circumstances before class. It is not appropriate to discuss the situation during class.

Promotion Policy

At the end of the year, students failing two core classes, or with a GPA below 2.0 may not be promoted to the next grade level. Students with more than 20 absences in a year may not be promoted to the next grade level.

Working Recess

Students may be asked to make-up assignments or catch up on tests and quizzes during their recess time. ***Working Recess is not a consequence for unacceptable behavior but instead an opportunity to make up missed work during the school day. Part of recess may be used for counseling students.***

Saturday School- Introduction to Process

Saturday School is a consequence for students who have three Type I or Type II behavior violations within 30 days.

Students will receive a write-up following an observed Type I or Type II behavior violation that occurs within the classroom or within the school (hallways, recess, etc.)

If/when a student faces a Type I or Type II behavior violation within the classroom or within the school (hallways, recess, etc.) a teacher can decide to give the student a Saturday School write up as a consequence.

The teacher will let the student know of this consequence.

The teacher will send an email to parents sharing information about the event that led to the write-up.

The teacher involved will contact parents after each write-up so that parents will know immediately about a school incident and its consequences. As needed, parents can easily contact the teacher involved for details and dialogue.

If/when a student receives three write-ups within 30 days, s/he will be assigned a Saturday School session. These sessions take place from 9am to 12pm.

The M.S. Administration will contact parents after the third write-up at least one week prior to a scheduled Saturday School session.

Write-ups do not carry over. Fewer than three write-ups in 30 days will expire and be deleted at the end of the 30 days in which they were written.

Saturday School Guidelines

Saturday School is a consequence for students in grades 6 through 8 who have three Type I and Type II behavior violations within 30 days as documented by the teacher and vice principal.

Purpose of Saturday School

- Avoid student missing classroom instructional time due to repeated behavior violations that may result in an in-school suspension,
- Serves as a consequence for students repeatedly disturbing the learning process and repeated tardies,
- Serves as an opportunity for students to catch up their missing homework or projects.

Organization-

Teachers and parents are notified one week before the Saturday School session to allow time to prepare materials / assignments and parents time to make arrangements to have their student at Saturday School,

- Time: 9 am – 12 pm
- Supervision: 1 teacher per 5 students
- The student sits alone at a desk and works individually. No disruption is allowed.
- If assignment is completed before the end of the session, the student is given additional work by the supervisor.

Communication-

- Parents will be notified when their child has received a Saturday School consequence,
- Students and parents will be notified by MS Administration when the third 3rd write-up is received one week before the required Saturday attendance,
- If/when parents/guardians have questions about the write-up your student has received, please contact the involved teacher for details,
- Administration will meet with parents to discuss student support and future expectations after a student has received three Saturday School sessions.

Student Expectations-

- Get to school by 9 am.
- Bring all the necessary material to do the scheduled assignments.
- Complete assignments with their best efforts.
- Abstain from disrupting other students.

Accountability-

Students are expected to complete assignments by the end of the session. Failing to do so may result in:

- Another Saturday School requirement
- Out-of-school suspension
- Failing grades

Note: *Failure to serve the assigned Saturday School will result in an Out-of-School Suspension*

Academic Honesty

As an IB World candidate school, the IB students in the Middle Years Program, grades 6-8, at Académie Lafayette are expected to follow the personal traits set forth in the Learner Profile. Students will consistently act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. Following the International Baccalaureate Organization handbook: “An authentic piece of work is one that is based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate’s own

language, expression and ideas. Where the ideas or work of another person are represented within a candidate's work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged. (Academic Honesty, 2)

Academic honesty is the standard for all IB students. Each student must develop and turn in original work for all assignments. Many times, it is necessary to mention—or reference—the work of someone else. In these cases, credit must always be given to the original source or author, as that information is their “intellectual property.” This includes all forms of student work including handwritten, typed, and other digitally created work. Acceptable forms of official documentation of sources include but are not limited to MLA and APA style citations. When in doubt, students should ask their teachers.

Academic Dishonesty and Malpractice - Terminology

- Plagiarism: the representation of the ideas or work of another person as the student's own.
- Collusion: supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment.
- Duplication of work: the presentation of the same work for different assessment components and/or class requirements

Disciplinary Action for Academic Dishonesty:

Students documented with violations of forgery, collusion, plagiarism, cheating and/or copying the work of another student or other source risk losing credit on the assignment, and having a “0” permanently entered into the grade book. The parent or guardian may request a conference to address the situation. For the first violation, the consequence will be left up to the discretion of the teacher, with the harshest consequence resulting in a “0” for the assignment without the opportunity to resubmit. Subsequent violations *will* result in an automatic “0” for the assignment and may also result in Saturday School, In-School or Out-Of-School Suspension based on the severity of the circumstance.

Truancy

A student absent without the consent of his/her parent or guardian is truant. This is an unexcused absence, and the parent or guardian must contact the school to arrange times for the student to make up the time missed.

Repeated truancy may be cause for disciplinary action, suspension, expulsion or legal action as addressed in the code of conduct. **A student is truant if:**

1. The student leaves school without being signed out at the main office.
2. The student is absent from class or assigned area without permission.
3. The student has a pass to go to a certain place, but does not report there.
4. The student is in the teachers' lounge or any other unauthorized place (nurse/counselor) without permission.
5. The student leaves class or assigned area without permission.

Please note:

- The first locker time is from 8:05 am to 8:15 am.
- M.S. students should not be on any floor before 8:05a.m.
- Middle school students who arrive before 8:05 a.m. must either eat breakfast in the gymnasium or wait in the auditorium.
- The last locker time of the day will be from 3:35 to 3:45 pm.
- M.S. students may **not** return to their lockers after 3:45 pm unless accompanied by a parent

or guardian.

Student Agenda

Please refer to your child's Agenda **daily** for his/her class schedule, as well as daily work, homework assignments, special projects, and important reminders. It is **your child's responsibility** to show you his/her Agenda and have you check it each day. The following format will be used in all classes to record information:

- C:** (what was done in class that day)
- D:** (homework assignment--"devoirs")

If there is no homework assigned for that night, your child should write "Pas de devoirs".

Hall Passes

Students will be required to carry a signed hall pass at all times. This includes visits to the nurse, counselor, copy room, and front office. Students may not visit these places without a pass, and appointments may be necessary. This pass can be found in the middle of the Agenda. Please use this information to verify students' attendance. This identification process is one part of our safe schools program.

Lockers and Locker Time

A signed authorization form is required for use of a locker. Students are responsible for providing a combination lock. Lockers must be kept locked at all times. Students should never give their locker combinations to anyone. A demonstration will be given to all students on how to properly organize a locker. Students need to keep in mind that locker time is not social time and to please show respect to other classes by keeping noise to a minimum. Teachers, staff, and administrators reserve the right to inspect lockers at any time, and/or take away locker time if abused. Students will be not allowed to use their lockers outside of scheduled locker time.

Students will **not** be permitted to bring their backpacks into the classroom. Please make sure that your child's backpack will fit into his/her locker. Some rolling backpacks are too large to fit into our school lockers.

Backpacks may not be left in classrooms, the hallway, or on top of lockers.

Hallway Circulation

When moving from class to class or using lockers, Middle School students are to use the East stairs to go down, and the West stairs to go up.

Support Classes: Physical Education and Computer Class

P.E.: Students must participate in P.E. with appropriate gym clothes (see P.E. uniform policy) and recess unless they have a written note from a parent or physician. If the student needs to be excused for a P.E. class, parents should send a doctor's note or write a note including the following information: date, type of injury, number of days the students needs to be excused, and parent/guardian signature.

Wearing the school uniform is a requirement of the program. Students will receive ONE warning and after that parents will be called and asked to bring clothing or take their child home to dress appropriately in the requisite uniform.

Computer Class: All students are required to bring one pair of earbuds to use in computer class, and leave in their classroom tub. Students who do not have their earbuds will be given alternate

assignments and be required to make up the work during their free time. Earbuds can be purchased from Alix Lasker for \$1.

Textbooks/Library Books/Supplies

If a textbook or library book is lost or damaged, students/parents will be assessed a fine or charged the replacement cost of the book. When students are given supplies that are intended to be returned, they are responsible for those supplies and will be charged a replacement fine if supplies are lost or damaged.

8th graders must turn in all textbooks, and pay outstanding balances before graduation. Students may not participate in the ceremony unless all requirements are met.

Illness

Please do **NOT** send a child to school if he/she complains of **severe sore throat or headache**, has nausea or has been **vomiting**, has pink eye, a rash or has a **temperature of 99.6 degrees or higher**. Children must be fever-free and/or diarrhea-free (without the help of medication) for 24 hours before returning to school. Report absences due to contagious disease to the office so that precautionary measures may be taken for those exposed.

Communication

We all know that it takes teamwork to help students succeed - this includes parents, teachers, staff, and students. **Communication is the key**. We plan to keep in contact with parents on a regular basis via the Agenda, telephone, texts, e-mail, conferences, Facebook page, and our website. Parents are welcome to contact teachers at school anytime via email with questions or concerns about a student's academic or social progress. Please allow a reasonable amount of time for the teacher to respond.

Our goal is to work together. Communication is a part of everyone's responsibility towards the success of our students. Please let the school know if there are any issues or events at home that may affect your student's participation or academic work at school. Teachers will do their best to clarify situations in the classroom and help with other issues. Team meetings will be regularly organized so all aspects of an issue can be discussed.

All Middle School students have an email address assigned to them by Académie Lafayette. Students should know their address and password, and use the email to communicate with teachers. Examples of communications include homework questions, assignment submissions, absences and make-up work.

School Parties: Holiday and Birthday

Teachers will give instructions for class parties. Please follow homeroom teacher's instructions about the classroom policy. Students are expected to follow the school Snack & Party Food Policy.

Académie Lafayette Wellness Program Snack & Party Food Policy

This program was implemented following passage of the Child Nutrition and WIC Reauthorization Act of 2004. This act required that "all school districts with a federally-funded school meals program develop and implement wellness policies that address nutrition and

physical activity by the start of the 2006-2007 school year.”(Section 204) These wellness policies promote a healthy school environment and work toward countering the increase in obesity and chronic diseases.

To increase and continue our compliance with this Act, please review the policy below. This is effective immediately and will be enforced by each classroom. We are dependent on your cooperation and compliance with this Federal Act and are grateful for your support. In addition to the party/snack policy, we would also like to stress the importance of physical activity and sports in the overall management of our student’s health.

In order to provide the safest environment for all our students, any shared foods or drinks must be free of all known classroom allergens; known allergens will vary from class to class, however the most common are: Peanut, Tree nuts, Milk, Egg, Wheat, Soy, Fish, and Shellfish (www.foodallergy.org). Please check with the school nurse or the teacher to verify what the allergen concerns are for your student’s class. Any shared foods must be brought to school individually wrapped with a manufacturer’s label to refer to for a list of ingredients and food warnings. **Foods without labels and/or home-baked goods will not be served.**

Sincerely,

Mr. Elimane MBengue and the Administration Team of Académie Lafayette

- Encouraged Foods: Fresh fruit (cut pineapple, apple slices, grapes, bananas, strawberries, etc.) vegetables (baby carrots, celery sticks, green pepper strips, cucumber slices, etc.) & dip (ranch, hummus, salsa, etc.) 100% fruit juice boxes, cheese, yogurt/gogurt, crackers, gold fish crackers, pretzels, lean meat sandwiches, bagels/cream cheese, popcorn, raisins, veggie straws. (Warehouse clubs are great places to find individually packaged cheeses, hummus, pita chips/pretzels, apple slices, baby carrots, etc.) When sending fruits and vegetables, please send them washed and cut while being careful to avoid contamination with allergens (wash cutting boards and knives thoroughly before using). Also, please send any utensils needed (spoons for yogurt, etc.)
- Foods not allowed: Home-baked goods or foods that do not have a manufacturer’s label. Foods that do not have a label or contain known allergens will not be served. Please do not send energy drinks such as Red Bull, Monster, etc.
- Holiday Parties and Monthly Birthday Parties: Monthly Birthday Parties will be held on the last Friday of each month, with summer birthdays being celebrated in the month of May. Holiday Parties will be scheduled by Académie Lafayette and coordinated by room parents with the teachers. The coordination of snacks will be the responsibility of the room parent and the teacher. **All snacks must follow the guidelines for food safety: individually wrapped, in the original packaging with the manufacturer’s label, and free of any known allergens. No home-baked goods.**

Behavior Expectations

To be successful, students are expected to follow these guidelines at all times:

- ❖ Students will respect themselves and others.
- ❖ Students will respect the property of others, as well as school property.
- ❖ Students will arrive on time, in the proper uniform, sit down quickly and quietly, take out the proper materials and be ready to learn.
- ❖ Students will follow classroom rules and procedures.

- ❖ Students will speak only in French in classes (with the exception of English class) and remain quiet in the hallway.

Introduction to the Code of Conduct

The Code of Conduct is designed to encourage students to accept responsibility for their actions, teach students to respect the rights of others, facilitate learning and promote the orderly operation of Académie Lafayette. The Code of Conduct contains different “classes” of misconduct, which will result in disciplinary action. The behaviors described are representative of the misconduct, which most frequently causes disruption of the orderly educational process. The list does not include all types of misconduct for which discipline will be imposed. A student who commits an act of misconduct which is not listed in the Code of Conduct, but which is nonetheless disruptive to good order and discipline in the school or which tends to impair the morale or good conduct of students, will be subject to the authority of the classroom teacher, the Vice Principal, and/or the Principal.

Behavior Incident Form

COMMUNICATION	CONSEQUENCES	TYPE I VIOLATION	TYPE II VIOLATION		TYPE III VIOLATION
Communication should be done in a timely manner by teacher, Social worker or Principal	The teacher, the principal or the Citizenship Committee reserves the right to apply any or all of the following consequences	<ul style="list-style-type: none"> • Disruptive behavior • Not prepared for class • Uniform violation • Excessive tardies • Misuse of Computer • Lying/ false statement • Possession of personal electronic device • Language use violation • Minor truancy 	<ul style="list-style-type: none"> • Repeated Type I violation • Bullying / cyber bullying • Fighting • Profanity/ obscenity • Physical assault • Threats to a student / staff 	<ul style="list-style-type: none"> • Gambling • Vandalism • Stealing • False alarm • Major truancy • Sexual misconduct • Academic dishonesty • Disrespect / defiance 	<ul style="list-style-type: none"> • Repeated Type II violation • Possession/ use/ distribution of drug/ alcohol • Physical assault of another student or staff • Possession / use of weapon: knife, firearm, explosive etc. • Arson / conspiracy to commit arson
CONSEQUENCES (please circle the appropriate one)					
Conference with the student	Safe seat	X			
	Buddy Room	X			
Inform the parents	Written Warning (Principal)			X	
	Saturday School			X	X
Conference with Parents	In School Suspension			X	X
	Out of School Suspension			X	X
	Dismissal				X

Bullying and Reporting Bullying

Académie Lafayette is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward school personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. (AL Board Policy #2655)

As a school, we define bullying as aggressive or hurtful behavior that involves unwanted, negative actions, involves a pattern of behavior repeated over time, and involves an imbalance of power or strength.

Examples of bullying behavior include, but are not limited to:

- Punching, kicking, shoving and other acts that hurt people physically
- Spreading negative rumors about people
- Enlisting certain people to “gang up” on others
- Name calling
- Exclusion
- Cyber bullying
- Teasing in a mean way

Académie Lafayette does not tolerate bullying. When bullying is reported to a teacher or staff member, we do our best to resolve the problem immediately. First, we speak with the students involved to determine the severity of the situation and whether or not the behavior could be characterized as bullying. Next, we take the appropriate steps to stop the bullying behavior and counsel all parties involved.

If a student reports behavior that falls into the above definition of bullying, please follow these steps:

1. Inform the classroom teacher so that he/she may be vigilant so that immediate interventions can occur.
2. If the problem is not resolved, contact the school social worker so that everyone can partner to create a plan of action.
3. If the bullying continues, please contact the Vice Principal or Head of School.

Maintaining Professional Boundaries

Professional boundaries are parameters that describe the limits of a relationship where one person entrusts their welfare and safety to a professional and often in circumstances where a power imbalance might exist. The purpose of this procedure is to provide staff members, students, volunteers and community members with information that defines effective and appropriate interactions between Académie Lafayette staff members and the community the school serves.

In a professional staff/student relationship, school employees maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students. A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship. The act, omission, or pattern of behavior generally does not have an educational purpose; and often results in abuse of the professional relationship between staff and students.

When interacting with students, school staff must use good judgment and think very carefully about the implications and potential consequences of engaging in certain behaviors with students. The following include, but are not limited to, examples of unacceptable conduct and/or inappropriate boundary invasions by staff members:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the Board’s policy on Harassment and Sexual Harassment of Students;

- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol, drugs or tobacco;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance / counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking Websites, or letters (beyond homework or other legitimate school business) without including the parent/guardian;
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone in a vehicle in a non-emergency situation;
- Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom).

Appearances of Impropriety

Whenever possible, staff should avoid situations that give the appearance of impropriety or create an actual impropriety. The following activities are examples of, but not limited to, boundary invasions and can create an actual impropriety or the appearance of impropriety:

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the staff member's home;
- Visiting a student's home; and
- Social networking with students for non-educational purposes.

If the above activities are unavoidable, then written pre-approval should be obtained from your building administrator or his/her designee. If written pre-approval cannot be obtained the staff person must report the occurrence, to his/her building administrator or his/her designee, as soon as possible.

Reporting Violations

Students and their parents/guardians are strongly encouraged to notify the principal or the head of school if they believe a teacher or other staff member may be engaging in conduct that violates this procedure. Staff members are required to promptly notify the principal or the head of school if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this procedure may result in disciplinary action up to and including termination. The conduct may also be reported to a state agency for further investigation. Any conduct involving suspected abuse, sexual or otherwise will be reported to the Children's Division and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect.

Suspected violations by School Volunteers will result in immediate suspension of his/her volunteer assignment until an investigation has been completed. If a violation has been committed, disciplinary action may be taken up and including the termination of his/her volunteer assignment. Any conduct involving suspected abuse, sexual or otherwise, will be reported to the Children's Division and/or law enforcement in accordance with the

board's policy on Reporting Child Abuse and Neglect.

Training

New employees will receive training on appropriate staff /student boundaries within two (2) months of employment. Continuing employees will receive training every two (2) years. Volunteers will receive training prior to his/her first volunteer assignment for the school year and annually thereafter.

Dissemination of Procedure and Reporting Protocols

This policy and procedure shall be included on the district Website and in all employee, student and volunteer handbooks. Annually, administrators and staff will receive copies of the district's reporting protocol.

Please sign the following form to indicate that you have read the student handbook with your child.

Thank you!

We have read and discussed the above information. We understand and will adhere to these expectations.

Student's Signature: _____

Parent's/Guardian's Signature: _____

Date: _____