



Agenda Scolaire
2011 - 2012

Middle School

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 Middle School Team

Bienvenue dans les classes du collège!

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

Email: eroskam.lafayette@gmail.com

Ms. Heather Royce, Vice Principal

Email: hroyce.lafayette@gmail.com

Mrs. Carlos McClain, Office Manager

Email: cmccclain.lafayette@gmail.com

Shelly Doucet, Dir. of Development

Email: sdoucet.lafayette@gmail.com

Katie Hendrickson, Dir. of Communication

Email: khendrickson.lafayette@gmail.com

Académie Lafayette
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Kansas City, Missouri 64113

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Fax: 816-361-5788
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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.
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

Middle School students are required to wear properly fitting athletic shorts, white t-shirts and properly fitting tennis shoes during Physical Education class. Students must be in proper attire to participate in P.E. class and receive credit.

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. There may be times when teachers request students to bring cell phones on field trips and they will be permitted to have them.

Electronic devices (cameras, mp3s, i-pods, video games, etc.) are not allowed on school premises. Like cell phones, electronic devices will be confiscated and can be picked up on Wednesdays between 2:00 and 4:00 pm. As with cell phones, there may be times when students are asked to bring these to class for projects or field trips with teachers' permission.

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.

MIDDLE SCHOOL LE COLLÈGE

ACADEMIC EXPECTATIONS

Bonjour!

We have high expectations for your children and plan to 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**.

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.

Behavior Expectations

To be successful learners, we expect students to have respectful behavior in the classroom and in the school. We also expect students to participate in the classroom and speak French (except in English class). 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.*

Grading Policy

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

$\frac{\text{Total Points Earned}}{\text{Total Points Possible}} = \%$	
The percentages will then be converted to letter grades as follows:	
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

- Students will turn in all assignments **neatly** and **on time**.
- Late work will be accepted, but the student will receive **no credit**.
- 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.

Academic Dishonesty

Cheating, plagiarism, or any other type of academic dishonesty will not be accepted. Academic misconduct and inappropriate use of computers will lead to serious consequences, which are addressed in the school code of conduct. The first offense will result a zero on the test or assignment, and the teacher will notify parents. The second offense will also result in a zero, and the incident will be referred to administration.

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 signing 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 should not be 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 8:00 am to 8:20 am. M.S. students should not be on any floor before 8:00 am. They are welcome to wait in the cafeteria/gymnasium.
- The last locker time of the day will be at 2:35 pm, when students will go to their support classes.
- M.S. students may **not** return to their lockers after dismissal unless accompanied by a parent or guardian.

Agenda Scolaire

Please refer to your child's agenda scolaire **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 scolaire 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, BIST room, and 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 scolaire. 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 that voice levels must remain acceptable. Teachers, staff, and administrators reserve the right to inspect lockers at any time, and/or take away locker time if abused. The first locker time is from 8:00 am to 8:20 am. Students should not be out of the gymnasium/cafeteria before 8:00 am. The last locker time of the day will be at 2:35 pm, when students will go to their support classes.

Students may not return to their lockers before or after dismissal.

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 and coats may not be left in classrooms, the hallway, or on top of lockers.**

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.

Physical Education

Students must participate in P.E. and recess unless they have a written note from a parent or physician. Please see P.E. uniforms on page 7.

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 scheduled from 2:45 pm to 3:30 pm so all aspects of an issue can be discussed.

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 on school grounds	#101
◆ Failure to communicate in French in classroom, hallways and other organized learning activities	#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/cyber bullying	
◆ Possession of personal electronic devices	

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
◆ Harmful and/or inappropriate use of technology	

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 offense	#413

Based on circumstances including, but not limited to: history of discipline problems, severity of the issue, personal circumstances, academic circumstances, 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: _____

<p>◆ In-school conference with student</p> <p>◆ Called parents/Sent Note Home</p>	<p>◆ BIST Intervention: _____</p> <p>◆ Other: _____</p>
<p>During this school year, how many times has the student violated the following classes of offenses ?</p>	
<p>Class I Offenses: _____ Class II Offenses: _____ Class III Offenses: _____ Class IV Offenses: _____</p>	

-> See flip side

- ◇ In-school conference with student
- ◇ After school resolution
- ◇ Mandatory parent conference

- ◇ 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 for Middle School



<p style="text-align: center;">M.S. Class I Offenses</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 (4-5 days) • Saturday School 	<p style="text-align: center;">Middle School Class II Offenses</p> <p><u>First Offense</u></p> <ul style="list-style-type: none"> • Parent/guardian conference • Mandatory phone call home • 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;">Middle School Class III Offenses</p> <p><u>First Offense</u></p> <ul style="list-style-type: none"> • Parent/guardian conference 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"> • Parent/guardian Conference and short-term out-of-school suspension (1-10 days) with possible further action and restitution (where appropriate) 	<p style="text-align: center;">Middle School Class IV Offenses</p> <p><u>First Offense</u></p> <ul style="list-style-type: none"> • Short-term out-of-school suspension (10 days) with referral for long-term suspensions and possible referral to outside agencies for treatment/counseling, • Recommendation for expulsion.

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: _____