

Académie Lafayette Kindergarten Center



Handbook for Parents
2010-2011

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Helpful Phone Numbers & Email Addresses

Main Campus

Mr. Eric Nelis, Academic Director
Mr. Eric Roskam, Assistant Principal
Ms. Carlos McClain, Office Manager
Ms. Jacque Lane, Business Manager
Mr. Roger Goudiaby, Information Technology
Ms. Peggy Arians, Data Processing and Power School
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Kindergarten Campus

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Ms. Diane Balagna, Kindergarten Coordinator
Ms. Ramona Nelson, School Nurse
Ms. Lori Boussuge, School Nurse
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Kindergarten Teachers

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Mme. Meriem Mazari, Homeroom Teacher
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Mme. Katherine Suarez, Homeroom Teacher
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Mme. Mary Spencer, English Communication Arts
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Letter to Parents

Dear Parent/Guardian:

This handbook is designed to give you an overview of the various policies, procedures and routines of the Académie Lafayette Kindergarten Center. Please acquaint yourself with this information as it can serve as a helpful reference for you and your family. After reviewing the handbook, discuss the information with your children. It will be helpful for them to know and understand how the policies, procedures and routines will affect them during the school year. The items covered in the handbook are not all inclusive as each teacher may have rules and procedures specific to his or her classroom. If you have questions about the information presented in the handbook, be sure to call the Kindergarten Center at 816-333-0936.

The goal of the Académie Lafayette Kindergarten Center is to educate all learners so they will acquire the skills, knowledge and attitudes to be responsible members of society. This goal will be accomplished with:

Communication with Families

Attitudes Matter

Respect for Each Other

Everyone Succeeds

Thank you for taking the time to read this handbook. We're looking forward to a great 2009-2010 school year!

Sincerely,

Eric Nelis, Academic Director Eric Roskam, Assistant Principal Patty Smith, Administrative Support

ARRIVAL AND DEPARTURE OF STUDENTS

All students will be allowed to enter the building at 7:30 a.m. and should go to the Fellowship Hall. Breakfast will be served there for those who have signed up.

Teachers come to the Fellowship Hall to pick up their students and proceed to the classrooms at 8:00 a.m. Students arriving after 8:00 a.m. should go to the office.

Classes start at 8:20 a.m. Students arriving after 8:20 a.m. are considered tardy and should go to the office with their parent to sign in and fill out a tardy slip.

Students leaving early from school must be signed out in the office by their parents or guardians. Teachers will receive word from the office when students are leaving early.

Departure in the afternoon will begin at 3:10. Teachers and/or interns will then escort the children to the buses and ensure they go to the correct bus.

Parents will pick up their child in the classroom from 3:10-3:30. At 3:30, Parent Pick Up is over. Remaining students will be taken to the office. There is a \$1.00 per minute charge for late pickups unless in the case of an emergency.

Students are to walk in single file lines in the halls and on our sidewalks at all times.

- Bus dismissal may vary in the opening days of school so that teachers may ensure students can find the correct bus.

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, etc.) jeopardizes student safety. To better monitor school dismissal, we ask you to not 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 made through email will not be accepted. Changes called in after 12:00 p.m. will not be honored.

PARKING

Parents, guests and staff should park in the south parking lot facing the front door of the Kindergarten Center. All visitors should go directly to the office to sign in.

DELAYED DISMISSAL PROCEDURES

The following describes our dismissal procedures during inclement weather or delayed bus pickups.

Safety is a priority!

Car riders- During inclement weather students will be held in the Fellowship Hall until parents come inside to escort their children to the vehicle. This will be a slow but safe process.

Teachers in the classroom doorways can monitor their classes and keep an eye on safe hallway walking.

If we are waiting for a few busses, we will call those student riders by bus to the front hall to sit and wait in line until late busses arrive. This will relieve teachers of having to watch just a few students.

Again, safety is a priority during our dismissal. We may not have to use this procedure at all this year as severe weather right at dismissal time is rare. A more likely use of this procedure would be snowy weather when some busses are delayed.

It is important to listen for minute-by-minute directions during delayed dismissal procedures. Thank you for your help in following these directions.

SAFE SCHOOL PROCEDURES

It is our intent to provide a safe and caring environment for your child. These are the routines and practices which help ensure a safe environment at Académie Lafayette Kindergarten Center:

- All guests and visitors (including parents) are asked to report to the office when entering the school.
- Each class discusses and practices evacuation/fire drill/tornado drill procedures several times throughout the year.
- School doors (including doors to the church) remain locked throughout the day.

ATTENDANCE AND ABSENCES

Regular attendance is an important part of education. Class participation is very important to the academic success of your child. Students are expected to arrive on time and attend all classes everyday. It is disturbing to the learning environment when students arrive late to class or leave early. Families are urged to schedule vacations and appointments for their children when school is not in session. If you do have to pick your child up early for any reason, please report to the office first. If excessive absences occur, the principal will schedule a meeting with the parents. Please note that absences are noted on your child's report card.

Absences shall be "excused" for the following reasons: 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 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.

NOTE: Please do NOT send your child to school if he/she complains of a severe sore throat or headache, has been vomiting, or has a temperature of 99.6 degrees or higher. Your child must be fever-free for 24 hours before returning to school. Please report absences due to a contagious

disease to the school office so that precautionary measures may be taken for those who have been exposed.

NUTRITION GUIDELINES

Snacks and Lunches: It is our belief that we have the responsibility to teach, model and encourage healthy food choices for our students. Students are encouraged to bring healthy snacks and lunches to school. A list of healthy class snack options will be sent home with your child. Parents will be responsible for class snacks throughout the year. Please do not forget to send snacks as children get very hungry and need healthy snacks throughout the day.

Water: Recognizing the importance of water to learning, students will be encouraged to drink water from the fountains regularly. We also encourage all parents to send a water bottle with their child which can be kept on their desk or in a designated area in the classroom.

ALLERGY AWARENESS:

There are several children attending Académie Lafayette who suffer a life threatening allergy to peanuts/nuts. Even exposure to a tiny amount of those food substances could be serious. We can all play a role in ensuring the safety of our students who are anaphylactic to nuts and nut products by refraining from bringing any nut products to school. (If a student has a serious allergy to a food other than nuts, the school will communicate this information to you.)

Although each child and his/her family must take responsibility to avoid exposure, other children and their families can also help to make the school environment safer.

Your cooperation is needed as follows:

- Do not send any snacks or items containing peanuts/nuts with your child, including food, snacks or chips (etc) which contain peanut oil.
- Please check the list of ingredients on all items you send to the school.
- Please only bring labeled food items to school for class snacks.
- Please speak to your child about not sharing their food with other children.

To learn more about peanut/nut allergies and choosing food products that do not contain peanuts and nuts, we have found the following website quite useful:

<http://www.foodallergy.org/school.html>

Thank you for your cooperation. For more information, please contact either of our school nurses, Ms. Ramona Nelson or Ms. Lori Boussuge at 816-333-0936.

MEDICATION

All student medications are to be kept in the school health room at all times. For students needing medication at school on a short-term basis, parents should send a medication form which they receive from the school. The form asks for a signature of permission to give the medicine, name of medicine, dosage and doctor's name. The nurse will send home a form if the student brings a note from the parent.

For students needing medication at school on a long term basis, a written statement must accompany the medication. It must include the following information: the name of the medication, the prescribing doctor, the reason for the medication, the amount to be taken, and the time to be administered. There are no exceptions. **TEACHERS ARE NOT TO GIVE ANY MEDICATIONS TO STUDENTS AT ANY TIME**, including cough drops. Field trips are the only exception, and a separate form will be filled out for these circumstances.

LOST AND FOUND

Kindergarteners are very skilled at misplacing their personal items. Please label their clothing and personal items. Any labeled items that are found can easily be returned to the owner. Please also remind them to bring in their items from recess. Teachers will appreciate the extra support! Despite all our efforts, articles of clothing will be misplaced during the course of the year. Please check the lost and found area for these items. Your child's teacher can direct you to this area. Unclaimed items will be donated at the end of the year.

BEHAVIORAL 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.*

BEHAVIOR INTERVENTION

Académie Lafayette uses B.I.S.T. (Behavior Intervention Support Team), with the mission to help students, teachers, parents and administrators learn techniques to encourage change and create a healthy learning environment for all. Académie Lafayette accomplishes this through GRACE (Giving Responsibility and Accountability to Children in Education).

In preparation for the full BIST program, Académie Lafayette Kindergarten Center uses the safe seat and buddy room when needed. For more information about BIST, please contact Ms. Loflin at 816-361-7735.

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 parent’s 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.*

Thank you in advance.

• Shirts and blouses

- Red or navy blue only.
- 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 or shorts.

• Socks and tights

- Plain white, red, navy blue or black. Navy blue or black leggings only.

• 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

- Navy, brown, black 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.

- **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, 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.

Note: It is a good idea to place your child's name in all removable clothing.

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. We will call to inform families of the situation. It can be retrieved from the office only by a parent or guardian.

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

POWER SCHOOL

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

PowerSchool Parent allows you to view your child's attendance, lunch balance and other important information. You can also view teacher comments, read the school's daily bulletin, and set email

preference. 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 the Username or Password, please contact Mr. Roger Goudiaby at 816-361-7735 or email him at rgoudiaby.lafayette@gmail.com. Please note that Passwords or Usernames cannot be delivered over the phone or by email for security purposes. They will always be mailed to your physical address or given to you in person after showing a proper photo ID.

CURRENT PHONE NUMBER AND ADDRESS

It is very important that the school records contain current and accurate information. Please inform us of any telephone changes and/or other changes that may occur throughout the year for home, business or emergency contact.

FRIDAY FOLDERS

Friday Folders are sent home on Friday of each week. The folders contain a variety of information, including weekly reports, student work, items from the Parent Association, the school-wide newsletter, and helpful information from the office. The list of things sent home may vary from week to week.

GRADE CARDS

Your child's report card contains information that will allow you to clearly understand how your child is performing. Please review it carefully. We encourage you to contact your child's teacher with any questions you may have about the report card.

We ask that you sign the report card and return it to school. Every effort will be made to notify you if your child is working below expectations before the end of the quarter. Mid-term reports may be sent home to keep you informed of your student's progress during the quarter.

PARENT COMMUNICATION

Communication between parents and teachers is vital to the success of your child's education. All teachers at Académie Lafayette have a plan to communicate with you. While it varies slightly based on the teacher, here is what you can expect in general:

- Your teacher will look forward to meeting you at the Open House and seeing you at other school functions open to families and guests.
- The school newsletter and weekly progress report will keep you advised of school-wide events and news, as well as individual feedback about your child's performance in the classroom.
- If your student is performing below expectations, you will be notified before the end of the quarter. Your child's teacher will discuss strategies to help your child improve their performance and work to the best of his/her ability.

Your child's teacher might also include:

- A positive phone call or a personal note to you throughout the year

- Special projects of students

FRENCH IMMERSION: WHAT IS IT?

What is immersion?

- Immersion is a type program that teaches students a second language (French)
- It means using French as the language of instruction and communication in school.
- It is structured so that children follow the same curriculum as all other students in the State of Missouri.

What is the goal of a French immersion program?

- To become functionally bilingual
- To communicate easily in both French and English
- To understand and appreciate different cultures and customs

What can I expect in regards to my child's French language development in Kindergarten?

- Children in immersion learn French in much the same way they learned English. They listen for a long time and imitate their teacher before they start to speak on their own.
- Parents must be patient. At the beginning, students speak to each other and the teacher in English while their understanding of French increases.
- By the end of Kindergarten it is intended that students will value the French language as a tool of communication and understanding. Because your child is unfamiliar with French, the first months will be devoted to developing your child's comprehension of the language.
- Children start speaking by using individual French words, then putting a few words together, and then learning a few set phrases.
- Gradually your child will begin to use French words in English sentences and later he/she will say simple French sentences. Later on in the year, children will start conversing using complete sentences.
- Children will pass through these different stages at different times.

What techniques and strategies are used to teach my child the French language?

- Teachers always communicate in French.
- Teachers and students also communicate using gestures and mimes.
- There is lots of repetition.
- They teach the students French songs, poems and games.
- They also make use of many audio-visual materials such as pictures, flashcards, storybooks, pocket charts and videos.

Will my child receive an education comparable to that of students in an English speaking school?

- Yes. We follow the curriculum established by the State of Missouri. The only difference is that the language of instruction is French and instructional resources are in French.

Does being in the French immersion program affect my child's English?

- No. In fact, learning a second language has been shown to improve and enhance first language skills. Children may experience an initial lag in English reading and writing, but they will catch up.

Why learn a second language?

- To communicate in both French and English

- To develop creative and critical thinking and problem-solving skills
- To develop a broader view of the world and learn about other cultures
- To enhance understanding and use of first language
- To enhance listening skills
- To strengthen memory skills
- To increase future educational and employment opportunities

HOW YOU CAN SUPPORT YOUR CHILD

- Ensure that your child attends school regularly and punctually.
- Be informed about school issues, read school newsletters and attend school events.
- Talk to your child about school and about what they are learning. Do not push them, however, as they sometimes do not want to speak any more French at home after a long day of hard work at school!
- Read to and with your child everyday. This is very important
- Provide plenty of rest with early bedtimes. Your child will be tired at the end of the day due to the active learning nature of studying and playing in French.
- Do activities together that use large muscle groups (dramatize stories, play outside, etc.) and activities that use small muscle groups (cutting, making cookies, coloring, etc.)
- Watch French videos.
- Communicate regularly with the teacher to learn about how your child is doing in school.
- Make yourself available to discuss and develop a mutual plan regarding academic and behavioral concerns.
- Do not allow your child to bring personal items (such as toys) that will distract him/her from learning.

ACADEMIE LAFAYETTE TITLE I PARENTAL INVOLVEMENT

To ensure effective involvement of parents with the Academie Lafayette Title 1 program, the following will take place during each school year:

Academie Lafayette will:

- Develop and ask parents to sign a school-parent contract
- Hold an annual meeting to inform parents of the school's participation in Title 1, explain Title 1 requirements, and explain parents' rights to be involved
- Offer a number of meetings at various times and, if necessary, use Title 1 funds to provide transportation, child care, or home visits as these services relate to Title 1 parental involvement
- Involve parents in an organized, ongoing, and timely way in the planning, review and improvement of programs under Title 1, including the school parental involvement plan
- Provide to the parents of participating children:
 - Timely information about Title 1 programs
 - An interpretation of the school's annual performance report
 - An explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels that students are expected to meet
 - If requested by parents, regular meetings to formulate suggestions and to participate, when appropriate, in decisions relating to the education of their children
 - Timely responses to the suggestions made by parents in the meetings
- Include comments from parent of participating children who find any aspect of the Title 1 program unsatisfactory when it is submitted to the school
- Provide assistance to participating parents with such topics as:
 - Understanding the Show-Me Standards, the MAP test and local assessments
 - Understanding how to monitor a child's progress
 - Knowing how to work with teachers to improve the performance of their child
- Provide parents the training and materials necessary to improve the performance of their child's achievement
- Educate, with parental assistance, all school personnel in valuing parent contributions, communicating and working with parents as equal partners, implementing and coordinating parent programs, and building ties between home and school.
- Coordinate and integrate the Title 1 parent involvement program activities with other existing parent involvement programs such as Head Start, Reading First, Even Start, Parents as Teachers, Practical Parenting Partnerships, and public preschool programs.
- Ensure that information related to school and parent programs, meetings and other activities is sent to the parents of Title 1 children in a format and language they can understand
- To the extent appropriate and feasible, provide parent resource centers and opportunities for parents to learn about child development and child rearing issues
- Provide other reasonable support for the Title 1 parental involvement activities as requested by parents

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Academie Lafayette assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Academie Lafayette assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Academie Lafayette assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the US Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

Academie Lafayette has developed a Local Compliance Plan for the implementation of State Regulations for the Individual with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding the storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the main school.

This notice will be provided in native languages as appropriate.

Patty Smith
Administrative Support
Academie Lafayette Kindergarten Center

PARENT SIGNATURE FORM

Please sign the following form to indicate you have read the student's handbook and reviewed it with your child.

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

Parent's/Guardian's signature _____.

Student's Name _____.

Date _____.

Thank you!

Please sign again below, also indicating that you have read the student's handbook and reviewed it with your child.

Please return this copy to your homeroom teacher.

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

Parent's/Guardian's signature _____.

Student's Name _____.

Date _____.

Thank you!