



Académie Lafayette

Agenda Scolaire 2011 - 2012

1st and 2nd Grade

Student Handbook

6903 Oak, Kansas City, MO 64113
Phone: 816-361-7735 Fax: 816-361-5788
www.academielifayette.org

August 2011

Dear Parents and Guardians,

Please help your child take responsibility for his/her own work and materials by learning to consistently use this planner. Our teaching team is eager to instill the habit of "doing your best" and encourage the "never give up" attitude.

The agenda is also intended as a communication tool to be used between parents and school. We teachers will use it daily, and you are invited to use it frequently.

The investment you've made in purchasing this planner for your child is a demonstration of the commitment you have made to support an exceptional educational experience.

We are looking forward to a great school year.

Merci Beaucoup!

Académie Lafayette 1st and 2nd Grade Team

Bienvenue dans les classes de 1re et 2e années!

Welcome to a new school year! We look forward to guiding your children through an exciting and successful year at Académie Lafayette and hope you share our enthusiasm.

Information for administration contacts is below.

Special Education and Title One

Mme. Patty Smith, 504/Title One Coord.

Email: psmith.lafayette@gmail.com

Mme. Vicki Bendian, Spec. Ed.

Email: vbendian.lafayette@gmail.com

Mme. Cathy Bird, Spec. Ed.

Email: cbird.lafayette@gmail.com

Health Services

Mr. Emmanuel Boussuge, Nurse

Email: eboussuge.lafayette@gmail.com

Mme. Kayla McCrite, Counselor

Email: kmccrite.lafayette@gmail.com

Ms. Amanda Loflin, BIST

Email: aloflin.lafayette@gmail.com

PowerSchool

Mr. Roger Goudiaby, I.T.

Email: rgoudiaby.lafayette@gmail.com

Administration

Mr. Eric Roskam, Interim Principal

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Ms. Heather Royce, Vice Principal

Email: hroyce.lafayette@gmail.com

Mrs. Carlos McClain, Office Manager

Email: cmcclain.lafayette@gmail.com

Shelly Doucet, Dir. of Development

Email: sdoucet.lafayette@gmail.com

Katie Hendrickson, Dir. of Communication

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SCHOOL PRIDE

Each student is encouraged to take pride in our school. Many hours have been spent in making Académie Lafayette an attractive, functional, and educational environment. 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' lockers are to be kept neat and clean at all times. Pick up papers and litter in the halls, classrooms, cafeteria, and on the grounds. Please always clean up after yourself and others.

LIFE SKILLS

Life skills are an important part of Académie Lafayette. As students prepare for the world today, it is important to maintain a tone of decency and respect for themselves and others. The faculty of Académie Lafayette endorse the following life skills as models for student development:

Honesty

Respect

Responsibility

Creativity

Effort

Service

BEGINNING OF THE DAY - SCHEDULE

7:30 am	Doors open - Students go to the gymnasium.
8:00 am	Students leave the gym and report to their Home Room.
8:20 am	Classes begin.

Special Note concerning arrival time and tardiness

Parents, please plan to have your child(ren) at school by 8:10 a.m. at the latest. Classroom instruction starts at 8:20 a.m., and if students arrive after 8:10, chances are that s/he will have very little time to settle in before the academic day begins. Please give your child the gift each day of time!

Avoid being tardy from day ONE! It's easier to keep a good habit, than to get rid of a bad one. Students who arrive late, frequently face a difficult day. They begin the day with more stress, as they begin by being "behind" the other students. Late arrival in the classroom is prone to disturb the other students and the teacher, who are already engaged in academic activities. Satisfactory school progress is dependent upon regular attendance. Students who are chronically late to school are receiving a poor training on the value of time and punctuality.

Chronic tardies represent quite a financial burden for our school, as we need to have several staff members involved in monitoring tardies, recording them, etc. Also, the state of Missouri reimburses the school on actual time each student spends at school. Time is money, and your student being late is costly and ultimately affects the quality of our program.

If your child arrives at school after 8:19 am, s/he will be tardy in the classroom and will need to get a pass prior to joining the class. Regular school attendance is a major factor contributing to student success in school. We expect that Académie Lafayette students will attend school regularly unless ill and will be punctual every day.

END OF THE DAY - SCHEDULE

3:25pm	Classes are dismissed. Parent Pick-up area (Auditorium) or to the YMCA program at the cafeteria.
3:30 -> 3:45 pm	Children leaving from the Auditorium MUST be accompanied by authorized adult.
3:45 pm	Parent Pick Up is over. Remaining students are brought to the office.

Note

Please, respect the learning environment created for our students at all time. At the end of the day, do not wait for your child by the classroom door, or interrupt class activities. Please, follow the established procedures and wait for your child in the Parent Pick-up area (east side of Auditorium).

Merci de votre support.

CHANGE OF PLANS - EMERGENCIES

The safety and security of our students is our priority. Changing plans for the end of the school day (transportation, pick-up, YMCA, Upper Room, etc.) jeopardizes student safety. To better monitor school dismissal, we ask you not to make changes to your child's routine.

If a change of plan is absolutely necessary, you need to notify the school office by noon on that day. Changes called in after 12:00 pm will not be honored. (We cannot accept changes made through email.)

DRESS CODE & ETIQUETTE

Dress Code Etiquette : Team Work

Académie Lafayette students have made great progress in observing Dress Code etiquette. But, we still need to pay careful attention. Students arriving at school with their shirts tucked in will avoid having to be told to correct the situation as required. Help your child get a positive start to each day by reminding her/him to "Tuck it in"!

This is where we, students and staff, all need parents' help !

We need parents to make sure that their children's attire meets the dress code of the Académie. By reinforcing respect of that "étiquette" at home, we'll all be on the same page. Otherwise, we're sending mixed messages to our children. This is something we'd all want to avoid, n'est-ce pas?

Thank you for verifying that your child has the right attire for school and that s/he wears it with pride. *And remember, if it's not red, navy blue, khaki or plaid, your child should not be wearing it to school.*

Merci d'avance

Students of all ages lose/misplace jackets, sweatshirts, etc. It is a great idea to have your child's name written in all removable clothing.

• **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 shirt.
- Shirts are worn tucked in at all times.

Note: • *No t-shirts or logos (other than Académie Lafayette)*

• **Pants, shorts 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.

• **Socks and tights**

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

• **Shoes**

- Appropriate school shoes.
- Rubber-soled athletic shoes or oxfords that tie, buckle or slip on.

Note: • *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 colors or Académie Lafayette's belt.
- Belts are necessary to prevent "sagging".

• **Sweaters and sweatshirts**

- Plain navy blue solid colored with no logos or pattern (except Académie Lafayette)
- Cardigan, crew-neck, V-neck, or zip up the front.
- Hoods **MUST** always be off the head indoors.
- Any other sweatshirts will be taken to the office. It is the student's responsibility to pick up their non-uniform clothes at the end of the day.
- Shirts under sweaters and sweatshirts must have a collar.

• **Jewelry, scarves and headwear**

- No scarves or oversized jewelry worn outside the uniform shirt (small discrete personal jewelry is fine, but must be gold, silver, red, white or navy blue).
- No large bead necklaces or bracelets should be worn with the uniform.
- Inside the school building, no bandanas or headwear, including hats, even on casual days.
- All hair accessories such as headbands, bows and barrettes should be red, white, navy blue or approved school plaid.

• Casual Days

- Casual day clothing should be appropriate for the learning environment.
- Bare mid-drift, tank, or halter type dresses, skirts, or shirts and saggy pants are not acceptable.

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.

• P.E. uniforms

Gym Uniforms are not required for K, 1st and 2nd.

However, students may take off their uniform shirt if they are wearing a solid white shirt or a white shirt with an Academie Lafayette logo that covers the shoulders.

Students MUST be in proper-fitting gym shoes, proper -fitting pants, or shorts. (i.e. no loose pants without a belt) . Students MUST wear shorts under skirts.

Students must wear tennis shoes (no slide-ons) during PE class. PE will take place outside as weather permits, so please have your child dress accordingly.

Students must be in proper attire to participate in the P.E. class.

PHONE USE AND MESSAGE POLICY

Students will be allowed to use an office phone for emergencies only with a pass from a teacher and/or office approval. Classroom phones may not be used.

Students may not bring cell phones to school. If students choose to not follow this rule, the cell phone will be confiscated. It can be retrieved from the office only by a parent or guardian, only on Wednesdays between 2:00 and 4:00 pm.

The office will only give messages to students during the school day for an **extreme emergency**.

POWERSCHOOL

Staying in touch with your student's progress

PowerSchool Parent Access gives parents, guardians and students access to the Academie Lafayette Student Information System so that they can view grades, attendance, and other school information.

PowerSchool Parent allows you to view your child's grades, attendance, lunch balance, and other important information. You can also view teacher comments, read the school's daily bulletin, and set e-mail preferences. Most pages in PowerSchool Parent Access include a printable version link that opens an additional web browser window. This window includes the information in a printer-friendly format.

You have a unique **Username** and **Password** per student. If you have any questions about your Username and Password, please contact your PowerSchool administrator by e-mail, phone or in person (Mr. Roger Goudiaby e-mail : rgoudiaby.lafayette@gmail.com).

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

1st & 2nd GRADE ACADEMIC EXPECTATIONS

Homework

Your child will be assigned daily homework which will be recorded in his/her agenda ("journal de classe"). It is your child's responsibility to complete the assignment and your responsibility to check that the work is done by **signing the journal de classe each night**. Please remember that homework reinforces the work that is done in class, and it is equally important.

We invite you to be part of the process by playing the role of a tutor and not by doing the exercises for them. If your child has real difficulties doing his/her homework, please let us know by writing a note in the journal.

Support Class / P.E.

Students must participate in P.E. and recess unless they have a written note from a parent or physician.

Course Outline

You will receive a course outline for Math, Science, Social Studies, French and English with main topics and skills to be taught. Schedules will also be sent home (either in the form of a calendar or letter) detailing activities, projects to turn in, and test dates, as well as classroom guidelines.

Reading

It is very important that you support your child's reading habits at home. Your child will spend most of his day using the French language. Parents are expected to be very involved in supporting their child's first language development. We expect you to read with your child in early grades and consistently support your child's reading development in other grades. We encourage at least 20 minutes of daily reading. Take the time and you will notice the impact.

Reading is a key to learning.

Monday Memo

Every Monday we will send home a memo to let you know the program of the week (lessons, planning of activities and tests). We hope this will be of a great help for you to follow what we are doing in class and help your child at home.

Journal de classe/ Agenda Scolaire

Please check and sign the "Journal de classe" every night. We always check them in the morning in order to see the follow up at home and read your notes.

Friday Folder

Your child's work will be sent home at the end of every week in a special folder. Please review this work with your child, sign the sheet, and return the folder to school the following Monday. All work sheets will remain at home unless specified otherwise.

Academic Dishonesty

There will be no tolerance for cheating, plagiarism (copying someone else's work), or any other kind of academic dishonesty. (See the Code of Student Code of conduct.)

Progress Reports

A progress report is issued halfway through each quarter, reflecting all points earned up to the date the report is issued. This report is only for students who have a D or are failing (F) in at least one course. It will also indicate which assignments have not been turned in and which tests have not been taken.

Textbooks

Textbooks are provided without charge to all students. Students need to cover any book that will be taken outside of the classroom. Any lost or damaged textbook will be paid for by the student at the replacement cost of the textbook. Books will be checked quarterly for unreasonable wear and tear.

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. Students are expected to arrive **on time** and attend **all classes** every day. Families are urged to schedule vacations and appointments for their children when school is not in session. If excessive absences occur, the principal will schedule a meeting with parents. Absences are noted on report cards.

Absences shall be "excused" for the following reasons: personal illness (please send a signed note to teacher; at the school's discretion, a physician's statement may be required); serious illness or death of a member of the family or close relative; obligatory religious observance of the student's 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.

If a student is absent, he/she is responsible for obtaining and completing all work missed. 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. **Please notify the office as quickly as possible if your child will be absent for the day at 361-7735.**

No student will be dismissed early or during the school day without a **signed written note** in advance from his/her parent or guardian. 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.

Illness

*** Please do **NOT** send your 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**. Your child must be fever-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 who have been exposed.

Communicating with Each Other

We all know that it takes teamwork to help children succeed - this includes parents, teachers, staff, and students. **Communication is the key.** We plan to keep in contact with you on a regular basis via the agenda scolaire, telephone, e-mail, conferences, and our website. Feel free to contact us at school anytime if you have questions or concerns about your child's academic or social progress.

Our goal is to work together. Communication is a part of everyone's responsibility towards the success of our students. Teachers will do their best to clarify situations and help with issues. Team meetings will be regularly organized so all aspects of an issue can be discussed.

Sincerely,

1st & 2nd Grade Teams

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 and in the hallway at an acceptable volume level.*

Love and Logic

The Love and Logic philosophy states the importance of adults providing limits in a caring way. It involves building students up so they feel more capable, even after being disciplined. When interacting with students, teachers stay calm to avoid provoking, threatening, moralizing or lecturing. Teachers use polite statements that are enforceable and offer children choices within limits, thus avoiding power struggles. Discipline is maintained with compassion and understanding. This philosophy describes childhood misbehavior as an opportunity for helping children grow through their mistakes. Love and Logic methods help children learn to be responsible and gain self-confidence.

BIST

Behavior Intervention Support Team (BIST) is an organization that helps schools problem solve with students in a non-punitive manner. Grace and accountability are the pillars of the BIST philosophy. Grace is partnering with the student by listening and providing an empathetic response, which results in a partnership that sets the stage to problem solve productively. Accountability helps the student take responsibility for him/herself so he/she can problem solve the situation effectively without getting in trouble. BIST believes that holding students accountable for their actions, while also giving them grace, is the most effective strategy for character development. The following is a brief summary of the BIST continuum that students follow when a problem occurs. Depending on the severity of the problem, the student may bypass continuum steps.

1. **Safe Seat in Classroom** - student completes a "think sheet." The teacher processes with the student to verify that he/she is ready to return to the classroom community.
2. **Buddy Room** - If the student's problem can't be resolved in the classroom safe seat, the student goes to a buddy room with academic work and a "think sheet." A buddy room is another classroom, which could be any grade level. The teacher will process with the student to verify that he/she is ready to return to the classroom.
3. **Recovery Room**- If the student's problem hasn't been resolved in the above two steps, the student goes to the recovery room with documentation from think sheets and/or a note from the teacher. The BIST coordinator processes with the student. This includes gathering information, counseling, and guiding the student to create a plan on how to fix the current problem and avoid the same problem in the future.
4. **Office/Home**- If the student's problem wasn't resolved in the recovery room, the BIST coordinator will refer the student to the front office with documentation. Depending on the situation, the student may be sent home for the day and/or receive a conference card.

BIST works in parallel with the Code of Conduct to determine appropriate consequences when necessary.

Académie Lafayette

Student Conference Card for Code of Conduct Violation

Class I Offenses

- ◇ Misuse of Computer or Violation of Network Practices #100*
- ◇ Disruptive Behavior before, during, or after school in the Classroom, School or During School Activity #101
- ◇ Failure to communicate in French in Classroom, hallways & other Learning Activities organized #102
- ◇ Failure to adhere to the approved dress code #103
- ◇ Excessive tardies / Truancy #104

Class II Offenses

- ◇ Possession and/or Use of Tobacco or Tobacco Products #200*
- ◇ Possession, Exhibition and/or Distribution of Obscene Material #201*
- ◇ Gambling #202*
- ◇ Defiance of Authority #203
- ◇ Use of Abusive, Obscene, Offensive or Profane Language #204
- ◇ Inciting to Fight/Contributing to a Disruptive Situation #205
- ◇ Conspiracy to Commit a Class II Offense #206
- ◇ Academic Dishonesty #207*
- ◇ Possession and/or Use of a Simulated Weapon #208*
- ◇ Bullying

Class III Offenses

- ◇ Dangerous Behavior #300*
- ◇ Sexual Harassment and/or Sexual Misconduct #301*
- ◇ Stealing #302*
- ◇ Receiving Stolen Property #303*
- ◇ Extortion #304*
- ◇ Fighting #305*
- ◇ Possession of Cigarette Lighters and/or Matches #306*
- ◇ Vandalism #307
- ◇ Chronic Misconduct #308
- ◇ Conspiracy to Commit a Class III Offense #309
- ◇ Possession of Identifiable Drug Paraphernalia #310*
- ◇ Threatening Another Student #311*
- ◇ Threatening of School Personnel #312*
- ◇ False Alarms #313*

Name: _____

Homeroom Teacher: _____

Date: _____

Grade: _____



Hour/Time _____

Teacher _____

Class IV Offenses

- ◇ Distribution and/or Possession of Non-Controlled Substances #400*
- ◇ Possession and/or Use of Drugs #401*
- ◇ Possession and/or Consumption of Alcohol #402*
- ◇ Purchase of Non-Controlled Substances #403*
- ◇ Possession and/or Use of Toxic Substances #404*
- ◇ Possession of Drugs with Intent to Sell or Distribute #405*
- ◇ Assault of Another Student #406*
- ◇ Assault of School Personnel #407*
- ◇ Causing Serious Physical Injury to Student or Staff #408*
- ◇ Possession, Use and/or Sale of Explosives #409*
- ◇ Arson #410*
- ◇ Possession and/or Use of a Firearm #411*
- ◇ Possession and/or Use of a Weapon Other Than a Firearm #412*
- ◇ Conspiracy to Commit a Class IV #413*

Based on circumstances including, but not limited to: history of discipline problems, severity of the issue, personal circumstances, academic circumstances, and/or age, the Principal, Vice Principal, BIST Coordinator, and/or Social Worker, may decide that alternative consequences are in the best interest of the student.

Comments: _____

<ul style="list-style-type: none"> ◇ In-School conference with student ◇ Called Parents/Sent Note Home 	<ul style="list-style-type: none"> ◇ BIST Intervention: _____ ◇ Other: _____
<p>During this school year, how many time has the student violated the following classes of offenses ?</p>	
<p>Class I Offenses: _____ Class II Offenses: _____ Class III Offenses: _____ Class IV Offenses: _____</p>	

Administrative Action

-> See flip side

- | | |
|---|---|
| <ul style="list-style-type: none"> ◇ In-school conference with student ◇ After-school RESOLUTION ◇ Mandatory parent conference | <ul style="list-style-type: none"> ◇ In-school suspension: _____ day(s) ◇ Short-term suspension: _____ day(s) ◇ Long-term suspension: _____ day(s) |
|---|---|

Detention/suspension to be served on _____

Comments: _____

Administrator's Signature: _____

Date: _____

Parent's Signature indicating Receipt: _____

Date: _____

Student's Signature indicating Receipt: _____

Date: _____

Académie Lafayette Code of Conduct References



<p style="text-align: center;">Class I Consequences</p> <p><u>First Offense</u></p> <ul style="list-style-type: none"> • Mandatory phone call home • Parent/guardian conference • After-school detention <p><u>Second Offense</u></p> <ul style="list-style-type: none"> • Mandatory parent/guardian conference • In-school suspension (1-3 days) • 2-3 After-school detentions <p><u>Subsequent Offenses</u></p> <ul style="list-style-type: none"> • In-school suspension (3-5 days) • Short-term out-of-school suspension (1-5 days) • Saturday School 	<p style="text-align: center;">Class II Consequences</p> <p><u>First Offense</u></p> <ul style="list-style-type: none"> • Mandatory phone call home • Parents/ guardian conference • 2-3 after-school detentions • In-school suspension (1-3 days) <p><u>Second Offense</u></p> <ul style="list-style-type: none"> • In -school suspension (2-7 days) • Short-term out-of-school suspension (1-5 days) • Saturday School (1-3 days) <p><u>Subsequent Offenses</u></p> <ul style="list-style-type: none"> • Short-term out-of-school suspension (5-10 days)
<p style="text-align: center;">Class III Consequences</p> <p><u>First Offense</u></p> <ul style="list-style-type: none"> • Mandatory phone call home and in-school suspension (1-10days) & restitution (where appropriate) • Saturday School (1-3 days) <p><u>Second Offense</u></p> <ul style="list-style-type: none"> • Mandatory parent/guardian conference and short-term out-of-school suspension (1-10 days) & restitution (where appropriate) with possible further action 	<p style="text-align: center;">Class IV Consequences</p> <p><u>First Offense</u></p> <ul style="list-style-type: none"> • Mandatory phone call home and in-school suspension (3-10days) & restitution (where appropriate) • Saturday School (2-4 days) <p><u>Second Offense</u></p> <ul style="list-style-type: none"> • Mandatory parent/guardian conference and short-term out-of-school suspension (1-10 days) & restitution (where appropriate) with possible further action

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: _____

Please sign the following form to indicate that you have read the student handbook with your child. Please turn in the signed copy below to the homeroom teacher. 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: _____